



## AGENDA

### REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM SEPTEMBER 17, 2019

CITY HALL – COUNCIL CHAMBERS

808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

**1. CALL TO ORDER/ROLL CALL**

**2. APPROVAL OF MINUTES**

*Action Required*

- a. August 20, 2019 Minutes  
(p. 2)

**3. PUBLIC COMMENT**

**4. CHIEF EXAMINER'S REPORT**

**5. NEW BUSINESS**

*Action Required*

- a. Request to extend project employee beyond two years  
(Pellham – IT)(p. 4)
- b. Modification of Heavy Equipment Operator list  
(Richards)(p. 6)

**6. UNFINISHED BUSINESS**

*Action Required*

- a. Employee Satisfaction Survey  
(Richards)

**7. ADJOURN**

**Notes:**

- The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane Council Chambers in the lower level of City Hall is wheelchair accessible and is also equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of a picture ID) at the City Cable 5 production booth on the first floor, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write or email Human Resources at:

- Phone: 509.625.6363
- Address: 808 W. Spokane Falls Blvd, Spokane, WA 99201
- Email: [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org)

Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. All requests for accommodation must be made at least forty-eight (48) hours before the meeting date.



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
AUGUST 20, 2019 MINUTES**

**1. CALL TO ORDER/ROLL CALL**

Commissioner Gilmore called the meeting to order at 9:30 a.m.  
Commissioner DeCounter, Hult, Stephens were present.  
Commissioner Lindsey was absent (excused).

**2. APPROVAL OF MINUTES**

MOTION: Move to approve July 16, 2019 Minutes  
DeCounter/Stephens: Motion passed unanimously.

**3. PUBLIC COMMENT**

- a. Joe Cavanaugh – Local 270 President provided comment regarding Agenda Item 4a.
- b. Joe Cavanaugh – Local 270 President provided comment regarding Agenda Item 5 and Agenda Item 6b.
- c. Melissa Wittstruck – Managerial and Professional Vice President provided comment regarding Agenda Item 4a, Agenda Item 5 and Agenda Item 6b.
- d. Joe Cavanaugh – Local 270 President provided comment regarding Agenda Item 6c.
- e. Melissa Wittstruck – Managerial and Professional Vice President provided comment regarding Agenda Item 6a and Agenda Item 6c.

**4. PRESENTATIONS**

- a. Customer Engagement Program Update presented by Katie Myers – Civil Service Project Employee

**5. CHIEF EXAMINER'S REPORT**

Chief Examiner Richards provided updates regarding Civil Service Department operations.

**6. NEW BUSINESS**

- ~~a. Request for Indefinite Leave of Absence – P. Ingiosi~~  
MOTION: Move to strike Agenda Item 6a from Agenda.  
Hult/DeCounter: Motion passed unanimously.
- b. Employee Satisfaction Survey  
Commission requests Chief Examiner to bring everyone together on this, so we have survey that represents everybody as closely as possible.
- c. **Added New Business** - Request to shorten the Clerk III Eligibility List to One Year - Pilot  
FIRST MOTION: Request to shorten the Clerk III Eligibility List to One Year - Pilot  
Hult/DeCounter: Motion passed unanimously.  
SECOND MOTION: Move to approve Agenda Item 6c as stated.  
Hult/DeCounter: Motion passed unanimously.

**7. ADJOURN**

The Commission adjourned at 10:34 a.m.

DRAFT



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REQUEST TO EXTEND PROJECT EMPLOYEE BEYOND TWO YEARS

AUTHORITY

**Civil Service Rule 2.37 Project Employee** – An employee hired to perform a specific project or work, which is non-recurring in nature or is created by an unforeseen event which will not exceed two calendar years from the date of hire without review by the Civil Service Commission.

**Civil Service Rule III, Section 7(c)** – Any grant or special revenue sharing program shall be administered in conformance with the conditions of the program and be initially identified by the recipient department, with approval of the Commission, as seasonal, project or indefinite. A program that can qualify as temporary/seasonal shall be so recognized and employees in such program shall not be subject to Civil Service. A project is a non-recurring program that will have a minimum duration of six months, will not exceed two calendar years, and is for a specific project or set of projects. A program that can qualify as non-recurring shall be so recognized and employees in such program shall not be subject to Civil Service. All other programs and any seasonal program which lasts beyond one year duration and any non-recurring program which lasts beyond two years may be recognized as indefinite and subject to Civil Service hiring procedures as though such were permanent classified positions. The staffing of all grant or special revenue sharing programs, whether identified as seasonal, project or indefinite, should be by recruitment and appointment, insofar as practicable, through Civil Service processes and existing eligible list for commensurate positions. Trainees appointed through any of the above programs shall be subject to the conditions of Rule IV, Section 15.

**M&P- B 2017-2021 Contract - Article IX, Section M - Project Employees** - The Civil Service rules for the City provide for the hiring of "Project Employees". Project employee is defined as an "employee hired to perform a specific project or work, which is nonrecurring in nature or is created by an unforeseen event which will not exceed two (2) calendar years from the date of hire without review by the Civil Service Commission."

1. Department requests for a Project Employee should be directed to the Civil Service Commission. Upon receipt of a request, a meeting will be scheduled between a representative from Civil Service, Human Resources, and the Association. The Project Committee will evaluate the request and determine if the position is a Project Employee.

BACKGROUND

ITSD is requesting an extension of an existing project employee, Theodore Petropoulos. Mr. Petropoulos employment history with the City is as follows:

- May 31, 2016 – November 8, 2017: Hired as in Temp/Seasonal capacity with ITSD
- November 8, 2017– Present: Hired as a Project Employee with ITSD after approval by the Project Committee. 2 year term expires 9/30/2019.

Requests to exceed the two year period are subject to Commission approval. A staff recommendation will not be provided based on this provision.

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#### FORMAL REQUEST FROM ITSD FOR PROJECT EMPLOYEE EXTENSION

Based on our discussion regarding Theodore Petropoulos, I'm formally requesting an extension of his time with the Network team. His employment as a temp/seasonal combined with project employee status reaches two years on September 30, 2019. According to the Civil Service rules, a project employee is defined as, "An employee hired to perform a specific project or work, which is non-recurring in nature or is created by an unforeseen event which will not exceed two calendar years from the date of hire without review by the Civil Service Commission." To my mind, this does not preclude an extension, but only that a formal review is required. Additionally, we request to retain him to assist on new projects, not a specific project lasting more than two years.

The Network team has several significant projects in the queue that require additional assistance: Design and implementation of a new production datacenter at an alternate location, design and implementation of a disaster recovery site to provide mission critical services during emergencies, and design and implementation of new technology to migrate from the existing City-wide infrastructure to a policy based, isolated and secure metropolitan network. Mr. Petropoulos is a valuable asset in that he is intimately familiar with the current infrastructure, procedures, departments and team members. Having recently come from the private sector, I am very aware that it will difficult to find a skilled network administrator in this market that would be willing to work on a time-limited, project bound basis. This is documented by the recent recruitment for a permanent senior network administrator, which presented a minimal pool of qualified applicants. By retaining Mr. Petropoulos, we will be able to continue progress without the months required to seek a skilled resource and then train them on City specific architecture and procedures.

Additionally, senior IT leadership is currently in discussions regarding reclassifying available, unfilled positions as to how best to benefit the City. We are evaluating the possibility of utilizing a position to expand the Network team to include a prioritized position for public safety. We ask that you consider extending Mr. Petropoulos to allow us time to fully vet our decision and to then work with the Civil Service to create the desired job classification without an undue burden on the quantity of work delivered by the existing team. Thank you for your consideration.

Theresa Pellham |Senior IT Infrastructure Manager|



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## MODIFICATION TO HEAVY EQUIPMENT OPERATOR LIST

### BACKGROUND

On Friday, August 30, 2019, Civil Service staff received a request from a Human Resources staff member to remove two PAR's from Lars Erpenbach's personnel file. The reason stated was that the PAR's were not compliant with HR policy because they were conducted by Mr. Erpenbach's peer, not a supervisor.

Upon investigation, Civil Service staff discovered that one of the non-compliant PAR's was used in a promotional examination for Heavy Equipment Operator (HEO). Therefore, this PAR cannot be removed because it is part of the Civil Service record for this examination. This poses two complications, requiring Commission consideration and a decision.

First, the score needs to be recalculated because the PAR makes up 20% of the candidate's score. Mr. Erpenbach has a PAR on file that was completed by a supervisor prior to his promotion to Arborist, and was within a year of the date of application for the HEO examination. This meets the requirements for a valid promotional PAR and could be used.

Second, recalculation of the score will impact the rankings on the eligibility list, which was published on March 8, 2019. There is no mechanism in the Civil Service Rules that allows for this as an administrative process.

### CONSIDERATIONS AND IMPACT ANALYSIS

There are three options here:

- A. Use the compliant PAR referenced above.
- B. Request a new PAR.
- C. Make no change to the score.

Option A is the most objective option, and what would have been used if the two PAR's in question had not been provided. Option B is problematic because it introduces significant subjectivity into the scoring and undermines trust in the test and the process. Option C is equally problematic because if the PAR was not valid it shouldn't be considered in the scoring. Any change to the scoring as a result of selecting option one or two above will require a new list to be issued, which should be by order of the Commission.

## Impact Analysis of the Proposed Changes using Option One

Lars Erpenbach

Raw Score 54 out of 79 questions (68.35%)

PAR as Used 53 out of 100 (53.00%)

**Original Score** 68.35 \* 80% = 54.68

+ 53.00 \* 20% = 10.60

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65.28

**Score if Amended** 68.35 \* 80% = 54.68

+ 84.00 \* 20% = 16.80

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71.48

Mr. Erpenbach's original rank on the list for Heavy Equipment Operator was #48. Due to removals and selections, his rank as of Sept. 4, 2019, is #44.

If the previous PAR is used to determine Mr. Erpenbach's score, he would be placed at #30 on the up-to-date list\*. This would push 14 candidates down one rank to make room.

No eligible candidate at or below the rank of #30 has been selected or passed over at this time.

\* Another candidate also answered 54 questions correctly and received an 84 PAR. Civil Service Rule VI, Section 8 provides for promotional ties to be broken by classification seniority. Mr. Erpenbach has a date in class as an Arborist – his current job class – of Oct. 7, 2018. The other candidate has a date in class as a Laborer II of Jan. 2, 2018, so he would rank higher than Mr. Erpenbach.

### RECOMMENDATION

My recommendation is to select Option A because it aligns most closely with Civil Service principles and is the best alternative to maintain process integrity. Additionally, the impacts associated with issuing a revised list as outlined above are minimal.