



AGENDA

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM FEBRUARY 18, 2020

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. January 21, 2020 Minutes
(p. 3)

3. PUBLIC COMMENT

4. CHIEF EXAMINER'S REPORT

5. NEW BUSINESS

Action Required

- a. Resolution 2020-02 Classification Actions
(Bjork)(p. 5)
- b. Gardener II Class Spec Revisions
Discussion (Richards)(p. 9)
- c. Present DRAFT 2019 Annual Report
(Richards)(p. 14)

6. UNFINISHED BUSINESS

Action Required

- a. Investigation of M Decker Claim – Submission of Written Report
(Piccolo/Richards)(p. 15)

7. WORK SESSION (Open to the Public)– ADJOURN TO CIVIL SERVICE TEST ROOM -4th Floor of City Hall

- a. Chief Examiner Performance Review/Feedback
(De Counter)

8. ADJOURN

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

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.

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

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**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
JANUARY 21, 2020**

1. CALL TO ORDER/ROLL CALL

Commissioner Lindsey called the meeting to order at 9:30 a.m.
Commissioner Lindsey, DeCounter, Hult, and Stephens were present.
Commissioner Gilmore was not present, then arrived late at 9:34 a.m.

2. APPROVAL OF MINUTES

MOTION: Move to approve December 17, 2019 Minutes
Hult/DeCounter: Motion passed unanimously.

3. PUBLIC COMMENT

- a. Joe Cavanaugh - Local 270 President provided comment regarding Agenda Item 5c.
- b. Joe Cavanaugh – Local 270 President provided comment regarding Agenda Item 6a.
- c. Louis Meuler – Interim Director for Planning and Neighborhood Services provided comment regarding Agenda Item 6c.
- d. Kris Becker – Managerial & Professional Association Director provided comment regarding Agenda Item 6c.

4. CHIEF EXAMINER’S REPORT

Chief Examiner Richards provided updates regarding Civil Service Department operations.

5. NEW BUSINESS

- a. Requests for Indefinite Leave of Absence
MOTION: Approve the three Indefinite Leave of Absences as submitted.
Hult/DeCounter: Motion passed unanimously.
- b. Resolution 2020-01 Classification Actions
MOTION: Accept the Classification Resolutions as provided.
Stephens/Gilmore: Motion passed unanimously.
- c. Conceptual Discussion – Modernizing Civil Service presented by Chief Examiner Richards

6. UNFINISHED BUSINESS

- a. Investigation of M Decker Claim
MOTION: Would like to see a formal written report.
Stephens/Gilmore: Motion passed unanimously.
- b. Chief Examiner Performance Review/Feedback
Commission DeCounter provided an update regarding the Chief Examiner Performance Review/Feedback. Commission has requested a Working Meeting for February 18, 2020 Commission Meeting.
- c. **Addendum:** Assistant Planner II Eligibility List from December 17, 2019, Item 5f from Minutes
FIRST MOTION: Move to amend agenda to reflect addition.

Hult/Stephens: Motion passed unanimously.
SECOND MOTION: Vacate the list as recommended.
Hult/Stephens: Motion approved unanimously.

7. ADJOURN

The Commission adjourned at 11:15 a.m.

DRAFT



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ITEM 5A - RESOLUTION 2020-02: CLASSIFICATION ACTIONS

BACKGROUND

Staff has conducted a study of classification SPN 069 Riverfront Park Shift Supervisor. The Riverfront Park management requested a review prior to filling a current vacancy. This classification was last reviewed by Civil Service in 2011.

A title change is being presented for Commission adoption at this time. In the process of updating the specification, it was determined that the role has evolved to meet the needs of Riverfront Park, and is now most appropriately titled as Assistant Attractions and Retail Manager. This classification is currently in the progression line for SPN 094 Attractions and Retail Manager, and the last incumbent was promoted into the higher class, resulting in the vacancy.

The M&P Association concurs with the classification revisions and title change as presented. Once final, the title of SPN 069 will also be updated in the Promotional Qualifications for SPN 094 to reflect the current title in the progression line.

Additionally, staff will present the new design that we have developed internally for job classification documents, and we will share a few examples of minimum qualifications that we have revised for clarity in recent months.

Attachment:

SPN 069 Riverfront Park Shift Supervisor Class Spec

**RIVERFRONT PARK SHIFT SUPERVISOR
ASSISTANT ATTRACTIONS AND RETAIL MANAGER**

SPN: 069

NATURE OF WORK:

Assists in management of daily park business operations, including supervision of attractions and retail locations. Performs supervisory work directing shifts operations at Riverfront Park. Duties are varied and require independent judgment in making decisions requiring knowledge of City and Park policies and state labor, health and safety laws. Most work is subject to checks and controls; but, if not detected, errors could cause serious injury, interruptions, loss of revenue, and damage to City property or embarrassment to the City. Employee has routine contact with the public in the normal performance of duties. Work is medium in nature, performed under varying weather conditions, and requires normal attention to prevent errors. ~~Employee is required to perform s~~Shift work is required, including unsupervised nights, weekends, and holidays.

SUPERVISION:

Employee works independently under ~~direction~~general supervision, making decisions in accordance with standard procedures, referring difficult or unusual circumstances to the manager. ~~and refers questionable cases to the supervisor, however, as experience is gained, employee is expected to function in an independent manner.~~ Employee is responsible for the work of permanent and nonpermanent employees during specific shifts. Exercises direct supervision over attractions and retail staff as assigned.

ESSENTIAL JOB FUNCTIONS:

Serves as Riverfront Park's lead point of contact and representative for the day. Oversees all park attractions, concessions, special events, parking operations, group reservations, park security, grounds and custodial maintenance and associated staff during a specific daily shift. Takes appropriate actions to resolve immediate routine operational problems affecting the delivery of programs and services.

Ensures that the park, attractions, and facilities open and close on time in accordance with the operation calendar. Coordinates with park team leads to ensure awareness of the day's schedule and readiness to support accordingly.

In consultation with park managers, modifies operating hours as needed for inclement weather or other issues impacting operations, which may include delay of opening, closing early for the day, or closures. Communicates any changes in the park schedule or operations to the public. Verifies appropriate signs and notifications are posted.

Assists in supervising and scheduling attraction and retail staffing. Modifies park staffing levels as needed to meet desired service levels.~~Performs attractions attendant, cashier, or other duties, as required, to insure adequate service to the public.~~

Assists in hiring and training of attraction and retail staffing. Assists in developing training materials and provides training in attraction operation, basic crowd control, safety, customer service, retail display, cash handling procedures, etc.~~Assists in ongoing training and scheduling of seasonal employees.~~

Assists park managers in other primary functions by providing general supervision and oversight during park hours. May direct area leads and temporary-seasonal team members in absence of their managers, in accordance with standard procedure.~~Assists other supervisors in directing attractions or functions.~~

~~Takes action to implement emergency procedures as needed. Responds to and manages emergencies according to standard operating procedures.~~

~~Maintains records related to attraction operations and training, merchandise, and labor cost. Collects data and prepares reports as necessary. Prepares documentation on incidents, injuries to employees and the public and disciplinary situations.~~

~~Interacts with event organizers, parties, volunteers, and other community users as needed to ensure their service needs are met. Escalates difficult cases to the supervisor. Takes action as needed to implement service recovery solutions. Responds to and resolves complaints lodged by the public.~~

~~Recommends changes to operating procedures to increase safety and security for the public and employees, to increase the efficiency of the employees and service to the public. Conducts site walkthroughs to ensure the park is safe, clean and ready for guests. This may include inspections of the general public areas, restrooms, kitchen, and grounds. Makes recommendation regarding conditions to appropriate managers. Recommends facilities improvements.~~

~~Monitors planned projects, events, and activities happening in the park, and ensures promotions are being honored. Provides assistance as needed.~~

~~Maintains working relationships with other City staff and related businesses such as the Visit Spokane Information Center staff for cooperative information sharing and support. Operates a Club Car or other vehicles in Riverfront Park for routine or emergency reasons including transporting goods and passengers as needed.~~

Performs related work as required.

REQUIREMENTS OF WORK:

~~Considerable knowledge of management practices in regards to recreational attraction, special events, food and beverage merchandising, guest services, cash control, grounds and facilities maintenance and ticketing and group sales.~~

~~Knowledge of modern software programs.~~

~~Knowledge of general POS technology and cashiering.~~

~~Ability to communicate effectively both orally and in writing.~~

~~Ability to establish and maintain effective working relationship with other employees and the public.~~

~~Ability to supervise the work of others.~~

~~Ability to educate and train staff and the public.~~

~~Ability to operate attractions, personal computers, standard office machines, and cash registers.~~

~~Ability to work independently and prioritize, coordinate and accomplish multiple tasks.~~

~~Ability to operate a motor vehicle to move between work locations.~~

TYPICAL EQUIPMENT USED

Office equipment, personal computer, radio, and duty cell phone.

PHYSICAL REQUIREMENTS:

Ability to ~~see, with or without corrective lenses, well enough to~~ read standard text.

Ability to ~~hear, with or without a hearing aid, and speak well enough to~~ converse on a two-way radio, and be able to address a large group in noisy conditions or during emergencies.

SPN 069 Page 3

~~Ability Enough body mobility~~ to move about the park grounds.

~~Ability Enough manual dexterity~~ to handle money, write, and use a cash register, computer and related office machines and operate attractions.

~~Ability Enough stamina~~ to perform duties for up to four hours at a time with only one fifteen-minute break.

~~Enough strength~~Ability to lift 50-25 pounds.

Tolerance to work in various weather conditions.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements:

~~Completion of two years of education from an accredited college or university with major course work in the area of Parks and Recreation Administration, Business Administration, Food and Beverage Administration, or closely related field;~~

~~Experience: AND two (2) Three~~ years of ~~responsible~~ supervisory experience in a public attractions venue ~~commercial recreation or entertainment~~.

~~Substitution: Additional One year of college course work in Parks and Recreation Administration, Business Administration, Food and Beverage Administration, or closely related field~~ experience may substitute for one year of the required experience ~~the education requirement on a year for year basis~~.

Licenses and Certifications:

Applicants must possess a valid driver's license.

New: 9/06

Retitle: TBD

Revised: 5/07, 3/09, TBD

Reviewed: 8/11

Union: M&P

Range: 30

EEO: 2



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ITEM 5B - GARDENER II CLASS SPEC REVISIONS DISCUSSION

BACKGROUND

Parks and Recreation management have requested this item to discuss proposed revisions to the Gardener II classification (SPN 687). Management and Local 270L have met and discussed proposed revisions with each other for about six months. Management wants to remove the following statement from the essential job functions of the class specification:

As the lead worker or supervisor, responsible for one of the following areas: Duncan Garden, Joel E. Ferris Perennial Garden, Rose Hill, Nishinomiya Tsutakawa Japanese Garden, Gaiser Conservatory and Manito Production Greenhouse, Riverfront Park, or Finch Arboretum.

Management will address the matter and ask the Commission for direction on the proposed change to the essential job functions of the Gardener II class specification.

Attachment:

SPN 687 Gardener II Class Spec, with proposed revisions by Parks and Recreation management

GARDENER II

SPN: 687

NATURE OF WORK:

Performs skilled and/or minor supervisory work in the propagation, cultivation and care of trees, shrubs and greenhouse plants. Duties are routine but do require some independent judgment in making decisions. Most work is subject to checks and controls or verified by supervisor. Employee has regular and routine contacts with the public. Duties are medium in nature, performed under one or two disagreeable conditions and require normal attention to prevent errors. Duties may require working weekends and/or holidays.

SUPERVISION:

Employee works under general supervision, follows standard procedures and refers questionable cases to the supervisor. Responsible for assigning and checking work of a small crew performing duties of a similar nature. Responsible for instructing new employees.

ESSENTIAL JOB FUNCTIONS:

~~As the lead worker or supervisor, responsible for one of the following areas: Duncan Garden, Joel E. Ferris Perennial Garden, Rose Hill, Nishinomiya Tsutakawa Japanese Garden, Gaiser Conservatory and Manito Production Greenhouse, Riverfront Park, or Finch Arboretum.~~

Sods, ~~over seed~~overseeds, thatches and aerates turf.

Irrigates turf, plant beds, trees and shrubs.

~~Repairs and modifies~~Makes minor repairs and modifications to irrigation equipment and irrigation systems.

Applies pesticides and fertilizers using both spray equipment and mechanical spreaders.

Edges flower beds and paths, using power edgers and line trimmers.

Mows turf using push and riding mowers.

Seeds, plants, and transplants annuals, perennials, roses, shrubs and trees.

Weeds, rakes and cultivates flower/shrub beds and paths.

Digs, cleans and stores tubers.

~~Assembles flats, r~~Repairs tools, paints stakes, signs and benches.

~~Prunes and shears small deciduous trees, shrubs, and evergreens.~~
Perform minor pruning as defined in City of Spokane Municipal Code and in compliance with City Arboricultural Specifications and Standards.

Shear topiary shrubs and shrub hedges.

Maintains water features such as fountains and pools.

May supervise or lead lower-level classified employees and/or a Gardener I and/or small groups of ~~part-time temporary/seasonal~~ workers performing manual work of a similar nature.

Maintains and operates greenhouse facilities and equipment.

Answers visitors' questions regarding plant names, characteristics and care.

Operates pickup truck, hand and power tools, and related equipment.

Performs related work as required.

Gardener II
Page two

REQUIREMENTS OF WORK:

Considerable knowledge of the methods and practices of gardening, nursery, and greenhouse operations.

Considerable knowledge of the common varieties of annuals, perennials, shrubs and trees, their characteristics and growing periods.

Knowledge of groundskeeping and horticultural practices, sprinkler systems, plant diseases and insects.

Knowledge of standard business software tools such as word processing, spreadsheet, e-mail, Internet browser programs.

Ability to work independently and to ~~lay-out~~assign and supervise the work of subordinates.

Ability to establish and maintain effective public and working relations.

Skill in the use of gardening and greenhouse equipment and in the propagation, cultivation and care of a variety of plants.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read instructions and distinguish different plant and blossom colors and shades.

Ability to hear, with or without a hearing aid, and speak well enough to ~~converse~~communicate on the telephone and ~~carry on a normal conversation~~in person.

Ability to perform continuous physical labor for up to four hours at a time with only one fifteen-minute break.

Ability to climb ladders up to 14 feet to do pruning and trimming.

~~Enough body mobility~~Ability to walk, stoop, bend, and reach, for long periods of time.

~~Enough strength~~Ability to lift/carry materials weighing up to 50 lbs, or push a loaded wheelbarrow.

Tolerance to work under adverse conditions such as heat and cold, dampness and dust.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Completion of five years of full-time experience in the propagation and/or maintenance of flowers, plants, turf, and trees, in a large scale greenhouse, nursery, park, grounds, or garden environment. An associate degree in Horticulture may substitute for up to two years of the experience requirement.

Promotional Requirements: Completion of at least two years service with the City in the classification of Gardener I.

Applicants must possess a Public Pesticide Operator's license.

Applicants must possess a valid driver's license.

Revised: 9/75, 12/79, 6/81, 6/83, 9/86, 9/89, 9/91, 8/94, 7/96, 6/98, 6/08, 6/13, 8/19

Reviewed: 2/77, 6/85, 6/00, 6/02, 10/04, 10/06, 5/11

Union: 270

Range: 30

EEO code: 8



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ITEM 5C – PRESENT DRAFT ANNUAL REPORT

BACKGROUND

The Civil Service Annual Report for 2019 is being developed and will be presented in rough draft form at the meeting for comment/guidance before being finalized and brought forward for adoption in March. The structure of the report is slightly different this year. It is built around our strategic goals which should enhance the document. There is also more to report out as our initiatives are maturing.



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ITEM 6A - REPORT RE: INVESTIGATION OF M DECKER CLAIM

BACKGROUND

Local 270 submitted a claim protesting the layoff status of Ms. Mandi Decker on October 9, 2019. The claim was timely filed and presented to the Civil Service Commission for consideration in November at the Regular Meeting. The Commission determined an investigation was warranted and directed Chief Examiner, Ms. Richards, to proceed with that course of action.

Ms. Richards presented a verbal report to the Commission at the Regular Business Meeting, on January 21st. The Commission determined the matter was not resolved satisfactorily and approved a motion requesting Ms. Richards produce this written report as further guidance.

INVESTIGATION LIMITATIONS

Pursuant to Rule XI Section 1, the Commission may direct an investigation of any and all matters relating to conditions of Civil Service employment. Pursuant to Rule XI Section 3, a claim may be made protesting a lay off action. As noted above, the Commission directed the Chief Examiner to investigate the claim by Ms. Decker regarding the City's actions resulting in her being laid off. The scope of this investigation and the information contained in this report pertains to matters within Civil Service authority ensuring appropriate layoff procedures were followed in accordance with Civil Service Rule IX. The Commission does not have authority to interject itself into the process and/or protocol for issuing and retracting limited police commissions.

DISCOVERY

The following interviews were conducted:

- Assistant Chief Justin Lundgren, who has delegated authority from Chief Meidl to serve as a Hearing Officer, and who served as the Hearing Officer in Ms. Decker's appeal hearing.
- Teresa Kruger, Parking Enforcement Supervisor, and Ms. Decker's immediate supervisor
- Joshua Weigelt, Parking Enforcement Specialist II, at the recommendation of Ms. Kruger
- Mandi Decker, claimant
- Kris Becker, Director of Development Services, and the department head responsible for Parking Enforcement

The interviews reflect the following:

Ms. Decker was hired as a Parking Enforcement Specialist I on April 14, 2014. Incumbents in this position are required to maintain a limited police commission in order to perform the duties assigned. Essential job functions and minimum requirements for the position are referenced in the attached SPN 434 Parking Enforcement Specialist job specification. Limited commissions are valid for one year and must be renewed annually.

Ms. Decker indicated during her interview that her commission expired in May of 2019, and that she successfully went through the recertification process for a new commission at that time. She also indicated that the requirement for the commission for parking enforcement specialists was raised from a Level I to a Level II commission during that time, so she received a higher level commission during the most recent recertification process.

During their respective interviews, Ms. Decker, Ms. Kruger, Mr. Weigelt and Ms. Becker referenced an event that occurred prior to a court proceeding where the relationship between Ms. Decker and City staff appeared to be strained. They all also referenced an unusual occurrence during the aforementioned court proceeding where the presiding Commissioner deliberated on the record about the potential for a conflict of interest due to his previous interactions Ms. Decker related to a personal litigation matter, which ultimately led to the need for Mr. Weigelt to provide testimony in the case.

Ms. Becker referenced a series of recent episodes involving concerning behavior and/or conduct by Ms. Decker, which resulted in corrective counseling sessions and pre-disciplinary hearings.

Ms. Becker further indicated that given the totality of the circumstances demonstrated by Ms. Decker led to a discussion as to Ms. Decker's relative fitness to continue to hold a limited commission – not any one singular event from her past or recent behavior.

It was following these events that Ms. Decker's limited commission was revoked by the Police Chief. Ms. Decker, Ms. Kruger, and Mr. Weigelt indicated that Ms. Decker lost her limited commission but received no indication as to the cause for its revocation.

Ms. Decker indicated during her interview that on September 19th, she was called into a meeting with Ms. Becker, HR representatives and her union representative. At this time she was informed she was being placed in a layoff status because Chief Meidl revoked her commission.

Upon loss of her commission, Ms. Decker was determined to be no longer able to perform the essential functions required of the Parking Enforcement Specialist I position which she held and she was subsequently laid off.

The chronological record of correspondence reflects the following (Note: All documents listed below are included in their entirety as attachments.):

On September 18th, Ms. Decker was provided notice that she was being placed in paid administrative leave status as outlined in the letter 09182019 Notice of Paid Administrative Leave Status – M Decker.

On September 19th, a letter was issued from Chief Meidl to Ms. Decker notifying her of the decision to revoke her commission as outlined in the letter 09192019 Revocation of Limited Commission – M Decker. Of note, Ms. Decker indicated she did not, and still has not received a copy of this letter directly. The copy she provided below was a copy given to her by Ms. Kruger/Ms. Becker.

Following this, she was provided official notice of her layoff status as indicated in the attached letter, 09242019 Official Layoff Notice.

Ms. Decker requested a hearing with Chief Meidl, as outlined in the letter, 09262019 M Decker Initial Hearing Request to Chief Meidl. Ms. Decker sent a follow up request as outlined in the letter 10042019 2nd Hearing Request to Chief Meidl.

On October 14th, Ms. Decker was provided notice of her layoff rights under the Civil Service Rule IX in the letter, 10142019 Civil Service Layoff Status Letter – M Decker. Civil Service Rule IX establishes the reasons and process for layoff for the City of Spokane. Ms. Decker's layoff process was consistent with past practice involving employees who are no longer qualified or able to perform the essential functions of a job. The layoff process was followed in accordance with Civil Service rules and this established practice.

On October 15th, Ms. Decker was provided notice of the appeal hearing regarding the revocation of her limited commission, in the letter 10152019 Notice of Appeal Hearing – M Decker. Ms. Decker drafted notes in preparation for the hearing, noting that she had yet to receive information as to the cause for revocation. Her notes are provided below in the document 10212019 Self-prepared Hearing Notes – M Decker.

On October 22, 2019, Ms. Decker was afforded an informal administrative hearing before Assistant Chief Lundgren, who has delegated authority from Chief Meidl to serve in this capacity. The hearing was recorded and according to Ms. Decker, no decision was rendered at that time. Following the hearing, Ms. Decker received notice of the decision to uphold the revocation of her commission permanently, as outlined in the letter dated 10232019 Hearing Decision – M Decker.

Ms. Decker filed an appeal of Chief Meidl's decision with the Office of the Mayor, as provided in the letter, UNDATED M Decker Appeal Letter to Mayor Condon. It appears this was sent prior to Ms. Decker receiving the final piece of correspondence from Chief Meidl referenced below.

Ms. Decker was notified of the reasons her commission was revoked as articulated in the letter, 11132019 Chief Meidl Letter to M Decker.

Attachments:

1. SPN 434 - Parking Enforcement Specialist I Job Specification
(p.5)
2. 09182019 Notice of Paid Administrative Leave Status – M Decker 09242019 Official Layoff
Notice – M Decker
(p.8)
3. 09192019 Revocation of Limited Commission – M Decker
(p.9)
4. 09242019 Official Layoff Notice – M Decker
(p.10)
5. 09262019 M Decker Initial Hearing Request Letter to Chief Meidl
(p.12)
6. 10042019 M Decker 2nd Hearing Request Letter to Chief Meidl
(p.13)
7. 10102019 M Decker Claim
(p.14)
8. 10142019 Civil Service Layoff Status Letter – M Decker
(p.15)
9. 10152019 Notice of Appeal Hearing – M Decker
(p.17)
10. 10232019 Hearing Decision – M Decker
(p.18)
11. 111372019 Chief Meidl Letter to M Decker
(p.19)
12. UNDATED M Decker Appeal Letter to Mayor Condon
(p.22)

PARKING ENFORCEMENT SPECIALIST I

SPN: 434

NATURE OF WORK:

Performs responsible work in the enforcement of City of Spokane parking regulations and state disabled parking regulations; the collection and counting of parking meter revenue; and, semi-skilled work in the repair and maintenance of parking meters. Duties are varied and require independent judgment in determining the proper course of action within the limits of law and standard procedure. Employee has frequent contact with the public requiring tact and judgment. Carelessness, lack of judgment/prudence in performance of duties may cause considerable embarrassment and/or cost to the City. Duties are normally medium in nature and include a significant degree of walking and standing, are performed under varying weather conditions, and require normal attention to prevent errors. Employee may be required to work on Saturdays and/or other than normal shifts.

SUPERVISION:

Duties are performed independently, in accordance with standard procedure, parking ordinances, and state regulations. Employee normally works independently, referring only questionable cases to the supervisor, and may be assisted in the field by a supervisor or other employee as necessary. May be required to occasionally instruct or explain duties to new employees.

ESSENTIAL JOB FUNCTIONS:

Patrols an assigned area, either on foot or by driving a motor vehicle. Responds to complaints received or violations observed, and enforces general and disabled parking ordinances. Verifies that a violation exists, captures photographic evidence, and completes the citation.

Enforces the City Boot and Tow ordinance by operating a license plate recognition (LPR) equipped vehicle, attaching a vehicle immobilizer boot to vehicle, and notifying the Police Department for further processing and towing of vehicle.

Patrols and responds throughout the City in the enforcement of disabled parking ordinances and follows-up on neighborhood parking complaints.

Follows an assigned route in the collection of large quantities of coins from parking meters. Pushes a two-wheeled hand collection cart in which coins are deposited. Assists in sorting, counting, and packaging coins collected. Operates counting and packaging machines, and prepares collection records and reports

Inspects parking meters on the street for possible malfunction. Performs routine maintenance for meters, housings, and kiosks. Periodically assists in the replacement and installation of meters and bases.

Answers questions from the public regarding parking ordinances and meter operation, and provides directions and other assistance as requested. Addressed challenges from citizens who may be disturbed or irate about citations issued.

Notifies the appropriate departments, by radio, of emergencies, abandoned vehicles, downed signs, etc.

Gives depositions; testifies and presents evidence in court, as required.

Operates automobiles and other motor vehicles, as well as collection carts, and tools used in attaching vehicle immobilizer boot as well as in meter maintenance, installation, and repair.

Performs related work as required.

Parking Enforcement Specialist I
Page two

REQUIREMENTS OF WORK:

Knowledge of the applicable provisions of the City's parking ordinances and state disabled parking regulations.

Knowledge of the operation of electronic parking meters, common defects, and the ability to effectively repair and maintain them.

Knowledge of the geography of the central business district of the City and outlying areas.

Ability to meet the public tactfully and courteously, as well as to exercise good judgment, firmness and impartiality in the enforcement of regulations which may generate hostility. Ability to remain calm under pressure and to employ de-escalation techniques as needed.

Ability to understand and follow oral and written instructions, policies, and procedures, as well as applicable ordinances and regulations.

Ability to establish and maintain effective public and working relationships.

Demonstrated honesty and integrity, particularly in the collection and handling of large sums of money.

Ability to use a portable data input terminal and printer, and to record information using desktop computer software.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read fine print and perform data entry.

Ability to hear, with or without a hearing aid, and speak well enough to converse on a two-way radio.

Enough body mobility to walk and stoop.

Enough manual dexterity to utilize hand held computer equipment and tools.

Enough strength to pick up objects weighing up to 50 lbs., and occasionally pick-up and carry equipment weighing up to 65 lbs.

Enough stamina to walk for four hours at a time with only one 15-minute break, pushing a 160 lb. collection cart.

Tolerance to work under adverse conditions such as outdoors in heat and cold.

Ability to drive motor vehicles.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: High school diploma or equivalent; AND, one year of experience working directly with the public in a regulatory enforcement capacity.

All applicants must possess a valid driver's license and be a citizen of the United States.

Applicants must be at least 19 years of age at application and 21 years of age at the time of appointment.

Applicants are subject to a thorough police background investigation, a police record may be grounds for rejection.

Applicant must obtain a special police commission during the probation period. Failure to obtain the commission will result in failure of probation.

Title Change: 4/83, 8/14

Revised: 8/75, 6/80, 2/81, 4/83, 6/84, 3/85, 3/87, 4/89, 5/91, 10/97, 4/02, 10/10, 2/11, 1/12, 8/14, 07/17

Reviewed: 10/93, 9/95, 11/99, 11/01, 7/04, 8/06, 12/09

Union: 270

Range: 30

EEO code: 8

Attachment 2

September 18, 2019

Mandi Decker
1923 N. Sipple Rd.
Spokane Valley, WA 99212



CITY OF SPOKANE
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3327
509.625.6250

DELIVERED VIA HAND DELIVERY

Dear Ms. Decker:

On September 17, 2019 the City Attorney, Michael Ormsby, received an e-mail from the City of Spokane Chief of Police, Craig Meidl informing him your limited commission status had been withdrawn. As a result, I have decided to place you on paid administrative leave effective immediately until a formal letter regarding your limited commission status has been received by the Human Resources Department. Your paid administrative leave is not disciplinary, and you will not lose any regular pay or benefits during this time.

During this time you are reassigned to a work shift of Monday through Friday from 8:00 am until 5:00 pm. These hours will be considered the normal workday while you are on paid administrative leave. You are required to be available during these hours in the event the Department needs to contact you. The phone number we have on file for you is: [REDACTED] This is for the purpose of ensuring that the Department has the ability to get in touch with you when necessary.

If the need arises for you to be unavailable during your assigned work schedule while on paid administrative leave, please notify Jennifer Saxon at jsaxon@spokanecity.org or 509-625-6367; or myself and use your accrued time for the period of your unavailability.

These conditions are being placed upon you during the period of administrative leave to ensure that both you and the City are protected and is a written directive that you are expected to comply with. You are also advised that you are not to come to or be in any City facility without specific authorization to do so.

If you have any questions about your pay and benefits, or administrative leave status, please contact Jennifer Saxon at 509-625-6367.

Sincerely,

Meghann Steinolfson
Labor Relations Manager

Attached: KEPRO Healthcare (EAP) Summary

CC: Joe Cavanaugh, L270 President
Natalie Hilderbrand, WSCCCE Staff Representative
Jennifer Saxon, Human Resources Analyst
Kris Becker, Director- Code Enforcement, DSC, Parking Enforcement
Teresa Kruger, Enforcement Supervisor
Personnel File
Accounting/Payroll



Attachment 3

SPOKANE POLICE DEPARTMENT

CHIEF OF POLICE

CRAIG N. MEIDL

September 19, 2019

Ms. Mandi Decker
Parking Enforcement Officer
City of Spokane

Re: Revocation of Limited Commission of Mandi Decker

Dear Ms. Decker,

This letter is to notify you that pursuant to the authority granted to me as the Chief of Police, I hereby revoke the Limited Commission granted to you. This revocation is effective as of the date of this letter. This notification is also being provided to your supervisor, Kris Becker.

Sincerely

A handwritten signature in blue ink, appearing to read "Craig Meidl".

Craig Meidl
Chief of Police

c: Kris Becker



CITY OF SPOKANE
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3327
509.625.6250

Attachment 4

September 24, 2019

Mandi Decker
1923 N. Sipple Rd.
Spokane Valley, WA 99212

Dear Ms. Decker,

This letter serves as official notice that effective the close of business on October 8, 2019, you are being placed in lay off status from your Parking Enforcement Specialist I position with the City of Spokane. This action is in accordance with Civil Service Rule IX and is being taken because the Chief of Police has revoked your limited commission authority. As such, you are unable to perform the essential functions of your Parking Enforcement I position.

We met with you on September 24, 2019 along with representatives from your union, your department, Civil Service, and Human Resources to discuss your work status and options within the City of Spokane. As discussed with you, please follow up with Civil Service to determine if there are any other City positions you may qualify for.

Per Civil Service Rule IX, Section 3, your name will be placed on the laid off register for Parking Enforcement Specialist I for three years from the effective date of your layoff with all the return rights provided by Civil Service rules. **However, please be advised that we will be unable to certify your name to any selecting official until I have received documentation verifying your limited commission status has been restored and you meet the requirements of the position.**

The City of Spokane also posts positions being recruited for on our website at www.spokanecity.org . If you do not have access to the internet, please inform us at your earliest convenience and we will determine an alternative means of providing you with the information.

During this meeting you were provided with relevant contact information to assist you. Please contact Jennifer Saxon (509-625-6367) if there is any additional information we can provide for you.

I would like to take this opportunity to thank you for your service to the City of Spokane. I wish you the best in future endeavors.

Sincerely,

Christine M. Cavanaugh
Human Resources Director

CC: Theresa Sanders, City Administrator
Pat Dalton, Chief Assistant City Attorney
Kris Becker, Director- Parking Service, DSC, Code Enforcement
Amber Richards, Civil Service Chief Examiner
Jennifer Saxon, HR Analyst
Darcie Leonard-Chaffin, Payroll Supervisor
Teresa Collins, Sr. Benefits Specialist
Christine Shisler, Retirement
Greg Kinyon, Human Resources Clerk
Kelsey Pearson, Civil Service
Joe Cavanaugh, President- Local 270 AFSCME
Natalie Hilderbrand, Staff Rep, WSCCCE

Attachment 5

Mandi Decker
1923 N Sipple Rd.
Spokane Valley, WA. 99212
September 26, 2019

Chief Meidl
Chief of Police
City of Spokane

Dear Chief Meidl:

In the past, I have made mistakes in my personal life and in some of my personal relationships. The outcomes of those decisions were less than positive, though my actions were never intended to be criminal in nature. I am an honest person and never wish to discredit the City of Spokane or the Parking Enforcement team through any dishonest actions or intent, and I certainly did not intend to compromise the authority you have granted to me as a limited commission officer. I understand why this action has been taken and implore you to reconsider revocation of my commission.

I am formally requesting a hearing, pursuant to SMC 4.04.090(A), in regards to the reasoning for the revocation of my class II Special Police Commission; I would also appreciate a chance to shed light on a sensitive time in my personal life and my growth since then.

In the last 10 years I have worked hard for this career path, beginning with my education and training in criminal justice. I have put forth a considerable amount of effort toward my personal and professional growth – creating healthy relationships for myself and for my child. One of my main goals has always been to provide for my son, giving him the best opportunities possible. Through my service with the City, I have been able to show my son what dedication, perseverance and growth look like – even in the face of adversity. I have proven the same to myself through my service. The action against me creates a heavy burden on my ability to maintain and achieve these goals.

As disruptive as this has been to the rhythm of my life, something I have learned in the past year and a half since these personal issues occurred, is that I am strong enough to continue down the path of personal and emotional growth. I have grown drastically since then which has shown not only me – but my peers, supervisors and close family and friends – just how far I have come.

I appreciate your understanding and would like the opportunity to discuss retaining my commission, so I can continue providing services to the City and the communities that we serve.

Thank you for your consideration. I look forward to meeting with you.

Sincerely,

Mandi Decker

A handwritten signature in black ink, appearing to read 'Mandi Decker', with a long horizontal flourish extending to the right.

Attachment 6

Mandi Decker
1923 N Sipple Rd
Spokane, WA. 99212
(361)443-4227
October 4, 2019

Chief Meidl
Chief of Police
City of Spokane
1100 W Mallon Unit 200
Spokane, WA 99206

Dear Chief Meidl:

Thank you again for consideration in my request filed on September 26, 2019 for a hearing pursuant to SMC 4.04.090(A), in regards to the revocation of my class II Special Police Commission. I am writing to check on the status of this hearing. I have not received word on the matter and my layoff status begins October 8, 2019. I look forward to meeting with you as soon as possible.

Sincerely,

Mandi Decker



C: Sergeant Kevin Huddle~~*~~

* Please see attached the original request - sent 26 September 2019.

Attachment 7

From: [Cavanaugh, Joe](#)
To: [Richards, Amber](#)
Cc: [Weigelt, Joshua](#); [Natalie Hilderbrand](#); [Kruger, Teresa](#)
Subject: Mandi Decker
Date: Wednesday, October 9, 2019 3:51:06 PM

Amber,

As Mandi Decker has been officially placed in a laid-off status as of the close of business yesterday, October 8, 2019, Local 270 wishes to appeal the lay-off action taken by the City of Spokane. Local 270 will be representing Ms. Decker in this action and we would ask that it be placed on the November agenda for the Civil Service Commission. If you have any questions, please let me know.

Respectfully,

Joe Cavanaugh

President of Local 270, AFSCME



CIVIL SERVICE COMMISSION
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201
509.625.6160

Attachment 8

October 14, 2019

Mandi Decker
1923 North Sipple Rd.
Spokane Valley, WA. 99212

Dear Mandi,

Attached is a copy of the HRMS form showing that your department has placed you in laid off status from your Parking Enforcement Specialist I position effective 10/9/2019. Your name has been placed on the laid off register.

Rule X, Section 4(d), states: "LEAVE OF ABSENCE ... the appointing officer shall determine whether the employee should be placed on lay-off status and shall so notify the Commission. In the event of lay off the provisions of Rule IX pertaining to procedure and reinstatement apply."

Rule IX, Section 3, states: "REINSTATEMENT: The names of persons laid off or reduced in accordance with Section 1 (a-d), shall be placed on a laid off register Persons on the lay-off register shall be given preference over all others in certification and appointment as set out in Rule V, Section 3 and Rule VI, Section 12. The names of such persons shall also be placed at the top of the Citywide promotion or open eligible list for that classification and grade in which there were employed at the time of lay off ... For employees separated from service due to layoff, there is a three-year limit to the length of time a name may be on the laid off list.

As your lay off was due to the inability to meet the essential requirements of your position, you MUST receive declaration by the Human Resources Director that you have attained the requirements for return to employment in your current classification or another classification you are qualified for. Upon approval, your name will be certified for the next opening for your classification or other classification you are qualified for in accordance with Civil Service Rules.

We are here to assist you in returning to employment with the City of Spokane. Please contact our office so we can work with you to determine what options may be available to you, and be sure to notify us if your current address or telephone number changes.

Sincerely,

Amber Richards
Chief Examiner

cc: Christine Cavanaugh, Human Resources
Joe Cavanaugh, Local 270
Mandi Decker, personnel file

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Mandi Decker Employee			Empl ID:	21197	
			Empl Record:	0	

Work Location Details		Find	First	1 of 1	Last
Effective Date	10/09/2019	Go To Row			
Effective Sequence	0	Action	Termination		
HR Status	Inactive	Reason	Layoff		
Payroll Status	Terminated	Job Indicator	Primary Job		
Current <input type="checkbox"/>					
Position Number	434013	PARKING ENFORCEMENT SPEC I			
Override Position Data					
Position Entry Date	04/14/2014	<input type="checkbox"/> Position Management Record			
Regulatory Region	USA	United States			
Company	COS	City of Spokane			
Business Unit	COS01	City of Spokane Business Unit			
Department	1460	PARKING METER REVENUE FUND			
Department Entry Date	04/14/2014				
Location	PRKGMETERS	Parking Meters			
Establishment ID	COS01	City of Spokane	Date Created 10/14/2019		
Last Start Date	04/14/2014	Termination Date	10/08/2019		
Expected Job End Date		<input type="checkbox"/> Override Last Date Worked			
Last Date Worked	09/18/2019				

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation
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Save	Return to Search	Notify	Refresh	Update/Display	Include History
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Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation



SPOKANE POLICE DEPARTMENT

CHIEF OF POLICE

CRAIG N. MEIDL

October 15, 2019

Mandi Decker
1923 N. Sipple Rd
Spokane Valley, WA 99212

Re: Hearing

Dear Mandi:

A hearing has been scheduled regarding the revocation of your limited commission. It will take place on Tuesday, October 22, 2019 at 10:00am in the Public Safety Building, 1100 W. Mallon Ave in the Police Chief's Conference Room.

When you arrive, please let the front desk police officer or SPD volunteer know that you are here for a meeting in the Chief's Conference room. They will call me and I will bring you back to the conference room.

If, for any reason, you are unable to keep this appointment, please notify me as soon as possible. If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Angie Napolitano".

Angie Napolitano
Administrative Specialist
Office of the Chief
(509)625-4063
anapolitano@spokanepolice.org





SPOKANE POLICE DIVISION
CHIEF OF POLICE
CRAIG N. MEIDL

October 23, 2019

Mandi Decker
1923 N. Sipple Rd
Spokane, WA 99212

Ms. Decker

We appreciated the opportunity to speak to you on October 22 regarding the status of your limited commission with the Spokane Police Department.

After careful consideration, it was decided that the revocation of your limited commission would be permanent.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Lundgren".

Justin Lundgren
Assistant Chief of Police



SPOKANE POLICE DEPARTMENT

CHIEF OF POLICE

CRAIG N. MEIDL

November 13, 2019

Mandi J. Decker
1923 N. Sipple Rd.
Spokane Valley, WA 99212

Dear Ms. Decker,

I am in receipt of your letter to the Mayor appealing my September 19, 2019 decision to revoke your limited commission. You have previously appealed this decision and were afforded an opportunity to present your case to the Assistant Chief on October 22, 2019. The revocation was upheld after this hearing. I have had an opportunity to review your letters dated September 26, 2019 and October 4, 2019, several reports concerning contacts you have had with police which have led to the filing of criminal charges, and discussed your appeal hearing with Assistant Chief Lundgren.

As you know, the Special Police Officer commission is a limited law enforcement commission granted pursuant to Chapter 10.41A of the Spokane Municipal Code and represents a privilege requiring the utmost in professionalism and behavioral standards. SMC 10.41A.070.E states, "While performing the duties of employment, a special police officer is required to conform with the standards of conduct prescribed for police officers and may not do any act which would be unlawful if committed by a law enforcement officer." SMC 10.41A.080.C further states that the chief of police "may suspend or revoke a commission at any time because of violation of the provisions of this code or for other cause."

The standards of conduct for police officers are stringent. Since they are vested with public trust, they are required to be law abiding and to consistently demonstrate the highest degree of integrity and good moral character. SPD officers are also required under the law enforcement canons of ethics to conduct their public and private lives in a manner that exemplifies the high standards of integrity, trust and morality that are demanded of the Spokane Police Department.

A review of the evidence in this matter shows that during your tenure as a Parking Enforcement Officer you have been arrested by law enforcement on several occasions. Specific instances are as follows:

- On or about 7/01/18 you were accused of and arrested for assaulting your boyfriend and his seven-year-old child. A report was filed under report number 2018-20125029. You are also the Respondent named in a No-Contact Order issued in this case.
- On or about 2/02/19 you were arrested by the Spokane County Sheriff's Office under report number 2019-10015141 for driving under the influence of alcohol or drugs. You were in possession of marijuana and you provided a PBT sample showing a BAC of .089. The deputy suspected you of being affected by alcohol and drugs. A search warrant was obtained and your blood was sent to the lab for testing. Results are pending. The deputy recorded in his report that you referred to him as a "jerk" and a "douche bag."

- On or about 4/21/18 you were involved in a physical altercation with a stranger at the 2nd and Division 7/11 at 01:19 hours. The other involved party was a security guard at the location. You were the passenger on a motorcycle and reportedly thought that the security vehicle came close to hitting you. You confronted the security guard and shoved him. The security guard took you to the ground and you kicked at him as he tried to secure you. Your statement to officers that the security guard began pushing you and then choked you to unconsciousness was contradicted by the footage that was captured on the video surveillance at the store. A report was filed under report number 2018-20072878.
- On or about 3/14/18 there was a report of suspected abuse of a two year old child. The injuries were reported to have occurred during the time that the child was in your care and in the care of her father. The child had a chin laceration that reportedly occurred when she fell. During the medical examination, a large red burn was discovered that spanned from the child's buttocks to the top of her back along with other minor injuries. You were not present at the hospital and the child's father left the hospital prior to police arrival. Patrol attempted contact at the residence where you and the child's father were living. A male matching the father's description hid in the back of the house when the police knocked. The officer indicated that you responded to the front door, locked it, and told the officer to "fuck off" before walking away. Also of note, at the time the officers arrived in the above reference incident, there was a current NCO prohibiting you from being in contact with your boyfriend. A report was filed under report number 2019-20047479. A separate DV order violation report was also completed under 2018-20047506 for the suspected violation.

During each of these incidents, you have conducted yourself in a manner unbecoming of the conduct of a member of the City of Spokane Police Department, in violation of SPD Policy 340.3.5.AC. Specifically, your discourteous and disrespectful treatment of members of law enforcement, including a member of another agency, is misconduct in violation of SPD Policy 340.3.2.K and is behavior I will not tolerate of any officer with a limited commission. In the above indicated encounters with law enforcement, you have also violated Canon Four of the Law Enforcement Code of Ethics, which requires members of the Spokane Police Department to conduct their public and private lives in a manner that exemplifies the high standards of integrity, trust, and morality demanded of a member of the Spokane Police Department. Additionally, you have violated Standard 4.9 of the Spokane Police Department Ethical Standards for law enforcement, which requires that members at all times conduct themselves in a manner which does not discredit the law enforcement profession or the Spokane Police Department.

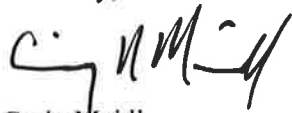
I also note that you have entered into a Stipulated Order of Continuance with regard to report nos. 2018-20125029 and 2018-20072878 in which you stipulated to adjudications of compliance, revocation and of guilt based upon the police reports and other substantive evidence, as per CrRLJ 6.1.2(b). You are subject to court ordered conditions under this stipulation which include evaluation and counseling for anger management, no contact with the victim and monitoring by the probation department. The cases remain open until March of 2021.

The behavior you demonstrated in these incidents does not conform with the standards of conduct prescribed for police officers and constitutes several violations of Chapter 10.41A. As Assistant Chief Lundgren explained to you at your hearing, limited commission officers work under the authority of the police department and anyone who enforces the law is held to the standard of complying with the law.

As Chief of Police, I may suspend or revoke a commission at any time because of violation of the provisions of this code or for other cause. For the foregoing reasons, the revocation of your limited commission was proper.

I am upholding my decision to revoke your limited commission. This revocation is not a lifetime ban. Although no one is guaranteed a limited commission, you are free to reapply in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Meidl', written in a cursive style.

Craig Meidl
Chief of Police

Copy

The Honorable Mayor David A. Condon

In Re: Mandi J Decker Special Police Commission Revocation (Class II license)

Pursuant to SMC 04.04.100 APPEAL - I am aggrieved by and appealing a 10 / 23/19 order permanently revoking my Special Police Commission.

I am a single mother with a 7 year old son and have worked as a City Of Spokane Parking Enforcement Officer for over 5 years. I have a good work performance record, the support of my current supervisor, the previous foreman, lead officers and co workers. I have always been a diligent, highly productive, enforcement officer.

I have met and still meet all of the Special Police Officer qualifications of SMC 10.41A.060 and have complied with the Special Regulations of SMC 10.41A.070.

My commission was revoked, without warning, by the Licensing Agent (the Police Chief) and without a written notice "that includes upon what grounds the decision was based" (mandated by SMC 04.04.050 B) . I have since been layed off my Civil Service position, prior to a final decision.

I requested a hearing with the Chief, pursuant to SMC 04.04.090. A hearing was scheduled 10/22/19 before Assistant Chief Justin Lungren. I received a summary decision dated 10/23/19 on 10/24/19; it simply stated, " after careful consideration, it was decided that the revocation of your limited commission would be permanent".

The decision failed to provide the minutes of the hearing or to "include on the written order a summary of salient facts found from the files and hearing" (specified at SMC 04.04.090 F).

I have still not been provided any specific applicable violations, cause for action or anything to support a permanent revocation. I have been constructively banned for life, based upon some undisclosed single scale subjective measure, not uniformly applied to other specially commissioned or regular police officers.

I have been unfairly singled out in a vindictive action that I speculate was precipitated by inappropriate commissioner comments, in open court, and by a city attorney.

I have complied with the conditions of employment and that of the license. I have committed no violations warranting this severe action. I believe the action is not supported by the record and the decision is arbitrary and capricious. The flawed lack of adequate notice is a violation of due process by right and ordinance. I ask the decision to be reversed and for me to be made whole.

Respectfully,

Mandi J Decker

