



**REGULAR MEETING NOTICE/AGENDA
THE CIVIL SERVICE COMMISSION
9:30 a.m. – NOVEMBER 17, 2020**

Notice is hereby given that, pursuant to Governor Jay Inslee's Eleventh Updated Proclamation 20-28.11, dated October 2, 2020, all public meetings subject to the Open Public Meetings Act are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through November 9, 2020.

The regularly scheduled Civil Service Commission Meeting, November 17th, 2020 at 9:30 a.m. will be held virtually, some members of the Civil Service Commission staff will be attending virtually.

Individuals wishing to provide public testimony at remotely (virtually) held Civil Service meetings shall sign in to participate telephonically through the instructions set out below.

The public is encouraged to tune in to the meeting by calling 408-418-9388 and entering the access code 146 653 3857 when prompted.



AGENDA

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM November 17, 2020

CITY HALL – CITY COUNCIL BRIEFING CENTER

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

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF MINUTES

- a. October 20, 2020 Minutes
(p. 3)

3. CHIEF EXAMINER UPDATE

4. NEW BUSINESS

- a. Police Planner Eligibility List
Request to Void Current List
Pearson (p. 4)
- b. Cancellation of the December 2020 Commission Meeting
Pearson (p. 8)
- c. Chief Examiner Job Specification Determination
Pearson (p. 9)
- d. 2021 Budget Adoption
Pearson (p. 17)

5. OTHER BUSINESS

6. 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

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

October 20, 2020

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30 a.m.

Commissioner Lindsey was present via Webex and in-person.

Commissioners DeCounter, Gilmore, Hult, and Stephens were present via Webex.

2. APPROVAL OF MINUTES

- a. September 15, 2020 Minutes

MOTION: Move to approve September 15, 2020 Minutes.

Hult/DeCounter: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

Interim Chief Examiner Pearson provided updates regarding the Civil Service Department operations.

4. OTHER BUSINESS

- a. Chief Examiner Job Specification Discussion

FIRST MOTION: Move that Commission accept the proposed job description for our Chief Examiner.

Gilmore/DeCounter: Motion was tabled.

SECOND MOTION: First motion is tabled and moved to the November 2020 meeting.

Gilmore/DeCounter: Motion passed unanimously.

5. ADDENDUM: NEW BUSINESS

- a. Counsel Mike Piccolo recommended amending the agenda to add Item 5b to New Business.

MOTION: Move to amend October 20, 2020 Commission Agenda to reflect Item 5b addition.

Hult/Stephens: Motion passed unanimously.

- b. 2019 Koff Classification Study

MOTION: Hold off on any of the suggestions that were made to us by Koff and Associates regarding classifications.

Gilmore/Hult: Motion passed unanimously.

6. ADJOURN

The Commission adjourned at 9:46 a.m.



Civil Service

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ITEM – 4A POLICE PLANNER ELIGIBILITY LIST

Police Management has requested to void the eligible list for SPN 088, Police Planner.

This list is over one year old and has eight candidates left on the list.

Since the inception of this list in October of 2019, the job specification, attached, has been updated to better reflect the body of work. All of the candidates left on this list have been contacted to apply for the new recruitment.

There is concurrence from both labor and management to void this list.

**CITY OF SPOKANE
CLASS SPECIFICATION**

CLASS TITLE:	POLICE PLANNER	CLASS CODE:	088
SALARY RANGE:	A02	GRADE:	35
DEPARTMENT:	POLICE	FLSA STATUS:	N
REPORTS TO:	DIRECTOR - POLICE BUSINESS SERVICES	EEO-4 CODE:	02
BARGAINING UNIT:	M&P-B	DATE:	7/18

JOB SUMMARY:

Performs professional and technical work in the areas of [organizational resource](#) planning, research and development, program evaluation, and systems analysis, [and assists in the development of performance benchmarks and measurements of police operations and programs](#). Duties require analyzing facts to determine the proper course of action within the limits of standard procedure. Some checks and controls exist, but errors, if not detected could cause interruption of routine [operations](#) or embarrassment to the department. Employee has routine contacts with other employees and outside contacts to obtain or supply factual information.

SUPERVISION:

Work is performed under general supervision with unusual cases referred to the supervisor. [This position does not directly supervise other staff.](#)

EXAMPLES OF DUTIES: *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- [Prepares](#)~~Researches~~, [compiles](#), analyzes, and evaluates information and research data [from a variety of sources, including the records management system](#), to assist in the development of administrative and operational plans relating to Police Department activities [and providing analytic insight and performance management](#).
- [Assists in the research and review of current](#)~~Creates and maintains computer databases, spreadsheets, and graphical displays using appropriate software. Assists in the development of, and utilizes software queries and other data extraction techniques.~~
- [Participates in continuous improvement or performance measurement projects and practices.](#)
- [Researches and reviews current and potential](#) departmental policies and procedures.
- Assists in development of new policies and procedures.
- Assists in the preparation of fiscal and administrative reports.
- ~~May assist~~[Assists](#) in the development of grant proposals through research, [project development](#) and other support.
- Assists in the monitoring and evaluation of programs and projects. [Prepares and presents verbal, written, and graphical reports to senior staff in the department and others in City administration.](#)
- Maintains records and project files as needed.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

[Knowledge of:](#)

- ~~Knowledge of the p~~[Principles and practices of program planning and evaluation, and](#) operational analysis.

- ~~Knowledge of c~~Current computer applications and their application to statistical and other analytical techniques.
- ~~Knowledge of r~~Research and data collection methods and techniques.
- ~~Knowledge of basic s~~Statistical analysis methods and practices
- ~~and o~~Organizational analysis including performance measurement and continuous improvement process.
- ~~Knowledge of g~~General personnel, training, and educational practices.
- ~~Some knowledge of m~~Modern police methods, practices, and procedures.

Skill in:

- Use of complex computer software packages.

Ability to:

- ~~Ability to a~~Assist management in difficult planning studies and make recommendations based upon results obtained.
- ~~Ability to e~~Engage in logical thought patterns and quickly respond to requests for information and analysis.
- Use logical reasoning to analyze, evaluate and make sound decisions or recommendations.
- ~~Ability to gain skill in the use of complex computer software packages.~~
- ~~Ability to e~~Establish and maintain effective public and working relations.
- ~~Ability to e~~Express technical data and conclusions in oral and written form for workplace and public consumption.
- ~~Ability to u~~Use proper discretion and ~~to~~ maintain confidentiality of information.

Physical Demands:

- Ability to read and comprehend regulatory information, including federal and state regulations.
- Ability to ~~converse exchange information~~ with others in person and ~~on the~~via telephone or videoconference.
- Ability to use a computer and related office equipment.
- Ability to move about the office.

Working Conditions:

Duties are sedentary in nature and occasionally require periods of more than normal attention to prevent errors. Work is performed primarily in an office environment or other controlled indoor setting.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Open entry requirements: Graduation from an accredited four-year college or university with a degree in public or business administration, criminal justice, mathematics, ~~sciences~~, or related field; AND one year of experience in organizational resource planning and operational research/analysis.

Substitution: ~~Completion of an advanced degree in a directly related field may substitute for the experience requirement.~~ Additional experience may substitute on a year for year basis for up to two years of the education requirement.

Additional Requirements:

Applicants must be able to pass a City of Spokane background check which includes:

- Education Verification
- Reference Checks
- Criminal History
- Driving Record Check
- Police Background Investigation and Polygraph

New: 1/98

Revised: 12/01, 2/03, 9/20

Reviewed 1/00, 12/04, 1/07, 8/12

Deleted: 2/2016

Reactivated: 7/2018



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ITEM – 4B – CANCELLATION OF THE DECEMBER 2020 COMMISSION MEETING

This is an Interim Chief Examiner request to cancel the December 2020 Civil Service Commission meeting.



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ITEM – 4C CHIEF EXAMINER SPECIFICATION DETERMINATION

There are two options for an updated job specification for the Chief Examiner classification. Both options are attached. A decision on moving forward with option 1 or option 2 is necessary.

NATURE OF WORK:

Manages, supervises, and directs all activities of the City's merit system program under the policy direction of the City of Spokane Civil Service Commission. Employee acts independently in devising new plans, policies, and procedures for job classification, examination, and merit system administration in accordance with Civil Service rules and laws. Employee has regular contact with both inside and outside sources involving service delivery and interpretation and enforcement of departmental policy and Civil Service rules. Duties are sedentary in nature, performed under normal working conditions, and require concentrated attention to prevent errors.

SUPERVISION:

Employee is appointed by and works under the policy direction of the Civil Service Commission to assume full responsibility for the actions of the department. Employee supervises professional, technical, and administrative support staff, either directly or indirectly through intermediate personnel.

ESSENTIAL JOB FUNCTIONS:

Administers the provisions of the City Charter and the Commission's Merit System Rules. Manages the daily operations of the Commission and the Civil Service staff office. Supervises and evaluates the activities of all subordinate staff reporting to the Commission. Establishes performance requirements and completes employee reviews.

Directs a broad job recruitment and examination program; reviews and approves examination plans and content.

Directs the development, maintenance, and administration of the job classification plan.

Researches, plans, and implements improvements to the merit program.

Coordinates with departments to achieve organizational goals such as diversity, equity, and inclusion. Acts as liaison between the Civil Service Commission, City Council, Mayor's Office, employee groups, media, and other entities. Interprets and enforces Civil Service rules, policies, and Commission decisions; and advises as to their application. Counsels City administration, management, employees, and labor representatives regarding rights and obligations. Performs investigations and prepares background material for hearings.

Acts as secretary to the Civil Service Commission; prepares materials to be included in meeting agendas and briefing packets; and presents agenda items to the Commission. Maintains a permanent record of the minutes and actions of the Commission, and directs the preparation of reports of Commission activities.

Prepares the annual office operating budget estimates for Commission approval. Manages the budget, allocates funds to accomplish objectives, and controls expenditures within established guidelines.

Develops, reviews, and approves the internal operational policies and procedures for the maintenance of personnel files, examination certification, payroll certification, application handling, testing, and classification work.

Performs related work as required.

REQUIREMENTS OF WORK:

Knowledge of the principles and practices of human resources administration and employment law as they apply to a merit system.

Knowledge of modern best practices in classification, job analysis, recruiting, testing, interviewing, and record keeping.

Knowledge of analysis, statistics, and research techniques in order to interpret and analyze data.

Knowledge of the principles of office management and organization, and ability to plan, assign, and coordinate staff activities, including the development of effective staff training methods.

Knowledge of customer service principles, including customer needs assessment, setting quality standards for service, and evaluation of customer satisfaction.

Knowledge of the City's governmental organization and procedures, and the application of a merit program to the City's classified personnel.

Knowledge of the qualifications and characteristics of a wide variety of occupational groups or the source and availability of material.

Ability to analyze complex information, think strategically, and develop plans and programs to implement current best practices in the merit system.

Ability to ensure that the merit system program is operated in a fair and impartial manner.

Ability to communicate effectively, both orally and in writing. Ability to prepare clear and concise reports, correspondence, and other written materials.

Ability to establish and maintain effective working and public relations, including the ability to communicate effectively across all levels of an organization with parties having diverse opinions and special interests.

Ability to behave in an honest, fair, and ethical manner; to show consistency in words and actions; and to model high standards of ethics.

Ability to effectively lead and manage staff by developing and directing people as they work.

Ability to manage multiple projects, meet deadlines, and work well under pressure.

Ability to use computers, software applications, and standard office equipment to accomplish work.

Ability to travel to various work locations for events or meetings.

PHYSICAL REQUIREMENTS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to transport a computer laptop from one work location to another.

MINIMUM EDUCATION AND EXPERIENCE:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements: Graduation from an accredited four-year college or university with a degree in public or business administration, human resources, psychology, sociology, or related field; AND, seven years of experience in the civil service or human resources field demonstrating progressively responsible experience to include job classification and employment testing.

Chief Examiner
Page 3

Applicant must have at least two years of supervisory experience. A graduate degree in a related field may substitute on a year-for-year basis for up to two years of non-supervisory experience.

Promotional Requirements: Completion of four years of service with the City in the classification of Examination and Classification Analyst III (SPN 047).

NOTE: Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

New: 2/72

Revised: 2/80, 12/87, 3/96, 3/98, 7/02, 5/10, 4/14, **TBD**

Reviewed: 2/75, 1/77, 2/82, 12/83, 11/89, 11/91, 3/94, 4/00, 10/04, 10/06, 4/12

Union: None

Range: 57 M&P "B"

EEO code: 1

PROPOSED



Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

CHIEF EXAMINER

SPN: 049

Bargaining Unit: None

Pay Range: 57, M&P-B

Effective Date: TBD

CLASS SUMMARY

Directs, manages, and supervises the operation and activities of the City's Civil Service Merit System. Acts independently in devising plans, policies, and procedures for job classification, recruitment, selection, promotion, and retention of employees in the classified service; ensures adherence to merit principles and uniform, fair and impartial application of Civil Service rules in compliance with federal, state, and local law. Employee has regular contact with both inside and outside sources involving planning and prioritization of services, and interpretation and enforcement of departmental policy and rules.

SUPERVISION RECEIVED AND EXERCISED

Under general direction of the Civil Service Commission, employee assumes full responsibility for achievement of objectives. Supervises professional, technical, and administrative support staff, either directly or indirectly through subordinates.

EXAMPLES OF JOB FUNCTIONS

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Directs the development, maintenance, and administration of the job classification plan and the broad recruitment and examination program for the classified service.
- Prepares short and long range plans of action in the development and implementation of goals, objectives, priorities, best practices, performance measures, and initiatives to implement continuous process improvement. Collaborates with the City to identify and incorporate citywide recruitment, diversification, and related workforce development needs and priorities.
- Develops, reviews, and approves the internal operating policies, procedures, and quality assurance measures for job classification, application handling, eligibility list certification, maintenance of personnel files, payroll certification, etc. Reviews and approves examination plans and content, and evaluates effectiveness of outcomes through results attained as well as statistical analysis.
- Serves as secretary to the Civil Service Commission, providing highly responsible and complex administrative support. Coordinates meetings and provides informative presentations and reports on Commission activities. Directs the maintenance of public records, including the minutes and actions of the Commission. Oversees Civil Service Merit System Rules development and maintenance, including the periodic Rule Review process.
- Upholds, supports, and explains Civil Service programs, policies, and activities. Negotiates and resolves sensitive and controversial issues. Addresses formal administrative complaints and appeals to the Commission. Performs objective investigations as directed by Commission action, and prepares background material for hearings. In coordination with the Commission, provides feedback and guidance for the benefit of stakeholders.
- Evaluates the needs of diverse internal customers and coordinates various personnel activities. Projects service demands in partnership with the City, and determines appropriate Civil Service staffing and resources. Prepares the annual office operating budget estimates for Commission

approval. Manages the budget, allocates funds to accomplish objectives, and controls expenditures within established guidelines.

- Selects, trains, supervises and evaluates subordinates. Assigns projects and programmatic areas of responsibility. Establishes performance requirements and standards, and conducts performance evaluations. Provides leadership in staff growth and development. Works with employees to correct deficiencies, and provides necessary corrective counseling or progressive disciplinary measures.
- Provides a coordinating, counseling, and advisory service in the uniform application, interpretation, and enforcement of Civil Service rules and regulations. Assists employees, supervisors, and managers in understanding their rights, obligations, and opportunities under the Civil Service system.
- Consults with stakeholders to identify and resolve issues of concern. Acts as Commission liaison to City staff, elected officials, bargaining units and associations, other agencies, media, and the public. Leads and participates in a variety of meetings and activities related to outreach and coordination, including committees; provides staff support where appropriate.
- Serves as subject matter expert for the merit system program. Maintains awareness of new trends and developments in the field of civil service and personnel administration, as well as legislation and judicial decisions affecting public employment policy and law.
- Performs related work as required.

COMPETENCIES

Knowledge of:

- Principles and practices of human resources administration for a personnel merit system.
- Management principles and techniques, including planning and organization.
- Employment law and regulations, including federal, state and local laws, rules, and guidelines, and understanding of their purposes, implications, and impacts.
- Modern techniques employed in recruitment and selection.
- Professional test development and administration principles and guidelines, including factors that impact test objectivity, reliability, and validity.
- The field of psychometrics related to test and survey question construction and analysis for use in job evaluation and employee selection procedures.
- Principles and practices of staffing and organizational structure.
- Qualifications and characteristics of a wide variety of occupational fields, or the source of such information.
- Methods and techniques of job classification, analysis, and evaluation.
- Principles of supervision, training, and performance evaluation.
- Principles for providing customer service, including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- Principles and practices for the collection of data.
- Statistical analysis, interpretation, and presentation of numerical data
- Principles and practices of municipal budget preparation and administration.

Skill at:

- Developing plans and programs that prioritize effectiveness and efficiency.
- Written communication, including business correspondence and reporting.
- Oral communication, including effective public speaking.
- Relationship building.
- Research and analytical techniques.

- Critical evaluation, problem solving, and independent decision making.
- Accuracy and attention to detail.
- Use of computers and related software and peripherals to accomplish work.

Ability to:

- Develop knowledge of the City's governmental organization and procedures.
- Develop knowledge of and comply with pertinent regulations for municipal government work, including the Washington Open Public Meetings Act, Public Records Act, etc.
- Think strategically to develop and administer goals and objectives and implement change.
- Read and understand difficult and complex written information.
- Analyze, interpret, and apply general and specific administrative and departmental policies and procedures.
- Manage multiple projects and complex tasks, meet deadlines, and work well under pressure.
- Adapt to new demands and prioritize work.
- Design, validate, and administer employment testing.
- Hire employees and plan, assign, train, supervise, and coordinate work.
- Lead, engage, motivate, develop, and evaluate subordinates.
- Establish and maintain effective working and public relations with all parties, including diverse opinions and special interests.
- Foster a team based environment to achieve common goals, both within Civil Service and in cooperation with others.
- Provide objective advice and guidance, and negotiate solutions.
- Handle sensitive information in a tactful and confidential manner.
- Demonstrate strong ethics and maintain a high level of integrity and accountability prioritizing fairness, responsibility, trustworthiness, and truthfulness in carrying out all duties.
- Prepare and administer a budget.
- Travel to various work locations for work activities, events, or meetings.

WORK ENVIRONMENT

While performing the essential functions of the job, the Chief Examiner typically works in an office environment with low to moderate noise levels. Incumbent may be required to work at a desk or other work station for prolonged periods. Some activities may take place in a field testing remote setting or outdoors; occasionally works near moving objects/vehicles and on slippery/uneven surfaces; occasionally exposed to noise, outside weather conditions, fumes, smoke, or gases; Incumbent may be required to work extended hours including evenings and weekends, and may be required to travel to various locations for work purposes.

PHYSICAL DEMANDS

Primary functions require sufficient physical ability and mobility to work in an office and field testing setting; to walk, stand, or sit for prolonged periods of time; to bend, stoop, kneel, crouch, reach, and twist; to occasionally climb stairs; to transport a computer laptop from one work location to another, and to lift, carry, push, and/or pull light to moderate amounts of weight, generally under 20 lbs.; to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, requiring repetitive hand movement, finger dexterity, and fine coordination; to read printed materials and view a computer screen; to verbally exchange information and communicate in person, over the telephone, and using audiovisual media; and to concentrate with frequent interruptions and general office noise.

MINIMUM QUALIFICATIONS

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- Education: Bachelor's degree from an accredited four-year college or university in public or business administration, human resources, psychology, sociology, or related field.
- Experience: Six years of progressively responsible experience in the civil service or human resources field, with emphasis in job evaluation and employee selection procedures, and including at least four years of supervisory and project management responsibility.

Promotional Requirements:

- Four years of service with the City in the classification of Examination and Classification Analyst III (SPN: 047).

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility.

NOTE: Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

New: 2/72

Revised: 2/80, 12/87, 3/96, 3/98, 7/02, 5/10, 4/14, TBD

Reviewed: 2/75, 1/77, 2/82, 12/83, 11/89, 11/91, 3/94, 4/00, 10/04, 10/06, 4/12

EEO code: 1



Civil Service

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ITEM – 4D 2021 BUDGET ADOPTION

The proposed 2021 budget is attached for review and adoption.

REPORT: RW2407
 SYSTEM: FMSBL
 USER: PMI0410
 GENERAL FUND

CITY OF SPOKANE
 2021 PRELIMINARY BUDGET - DETAIL REPORT

DATE: 10/28/20
 TIME: 21:54
 PAGE: 26

DEPARTMENT: 0230 CIVIL SERVICE

PROGRAM: 00000 ALL PROGRAMS

FNC TYPE CLS	2019 ACTUAL	-----2020 ADOPTED BUDGET-----			09 /2020 YTD ACTUAL	PROPOSED ----- 2021 BUDFILE BE -----			
		DOLS	EMPS	FTE		DOLS	EMPS	FTE	

00000 ALL FUNCTIONS

00000 ALL FUNCTIONS

REVENUES

36999 OTHER GENERAL MISC REVENUE 50

EXPENDITURE-SALARY

51020 MANAGERIAL

00060 CIVIL SERV OFFICE COORDINATOR

00250 ADMINISTRATIVE SPECIALIST 5,602 67,881 1.00 1.00 81,720 126,608 2.00 2.00

00390 PROGRAM PROFESSIONAL 61,262 1.00 1.00 51,912 81,258 1.00 1.00

00450 PERSONNEL ANALYST 1 91,865 63,903 1.00 1.00 23,216

00460 EXAM & CLASS ANALYST II 20,681 67,747 1.00 1.00 72,311 147,918 2.00 2.00

00470 EXAM & CLASS ANALYST III 347,348 286,072 3.00 3.00 205,827 293,781 3.00 3.00

00490 CHIEF EXAMINER 112,678 123,569 1.00 1.00 62,928 131,920 1.00 1.00

00510 OFFICE MANAGER 68,436 74,170 1.00 1.00 52,622 78,634 1.00 1.00

51040 CLERICAL/ADMINISTRATIVE

00010 WORKERS COMPENSATION ASSISTANT

00020 CLERK II 18,088 34,725 1.00 1.00

00030 CLERK III 20,035 46,185 1.00 1.00 44,742 59,495 1.00 1.00

00200 SECRETARY II

51150 PART TIME AND EXTRA HELP

08490 TEMPORARY SEASONAL 40,041 3,000 7,206 6,000

REPORT: RW2407
 SYSTEM: FMSBL
 USER: PMI0410
 GENERAL FUND

CITY OF SPOKANE
 2021 PRELIMINARY BUDGET - DETAIL REPORT

DATE: 10/28/20
 TIME: 21:54
 PAGE: 27

DEPARTMENT: 0230 CIVIL SERVICE

PROGRAM: 00000 ALL PROGRAMS

FNC TYPE CLS	2019				2020 ADOPTED BUDGET				09 /2020				PROPOSED			
	ACTUAL	DOLS	EMPS	FTE	YTD	ACTUAL	DOLS	EMPS	FTE	2021	BUDFILE	BE	2021	BUDFILE	BE	FTE
00000 ALL FUNCTIONS																
51160 PROJECT EMPLOYEE																
08500 PROJECT EMPLOYEE	18,436									1,495						
EXPENDITURES-OTHER																
51210 OVERTIME										2,715						
51220 OUT OF GRADE	3,274	2,500				5,682	2,500									
51250 TERMINATED SICK LEAVE PAY	7,020	3,107					3,107									
51260 TERMINATED VACATION LEAVE PAY	12,460	5,000					5,000									
51275 ANNUAL LEAVE PAYOUT	4,909															
51290 LONGEVITY PAY	1,402	1,965				1,337	1,965									
51640 DEFERRED COMPENSATION-MATCHING	15,540	16,250				13,230	16,250									
52110 SOCIAL SECURITY	58,243	65,624				47,270	73,055									
52210 RETIREMENT	63,645	80,924				59,535	92,410									
52310 MEDICAL INSURANCE	110,185	141,769				91,164	130,761									
52320 DENTAL INSURANCE	13,538	16,920				12,184	16,908									
52330 LIFE INSURANCE	3,143	3,942				2,860	4,173									
52340 DISABILITY INSURANCE	1,648	2,308				1,487	2,669									
52400 INDUSTRIAL INSURANCE	1,076	1,203				927	1,318									
52600 WA PAID FAMILY & MEDICAL LEAVE	1,054	1,105				880	1,305									
53101 OFFICE SUPPLIES	1,755	3,500				1,512	3,500									
53103 POSTAGE	216	250				165	250									
53104 SOFTWARE (NONCAPITALIZED)	840	1,000				874	1,000									
53105 NON-TRAVEL MEALS/LGHT RFRSHMT	1,085	1,500				84	1,500									
53201 OPERATING SUPPLIES	1,320	2,300				4,056	2,300									

REPORT: RW2407
 SYSTEM: FMSBL
 USER: PMI0410
 GENERAL FUND

CITY OF SPOKANE
 2021 PRELIMINARY BUDGET - DETAIL REPORT

DATE: 10/28/20
 TIME: 21:54
 PAGE: 28

DEPARTMENT: 0230 CIVIL SERVICE

PROGRAM: 00000 ALL PROGRAMS

FNC TYPE CLS	2019	-----2020 ADOPTED BUDGET-----			09 /2020	PROPOSED		
	ACTUAL	DOLS	EMPS	FTE	YTD ACTUAL	DOLS	EMPS	FTE
00000 ALL FUNCTIONS								
53502 MINOR EQUIPMENT	644	2,500			1,244	2,500		
53505 OFFICE FURNITURE (NON CAPITAL)	1,037	1,000			10,025	1,000		
53521 COMPUTERS	2,480	2,500				2,500		
54101 PROFESSIONAL SERVICES	138,209	153,000			12,724	36,449		
54124 IF OFFICE PERFORMANCE MGMT SVC		1,168			1,168	3,118		
54125 IF FINANCIAL SERVICES	3,004	3,484			2,763	3,052		
54127 IF CENTRALIZED PURCHASING	79	97			97	109		
54128 IF CENTRALIZED ACCOUNTING	3,467	3,587			2,690	3,568		
54131 IF RISK MANAGMENT	1,521	1,484			371	1,802		
54133 IF WORKERS' COMP	1,205	1,127			845	953		
54142 IF REPROGRAPHICS	1,900	6,109			844	1,582		
54201 CONTRACTUAL SERVICES	1,781				44,282			
54302 CELL PHONE	847	800			1,479	1,300		
54321 IF IT EXPENSES	33,992	53,137			35,425	56,195		
54324 IF IT REPLACEMENT	8,691	8,422			5,615	13,711		
54401 AIRFARE	1,607	6,000			831	3,000		
54402 LOCAL MILEAGE		500				500		
54407 LODGING	1,713	6,000			210	6,000		
54408 PER DIEM	795	4,000				4,000		
54409 OTHER TRANSPORTATION EXPENSES	450	2,000				2,000		
54451 ADVERTISING	5,319	5,000			179	5,000		
54501 OPERATING RENTALS/LEASES	3,206	2,400			687	2,400		
54602 RETIREES' INSURANCE BENEFIT		200				200		
54802 BUILDING REPAIRS/MAINTENANCE		500				500		

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 GENERAL FUND

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PROGRAM: 00000 ALL PROGRAMS

FNC TYPE CLS	2019				09 /2020		PROPOSED		
	ACTUAL	-----2020 DOLS	ADOPTED EMPS	BUDGET----- FTE	YTD	ACTUAL	----- DOLS	2021 BUDFILE	BE ----- EMPS FTE

00000 ALL FUNCTIONS									

54803 EQUIPMENT REPAIRS/MAINTENANCE		500				411	500		
54842 IF FACILITY REPAIRS		500					500		
54847 IF MOTOR POOL	278	500				216	500		
54901 MISC SERVICES/CHARGES	6,135					71			
54902 REGISTRATION/SCHOOLING	3,130	7,000				2,290	1,000		
54904 OTH DUES/SUBSCRIPTNS/MEMBERSHP	3,264	4,000				9,748	2,000		
54909 PRINTING/BINDING/REPRO		1,500					1,500		
54999 OTHER MISC CHARGES	2,383	2,500				1,625	2,500		
59951 RESERVE FOR BUDGET ADJUSTMENT		10,071					10,071		
ALL FUNCTIONS	TOTAL REV	50							
	TOTAL EXP	1,272,699	1,471,267	11.00	11.00	985,783	1,455,595	11.00	11.00
ALL PROGRAMS	TOTAL REV	50							
	TOTAL EXP	1,272,699	1,471,267	11.00	11.00	985,783	1,455,595	11.00	11.00
	2020 ADOPTED EXP BUDGET	1,471,267							

REPORT: RW2407
 SYSTEM: FMSBL
 USER: PMI0410
 GENERAL FUND

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DEPARTMENT: 0230 CIVIL SERVICE PROGRAM: 00000 ALL PROGRAMS

FNC TYPE CLS	2019		-----2020 ADOPTED BUDGET-----				09 /2020		PROPOSED			
	ACTUAL		DOLS	EMPS	FTE	YTD	ACTUAL	DOLS	2021 BUDFILE BE	EMPS	FTE	

00000 ALL FUNCTIONS												

CIVIL SERVICE	TOTAL REV	50										
	TOTAL EXP	1,272,699	1,471,267	11.00	11.00		985,783	1,455,595	11.00	11.00		
	2020 ADOPTED EXP BUDGET		1,471,267									