



**REGULAR MEETING NOTICE/AGENDA
THE CIVIL SERVICE COMMISSION
9:30 a.m. – APRIL 20, 2021**

Notice is hereby given that, pursuant to Governor Jay Inslee’s Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted in Phase 3 regions consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the Civil Service Commission has decided to continue its meetings with remote access only and to not include an in-person attendance component.

The regularly scheduled Civil Service Commission Meeting, April 20, 2021 at 9:30 a.m. will be held virtually, some members of the Civil Service Commission staff will be attending virtually.

Temporarily and until further notice, the public’s ability to attend Civil Service Commission meetings is by remote access only. In-person attendance is not permitted at this time. **The public is encouraged to tune in to the meeting by calling 1-408-418-9388 and entering the access code 187 675 8647 when prompted.**

The public will be able to address the Commission regarding the agenda during the meeting by submitting written public comment via email to civilservice@spokanecity.org.



AGENDA

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 A.M. APRIL 20, 2021

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. March 16, 2021 Minutes
(p. 3)
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
 - a. Assistant Planner II Eligibility List
Request to void current list
(Pearson, p. 5)
- 5. OTHER BUSINESS**
 - a. Chief Examiner Recruitment
(Bergin)
- 6. EXECUTIVE SESSION**
- 7. ADJOURN**

Note: 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: msteinfo@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
MINUTES – MARCH 16, 2021**

1. CALL TO ORDER/ROLL CALL

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

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

2. APPROVAL OF MINUTES

- a. February 16, 2021 Minutes

MOTION: Motion to approve February 16, 2021 Minutes.

Stephens/Gilmore: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

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

- i. Annual Report to present at May 18, 2021 Commission Meeting
- ii. Testing Bonanza – One week worth of testing July 19 – July 24, 2021 from 8:00 a.m. – 8:00 p.m. at Ferris High School

4. PRESENTATIONS

- a. Client Engagement – 2021 Overview

Communication, Education, and Outreach update presented by Kathleen Myers – Civil Service Communications Manager.

- i. Commissioner Gilmore inquired about the Hiring Manager Series regarding non-managers attending.
- ii. Commissioner Gilmore suggested reaching out to Transitions and Women Helping Women.

5. NEW BUSINESS

- a. ~~Nicholas Appeal Hearing~~

Agenda modified, Item 5a moved to May 18, 2021 Commission Meeting

6. OTHER BUSINESS

- a. Chief Examiner Recruitment Update

MOTION: Begin the job posting and recruitment process for the Chief Examiner position.

ADDENDUM to MOTION: Begin the recruitment process under the normal timelines in coordination with Civil Service and Human Resources. Recruitment will last for three weeks starting Monday, March 22, 2021.

Hult/Gilmore: Motion passed unanimously.

- i. Commissioner Hult inquired about the last Commission meeting and vetting the applicants along with posting the job announcement.
- ii. Commissioner Stephens commented that they were supportive of starting the process.

- iii. Pam Bergin, Senior Human Resources Analyst, responded that they were ready to post the position as soon as the Commission says.
- b. **Addendum:** City Council with Civil Service Commission Joint Meeting
Thursday, April 15, 2021 at 11:00 a.m.
 - i. Commissioner Gilmore gave further information regarding request from City Council for a Joint Meeting.

7. ADJOURN

The Commission adjourned at 10:13 a.m.

DRAFT

ITEM 4A – ASSISTANT PLANNER II ELIGIBILITY LIST

BACKGROUND

The Planning Department is requesting to void the eligible list for Assistant Planner II. This list is set to expire on December 29, 2021. The current list is approximately 16 months old and has less than ten names remaining. Three individuals have been hired from this current list and all remaining candidates have been interviewed at least once.