



## **AGENDA**

### **REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**

1:30 P.M. JULY 19, 2022

CITY HALL – CITY COUNCIL CHAMBERS

LOWER LEVEL CITY HALL

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

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

#### **2. APPROVAL OF MINUTES**

- a. June 21, 2022 Minutes  
(p. 3)

#### **3. CHIEF EXAMINER UPDATE**

#### **4. NEW BUSINESS**

- a. Resolution 2022-03: Classification Actions  
(Pearson, p. 5)
- b. Administrative Complaint: Request for investigation regarding the termination process of a probationary employee.  
(Pearson, p. 15)
- c. Reappointment of Mark Lindsey by the police and fire unions for a four-year term from 2023-2026 pursuant to Section 52 A of the City Charter  
(Pearson, p. 17)

#### **5. OTHER BUSINESS**

#### **6. ADJOURN**

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



**REGULAR MEETING NOTICE/AGENDA  
THE CIVIL SERVICE COMMISSION  
1:30 P.M. – JULY 19, 2022**

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on July 19, 2022, commencing at 1:30 P.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) to request by 5:00 P.M. the day before the meeting, (Monday, July 18, 2022) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 7th day of July 2022.

**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 City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, 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 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
MINUTES – JUNE 21, 2022**

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

Meeting called to order at 1:30 p.m.

Commissioners Hult, Lindsey, Palmerton, and Stephens were present.

Commissioner Gilmore arrived late at 1:34 p.m.

**2. APPROVAL OF MINUTES**

- a. April 19, 2022, Minutes

*MOTION:* Move approval

Hult/Palmerton: Motion passed unanimously.

**3. CHIEF EXAMINER UPDATE**

Chief examiner Pearson provided updates regarding Civil Service department operations.

- a. Welcome back, it's been a long two year journey.
- b. Stephanie Puckett, Clerk III will be taking over Commission admin duties and replacing our outgoing Office Manager Tisha Heath.
- c. A replacement has been hired for Tisha, starting in the next couple weeks
- d. We are working on Annual Report for 2020-21, will be ready in August
- e. Our schedule for Commission meetings for July and August will remain at 1:30 p.m. in the afternoon, regular 9:30 a.m. meetings in September.
- f. The HR Department has lost its HR Director and it's Labor Relations Manager, Meghann Steinolfson as well. We are supporting the best we can. Mr. Piccolo, Chief Assistant City Attorney is graciously assisting HR as their interim director
  - Attorney Mike Piccolo says" Can I speak to that for a minute? So I have been asked to serve as interim HR Director and I stress the term interim, I am not applying for the job I'm not a HR specialist, but I am going to help our where I can. Hopefully for 3 4 5 month period. There could be a potential for a conflict, If the City and one of the unions has an appeal and HR is involved, If I am representing HR I obviously could not represent the City commission as its attorney. So, we will just need to work through those conflicts when they arise. We do have another attorney in our office that has served in my capacity Margaret Harrington so we might reach out to her when we have those conflicts, We have to be very much aware that those conflicts could arise, and we need to resolve those conflicts
- g. We are going to be doing some free public safety testing for police and fire the weekend of September 10, and 11 through public safety testing. We plan on doing some more recruitment blitzing for that
- h. Recruiting currently continues to be a great challenge for us as it is everywhere. And Civil Service continues to work diligently to fill vacant positions and get recruitments open and up

and running as fast as possible in this moment.

- i. Commissioner Stephens asks to confirm that Kristine Smith, the HR Director we met in April, is no longer with us?
  - Chief Examiner Pearson: “That is correct”
  - Commissioner Stephens “I assumed that, but wanted to confirm that”
  - Yes, so both Kris Smith, the HR Director and Meghann Steinolfson the Labor Relations Manager have recently left the organization.
  - Commissioner Stephens “Thank you and that certainly leaves a couple of large holes in that department.
  - Chief Examiner Person: Yes it does
  - Commissioner Gilmore: Well, it was nice to meet her at our last meeting and talk to her about what she was gonna do.
- j. Commissioner Gilmore: Are we officially, thank you for all the emails we got from you regarding our sites of our or the times of our meetings. But it would appear that we are back here in the stadium for all our future meetings, except for the fact that we be 1:30 p.m. for both July and August, is that correct?
  - Chief Examiner Pearson: “That is correct”.

#### 4. NEW BUSINESS

- a. July and August 2022 Commission Meetings – Approval of Change to Regular Commission Meetings  
*MOTION:* That we change officially the meeting times to 1:30 p.m. for the July and August Civil Service Commission Meetings  
Hult/Stephens: Motion passed unanimously.  
Commissioner Gilmore: I will vote in favor of that if the understanding of the persons who are booking the areas understand that its not just a simple thing to change this meeting, so do they understand that if we do this in July and August we need to be back here.  
Chair Lindsey: Convey to the powers that a sitting is always possible.  
Chief Examiner: “Duly noted”

#### 5. ~~OTHER BUSINESS~~ PUBLIC COMMENT

- Joe Cavanaugh, Local 270 president “I hated the virtual meetings that we had. I want to thank staff trying to make them palatable, swing and a miss, not your fault. It’s very difficult from the outer areas of the City to understand what’s going on in these meetings to be honest with you. I am going to suggest, I don’t mean to be mean. I suggest you all really speak into the microphones; we couldn’t hear you most of the time. I want to thank you for your commitment to the system, I appreciate that we are back live. I look forward to working with all of you and staff in the future. Thank you very much.
- Chief Examiner states that the virtual was problematic at best, we made it work always some issue.
  - Meetings streamed live on Cable 5 and recorded on the City website

#### 6. ADJOURN

The Commission adjourned at 1:41 p.m.



# Civil Service Commission

## ITEM 4A - RESOLUTION 2022-03: CLASSIFICATION ACTION

### BACKGROUND

We present three job classifications for retitling this month at the request of Jeff Teal, the director of Asset Management Department and Fianna Dickson, Division Communications Manager for the Parks Department.

**Building Engineer (SPN 419)**

**HVAC Mechanic (SPN 418)**

**Marketing Coordinator (SPN 080)**

Mr. Teal requested title changes and minor specification revisions to the classifications of Building Engineer I (SPN 419) and Building Engineer II (SPN 418). The new titles more properly reflect the body of work for the positions. Other revisions were made either as requested or as needed to update the language of the specifications.

The proposed changes have the concurrence of Mr. Teal and the Local 270 bargaining unit.

Ms. Fianna Dickson requested job surveys of two Marketing Assistants (SPN 080). Through the survey process, the specifications and title were revised to properly reflect the current body of work.

The proposed changes have the concurrence of Ms. Dickson and the M&P bargaining unit.

### RECOMMENDATION

Staff recommends adoption of classification Resolution 2022-03.

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### Attachments:

- 1) Job classification – HVAC Mechanic (SPN 418; proposed)
- 2) Job classification – Building Engineer (SPN 419; proposed)
- 3) Job classification – Marketing Coordinator (SPN 080; proposed)



# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

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## **BUILDING ENGINEER-I**

SPN: 419

Bargaining Unit: Local 270

Pay Range: 28

Effective Date: TBD

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### **CLASS SUMMARY**

Performs semi-skilled work in the operation ~~/and~~ routine maintenance of Heating, Ventilation, and Air Conditioning (HVAC) systems, as well as custodial and routine building maintenance tasks in and around a public building. Duties are predominantly routine and within prescribed limits, ~~but; however,~~ emergent situations will require the appropriate level of response. Work is subject to checks and controls, ~~;~~ but ~~,if not un~~detected, errors might cause a loss of time or money. Employee has regular contact with other employees. Duties are medium to heavy in nature, performed under one or two hazardous conditions, and require normal attention to prevent errors. Employee May be required to work on a shift basis or work long or unusual hours.

### **CLASS CHARACTERISTICS**

This classification is responsible for performing semi-skilled duties in support of the operation and maintenance of facility systems. Positions at this level perform some similar duties as the HVAC Mechanic, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Exceptions or changes in procedures are explained in detail as they arise.

### **SUPERVISION RECEIVED AND EXERCISED**

~~Employee works under general supervision, follows established procedures, and refers questionable matters to the supervisor. Coordinates with, and may provide work direction to, custodial staff, as required.~~

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of employees, but employee may direct the technical and functional work of subordinate staff.

### **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.*

- Assists in developing program operations budget, long-term planning, and in determining the quantity and type of supplies required.
- Monitors ~~,~~ and performs routine maintenance on HVAC and auxiliary equipment on an assigned shift. Checks pressure, temperature, daily logs, etc., as required. Changes filters, greases motors, etc., as required.
- Monitors and tests building backup generator and elevators. Notifies the supervisor of alerts or other performance issues.
- Coordinates and participates in moving, assembling, setup, and arrangement of furniture as well as office equipment ~~as required/scheduled.~~

- Participates in cleaning floors, walls, woodwork, offices, and restrooms; removes rubbish/and wastepaper. Unlocks doors, sweeps walks, and removes snow and other hazards to ensure building accessibility; polices building and surrounding areas.
- Paints small areas, repairs furniture, replaces windowpanes, light bulbs, and tubes.
- Serves as point of contact with vendors and contractors, and makes arrangements as authorized, including those for annual inspections of fire protection systems.
- Coordinates the maintenance of the building's plumbing.
- Performs related work as required.

**COMPETENCIES**Knowledge of:

- Building cleaning methods, procedures, supplies, and equipment ~~in-order~~ to meet public health standards.
- Materials and tools used in building maintenance and repair, to include steam cleaners and pressure washers.
- Procedures and techniques essential to the operation and routine maintenance of HVAC and auxiliary equipment.
- Common hazards and safety precautions associated with HVAC and related equipment.
- Operating principles, running adjustments, and capacities of HVAC machinery and auxiliary equipment.

Skill at:

- Using and caring for the tools and equipment of the trade.

Ability to:

- Anticipate, and react quickly to, emergency conditions.
- Follow oral and written instructions.
- Perform routine maintenance on HVAC and auxiliary equipment, including checking air compressors.

**PHYSICAL DEMANDS**

- Ability to see, with or without corrective lenses, well enough to read fine print.
- Ability to hear, with or without a hearing aid, well enough to detect a mechanical problem among machinery noise.
- Ability to speak well enough to converse on the telephone and radio.
- Ability to climb ladders up to 15 feet high and up to four flights of stairs.
- Enough sense of smell to detect the C.P. Captan odorant used in natural gas and to detect the presence of ammonia.
- Enough body mobility to walk, stoop, and crawl in awkward spaces.
- Enough strength to occasionally lift and carry materials weighing up to 90 lbs.
- Enough stamina to work odd shifts.
- Tolerance to work under adverse conditions, such as among heat and loud machinery noise.

**WORK ENVIRONMENT**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in

the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on a shift basis or work long or unusual hours.

**MINIMUM QUALIFICATIONS**

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

**Open-Entry Requirements:**

- Education: High school diploma or equivalent, and
- Experience: Two years of experience in custodial and building maintenance work, ~~to include~~ including six months in the operation and routine maintenance of commercial or industrial HVAC equipment~~large HVAC equipment/systems~~.

**Promotional Requirements:**

- Experience: One year of experience with the City in the classification of Custodian I (SPN 414) or higher laboring classification and ~~six months of experience in the operation of large HVAC equipment/systems~~ meet the open-entry requirements.

**Licenses and Certifications:**

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.
- A Low Pressure Boiler Operator's license as issued by the City of Spokane must be obtained prior to appointment and be maintained throughout employment.

New: 7/97

Title Change: **TBD**

Revised: 7/99, 11/09, 1/12, 12/12, 6/13, **TBD** (& title change)

Reviewed: 11/01, 11/03, 10/05, 1/09, 10/11





# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

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## **HVAC MECHANIC BUILDING ENGINEER II**

SPN: 418

Bargaining Unit: Local 270

Pay Range: 34

Effective Date: **TBD**

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### **CLASS SUMMARY**

Performs skilled work in the operation and maintenance of large Heating, Ventilation, and Air Conditioning (HVAC) equipment, refrigeration equipment, air compressors, ice machines, and fire alarm systems in a public facility. Duties are varied and require analyzing facts to determine the proper course of action within the limits of standard procedure. Some specific checks and controls exist, but if not detected, errors could cause a serious waste of materials or considerable financial loss to the City. Employee has both inside and outside contacts to obtain or supply information, with any commitments subject to supervisory approval. Duties are medium to heavy in nature, performed under one or two hazardous conditions, and require normal attention to prevent errors. Employee may be required to work on a shift basis or work long or unusual hours.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing skilled technical duties in support of the operation and maintenance of facility systems. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION RECEIVED AND EXERCISED**

~~Duties are performed under general supervision with unusual cases referred to the supervisor. Supervises the activities of employees performing lower level work of a similar nature.~~

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of employees, but employee may direct the technical and functional work of subordinate staff.

### **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.*

- Operates, inspects, maintains, and ~~adjusts makes adjustments to~~ HVAC and related systems, fire alarm systems, and auxiliary equipment.
- Performs periodic overhaul of HVAC and related equipment, and supervises the activities of subordinates performing similar work. Obtains bids for additional maintenance, negotiates contracts, and ensures adherence to specifications. Evaluates contracted work for timely completion and adherence to industry standards.
- Operates and maintains refrigeration compressors and condensers ~~in preparing ice for the Arena floor. Operates a Zamboni or similar machine and other ice making equipment as needed.~~
- Maintains facility plumbing in good repair.

- Keeps records of maintenance and a file of ~~Material~~ Safety Data Sheets.
- Repairs and maintains physical structures of the building using hand and power tools.
- Assembles, installs, and repairs office furniture and fixtures.
- ~~Assigns tasks to custodial workers and may set up and take down portable chairs, tables, and other special equipment for scheduled activities within the building and perform basic clean-up work.~~
- ~~May be required to work on a shift basis or work long or unusual hours.~~
- Performs related work as required.

## COMPETENCIES

### Knowledge of:

- Principles, methods, tools, equipment, controls, and materials normally used in HVAC, refrigeration, and auxiliary equipment operation and maintenance activities.
- Occupational hazards and standard safety precautions including those involved with confined spaces.

### Skill at:

- Using and caring for the tools and equipment of the trade.

### Ability to:

- Anticipate, and react quickly to, emergency situations.
- Establish and maintain effective working relationships with other employees, supervisors, and the public.
- Understand and effectively carry out written and oral instructions.
- Supervise the work of skilled and unskilled employees.

## PHYSICAL DEMANDS

- Ability to see, with or without corrective lenses, well enough to read fine print.
- Ability to hear, with or without a hearing aid, well enough to identify problem noises.
- Ability to speak well enough to converse on the telephone and radio.
- Ability to climb ladders up to 15 feet high and up to four flights of stairs.
- Enough sense of smell to detect the C.P. Captan odorant used in natural gas and to detect the presence of ammonia.
- Enough body mobility to walk, stoop, and crawl in awkward spaces.
- Enough manual dexterity to handle precision tools.
- Enough strength to occasionally lift and carry objects weighing up to 90 lbs.
- Tolerance to work under adverse conditions, such as among heat and loud machinery noise.

## WORK ENVIRONMENT

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on a shift basis or work long or unusual hours.

**MINIMUM QUALIFICATIONS**

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

**Open-Entry Requirements:**

- Education: High school diploma or equivalent, and
- Experience: Four years of experience in the operation and maintenance of commercial or industrial large-HVAC equipment and general building maintenance.
- Substitution: Completion of a two-year or equivalent program in HVAC and boiler maintenance will substitute for two years of experience.

**Promotional Requirements:**

- Experience: Two years with the City in the classification of Building Engineer (SPN 419), or two years with the City in the classification of Custodian II (SPN 415) or higher laboring classification and meet the open-entry requirements.

**Licenses and Certifications:**

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.
- Possession of a Low Pressure Boiler Operator's license as issued by the City of Spokane, to be maintained throughout employment.

EEO: 3

New: 11/95

Title Change: 7/97

Revised: 7/99, 2/11, TBD (& title change)

Reviewed: 11/01, 11/03, 10/05, 1/09



# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

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## MARKETING COORDINATOR

SPN: 080

Bargaining Unit: M&P

Pay Range: <#>

Effective Date: <m/y>

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### CLASS SUMMARY

Professional level work in marketing and promotion, graphic design, advertising, social media management, public relations and event development. Employee has regular contact with other employees and extensive contact with the public and outside agencies. Work is light in nature, is performed under normal conditions and requires normal attention to prevent errors. Employee will be required to work some nights, weekends, and special events.

### CLASS CHARACTERISTICS

This is a journey-level professional classification. Positions at this level perform the full range of duties, work independently, and exercise judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Event Specialist which is responsible for facilitating events.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of employees. Employee leads volunteers or teams assigned to specific projects, and monitors the work of consultants, contractors, or vendors.

### 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.*

- Plans, develops, and executes departmental promotions and publicity for programs, events, attractions, and other functions.
- Creates graphic design content for departments and vendors.
- Designs, implements, and maintains social media postings, flyers, brochures, display advertising, news releases, blog posts, web content, newsletters, news conferences, and video content.
- Identifies, recommends and develops marketing and community outreach tactics using data and best practices to help meet goals of the department.
- Develops marketing strategies to maximize community awareness of programs and facilities. Maintains databases of user and community contacts. Markets the programs and facilities to prospective users.
- Responds to social media posts and answers requests for information from the public and internal contacts. Advises supervisor and other departments of concerns and questions brought by the public. Provides customer service to internal and external clients.
- Maintains and utilizes databases and files for advertising mailing, and communication functions.
- Collaborates with web designers and developers to implement website changes.
- Performs related work as required.

**COMPETENCIES**Knowledge of:

- Customer service principles.
- Principles, methods, and processes used in social, print and electronic media.
- Principles and practices of graphic arts, computer graphics, graphic design, page layout, and image editing.
- Purchasing and accounting practices.
- Modern equipment and communication tools used to complete business functions, including computers and software programs relevant to work performed.
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Create materials for print and electronic distribution, including social media content applying best practices in graphic design.
- Implement marketing principles, practices and procedures.
- Establish and maintain effective public and employee relations.
- Organize work, set priorities, determine resource requirements, and meet deadlines.
- Use computers, software applications, and standard office equipment to accomplish work.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Pay attention to detail and be thorough when performing work.
- Coordinate and lead the work of volunteers and other staff.
- Anticipate and meet the needs of internal and external customers.
- Use computers, software applications, and databases to accomplish work.

**TYPICAL EQUIPMENT USED**

General office equipment, personal computer and associated software.

**PHYSICAL DEMANDS**

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 classification will include both sedentary office work as well as standing in work areas for several hours and walking between work areas and climbing stairs. 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 independently lift, carry, push, and pull materials and objects up to 20 pounds.

**WORK ENVIRONMENT**

Employees work both in a standard office environment with moderate noise levels and controlled temperature conditions and in outside venues subject to inclement weather. Employees have frequent interaction with staff and/or public and private representatives. Duties may require travel to various work locations.

**MINIMUM QUALIFICATIONS**

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

**Open-Entry Requirements:**

- Education: Graduation from an accredited four-year college or university with a degree in marketing, public relations, communications, or related field; and
- Experience: One year of experience in marketing, public relations, or related field to include graphic design.

**Licenses and Certifications:**

- All applicants must possess a valid driver's license.

## ITEM 4B – ADMINISTRATIVE COMPLAINT: REQUEST FOR INVESTIGATION

### BACKGROUND

Joe Cavanaugh, President, Local 270, has filed an administrative complaint regarding the manner in which a termination took place for a probationary employee in the Parking Services department.

#### Attachments:

- Email request – Joe Cavanaugh



Civil Service Commission



## **Puckett, Stephanie**

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**From:** Cavanaugh, Joe  
**Sent:** Friday, June 24, 2022 3:56 PM  
**To:** Pearson, Kelsey  
**Cc:** Natalie Hilderbrand; Boone, Christa; Piccolo, Mike; Enfield-Allred, Trudy  
**Subject:** Daniel Hall

Kelsey,

As per our conversation of the other day concerning the termination of Daniel Hall on June 8<sup>th</sup> by Parking Enforcement, Local 270 wishes to file an administrative complaint concerning the manner in which the termination took place. If it can be on the agenda for July, that would be excellent. Thanks.

Sincerely,  
Joe Cavanaugh  
President of Local 270



## ITEM 4C – REAPPOINTMENT OF MARK LINDSEY

### BACKGROUND

Mr. Lindsey has been selected by the Public Safety bargaining units to a new four-year term.

No action by the Commission is needed.

### Attachments:

- Email from Guild
- Email from Local 29



Civil Service Commission



**From:** [Randy Marler](#)  
**To:** [Pearson, Kelsey](#)  
**Cc:** [Dunkin, David](#); [Lee McNamee](#)  
**Subject:** Re: Civil Service Commissioner  
**Date:** Wednesday, June 29, 2022 11:15:21 AM  
**Attachments:** [image001.jpg](#)  
[image001.jpg](#)

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**[CAUTION - EXTERNAL EMAIL - Verify Sender]**

Local 29 is good with continuing Mr Lindsey's service.

In Solidarity,

Randy Marler  
Spokane Firefighters Union  
IAFF, Local 29 President  
cell: (509) 220-8926



[Job & Employment Information - City of Spokane, Washington \(spokanecity.org\)](http://spokanecity.org)

**From:** [Dunkin, David](#)  
**To:** [Pearson, Kelsey](#)  
**Cc:** [Tim Archer](#); [Lee McNamee](#)  
**Subject:** Re: Civil Service Commissioner  
**Date:** Wednesday, June 29, 2022 10:57:52 AM  
**Attachments:** [image001.jpg](#)  
[image001.jpg](#)

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The Guild is good with having Mr. Lindsey continue as a Commissioner.

Dave

Sent from my iPhone

