



**REGULAR MEETING NOTICE/AGENDA  
THE CIVIL SERVICE COMMISSION  
9:30 A.M. – NOVEMBER 15, 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 November 15, 2022, commencing at 9:30 A.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, September 19, 2022) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 10th day of June, 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.



## **AGENDA**

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

9:30 A.M. NOVEMBER 15, 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. October 18, 2022, Minutes  
(Pg.3)

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

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

- a. Resolution 2022-5 Request to void an eligible list.  
(Pearson Pg. 5)
- b. Cancellation of the December 20, 2022, Commission meeting  
(Pearson Pg. 6)
- c. Resolution 2022-06 Classification Actions  
(Pearson Pg. 7)

#### **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 OF THE CIVIL SERVICE COMMISSION  
MINUTES - OCTOBER 18, 2022**

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

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

Commissioner Lindsey, Gilmore, Hult and Palmerton were present in-person  
Commissioners Stephens was absent (excused)

**2. APPROVAL OF MINUTES**

- a. August 16, 2022, Minutes

Motion: I move approval of the minutes as submitted  
Hult/Palmerton

**3. CHIEF EXAMINER UPDATE**

Chief examiner Pearson provided updates regarding Civil Service department operations.

- a. Very successful Supported Employment September 29, 2022, held at City Hall  
Recruitment is open until end of November.
- b. Final Rule Review meeting for the year set for October 27, 2022. Progressed through 4 rules  
with an updated presentation set for 2023
- c. Appeal hearing scheduled for November 15, 2022, Commission meeting

**4. NEW BUSINESS**

- a. Resolution 2022-04 Classification Actions  
Adoption of SPN 961 Victim Advocate and retitle of SPN 575 WTE Assistant Plant Manager to  
WTE Operations Superintendent.  
Motion: I move to accept these adoptions  
Palmerton/Hult
- b. 2023 Budget presentation and adoption  
Motion: Move to accept this budget moving forward as presented by the Chief Examiner.  
Hult/Gilmore
- c. 2021 Annual Report presentation and adoption  
Motion: I move adoption of the annual report as submitted by the Chief Examiner  
Hult/Palmerton  
Discussion regarding PAR process by Commissioner Gilmore and Local 270 President Joe  
Cavanaugh.
- d. Reappointment of Craig Hult for a four-year term from 2023-  
2026.

**5. OTHER BUSINESS**

- a. Local 270 President made comments regarding the dispatchers for police and fire.

## 6. ADJOURN

- a. The Commission adjourned at 10:12 a.m.  
Motion: I renew the motion to adjourn  
Palmerton/Hult

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

DRAFT



# Civil Service Commission



## ITEM 4A - RESOLUTION 2022-05: VOID ELIGIBLE LIST

### BACKGROUND

In accordance with Rule IV, Section 14 (b), staff is bringing forward a request to void the eligibility list for Court Clerk I established on Jan. 28, 2021. The list was established with 160 names, of which seven names remain. All seven have been certified to the hiring department for interview at least once.

Civil Service recently finished a recruitment to establish a new list, and the test process should be completed the week of the Commission meeting in November. By voiding the list, we would be able to provide names just from the new list as soon as it is established.

Municipal Court management and the Local 270 bargaining unit have both indicated their support for the request.

Commission action is required.

### RECOMMENDATION

Staff recommends the Commission approve the resolution 2022-05 to void the Court Clerk I list established on Jan. 28, 2021.



# Civil Service Commission

## ITEM 4B – CANCELLATION OF THE DECEMBER 20, 2022, COMMISSION MEETING

### BACKGROUND

The regularly scheduled Civil Service Commission meeting of December 20, 2022, falls during a holiday week. There are no pending agenda items.

Commission action is required.



# Civil Service Commission



# Civil Service Commission

## RESOLUTION 2022-06: CLASSIFICATION ACTION

### BACKGROUND

We present one classification deletion this month, and one reactivation with retitle.

#### **Assistant Food/Beverage Supervisor (SPN 680; delete)**

The Parks Department no longer requires this position, as they no longer staff their own food services.

#### **2<sup>nd</sup> Assistant Golf Course Superintendent (SPN 680; reactivate and retitle)**

The Parks Department needs additional staff for the golf program. SPN 680 was previously titled Golf Course Groundskeeper, and the classification was deleted in 2013. At this time, management wants to reactivate the golf position with a retitle and revisions to reflect the level of work currently required.

These proposed changes have the concurrence of management and Local 270.

### RECOMMENDATION

Staff recommends adoption of classification Resolution 2021-05.

#### Attachments:

- 1) Job classification – Assistant Food/Beverage Supervisor (SPN 680, delete)
- 2) Job classification – 2<sup>nd</sup> Assistant Golf Course Superintendent (SPN 680, retitle)
- 3) Job classification – Golf Course Groundskeeper – markup copy (SPN 680, reactivate to be retitled)



# Civil Service Commission

## ASSISTANT FOOD/BEVERAGE SUPERVISOR

SPN: 680

### NATURE OF WORK:

Assists in the direction of all food and beverage operations at Riverfront Park and other Park department facilities. Determines the proper course of action within the limits of standard operating procedures. Checks and controls must be managed to prevent waste of materials, delays, or embarrassment to the City. Employee has frequent contact with the public, product suppliers and other City employees. Duties are light in nature, performed under varying weather conditions, and require multiple tasks to avoid delays or errors. Employee will be required to work holidays, overtime, and other than normal hours.

### SUPERVISION:

Employee plans and arranges own work, referring only unusual cases to the supervisor. Employee assist in hiring, assigning, evaluating, training, and supervising subordinate crew.

### ESSENTIAL JOB FUNCTIONS:

Manages the daily operation for all Riverfront Park, Merkel Sport Complex food service locations and Park Bench Café.

Assists in the hiring and supervision of subordinate staff. Assists in the development of training material and provides training in food handling, sanitation, preparation, equipment operation and maintenance, display procedures, safety, customer service and cash handling procedures.

Assists with planning of group, catered and public events and functions. Works closely with the Events team to ensure adequate food and beverage equipment, staffing and products for all Riverfront Park events. Assists in the evaluation of vendor performance to support the vendor program.

Orders and maintains inventory of all food, beverage and related service items; processes invoices.

Assists in implementing procedures for food and beverage preparation, opening, operating, and closing of restaurants, concession stands, and special event concession locations.

Manages the team member schedules.

Ensures all assigned equipment is properly operational; inspects, adjusts, repairs, and orders repairs.

Performs related administrative tasks; prepares purchase requisitions and small service contracts. Maintains records related to food costs, shrinkage, event pre and post costs, and labor costs.

Assists in the implementation of promotions and marketing efforts of food and beverage services.

Assists follow-up with the public regarding comment cards and responses.

Performs related work as required.



**Assistant Food/Beverage Supervisor**  
**Page two**

**REQUIREMENTS OF WORK:**

Knowledge of food and beverage management to include operation, purchase, inventory, handling, preparation, display, and sanitation.

Knowledge of equipment related to food and beverage handling and preparation, to include operation and maintenance.

Ability to coordinate catering, food and beverage management for large events. Ability to supervise and train others in relation to food and beverage operations meeting or exceeding health regulations and codes.

Ability to deal with public. Ability to communicate effectively in oral and written form.

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

Knowledge of modern software programs and general POS and cashiering.

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

**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, well enough to converse on telephone, radio, and public address system, and communicate with groups.

Ability to write, type, use calculator, and computer.

Ability to carry food containers and equipment weighing up to 50 pounds.

Ability to move around to different concessions in the 100-acre park.

Ability to stand for several hours.

Ability to work in various weather conditions, and walk-in freezer and refrigerators.

Ability to climb stairs and ladders.

Ability to operate park's attractions.

**MINIMUM EDUCATION AND EXPERIENCE:**

Open Entry Requirements: High School diploma or equivalent and a minimum of three years of supervisory experience in the food service industry.

License: A valid driver's license is required.

New: 12/13  
Revised: 4/18  
Reviewed:

Union: 270

Range: 29

EEO code: 8



# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

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## 2<sup>nd</sup> ASSISTANT GOLF COURSE SUPERINTENDENT

SPN: 680

Bargaining Unit: Local 270

Pay Range: <#>

Effective Date: <m/y>

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### CLASS SUMMARY

Performs skilled work in golf course maintenance activities to keep courses in good working condition. Duties require some individual judgment. Most work is verified by others; but, if not detected, errors could cause embarrassment to the City Golf program or damage to City property. Employee has some public contact in the course of duties. Work is medium-heavy in nature and performed under varying weather conditions. Weekends and shift work may be required.

### SUPERVISION RECEIVED AND EXERCISED

Employee works under general supervision according to standard procedures and methods. As experience is gained, employee works with increasing independence. Assists in work direction of maintenance 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 the general maintenance and care of putting greens, hazards, bunkers, and tees.
- Performs installation, maintenance, and repair of golf course irrigation systems, including electronic automation technology.
- Assists in cutting, trimming, and rolling of greens and fairways, raking sand traps, and moving cups.
- Assists in seeding, fertilizing, applying top dressing, aeration, and watering of greens, tees, and fairways.
- Assists in the care of trees, shrubs, and flowers on or around the golf course.
- Checks course for playability and condition. Scouts for pests and performs appropriate mitigation.
- Polices and cleans the clubhouse grounds and facilities.
- Assists in the construction, building, or remodeling of greens, tees, and bunkers.
- Instructs and checks the work of seasonal employees.
- Operates powered equipment such as mowers, sprayers, trucks, and tractors.
- May be required to perform minor equipment maintenance and repair.
- Acts as lead worker and assigns and checks the work of seasonal employees on weekends or in the absence of the Assistant Superintendent and Superintendent.
- Assists with required recordkeeping for maintenance activities.
- Performs related work as required.

**COMPETENCIES**

- Knowledge of the standard tools, equipment, and materials used in grounds maintenance work.
- Knowledge of golf course groundskeeping, basic horticultural practices, and modern irrigation systems.
- Knowledge of the game of golf and of golf courses.
- Knowledge of proper use and care of golf-course maintenance equipment, tools, and motor vehicles.
- Knowledge of work safety and occupational hazards.
- Ability to read and interpret written information.
- Ability to understand follow oral instructions.
- Ability to communicate effectively with others, such as guests, management, vendors, suppliers, and other employees.
- Ability to establish and maintain harmonious working relationships and public relations.
- Ability to perform supervisory work as a lead worker on weekends in the absence of the Assistant Superintendent and Superintendent.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Ability to visually identify objects and features on the golf course.
- Ability to communicate orally and exchange information with others.
- Ability to move about golf course grounds and facilities.
- Ability to bend, stoop, and twist while working on greens, digging holes, adjusting sprinkler heads, etc.
- Ability to manually operate tools, equipment, and vehicles.
- Ability to regularly lift and carry up to 75 pounds of materials such as fertilizer bags.
- Sufficient stamina for manual work such as mowing for up to four hours with one fifteen-minute break.
- Ability to work outdoors in varying weather conditions, dust, and pollen, with exposure to moderate to high noise levels.
- Non-standard work week may be required.

**MINIMUM QUALIFICATIONS****Open-Entry Requirements:**

- Education: Associate degree or completion of a two-year college certificate program in turf management or closely related field.
- Experience: Two full seasons of full-time golf course maintenance work experience.

**Substitution:**

- Two additional full seasons of full-time golf course maintenance experience may substitute for the education requirement.

**Licenses and Certifications:**

- Must possess and maintain a valid driver's license.
- A WSDA Public Pesticide Operator License is required within 12 months of hire.

New: 4/69

Deleted: 8/81, 7/13

Reactivated: 2/92, TBD

Title Change: 10/00, TBD

Revised: 8/75, 12/79, 11/94, 11/98, 10/00, TBD

Reviewed: 6/77, 11/96, 9/02, 10/04, 10/06, 12/09, 3/12

**2<sup>ND</sup> ASSISTANT GOLF COURSE  
GROUNDSKEEPERSUPERINTENDENT**

SPN: 680

NATURE OF WORK:

Performs ~~semi~~-skilled work in ~~the maintenance and upkeep of a~~ golf course maintenance activities to keep courses in good working condition. Duties require some individual judgment. Most work is verified by others; but, if not detected, errors could cause embarrassment to the City Golf program or damage to City property. Employee has some public contact in the course of ~~his/her~~ duties. ~~Duties are~~Work is medium-heavy in nature, ~~and~~ performed under varying weather conditions. Weekends and shift work may be required.

SUPERVISION:

Employee works under general supervision according to standard procedures and methods with all methods and procedures clearly defined. ~~Work of a repetitive or more routine nature, once learned, is expected to be performed with less close supervision. As experience is gained, employee works with increasing independence.~~ Assists in work direction of maintenance staff.

ESSENTIAL 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 the general maintenance and care of ~~irrigation systems~~, putting greens, hazards, bunkers, and tees.;

Performs installation, maintenance, and repair of golf course irrigation systems, including electronic automation technology.

aAssists in cutting, trimming, and rolling of greens and fairways, raking sand traps, and moving cups.

Assists in seeding, fertilizing, applying top dressing, aeration, and watering of greens, tees, and fairways.

Assists in the care of trees, shrubs, and flowers on or around the golf course.;

Checks course for playability and condition. Scouts for pests and performs appropriate mitigation.

pPolices and cleans the clubhouse grounds and facilities.

Assists in the construction, building or remodeling of greens, ~~trap~~tees, and bunkers.

Instructs and checks the work of seasonal employees.

Operates, ~~as required or directed, such~~ powered equipment such as mowers, sprayers, trucks, and tractors.;

mMay be required to perform minor equipment maintenance and repair.

Acts as lead worker and assigns and checks the work of seasonal employees on weekends or in the absence of the Assistant Superintendent and Superintendent.

Assists with required recordkeeping for maintenance activities.

Performs related work as required.

## Golf Course Groundskeeper Page two

### REQUIREMENTS OF WORK:COMPETENCIES

- ~~Some~~ Knowledge of the standard tools, equipment, and materials used in grounds maintenance work.
- ~~Some~~ knowledge of golf course groundskeeping, simple-basic horticultural practices, and modern irrigation systems.
- ~~Some~~ knowledge of the game of golf and of golf courses.
- Knowledge of proper use and care of golf-course maintenance equipment, tools, and motor vehicles.
- Knowledge of work safety and occupational hazards.
- Ability to read and interpret written information.
- Ability to understand and follow oral instructions.
- Ability to communicate effectively with others, such as guests, management, vendors, suppliers, and other employees.
- Ability to establish and maintain harmonious working relationships and public relations.
- Ability to perform supervisory work as a lead worker on weekends in the absence of the Assistant Superintendent and Superintendent.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

### PHYSICAL REQUIREMENTS:PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to visually identify see, with or without corrective lenses, well enough to spot sprinkler heads and objects and features on about the golf course.
- Ability to hear, with or without a hearing aid, and speak well enough to communicate orally and exchange information with others and receive instructions.
- Ability to move about golf course grounds and facilities.
- Enough body mobilityAbility to bend, stoop, and twist while and working on greens, digging holes, adjusting sprinkler heads, etc.
- Ability to manually operate tools, equipment, and vehicles.
- Enough strengthAbility to regularly lift and carry up to 70-75 pounds of materials such as fertilizer bags.
- Enough Sufficient stamina to defor manual work such as mowing for up to four hours with one fifteen-minute break.
- Tolerance-Ability to work outdoors in varying weather conditions, dust, and pollen, with exposure to moderate to high noise levels.
- Non-standard work week may be required.

### MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: ~~High School graduation or equivalent and 12 months of full time experience in golf course maintenance work.~~

- Education: Associate degree or completion of a two-year college certificate program in turf management or closely related field.
- Experience: Two full seasons of full-time golf course maintenance work experience.

#### Substitution:

- Two additional full seasons of full-time golf course maintenance experience may substitute for the education requirement.

#### Licenses and Certifications:

- All applicants must possess and maintain a valid driver's license.
- A WSDA Public Pesticide Operator License is required within 12 months of hire.

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Union: 270

Range: 25TBD

EEO: 8