



**REGULAR MEETING NOTICE/AGENDA
THE CIVIL SERVICE COMMISSION
9:30 A.M. – MAY 16, 2023**

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 May 16, 2023, 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 to request by 5:00 P.M. the day before the meeting, (Monday, May 15, 2023) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 14th day of December 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 509.625.6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or dmoos@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 May 16, 2023

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. March 21, 2023 Minutes (pg. 3)
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
 - a. Resolution 2023-02: Classification Actions (pg. 4)
- 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 – MARCH 21, 2023**

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30 a.m.
All Commissioners were present.

2. APPROVAL OF MINUTES

- a. February 21, 2023, Minutes
MOTION: I move approval of the Minutes as submitted.
Hult/Gilmore: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

Chief Examiner Person gave updates on Civil Service news

- a. Currently working on Rule 5 for Rule Review - 3 rules left to review. Expect full presentation of changes before end of year.
- b. Process of hiring Marketing Coordinator for Civil Service – Tentatively interviewing April 2023
- c. Finished a round of Public Safety testing for Firefighter, big round of hiring right now and another round in July. Possible round of hiring in January 2024.
- d. Quarter at a Glance – 46 recruitments completed, 16 open with 4 opening next week. 68 requests for recruitment/classification work. Completed and hired 137, with 61 being Police/Fire.

4. NEW BUSINESS

- a. Introduction of new Human Resources Director: David Moss
Commissioner Gilmore asked a question of Director Moss
Commissioner Hult stated that this Commission is very interested in working with Human Resources.
- b. Findings of Fact, Conclusions of Law, and Decision in the C. Conrath Appeal
MOTION: I make a motion that we approve the findings
Stephens/Palmerton: Motion passed unanimously.

5. OTHER BUSINESS

- a. Stephens asked for the rule review committee to look into Rule V further regarding the issue of pass overs for reasonable cause, should have a qualification or definition on how many times a singular incident can be used for a pass over.

6. ADJOURN

MOTION: I would move adjournment of the commission meeting
Hult/Palmerton
Meeting adjourned at 9:41 a.m.

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



Civil Service Commission

ITEM 4A - RESOLUTION 2023-02: CLASSIFICATION ACTION

BACKGROUND

We present seven job classifications for deletion this month. Due to organizational changes, the following classifications have been vacant for several months at minimum, and management anticipates no future need for their use:

Worker's Compensation Assistant (SPN 001)

Treasury Manager (SPN 116)

Fire Communications Specialist (SPN 285)

Firefighter Dispatcher (SPN 924)

Assistant Fire Communications Manager (SPN 929)

Fire Communications Shift Supervisor (SPN 945)

Supervisory Probation Officer (SPN 957)

The interested bargaining units have been notified of this action.

RECOMMENDATION

Staff recommends adoption of classification Resolution 2023-02.

Attachments:

- 1) Class specification – Worker's Compensation Assistant (SPN 001)
- 2) Class specification – Treasury Manager (SPN 116)
- 3) Class specification – Fire Communications Specialist (SPN 285)
- 4) Class specification – Firefighter Dispatcher (SPN 924)
- 5) Class specification – Assistant Fire Communications Manager (SPN 929)
- 6) Class specification – Fire Communications Shift Supervisor (SPN 945)
- 7) Class specification – Supervisory Probation Officer (SPN 957)