



**REGULAR MEETING NOTICE/AGENDA  
THE CIVIL SERVICE COMMISSION  
9:30 A.M. – October 17, 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 October 17, 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](mailto:civilservice@spokanecity.org) to request by 5:00 P.M. the day before the meeting, (Monday, October 16, 2023) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 3rd day of October 2023.

**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 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [m\\_lowmaster@spokanecity.org](mailto:m_lowmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management 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 October 17, 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. August 15, 2023 Minutes (pg. 3)
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
  - a. Test Genius Presentation (pg. 4)
  - b. Flexible Staffing Presentation (pg. 13)
  - c. 2024 Draft Budget Presentation (pg. 19)
- 5. OTHER BUSINESS**
- 6. ADJOURN**

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



# Civil Service Commission

## REGULAR MEETING OF THE CIVIL SERVICE COMMISSION Minutes – August 15, 2023

### 1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am.

All commissioners were present except Commissioner Palmerton who has an excused absence.

### 2. APPROVAL OF MINUTES

- a. July 18, 2023 Minutes

*MOTION:* Make a motion to accept the minutes as presented.

Stephens/Hult: Motion passed unanimously.

### 3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service

- a. Welcome to our new Clerk III, Briana Ruffing.
- b. Hiring freeze – Civil Service will continue to recruit. There will be a managed hiring process for many positions that are a critical need.
- c. Business plan and budget presentation for 2024 will be presented at the September Commission meeting.

### 4. NEW BUSINESS

- a. Supported Employment Program presentation
- b. Resolution 2023-03: Classification Action

*MOTION:* I move for approval of the resolution.

Hult/Stephens: Motion passed unanimously.

### 5. OTHER BUSINESS

### 6. ADJOURN

*MOTION:* I move adjournment of today's meeting.

Hult/Stephens: Motion passed unanimously.

Meeting adjourned at 9:45am.

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

ITEM 4A – TEST GENIUS PRESENTATION BY LISA OLSON

BACKGROUND

Exam and Class Analyst III, Lisa Olson, will be presenting information on our new testing platform, Test Genius.

No Commission action needed.



Civil Service Commission





# UPGRADING OUR ONLINE TESTING PLATFORM

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TestGenius

# WHY THE CHANGE?

- Issues
- Price
- Support



# THE TEAM



Ken Hoekema

Analyst III



Lisa Olson

Analyst III



Blake Munroe

Analyst II

# RESEARCH

Shopped with certain criteria in mind:

- Functionality
- Integration
- Price





# THE CHOICE

TestGenius:

- Integration
- Custom item bank
- Skill tests for Computer Skills
- Support



## The Genius Of Online Testing

Online Skills Assessment. Training. Certification.

# THE PROCESS

- Clean up the data
- Communicate
- Import
- Go live!



ANY QUESTIONS?





**THANK YOU**

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ITEM 4A – FLEXIBLE STAFFING PRESENTATION BY BRYAN SULLIVAN

BACKGROUND

Exam and Class Analyst III, Bryan Sullivan, will be presenting information on Flexible Staffing.

No Commission action needed.



Civil Service Commission







## Flexibly Staffed Classifications

### I. PURPOSE

- A. To establish Civil Service policy on the use of flexibly staffed positions within the merit system.

### II. DEFINITION

- A. Flexible staffing for approved classes designates a classification in which the entry- and journey-level incumbents are assigned the same kinds of duties. The duties increase in complexity and range as an entry-level hire gains experience, and the level of supervision received lessens from close supervision (upon hire) to general supervision (at the journey-level).
- B. A flexibly staffed classification is considered one job class for Civil Service purposes. Flexible staffing is not considered a promotion or a reclassification under the Merit System Rules.

### III. BENEFITS

- A. Civil Service can maintain one job classification for both levels of work.
- B. Civil Service may conduct one recruitment and examination to assess knowledge, skills, and abilities at both the entry- and journey-level of work.
- C. Civil Service will certify the requisite number of names to fill an open-entry vacancy (currently 10). Civil Service will identify which candidates meet the minimum education and experience requirements to be hired immediately at the full-skill (II) level. If the candidate who best fits the needs of the department possesses the full-skill education and experience, the hiring department may start them at the higher level immediately.
- D. Candidates who are hired at the lower level have some assurance of increasing responsibilities and salary after they attain the journey-level requirements.
- E. Entry-level appointees are provided on-the-job training by the department and advanced to journey-level responsibilities and pay through a non-competitive certification process (service advancement) once the full range of duties is being performed.

### IV. CRITERIA

- A. Civil Service determines which classifications may be flexibly staffed in consultation with labor and management.
- B. The lower level of a flexible staffing job class must be entry level, requiring limited job experience, and usually has only open-entry minimum requirements.
- C. The higher level of a flexible staffing job class must be the full journey-level in the series.



- D. The two levels should be assigned the same type of duties and responsibilities. The various tasks are to be assigned incrementally, with employees in the lower level initially assigned a limited range of duties to be performed under close supervision. As experience is gained, assignments cover a wider range and a higher level of duties; and may include specialized assignments.
- E. By the time the experience requirement for advancement is met, the full range of duties should have been assigned, requiring only general supervision. At this time, if the employee can satisfactorily perform the full range of duties, they should be certified for advancement to the higher level.
- F. For those hired at the entry level, the experience requirements for advancement to the journey level may be met in part by experience gained outside City service, but in no event shall outside experience count toward more than one-half of the experience requirement. The minimum City service required to meet the service advancement requirement is equivalent to the open-entry probation period, typically one year.

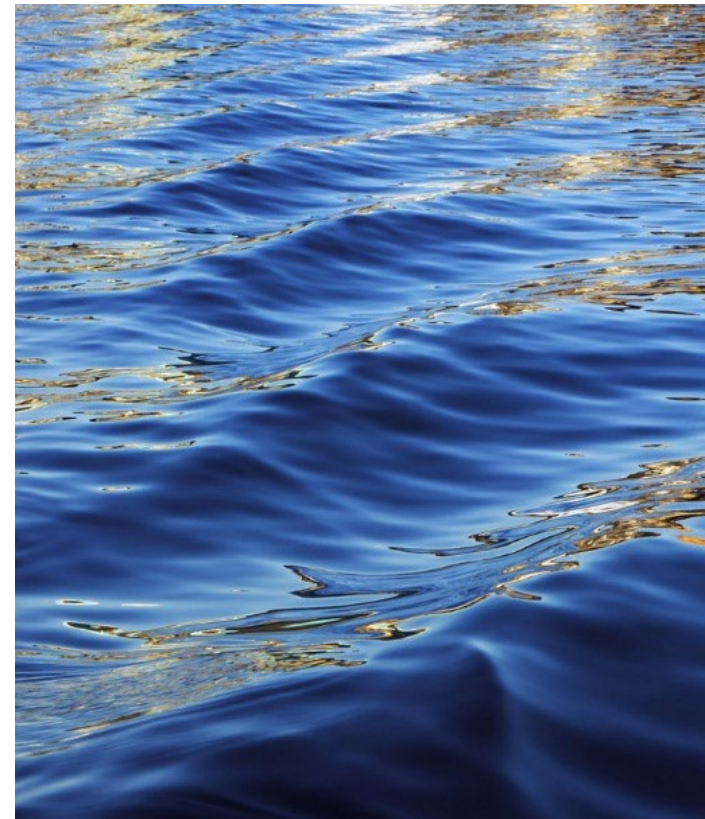
## V. PROCESS

- A. Each class subject to flexible staffing will include the specific tasks, minimum qualifications, and requirements for service advancement within the job class specification.
- B. Advancements must occur in order of classification seniority among those who meet the minimum requirements for the journey level, with exceptions as noted in E. below.
- C. In general, the incumbent must meet the minimum qualifications of the higher level, have passed their probationary period, and be performing satisfactorily at the higher level of work as documented by the appointing authority (typically through a performance evaluation).
- D. Service advancements may be subject to budget limitations, in which case the employing department may need to adjust duties and responsibilities.
- E. If an employee is not to be advanced when they are eligible, the employing department must advise the employee, the bargaining unit, and Civil Service of the reasons. If those reasons are due to documented employee performance issues, the employee should be advised of the improvements needed to earn the advancement.



# Flexible Staffing

Civil Service Commission • October 2023





# Flexibly Staffed Positions

- Define its use for Civil Service
  - Sources from other agencies
  - Not “temp to hire”
- Similar uses in the City of Spokane already
  - Police Officer to Senior Police Officer
  - Public Defender I to II
  - Certification advancements
  - Progressive promotions
- Advantages to the City and Civil Service
- Questions?

Thank you!

## ITEM 4C – DRAFT 2024 BUDGET PRESENTATION

### BACKGROUND

The draft 2024 budget is attached for review and discussion.

The 2024 draft budget total is \$1,884,156. No increases in any area apart from negotiated wages and benefits and intercompany charges outside the Chief Examiner's control.

At the request of the Finance department and based on expected city-wide budget shortfalls, Civil Service was asked to reduce 2024 budget by approximately \$50,000. This was achieved by reducing expenses for:

- Professional Services \$ 65,000 to \$40,500
- Advertising \$75,000 to \$60,000
- Airfare/Lodging \$19,500 to \$16,000
- Various savings in wages/benefits approx. \$7,000

The Civil Service Commission budget for each fiscal year is a sum of not less than one-half of one percent, nor more than one percent, of the last completed fiscal year's total payroll of the classified city employees. The funds so provided shall be used for the support of the commission and be under the control of the commission. Any unexpended funds at the end of the fiscal year shall revert to the general fund of the City.

- Total payroll for 2022: \$240,616,930
- 0.5%: \$1,203,169
- 1.0%: \$2,406,169
- **2024 Proposed Budget: 0.78% of total payroll.**

Attachments:

- 2024 Budget Summary
- 2023-8-2 Budget Briefing 1.0



# City of Spokane - 2024 Program History Report

2023 Actuals and Encumbrances and 2024 Budget up-to-date as at 9/27/2023

Report data returned based on the user's security permissions.

	2020 Actual	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 YTD Actual	2023 YTD Encumbrance	% 2023 Actual/ Amended Budget	2024 Current Budget	2024 Budget Proposed with Cuts 08/29/2023	Difference	COMMENT
<b>0230-30600 - Civil Service</b>												
Revenues												
36999-Other General Misc Revenue	-	-	-	-	-	-	-	0.00%	-	-	-	
39150-Proceeds of Capital Leases	-	-	-	-	-	-	-	0.00%	-	-	-	
<b>Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Expenses												
51001-Base Wages	773,163	805,894	926,346	1,072,762	1,072,762	698,488	-	65.11%	1,139,479	1,140,430	(951)	
51002-Temp/Seasonal Wages	9,686	4,616	904	6,000	6,000	13,647	-	227.44%	6,000	6,000	-	
51003-Project Employee Wages	1,495	-	-	-	-	-	-	0.00%	-	-	-	
51210-Overtime	2,715	1,155	501	-	-	-	-	0.00%	-	-	-	
51220-Out Of Grade	10,515	13,109	10,935	2,500	2,500	2,984	-	119.35%	2,500	2,500	-	
51250-Terminated Sick Leave Pay	-	-	4,051	3,107	3,107	-	-	-100.00%	3,107	3,107	-	
51260-Terminated Vacation Leave Pay	-	419	10,856	10,000	10,000	12,239	-	122.39%	10,000	10,000	-	
51275-Annual Leave Payout	3,300	7,397	10,854	-	-	-	-	0.00%	-	-	-	
51290-Longevity Pay	1,867	1,964	1,850	1,566	1,566	1,114	-	71.11%	2,462	2,671	(209)	
51640-Deferred Compensation-Matching	17,304	17,912	17,678	19,080	19,080	13,008	-	68.18%	19,080	20,880	(1,800)	
51660-Medicare Part B	-	-	-	15,578	1	-	-	-100.00%	-	-	-	
51991-Contra Salaries	-	-	-	(27,278)	(27,278)	-	-	-100.00%	-	-	-	
52110-Social Security	61,780	63,329	73,961	66,608	82,185	54,736	-	66.60%	87,358	87,447	(89)	
52210-Retirement	77,477	82,182	96,472	110,119	110,119	72,015	-	65.40%	125,613	125,248	365	
52310-Medical Insurance	115,782	117,304	117,739	137,165	137,165	98,881	-	72.09%	137,362	138,995	(1,632)	
52320-Dental Insurance	15,515	15,634	16,533	18,456	18,456	12,814	-	69.43%	17,280	18,456	(1,176)	
52330-Life Insurance	3,606	3,799	4,026	4,033	4,033	3,304	-	81.93%	4,189	4,184	5	
52340-Disability Insurance	1,850	1,750	1,840	2,170	2,170	1,539	-	70.91%	2,255	2,256	(1)	
52400-Industrial Insurance	1,213	1,370	1,638	1,731	1,731	1,337	-	77.22%	1,731	1,731	-	
52600-Wa Paid Family & Medical Leave	1,117	1,231	1,562	1,726	2,341	1,633	-	69.76%	2,489	2,492	(3)	
53101-Office Supplies	1,709	2,583	3,564	3,500	3,500	1,808	-	51.66%	3,500	3,500	-	
53102-Publications	-	15	-	-	-	-	-	0.00%	-	-	-	
53103-Postage	226	247	110	250	250	62	-	24.76%	250	250	-	
53104-Software (Noncapitalized)	874	909	1,403	1,000	1,000	2,025	-	202.52%	1,000	1,000	-	
53105-Non-Travel Meals/Lght Rfrshmt	84	251	778	1,500	1,500	698	-	46.52%	1,500	1,500	-	
53201-Operating Supplies	5,229	4,261	673	2,300	2,300	4,903	-	213.18%	2,300	2,300	-	
53502-Minor Equipment	1,244	1,217	511	2,500	2,500	26	-	1.03%	2,500	2,500	-	
53505-Office Furniture (Non Capital)	10,025	1,061	1,288	5,000	5,000	-	-	-100.00%	5,000	5,000	-	
53521-Computers	-	7,731	5,670	7,000	15,800	8,121	8,765	51.40%	7,000	7,000	-	
54101-Professional Services	13,214	13,669	21,928	65,000	62,030	13,009	5,830	20.97%	40,500	40,500	-	
54124-IF Office Performance Mgmt Svc	1,168	3,118	2,223	3,769	3,769	3,769	-	100.00%	3,957	3,957	-	
54125-IF Financial Services	3,855	3,103	3,478	3,047	3,047	2,078	-	68.19%	3,199	3,199	-	
54127-IF Centralized Purchasing	86	93	56	-	-	-	-	0.00%	-	-	-	

# City of Spokane - 2024 Program History Report

2023 Actuals and Encumbrances and 2024 Budget up-to-date as at 9/27/2023

Report data returned based on the user's security permissions.

54128-IF Centralized Accounting	2,577	3,568	4,928	3,371	3,371	2,528	-	75.00%	3,540	3,540	-
54131-IF Risk Managment	742	1,802	1,821	1,671	1,671	1,671	-	100.00%	1,755	1,755	-
54133-IF Workers' Comp	1,127	953	744	711	711	711	-	100.00%	747	747	-
54142-IF Reprographics	3,120	1,842	967	1,708	1,708	429	-	25.11%	1,793	1,793	-
54201-Contractual Services	50,665	12,507	12,630	-	-	79	-	100.00%	-	-	-
54302-Cell Phone	2,053	1,253	947	1,300	1,300	803	-	61.78%	1,300	1,300	-
54321-IF IT Expenses	53,143	55,176	59,273	111,173	111,173	74,160	-	66.71%	116,732	116,732	-
54322-IF Phones	-	-	-	-	-	-	-	0.00%	-	-	-
54324-IF IT Replacement	8,422	13,711	15,847	21,510	21,510	14,340	-	66.67%	22,586	22,586	-
54401-Airfare	831	1,225	9,377	8,000	8,000	6,176	-	77.19%	9,500	8,000	1,500
54402-Local Mileage	-	-	-	500	500	-	-	-100.00%	500	500	-
54407-Lodging	210	-	16,404	8,000	8,000	6,551	-	81.89%	10,000	8,000	2,000
54408-Per Diem	-	-	1,581	4,000	4,000	339	-	8.48%	4,000	4,000	-
54409-Other Transportation Expenses	-	-	1,378	2,000	2,000	436	-	21.79%	2,000	2,000	-
54451-Advertising	379	973	16,329	75,000	75,000	16,432	-	21.91%	60,000	60,000	-
54501-Operating Rentals/Leases	687	174	304	2,400	2,400	1,623	-	67.61%	2,400	2,400	-
54602-Retirees' Insurance Benefit	-	-	-	200	200	-	-	-100.00%	-	200	(200)
54802-Building Repairs/Maintenance	-	-	2,175	500	500	-	-	-100.00%	500	500	-
54803-Equipment Repairs/Maintenance	411	997	-	500	500	-	-	-100.00%	500	500	-
54842-IF Facility Repairs	-	385	-	-	-	-	-	0.00%	-	-	-
54847-IF Motor Pool	216	50	-	500	500	-	-	-100.00%	500	500	-
54860-IF Facilities Direct Billed	-	-	165	-	-	-	-	0.00%	-	-	-
54901-Misc Services/Charges	101	585	120	-	-	73	9	100.00%	-	-	-
54902-Registration/Schooling	2,290	1,568	3,827	6,000	6,000	2,610	-	43.50%	6,000	6,000	-
54904-Oth Dues/Subscriptns/Membership	10,753	10,875	2,281	2,000	2,000	229	-	11.45%	2,000	2,000	-
54909-Printing/Binding/Repro	-	-	-	1,500	1,500	-	-	-100.00%	1,500	1,500	-
54999-Other Misc Charges	2,675	2,239	2,120	2,500	2,500	1,050	525	42.00%	2,500	2,500	-
56412-TV'S/Audio Visual Equipment	-	-	11,320	-	-	-	-	0.00%	-	-	-
56603-Leased Equipment	-	-	-	-	-	-	-	0.00%	-	-	-
57500-Capital Lease	-	-	2,482	-	-	-	-	0.00%	-	-	-
58600-Lease Interest	-	-	14	-	-	-	-	0.00%	-	-	-
59951-Reserve For Budget Adjustment	-	-	-	-	-	-	-	0.00%	-	-	-
59953-Reserve For Payroll Savings	-	-	-	-	-	-	-	0.00%	-	-	-
59957-Reserve For Covid Cost Contain	-	-	-	-	-	-	-	0.00%	-	-	-
<b>Expenses</b>	<b>1,276,500</b>	<b>1,287,208</b>	<b>1,506,462</b>	<b>1,795,234</b>	<b>1,801,679</b>	<b>1,154,476</b>	<b>15,129</b>	<b>64.08%</b>	<b>1,881,966</b>	<b>1,884,156</b>	<b>(2,190)</b>
<b>Net 0230-30600 - Civil Service</b>	<b>(1,276,500)</b>	<b>(1,287,208)</b>	<b>(1,506,462)</b>	<b>(1,795,234)</b>	<b>(1,801,679)</b>	<b>(1,154,476)</b>	<b>(15,129)</b>	<b>64.08%</b>	<b>(1,881,966)</b>	<b>(1,884,156)</b>	<b>2,190</b>
Net 0230-100 - Civil Service	(1,276,500)	(1,287,208)	(1,506,462)	(1,795,234)	(1,801,679)	(1,154,476)	(15,129)	64.08%	(1,881,966)	(1,884,156)	2,190

# Budget Briefing

A regular communication from the joint budget work group



August 2, 2023

Volume 1.0

**Focus Area:** Establish expectations for communication and engagement based on mutual respect.

- Protect the workgroup as a space to have difficult conversations and idea exchange.
- Maintain patience and trust in the budget process.
- Provide the appropriate context to conversations.
- Communicate updates jointly as a group to employees and community.

**Updates:**

- Develop a regular newsletter communication from the joint budget workgroup
- Brief updates during the Study Session immediately following workgroup meetings

**Focus Area:** Maximize 2023 efficiencies to achieve immediate savings and ongoing financial benefit.

- Freeze hiring for all City Departments on vacant or soon-to-be-vacant positions.
- Stop all non-essential spending, travel, and conferences.
- Review all contract requests of \$100,000 and above.

**Updates:**

- Communicate expectation organization-wide
- Explore employee incentive program to help create efficiencies
- City Council established a goal of adopting the 2024 budget by November 27
- Coordinate budget questions and ideas through Jessica Stratton

**Focus Area:** Review and evaluate core municipal services expectations against current delivery.

- Prioritize service delivery based on community feedback and expectations.
- Inventory and evaluate recently added service level expectations, funded and unfunded, for sustainability and priority.

**Updates:**

- Meet with Department Head to discuss core services and costs

**Focus Area:** Prioritize and align expenditure to critical and core municipal service functions.

- Identify new ways to provide services more efficiently.
- Evaluate operational model to include business hours, contractual services, and part-time alternatives.
- Consider regional alternatives to gain efficiencies, cost savings, and maintain service levels.

**Updates:**

- None

# Budget Briefing

A regular communication from the joint budget work group



**Focus Area:** Project and update known revenue sources to establish reasonable degree of certainty.

- Establish agreed upon financial modeling approach and variability.
- Update projections using second quarter data.
- Evaluate historical and expected seasonality impacts during the second half of the year.
- Accelerate the evaluation of reallocating ARPA funding.

**Updates:**

- None

**Focus Area:** Evaluate new and updated revenue sources for potential service level benefits and impacts.

- Review fee structures to gain comprehensive understanding of competitiveness and date of last schedule updates.
- Update the list of City-owned property for potential reuse or surplus.
- Consider establishing new revenue stream.
- Consider redirecting existing revenue to meet core service needs.
- Evaluate the costs and benefits of restructuring existing debt.

**Updates:**

- None

**Focus Area:** Strategically manage reserves to meet short-term needs and long-term objectives.

- Evaluate the impact to the cost to borrow money.

**Updates:**

- None