



Civil Service Commission

REGULAR MEETING NOTICE/AGENDA THE CIVIL SERVICE COMMISSION 9:30 A.M. – January 16, 2024

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 January 16, 2024, 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 business day before the meeting, (Friday, January 12, 2024) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 2nd day of January 2024.

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 mLOWmaster@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.



Civil Service Commission

AGENDA

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 A.M JANUARY 16, 2024

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. November 21, 2023, Minutes (pg. 3)
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
 - a. Resolution 2024-01: Classification Actions (pg. 4)
 - b. Rule Review Presentation (pg. 15)
- 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 – November 21, 2023

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am

All commissioners were present except Vice Chair Gilmore who has an excused absence.

2. APPROVAL OF MINUTES

- a. October 17, 2023 Minutes

MOTION: I will move to approve the minutes.

Palmerton/Hult: Motion passed unanimously

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. The last Rule Review meeting occurred last week. A full review will be presented at the January Commission meeting.
- b. Civil Service staff retreat will be held in December to debrief 2023 and plan for 2024.
- c. December meeting may be cancelled.

4. NEW BUSINESS

- a. Resolution 2023-04: Classification Actions

MOTION: I'll make a motion that we adopt the classification changes as presented.

Stephens/Palmerton: Motion passed unanimously

- b. Resolution 2023-05: 2024 Budget Adoption

MOTION: I would move approval of the budget as submitted.

Hult/Stephens: Motion passed unanimously

5. OTHER BUSINESS

- a. Cancellation of the December meeting

MOTION: I move cancellation of the December meeting.

Hult/Palmerton: Motion passed unanimously

6. ADJOURN

Meeting adjourned at 9:42am.

MOTION: I would move adjournment and wish the staff and Commissioners a very happy and pleasant Thanksgiving.

Hult/Palmerton: Motion passed unanimously

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

ITEM 4A - RESOLUTION 2024-01: CLASSIFICATION ACTION

BACKGROUND

We present three job classifications for adoption this month.

Accounting System Administrator (SPN 117)

Senior Environmental Analyst (SPN 672)

Training Coordinator (SPN 563)

Civil Service has completed classification studies with Accounting and Environmental Programs, at their request. The Senior Environmental Analyst completes the line of progression study which was conducted in 2023 and resulted in updates to the two current specifications in the field of work as well as this additional level of work responsibility required due to changing needs.

Management and the M&P Association concur on the new job classifications as presented.

The Training Coordinator is a new job class with the purpose of developing and conducting classroom and on-the-job training for employees on the operations, methods, and techniques of the work in their specific departments. Positions will require expertise at the highest non-supervisory level in the operations of that department.

Management and Local 270 concur on this new job classification as presented.

RECOMMENDATION

Staff recommends adoption of classification Resolution 2024-01.

ATTACHMENTS

- 1) Class specification – Accounting System Administrator (SPN 117)
- 2) Class specification – Senior Environmental Analyst (SPN 672)
- 3) Class specification – Training Coordinator (SPN 563)



Civil Service Commission





Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

ACCOUNTING SYSTEM ADMINISTRATOR

SPN: <#>

Bargaining Unit: M&P - B

Pay Range: <#>

Effective Date: <TBD>

CLASS SUMMARY

Performs specialized accounting work in the areas of accounting system administration and financial reporting; creates products and comprehensive reports, and guides management in financial decision making, while ensuring compliance with fiscal rules and policies in accordance with Generally Accepted Accounting Principles. Areas of focus may include various systems essential for the accounting function.

CLASS CHARACTERISTICS

The Accounting System Administrator oversees and supports specific accounting systems and related functions, initiatives, and programs, and may support multiple client groups within the organization or conduct special projects with citywide impact. Incumbents are responsible for providing professional support to management in a variety of areas. Duties require the ability to plan and perform work where only general instructions are available, and to develop new methods and approaches to accomplish objectives.

The Accounting System Administrator is distinguished from the Senior Accountant, which performs advanced level accounting work processing financial transactions and preparing financial records and reports; and is distinguished from the Accounting Manager, which performs professional level supervision over professional accountants and support staff.

SUPERVISION RECEIVED AND EXERCISED

The Accounting System Administrator reports to the Director of Accounting and performs work under general direction. Performs regular lead work duties within their specialty and may supervise professional accountants and support staff. Regularly provides training and technical and functional direction to accounting and other 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.

- Administers financial systems in order to design and create specialized financial transactions and reports. Works as a liaison with IT and/or application vendors to manage program applications. Troubleshoots reports, databases, and financial systems, reconciles reporting errors, and makes recommendations within the highest levels of government in guiding decision making.
- Designs and directs special projects with regard to financial systems that target accounting transactions, and researches and analyzes system issues. Tests and evaluates reporting for outcomes and efficiencies; streamlines processes, establishes processes and protocols, performs complex financial calculations, and creates reports for management review.
- Ensures operational units are in compliance with reporting requirements and maintains fiscal accountability with regard to rules, regulations, standards, policies, and procedures in accordance with Generally Accepted Accounting Principles.
- Designs and directs systems configurations for multiple financial systems, which includes the customization of applications and modules, querying reports, ensuring data integrity, troubleshooting, researching, and implementing solutions, administering security authorizations, and communicating and training staff on systems changes and report processes.

- Oversees the auditing process of complex financial records and transactions; ensures the accuracy of financial statements and records, identifies financial discrepancies, recommends and implements corrective actions, and works with external auditors to support the annual audit process.
- Oversees the preparation of sections of the City's Annual Financial Report, which includes overseeing the preparation of various financial statements, the preparation of workpapers on capital assets, researching, and compiling and calculating financial data. Works with client groups to ensure financial statements and activities are accurate.
- Oversees the review of internal financial controls and recommends and implements corrective actions to ensure compliance with fiscal rules and policies.
- Trains staff on financial systems and processes.
- Researches and reconciles complex discrepancies with regard to journal and accounting transactions, reviews, researches and analyzes reporting errors, monitors batch processes, creates reports and compiles supporting documents for corrections within accounting systems, and guides staff and management through corrective actions.
- Works with stakeholders both internal and external to the City, responds to inquiries, provides complex and specialized information and assistance with regard to specific financial transactions, and works with client groups at the highest level of city government and public and private sectors to resolve financial discrepancies and guide financial decision making.
- Reviews new state and federal legislation, and ordinance amendments that may impact current business processes or operations, analyzes financial impacts, and makes recommendations to management for compliance.
- Performs other related duties as assigned.

COMPETENCIES

Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.

- **Accountability:** Holds self and others accountable for measurable, timely, and cost-effective results. Accepts responsibility for mistakes.
- **Accounting:** Accounting practices, principles, procedures, and methods; accounting and tax law specifically related to governmental organizations.
- **Attention to Detail:** Ensures information is complete and accurate.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work.
- **Creative Thinking:** Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.
- **Customer Service:** Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Decision Making:** Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts.
- **Knowledge Management:** Gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods.
- **Office Technology:** Uses modern equipment and communication tools, including computers and relevant software programs, to complete business functions.
- **Oral Communication:** Makes clear and convincing oral presentations to individuals or groups; listens to others, attends to nonverbal cues, and responds appropriately.

- **Organizational Awareness:** Maintains current knowledge of City business, products, and services, and knows the organization's mission and functions.
- **Mathematical Reasoning:** Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations.
- **Project Management:** Manages all aspects of one or multiple projects through initiating, planning, executing, monitoring, and closing project, complying with established control systems and rules. Monitors processes, progress, and results. Determines objectives, sets priorities, delegates work, and provides others with a clear direction. Works with others towards an agreement that may involve exchanging specific resources or resolving differences.
- **Self-Management:** Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
- **Written Communication:** Understands the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Prepares written documents to transfer information to audiences with varying levels of technical knowledge.

TYPICAL EQUIPMENT USED

Personal computer and associated software and general office equipment.

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 is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. 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 transport a computer laptop from one work location to another.

WORK ENVIRONMENT

Employees work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MINIMUM QUALIFICATIONS

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

Open-Entry Requirements:

- Education: Bachelor's degree in Accounting, Finance, or Business Administration.
- Experience: Five years of full performance, professional level experience analyzing accounting functions, preparing specialized financial reports and statements, and/or managing accounting programs and financial systems.

Accounting System Administrator

SPN <#>

Promotional Requirements:

- Experience: Three years of experience as a Senior Accountant (SPN 111) or five years as an Accountant (SPN 110) assigned to one of the specialty areas administered by this position, as included in the examination notice.

Licenses and Certifications:

- None



Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

ESTABLISHED 1910

SENIOR ENVIRONMENTAL ANALYST

SPN: 672

Bargaining Unit: M&P - B

Pay Range: <#>

Effective Date: <TBD>

CLASS SUMMARY

Performs advanced professional and scientific work conducting research and analysis on a variety of complex environmental or public health issues for the City's environmental programs, which requires the integration of scientific disciplines for the purposes of protection, planning, permitting, compliance, recovery, remediation, reclamation, or removal.

CLASS CHARACTERISTICS

This is the advanced journey level professional classification in the Environmental Analyst class series. Work often requires adapting methods to the specific needs of work assignments. Incumbent regularly works on varied tasks that require considerable discretion, judgment, and independent work. Incumbent trains other employees in environmental concepts and duties and creates documentation of workflows and business standards.

Assignments are given with general guidelines, and incumbent is responsible for establishing objectives, protocols, timelines, and methods to complete those assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

The Senior Environmental Analyst is distinguished from the Environmental Analyst by the level of independence and the complex nature of assignments, as well as performance of lead worker responsibilities; under the direction and oversight of a senior employee or manager, the Environmental Analyst performs professional environmental or public health analytical work, conducting scientific research, operations, and programmatic analysis, and assisting on technical projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel while working independently to achieve objectives. Incumbent may supervise or lead employees or consultants performing similar and related functions. Incumbent may serve as team leader for work related to short or long-term environmental initiatives.

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.

- Conducts research and analysis on a variety of complex environmental or public health issues, which involves collecting primary data and critically reviewing technical specifications, reports, and scientific studies to ensure compliance with established standards.
- Develops, recommends, and implements new procedures for the assigned technical area and determines conformance with policies, goals, laws, and regulations for complex and multidisciplinary technical areas. Participates in development of policy, goals, and objectives for regulatory compliance.
- Develops and implements projects through researching, reviewing, and evaluating technical information in areas where criteria or standards are unclear.

- Establishes sampling programs and specifies analysis for projects. Determines the significance of data and recommends or requires corrective action.
- Develops and implements QA/QC procedures and performs as an expert in a dynamic multidisciplinary scientific and regulatory environmental/public health area.
- Represents the City's position on environmental or public health matters to City officials, the public, affected industries, and/or other governmental agencies.
- Provides regular updates to City officials regarding the City's status in achieving the City's environmental goals. Provides consultation to client departments.
- Develops and provides technical assistance, education, and training on complex multidisciplinary technical and regulatory issues.
- Negotiates work to be performed, presents, and defends work results and conclusions to oversight agencies, other agencies, environmental or public health professionals, and the public.
- Oversees creation and utilization of databases.
- Performs related work as required.

COMPETENCIES

- **Attention to Detail:** Uses close attention to discern detail and perform work accurately.
- **Computer Skills:** Uses computers, software applications, and databases to accomplish work.
- **Creative Thinking:** Uses imagination to develop new insights into situations and applies new solutions to problems; designs new methods where established methods and procedures are not suitable or are unavailable.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions.
- **Flexibility:** Adapts to and plans for changes in assignment and in the work environment.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts.
- **Mathematical Reasoning:** Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Oral Communication:** Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of City environmental programs and issues.
- **Problem Solving:** Identifies problems, determines accuracy and relevance of information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.
- **Project Management:** knowledge and ability sufficient to be able to coordinate assigned projects, establish schedules, identify the proper construction sequence, identify the scope of the project, and manage project budget and documentation.
- **Reading Comprehension:** Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- **Sciences:** Uses principles and theories of the social, physical, and biological sciences sufficient to be able to investigate, monitor and protect public health and the environment.
- **Teaching:** Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- **Technical Competence:** Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.
- **Written Communication:** Communicates clearly and concisely, using suitable English grammar and syntax. Communicates complex concepts using non-technical terms for diverse audiences.

TYPICAL EQUIPMENT USED

General office equipment, personal computers, and associated equipment and software, field data gathering equipment, motor vehicle.

PHYSICAL DEMANDS

While performing the essential functions of the job, the incumbent is regularly required to read written information including fine print; detect shades of color; walk, stand, bend and sit; stoop and climb to conduct inspections or gather data; use hands to operate a keyboard; grasp, handle, or feel objects and instruments; write legibly; reach with hands and arms, above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push and pull objects up to 20 pounds.

WORK ENVIRONMENT

Some work is performed in a laboratory or office environment with little exposure to outdoor temperatures, dirt, and dust. Field work may include an outdoor or other environment where exposure to weather or other environmental conditions may be encountered. Duties require ability to work under occasional adverse conditions, such as exposure to pollutants, chemicals, odors, noise, plant machinery, vehicles, confined spaces, and uncontrolled environments, and outdoors in heat and cold. Travel to various City, County, or other locations may be required. Duties may include irregular working hours, including some evening, weekend, holiday and/or on-call work.

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 sanitary, environmental, or related sciences.
- Experience: Five years of experience conducting research and analysis on environmental or public health issues or conducting environmental or public health inspections and investigations to ensure compliance with regulations and standards.

Promotional Requirements:

- Experience: Two years with the City in the classification of Environmental Analyst (SPN 657) or four years as a Chemist (SPN 655), Environmental Technician (SPN 667), or Water Quality Analyst (SPN 669).

Licenses and Certifications:

- A valid driver's license or evidence of equivalent mobility is required, and to be maintained throughout employment.



Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

ESTABLISHED 1910

TRAINING COORDINATOR

SPN: 563

Bargaining Unit: <jjj>

Pay Range: <#>

Effective Date: <m/y>

CLASS SUMMARY

Develops and conducts classroom and on-the-job training for employees on the methods, techniques, and procedures associated with their work assignments. Incumbent acts as a department-level expert on the operations of vehicles, tools, and other equipment. Evaluates effectiveness of department training and revises materials and presentations to meet current needs. Work requires understanding the complete operations of the assigned department and the ability to effectively train employees with diverse backgrounds and learning styles. Work is light in nature to include driving while traveling or training, and work may be performed under some disagreeable conditions.

CLASS CHARACTERISTICS

This advanced journey-level classification is responsible for the training of employees in the operations, methods, and procedures in a specific department. Incumbents have responsibility to coordinate and implement the training program's goals and objectives. Positions in this classification rely on experience and use independent judgment to ensure the training program's efficient and effective delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver training. It is distinguished from lower job classes in its departments in that its primary purpose is to train others in department operations, from the Safety class series because of its expertise in operational techniques, and from higher-level classes because it does not supervise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision of employees, but employee acts as a mentor and provides training to 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.

- Designs, develops, and presents department-specific training programs, including classroom and on-the-job lessons. Develops learning objectives, methods, and courses of study. Reviews course content with managers and other department subject matter experts.
- Schedules, organizes, and conducts training of department employees and conducts departmental orientation for new employees.
- Conducts periodic reviews of employee proficiency with equipment and retention of training, and provides on-site corrective instructions.
- Evaluates effectiveness of the training program using written or practical assessment. Assesses needs and adjusts teaching approaches based on objective results and feedback from employees, supervisors, and managers.

- Consults with employees, supervisors, and managers to determine if training programs are meeting the department's needs. Advises on the development of associated policies and procedures.
- Updates training materials, including written documents, and methods to keep current with departmental and educational best practices. Produces and distributes training materials to employees.
- Reviews requirements, specifications, and standards from contractors, consultants, and regulatory agencies to incorporate information into training classes.
- Reviews incidents and accidents with Safety to identify causes and develop follow-up training to reduce or prevent future occurrences.
- Advises on the maintenance schedules for assigned equipment, apparatus, and facilities.
- Completes and maintains records related to training programs.
- Performs related work as required.

COMPETENCIESKnowledge of:

- Modern equipment and communication tools used to complete business functions, including computers and software programs relevant to work performed.
- Principles of providing functional direction and training.
- Occupational hazards and standard safety precautions in the department assigned.
- Programs, policies, procedures, rules, and regulations of the City and assigned department.
- Proper use of tools and equipment related to the assigned department's operations.
- Proper use of tools and equipment such as audio-visual aids used for training purposes.

Skill at:

- Operating motor vehicles, including cars, trucks, and heavy equipment.
- Using machines, tools, instruments, or equipment effectively to perform or train department operations.

Ability to:

- Make sound, well-informed, effective, timely, and objective decisions.
- Establish and maintain effective working relationships with coworkers and supervisors.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Act as a mentor, help others learn through formal or informal methods, and provide ongoing feedback.
- Identify and analyze problems; weigh relevance and accuracy of information; generate and evaluate alternative solutions; and make recommendations.
- Organize work, set priorities, determine resource requirements, and meet deadlines.
- Design and implement a training curriculum for employees.
- Prepare and maintain clear and concise reports and other written materials related to training functions.
- Use computers and software applications to accomplish work.

TYPICAL EQUIPMENT USED

Personal computer and associated software, telephone, calculator, other general office equipment, and tools, equipment, and vehicles specific to the department assigned.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, visit various City sites, and train others in vehicle operations; vision to read printed materials, computer screens, and to inspect and operate equipment; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. While working in the field, must possess strength, stamina, and mobility to perform light to medium physical work in tool and vehicle operations.

WORK ENVIRONMENT

Some work is performed in a standard office environment with moderate noise levels and controlled temperature conditions, and some work will be performed in an outdoor or other environment. Such field work may include exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Travel to various City, County, or other locations is required.

MINIMUM QUALIFICATIONS

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

Promotional Requirements:

- Experience: Five years in the specified job classification by department. For Streets, Street Maintenance Operator II (SPN 562). For Solid Waste Collections, Refuse Collector III (SPN 553). For Wastewater, Wastewater Specialist (SPN 541). For Water, Water Service Specialist (SPN 521).

Licenses and Certifications:

- Incumbents in Streets or Wastewater must have a Class A commercial driver's license (CDL) with tank vehicle endorsement and without air brake restriction, to be maintained throughout employment. Incumbents in Water must have a Class A CDL without air brake restriction, to be maintained throughout employment. Incumbents in Solid Waste Collections must have a Class B CDL without air brake restriction, to be maintained throughout employment.
- Incumbents in Water must obtain Water Distribution Manager II certification within six months of appointment, to be maintained throughout employment.

New: TBD

ITEM 4B – RULE REVIEW PRESENTATION

BACKGROUND

The Chief Examiner will present and distribute the final proposed draft of the City of Spokane Merit System Rules for review and discussion.

No Commission action is required.



Civil Service Commission

