



**REGULAR MEETING NOTICE/AGENDA
THE CIVIL SERVICE COMMISSION
9:30 A.M. – February 20, 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 February 20, 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 day before the meeting, (Monday, February 19, 2024) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 2nd day of February 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.



AGENDA
REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
9:30 A.M February 20, 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. January 16, 2024 Minutes (pg. 3)
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
 - a. Resolution 2024-02: Classification Actions (pg. 4)
 - b. Resolution 2024-03: Chair and Vice Chair Appointments (pg. 12)
- 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 – January 16, 2024

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am

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

2. APPROVAL OF MINUTES

- a. November 21, 2023 Minutes

MOTION: Move approval.

Hult/Palmerton: Motion passed unanimously

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. Commission will vote next month on Chair and Vice Chair roles.
- b. Terms are ending at the end of this year for Commissioner Palmerton and Vice Chair Gilmore. Let Chief Examiner know of intentions to continue or discontinue terms.

4. NEW BUSINESS

- a. Resolution 2024-01: Classification Actions

MOTION: I'll make a motion that we accept that.

Stephens/Palmerton: Motion passed unanimously

- b. 2024 Rule Review Presentation

Chair Lindsey suggested a sign-in sheet for departmental training on the new Civil Service rules.

5. OTHER BUSINESS

- a. Comments were made commending Civil Service and the rule review process by city employees, Michael Sloon and Richard Czernik.
- b. Introduction of the new Civil Service Commission attorney, Margaret Harrington.

6. ADJOURN

Meeting adjourned at 9:51am.

MOTION: If there's no other business Mr. Chair, I would motion adjournment.

Hult/Palmerton: Motion passed unanimously

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

BACKGROUND

This month we present three current job classifications for retitling, at the request of Spencer Gardner, director of Planning Services, and Tami Palmquist, director of the Development Services Center.

Planning Services personnel found their titles caused confusion, primarily when working with the public. To mitigate this, the department began using “working titles” in place of their classification titles. Following success with that practice, Mr. Gardner requested the classification titles be changed to match the working titles. The classifications for retitling are:

<u>SPN</u>	<u>Current Title</u>	<u>Proposed Title</u>
256	Assistant Planner I	Planner I
257	Assistant Planner II	Planner II
258	Associate Planner	Senior Planner

The affected departments and M&P Association concur with the retitling and revisions of classification specifications as presented here.

RECOMMENDATION

Staff recommends adoption of classification resolution **2024-02**

Attachments:

- 1) SPN 256 – Planner I
- 2) SPN 257 – Planner II
- 3) SPN 258 – Senior Planner

NATURE OF WORK:

Performs professional work in the areas of urban planning, zoning administration, subdivision administration, and community development. Duties require collecting and analyzing information to determine an appropriate course of action within the limits of standard procedures and precedents. Most work is verified by others in subsequent operations; however, undetected errors might cause a significant loss of time or money. Employee maintains routine contact with the public and other agency personnel, both inside and outside the office, to obtain or supply factual information. Duties are sedentary in nature, performed under normal working conditions, and require sustained periods of concentrated attention.

SUPERVISION:

Employee performs duties under general supervision, referring questionable issues to the supervisor. May be responsible for directing and checking the work of paraprofessional or technical personnel engaged in specific, short-term projects assigned by the supervisor.

ESSENTIAL JOB FUNCTIONS:

Assists in the preparation of comprehensive plan elements, neighborhood specific plans, topical plans and studies, and special planning projects, such as housing needs assessments or transportation studies.

Assists in research and surveys regarding demographics, economic conditions, land use trends, property values and ownership, housing conditions, infrastructure condition and capacity, and other subjects related to city planning. Will utilize department computer assets, including Geographic Information System technology, to do research and analysis.

Assists in organizing and facilitating public meetings and workshops for the general public, special interest groups, and City boards, committees, and commissions as a part of the planning process.

Prepares staff reports for, and participates in, public hearings regarding community development issues. Assists in drafting developmental policies and ordinances in furtherance of adopted plans.

Reviews and analyzes development proposals, including environmental reviews and applications for land use actions and development permits. Comprehensive plan revisions, zoning code amendments, rezones, subdivisions, site-plan reviews, shoreline permits, and similar project activity may be assigned to the employee.

Supervises and participates in the preparation and maintenance of planning base maps and zoning maps. Designs, organizes, and illustrates the text of planning reports. Prepares graphic interpretations of planning principles and objectives.

Prepares and presents staff reports and recommendations on land use actions and development applications. Records appropriate entries in the computerized property management system. Performs related work as required.

REQUIREMENTS OF WORK:

Knowledge of the principles and practices of urban planning and community development. Knowledge of state planning laws and requirements.

Knowledge of the environment, economics, sociology, and municipal finance as applied to urban planning and community development.

Knowledge of the methods and procedures of statistical surveys and research. Ability to conduct surveys, compile statistical data, and prepare reports and the ability to make accurate mathematical computations.

Advanced knowledge of the structure and content of the English language.

Excellent communication skills.

Skill and comfort with public speaking.

Critical thinking skills, including analysis and judgment.

Ability to write clearly and concisely, and to express technical data and conclusions in a form understandable to laymen. Ability to use a personal computer and applicable software, and general office equipment.

Ability to set up and utilize a variety of audio/visual equipment and presentation equipment.

Ability to apply oneself with initiative and resourcefulness.

Ability to adhere to ethical principles through honesty and integrity.

Ability to be reliable, responsible, and dependable, and to fulfill job obligations.

Ability to collaborate with others – to build, foster, and retain relationships, to work cooperatively, and to display a cooperative and helpful attitude.

Ability to organize and work on multiple varied projects concurrently.

Ability to use good judgment in evaluation of alternatives.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read fine print and discern shades of color. Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone. Enough manual dexterity to write clearly, use a computer keyboard, and do occasional drafting. Enough physical stamina to sit through long meetings or a full work day at a desk or table.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Bachelor's degree from a four-year college or university with a major in city, urban, regional, or environmental planning from a degree program which is accredited by the Planning Accreditation Board (PAB). Applicants enrolled in the final (senior) year of a qualifying program may apply, but candidates must obtain their **Bachelor'sbachelor's** degree prior to hire. One year of professional planning experience along with possession of a closely related **Bachelor'sbachelor's** degree may also be qualifying. Applicants must possess a valid driver's license or evidence of equivalent mobility.

Deleted: 7/12

Reactivated/Title Change: 1/18, **1/24**

Revised: 5/71, 1/74, 7/79, 4/81, 4/87, 3/88, 6/88, 2/93, 9/93, 8/95, 12/99, 2/04, 3/09, 1/18, 4/23, **1/24**

Reviewed: 11/77, 4/83, 4/85, 8/90, 12/97, 12/01, 3/06, 8/11

Union: M&P

Range: 35

EEO: 2

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

NATURE OF WORK:

Performs professional planning work to effectively define and achieve goals for the present and future of the Spokane community. Duties require analyzing facts to determine the proper course of action. No specific checks or controls exist in the developmental phase of a plan; and, if not detected, errors would cause a serious interruption to routine or possible embarrassment to the City. Employee has regular outside contacts of a policy nature or to obtain or supply factual information. Duties are sedentary in nature, performed under normal working conditions, and require sustained periods of concentrated attention.

DISTINGUISHING CHARACTERISTICS:

This is the full skill level class in the Planning line of progression. Incumbents work independently on assignments, which include the full range of duties pertaining to an assigned functional area.

SUPERVISION:

Works under limited supervision. Plans and arranges their own work, referring only unusual cases to the supervisor. May be responsible for the work of other professional and sub-professional employees.

EXAMPLES OF DUTIES: *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

Develops new plans and programs, and administers changes to existing plans, programs, and development code. Prepares specific portions of the Comprehensive Plan, detailed neighborhood plans, annexation plans, and specific sub-area plans.

Researches and develops incentive package details for developers/investors, as well as new incentives for future use.

Participates in the technical compilation and analysis of planning data related to the development of a general plan for the City or the annexation of land. Coordinates elements of the City's annexation program.

Leads, reviews, and approves construction projects as they relate to land use and environmental standards. Evaluates information, using individual judgment to determine whether circumstances comply with laws, regulations, or standards.

Facilitates coordination of development projects, including public education and outreach. Organizes and facilitates neighborhood meetings, working group meetings, and meetings with consultants. Collects information from people through observation, interviews, or surveys.

Serves as the main City contact and representative to the public, government agencies, etc., for current development plans, policies, programs, and proposals. Provides technical information and assistance to the public, including area groups focusing on sub-area plans, business improvement and development/redevelopment.

Prepares briefing papers, environmental documents, white papers, staff reports, summary documents, and other reporting formats for use by elected officials, other staff, and citizens. Prepares reports for and participates in public hearings. Provides recommendations for action to the supervisor, recommending body/individual, or decision making body/individual.

Meets with representatives of public and private agencies to extend the objectives of city planning and community development. Represents the City to customers, the public, government, and other external sources.

Creates and composes materials to distribute to various stakeholders, including summary documents, web content, and other content used for marketing online and through social media outlets.

Operates office equipment such as a calculator, desktop or laptop computer, tablet, and/or computer terminal, printer, and audio-visual equipment, as well as an automobile.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and practices of urban planning, development, development coding, project implementation, programming, and community development.

Considerable knowledge of economics, finance, and sociology as applied to city planning, program planning/development, and community development, and of statistical survey practices and procedures.

Considerable knowledge of the Spokane Municipal Code dealing with zoning and other land use matters.

Knowledge of current literature and recent developments in the field of urban planning, program planning/development, and community development.

Some knowledge of the principles and practices of architecture, landscape architecture, urban design, and civil engineering.

Advanced knowledge of the structure and content of the English language.

Excellent communication skills.

Skill and comfort with public speaking.

Critical thinking skills, including analysis and judgment.

Ability to think creatively and be innovative in problem solving.

Ability to write clearly and concisely, and to express technical data and conclusions in oral and written form for public consumption.

Ability to establish and maintain effective public and working relationships and produce a consensus within a small group regarding solutions to problems.

Ability to use a computer, including word processing, data base, and spreadsheet programs.

Ability to use general office and display equipment.

Ability to apply oneself with initiative and resourcefulness.

Ability to adhere to ethical principles through honesty and integrity.

Ability to be reliable, responsible, and dependable, and to fulfill job obligations.

Ability to collaborate with others – to build, foster, and retain relationships, to work cooperatively, and to display a cooperative and helpful attitude.

Ability to organize and work on multiple varied projects concurrently.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Ability to use good judgment in evaluating alternatives.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

While performing the essential functions of the job, the incumbent is regularly required to:

Read, comprehend, and compose information and ideas presented in writing.

Read standard text and fine print; view computer monitors, plans, and maps.

Perceive details and detect shades of color; exchange information through talking and listening.

Speak clearly so that others can understand; write legibly.

Use a computer keyboard.

Sit and/or stand for long periods of time while performing work or attending meetings.

Move about office and meeting areas.

Visit development sites.

Conduct physical outreach including door to door surveys.

Move between various work areas.

Duties occasionally require travel to various work locations, and some evening or weekend work.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Bachelor's degree from a four-year college or university with a major in city, urban, regional, or environmental planning from a degree program which is accredited by the Planning Accreditation Board AND three years of employment in either a public or private workplace with the duties of a planner. A valid driver's license or evidence of equivalent mobility is required.

Substitutions:

- A ~~Master's Degree in Urban~~ master's degree in urban and ~~r~~Regional ~~P~~planning and two years of planning work experience is also qualifying.
- Four years of planning experience, along with a closely related ~~Bachelor's~~ bachelor's degree may also be qualifying.

Promotional Requirements: Completion of two years of experience in the classification of ~~Assistant~~ Planner I (SPN 256). A valid driver's license or evidence of equivalent mobility is required.

~~**License:** A valid driver's license or evidence of equivalent mobility is required.~~

PROCEDURAL REQUIREMENTS:

Examination announcements and requisitions will specify field of activity in which vacancy exists and only those on the eligible list examined for that field will be certified.

Title Change: 7/12, 1/18, 1/24

Revised: 5/71, 1/74, 9/78, 7/80, 11/80, 11/84, 11/86, 7/95, 12/99, 6/08, 10/08, 7/12, 8/15, 2/18, 10/18, 1/24

Reviewed: 11/88, 12/90, 4/93, 10/97, 12/01, 2/04, 3/06, 4/11

Union: M&P

Range: 40

EEO-code: 2

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

NATURE OF WORK:

Performs responsible supervisory and professional work in a specialized unit in the area of city planning and development implementation, zoning, environmental study, economic development, neighborhood revitalization, or community development. Duties require independent action in planning or zoning activities within the limits of departmental policy or City ordinance. Carelessness or lack of judgment in the performance of duty may cause serious financial loss or embarrassment to the City. Employee meets and coordinates with individuals, departments, agencies and citizens in the performance of duties. Any commitments are subject to review and approval by the supervisor. Work is sedentary in nature; but does require a high degree of concentration, logical reasoning, or creative thought and ability to work with people and undertake normal zoning or planning work at a senior level. Will undertake some field work.

SUPERVISION:

Works independently with a minimum of supervision and assumes full responsibility for actions. Responsible for the training and direction of a professional group and serves as leader of that specialized unit.

ESSENTIAL JOB FUNCTIONS:

Supervises and participates in the preparation of reports and plans for the proper use, zoning, annexation, planning, development of land and projects; detailed City or neighborhood plans; the layout of subdivisions and arterial street system; the location of special uses; and the preparation of a City Comprehensive Plan. Reports on zone, development or permit applications and environmental reviews.

Directs and participates in the compilation and analysis of planning data and research.

Develops budgets and negotiates contracts for Planning, Economic Development and Community Development projects; works with accountants in the administration of grant funds, project and program budgets.

Conducts studies on economic positioning, development master planning, rezoning, platting, environmental impact and annexation proposals; prepares reports and recommendations.

Reviews existing regulations and makes recommendations for the revision of ordinances.

Supervises and participates in processing annexations, Comprehensive Plan amendment petitions, development permits and land subdivisions; participates in public hearings in the course of administering these regulations.

Meets with and addresses various groups to explain the objectives, plans and studies of the City and its Plan Commission, and solicit public input.

Prepares the selection processes for hiring consultants, and administers consultant contracts.

Performs related work as required.

REQUIREMENTS OF WORK:

Thorough knowledge of the principles and practices of city planning, redevelopment, development coding, project implementation, zoning, subdivision, economic development, and community development.

Considerable knowledge of land use laws, current literature and recent developments.

Thorough knowledge of economics, finance and sociology as applied to city planning, redevelopment, development coding, project implementation, zoning, and community development.

Thorough knowledge and experience in community outreach and public engagement, tools, techniques, and strategies.

Knowledge of personal computers and applicable software.

Knowledge of the principles and practices of related fields such as landscape architecture, design, architecture, development financing, civil engineering, etc.

Knowledge of the principles and practices of urban design and placemaking.

Ability to direct difficult planning studies, analyze data and formulate recommendations; conduct SEPA environmental reviews.

Ability to assign and supervise the work of subordinates.

Ability to establish and maintain effective public and working relationships.

Ability to express technical information orally and in writing for public consumption; ability to write clear and concise reports and correspondence.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read fine print and detect shades of color.

Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone and address large groups.

Enough manual dexterity to write and draft clearly.

Enough stamina to sit for several hours at a time, and participate in field trips and hearings.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Graduation from an accredited four-year college or university with a degree in planning; or a degree in a major field of study which is related to city planning, zoning, environmental studies, economic development, or community development functions, and completion of at least four years' experience commensurate with the degree, including one year in a responsible supervisory capacity. Completion of course work toward an advanced degree in city planning may be substituted on a year-for-year basis for non-supervisory experience. Applicants must possess a valid driver's license or evidence of equivalent mobility.

Promotional Requirements: Completion of two years of experience as an **Assistant Planner II** (SPN 257) or three years as an **Urban Designer** (SPN 259). Applicants must possess a valid driver's license or evidence of equivalent mobility.

New: 5/71

Title change: 7/12, 1/24

Revised: 1/74, 9/78, 7/80, 7/82, 7/84, 8/86, 7/88, 8/90, 2/95, 12/99, 3/04, 3/09, 3/10, 7/12, 10/12, 12/15, 12/16, 1/24

Reviewed: 2/93, 5/97, 12/01, 3/06, 12/09, 8/11

Union: M&P

Range: 46

EEO: 2

ITEM 4B RESOLUTION 2024-03: CHAIR AND VICE CHAIR APPOINTMENTS

BACKGROUND

The Commission will vote on Chair and Vice Chair appointments to serve the next two years.

Commission action is required.



Civil Service Commission

