



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – July 15, 2025

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 July 15, 2025, 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, July 14, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 1ST DAY OF JULY 2025.

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 Debbie DeCorde at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@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 AM – July 15, 2025

City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. June 17, 2025, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Classification Actions
 - i. Resolution 2025-07 (pg. 4)
 - ii. Resolution 2025-08 (pg. 14)
 - b. Continuation of Performance Evaluation Process for Chief Examiner (pg. 16)
5. **OTHER BUSINESS**
6. **ADJOURN**

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



Minutes

Regular Meeting of the Civil Service Commission

June 17, 2025

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present.

2. APPROVAL OF MINUTES

- a. May 20, 2025, Minutes

MOTION: I'd like to make a motion to approve.

Stratton/Palmerton: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. Shout out to the Civil Service team and their hard work during this very busy year so far.

4. NEW BUSINESS

- a. Continuation of Administrative Complaint: Kelly Long Survey Determination

- i. The Commission adjourned into executive session at 10:12am and resumed open session at 10:57am.

The classification determination is upheld and will stand.

MOTION: So moved.

Hult/Palmerton: Motion passed unanimously.

5. OTHER BUSINESS

6. ADJOURN

MOTION: Motion to adjourn.

Hult/Palmerton: Motion passed unanimously.

Meeting adjourned at 10:59am.

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



Item 4A – Resolution 2025-07 – Classification Actions

Background

This month we present four job classifications for deletion.

SPN	Current Title
208	Traffic Engineering Assistant
237	Bridge Engineer
252	Associate Traffic Engineer
255	Senior Traffic Engineer

These job classifications are no longer in use after the work was placed within the broad professional Engineering progression line following our comprehensive classification study of engineering functions.

Management and the M&P Association concur on these deletions.

Recommendation

Staff recommends adoption of classification resolution **2025-07**.

Attachments:

1. 208 Traffic Engineering Assistant
2. 237 Bridge Engineer
3. 252 Associate Traffic Engineer
4. 255 Senior Traffic Engineer

TRAFFIC ENGINEERING ASSISTANT

SPN: 208

NATURE OF WORK:

Performs highly responsible sub-professional work involving the application of skilled technical knowledge and/or discretionary judgments. Duties require a thorough knowledge of departmental functions and relations. Decisions must be made in accordance with departmental or City policy and independent action taken in devising methods and/or procedures within these limits. Contact, both inside and outside, involving regulation based upon law and policy is frequent. Commitments may be subject to review by supervisor. No specific controls exist; and, if not detected, errors in judgment may cause serious embarrassment and/or financial loss to the City. Duties are sedentary in nature, performed under normal work conditions and frequently require sustained periods of concentrated attention.

SUPERVISION:

General objectives are established and employee is required to select own method of accomplishment. May be responsible for the work of several technical subordinates.

ESSENTIAL JOB FUNCTIONS:

Under general direction of supervisor:

Investigates, reviews and comments on new project developments and land uses affecting the City's traffic engineering operation; advises, coordinates, seeks and makes commitments with private developers regarding the interface of such projects with the City's traffic engineering operation.

Assists the supervisor in representations and giving input at Planning hearings on behalf of the Engineering Services Department.

Assists professional associates in advance planning studies relating to present activities and to proposed and future traffic control projects; answers inquiries and obtains information from public pertaining to the technical phases of such projects.

Administers street access management through review, permitting and final records. Administers parking standards for both public and private projects.

Assists supervisor in accomplishing the administrative affairs of the Department.

Operates calculator, personal computer, drafting equipment and automobile.

Performs related work as required.

Traffic Engineering Assistant
Page two

REQUIREMENTS OF WORK:

Thorough knowledge of the department to which assigned and of its objectives, purposes, methods and practices; considerable working knowledge of departments other than that to which assigned with whom work must be correlated.

Thorough knowledge of municipal traffic engineering objectives, purposes, methods and practices.

Considerable knowledge of the principles and practices of engineering drafting and design.

Considerable knowledge of the methods, for surveying records management and of traffic data collection.

Ability to plan, assign and supervise the work of technical subordinates.

Ability to work independently, to develop own projects and to present clear, concise and accurate findings and recommendations, both orally and in writing.

Ability to establish and maintain effective public and work relations.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read fine print such as reduced plans.

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

Enough body movement to walk and stoop.

Enough manual dexterity to write and draw smooth curves and lines.

Enough strength to lift and carry 10 lbs. of equipment.

Tolerance to work under adverse conditions such as outdoors in heat and cold.

MINIMUM EDUCATION AND EXPERIENCE:

Promotional Requirements: Three years of experience with the City as a Traffic Engineering Specialist I.

Open Entry Requirements: Eight years experience in the practice of engineering; three years of which have been in a field related to traffic engineering, site development or transportation planning.

Graduation from an accredited four-year college or university with a degree in civil or transportation engineering may substitute for five years of experience.

A master's degree in traffic or transportation engineering may substitute for one additional year of experience.

Applicants must possess a valid driver's license.

New: 6/82

Revised: 4/92, 12/94, 1/97, 12/04, 4/11

Reviewed: 7/84, 7/86, 6/88, 8/90, 1/99, 1/01, 1/03, 1/07, 7/10

Union: M&P

Range: 41

EEO: 3

**CITY OF SPOKANE
CLASS SPECIFICATION**

CLASS TITLE: BRIDGE ENGINEER
SALARY PLAN: A02
DEPARTMENT: STREETS
REPORTS TO: ENGINEERING OPERATIONS MANAGER
BARGAINING UNIT: M&P-B

CLASS CODE: 237
GRADE: 56
FLSA STATUS: E
EEO-4 CODE: 02
DATE: 3/17

JOB SUMMARY:

Under general direction, performs professional engineering management work and provides advisory services in the planning and design process for bridge projects as the City's representative on a design team; plans and conducts work in evaluation, selection and modification of standard techniques, procedures and criteria for bridge repair and maintenance; provides consulting expertise to other divisions and departments. Work is performed with considerable independence within the framework of established policies and procedures. Employee has regular contact with internal and external sources to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems while collaborating on projects.

DISTINGUISHING CHARACTERISTICS:

This is a single-incumbent classification with responsibility for coordinating engineering and design activities related to major public works projects involving bridge work. This classification can be distinguished from other professional level engineering classifications by its specialized focus on structural engineering activities. Consistent with an advisory professional classification, duties are performed under general direction, with only occasional instruction or assistance, such as when new or unusual situations arise. Assignments include full responsibility for the development, preparation and construction schedule of the entire bridge design effort of the Public Works Department; supervision and guidance relate largely to overall objectives, critical issues, engineering concepts and policy matters.

SUPERVISION EXERCISED:

The incumbent in this class does not provide direct supervision over others, but leads and has managerial oversight of project work performed by City staff, project management teams, consultants and contractors.

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:*

- Provides construction management oversight on design activities; schedules and coordinates detailed phases of structural bridge engineering work as part of major public works and/or specific bridge projects.
- Serves as project manager and lead technical expert on specific bridge projects; collaborates with design consultants and contractors (i.e., engineers, planners, specialty consultants, etc.) on project scope, design intent, and adherence to schedules and budget requirements.
- Directs and coordinates the activities of consultants and contractors in the planning, design or construction management of public works projects.
- Prepares pre-construction reports and data; participates in pre-hearing and pre-construction conferences; authorizes design changes within established procedures; prepares and monitors construction schedule.
- Supervises the development and evaluation of plans and criteria for a variety of bridge projects and related activities; develops programs, schedules, budgets and funding applications.
- Assesses the feasibility and soundness of specific bridge projects as defined by technical reports and environmental studies; ensures all environmental and historical permitting are in place.
- Reviews design drawings, details, specifications, cost estimates, related reports and studies, etc. with design consultants, contractors, departmental representatives, and other stakeholders to ensure that all requirements and compliance regulations are met and all necessary approvals secured.
- Communicates with citizens, developers, engineers, architects, and public officials to answer questions and provide information relating to construction techniques, policies and procedures.
- Represents the department at public hearings or in meetings with other governmental agencies, the City Council, and community groups on matters relating to projects.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- General Office Equipment
- Personal Computer
- Drafting Equipment
- Applicable Field Equipment
- Personal Protective Equipment

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, practical concepts and theories of civil engineering and processes related to the transportation, public works, and construction industries.
- Methods, materials, and supplies utilized in the construction and maintenance of bridges and other related structures.
- Bridge construction and maintenance equipment, including the operation, servicing, and minor repair of equipment.
- Construction management techniques, construction and design standards and codes, and the construction process.
- State, federal and local ordinances, laws, rules and regulations pertaining to municipal public works projects.
- Structural engineering design principles and construction materials.
- Processes, tools and techniques of project management and resource scheduling.
- Methods and practices used in the preparation and evaluation of plans, specifications, estimates, and contracts.
- Safe practices and procedures for completion of work, including on-site safety precautions and use of personal protective equipment (PPE).

Skill in:

- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Directing project resources to achieve the timely delivery of project deliverables.
- Managing several projects simultaneously and addressing changes in scope or timing.
- Making independent, sound, timely decisions involving major impacts on project cost and time.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.

Ability to:

- Anticipate, evaluate, and resolve problems and issues affecting the quality, scheduling, budgeting, or progress of work performed in completing complex projects.
- Evaluate, advise on, oversee, and/or direct contracted work to ensure its quality and compliance with plans, designs, and specifications.
- Conduct studies and develop plans, specifications, and construction requirements such as schedules, costs, labor, and materials.
- Exercise sound judgment in making critical decisions.
- Analyze complex information and develop plans to address identified issues.
- Work cooperatively and effectively with staff, consultants, contractors and the general public.
- Coordinate and perform multiple tasks simultaneously in a consistent and accurate manner.

Physical Demands:

The work is primarily sedentary in nature and does not require any special physical effort. While performing the essential functions of the job, the incumbent is regularly required to walk, stand, bend and sit; use hands to operate a keyboard, grasp, handle, or feel objects; 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.

Working Conditions:

- Work is performed in a normal office environment with some exposure to outdoor temperatures, dirt and dust.
- Duties may include irregular working hours, including some evening, weekend, and/or holiday work, in addition to travel to various City locations.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: A Bachelor's degree from an accredited four-year college or university with major coursework in civil engineering, structural engineering or a related field; AND six years of professional engineering experience that includes oversight of bridge design and construction work as part of major public works projects. Completion of Washington State Routine Bridge Inspection Course is also required. An equivalent combination of education, training and experience may also be qualifying.

Licenses and Certifications:

- A valid driver's license or evidence of equivalent mobility.
- Washington State license as a Professional Engineer (PE) with significant experience practicing in the Structural Branch of engineering. Applicants licensed in other states must obtain Washington State certification within six months of appointment.

Promotional Requirements: Two years of experience in the classification of Senior Engineer (SPN 233) and fully meets minimum qualifications.

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.

ASSOCIATE TRAFFIC ENGINEER

SPN: 252

NATURE OF WORK:

Performs supervisory and professional Traffic Engineering work in connection with traffic investigations, studies, designs, and operational reviews. Duties require analyzing facts to determine the proper course of action within the limits of standard procedure. No specific checks or controls exist to expose errors; and, if not detected, errors would cause a considerable financial loss or serious embarrassment to the City. Employee has regular contact with both inside and outside sources to obtain or supply factual information. Duties are light in nature, performed under varying weather conditions, and require more than normal concentrated attention.

SUPERVISION:

General objectives are assigned and the employee is required to independently select their own method of accomplishment. May supervise a small group of professional and technical employees on specific projects.

ESSENTIAL JOB FUNCTIONS:

As directed, plans and supervises field and office studies of traffic control problems to determine the effectiveness of existing controls or the need for new controls.

Plans and supervises traffic studies and investigations. Analyzes and interprets compiled traffic data and assists in making recommendations and solutions to Traffic Engineering problems.

Directs and participates in the drafting and design of traffic flow maps and charts, and channelization, signal, and progression plans for traffic signals.

Interviews individuals regarding various traffic control problems and submits recommended solutions.

As assigned, conducts various types of studies and surveys, compiles and analyzes statistics, and writes engineering reports.

Runs computer traffic models using programs such as Synchro, SimTraffic, Visum, VisSim, and Highway Capacity Software.

Operates a calculator, computer, automobile, and drafting equipment.

Performs related work as required.

Associate Traffic Engineer
Page two

REQUIREMENTS OF WORK:

Considerable knowledge of Traffic Engineering principles and practices.

Considerable knowledge of the design, operation, uses, and limitations of electronic traffic control devices.

Considerable knowledge of highway, street, intersection, and signal design and geometry as related to Traffic Engineering.

Considerable knowledge of intelligent transportation systems.

Considerable knowledge of current literature and developments in the Traffic Engineering field.

Ability to organize and direct surveys, compile statistical data, and prepare reports.

Ability to supervise both professional and non-professional personnel.

Ability to establish and maintain effective public and working relationships.

PHYSICAL REQUIREMENTS:

Ability to perceive and understand fine print, such as specifications.

Ability to communicate with a telephone.

Ability to move and position self in order to collect field data, including at ground level.

Ability to draw smooth curves and lines on plans for contract documents.

Ability to occasionally move supplies or equipment weighing up to 10 pounds.

Ability to work in outdoor weather conditions.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Graduation from an accredited college or university with a bachelor's degree in Transportation or Civil Engineering, with course work in transportation; and three years of experience in engineering at the professional level, two of which must have been in traffic engineering or related field. Possession of an Engineer in Training or Professional Engineer certificate may substitute for the educational requirement. A master's degree in Transportation or Traffic Engineering may substitute for one year of experience. Applicants must possess a valid driver's license.

New: 6/64

Re-titled: 4/94

Revised: 7/74, 3/80, 4/82, 1/89, 1/91, 4/94, 5/98, 10/02, 3/12, 1/15, 2/15, 7/23

Reviewed: 4/84, 5/93, 4/96, 5/00, 10/04, 10/06, 10/09, 11/11

Union: M&P

Range: 46

EEO: 2

SENIOR TRAFFIC ENGINEER

SPN: 255

NATURE OF WORK:

Performs responsible supervisory and specialized professional Traffic Engineering work in connection with site development, maintenance functions, parking management, access management, signal timing, design of traffic control devices, traffic control plans, and geometric design at the professional level. Duties require independent action in devising new methods and procedures within the limits of departmental policy or City ordinance. Carelessness or lack of judgment in the performance of duties may cause serious embarrassment to the City or danger to the citizenry. Employee has regular contact with both inside and outside sources to obtain or supply factual information. Duties are light in nature, performed under varying weather conditions, and require sustained periods of concentration to solve complex traffic system problems.

SUPERVISION:

General objectives are assigned and employee is required to select their own method of accomplishment. May supervise a small group of technical and professional employees.

ESSENTIAL JOB FUNCTIONS:

Develops and reviews plans, specifications and estimates for traffic signal systems, illumination, signing and striping, and traffic control. Professionally designs and seals traffic engineering projects and supports other professional doing design work.

Operates traffic master computer system; troubleshoots system failures and software problems; reviews system operation for malfunctions and programming errors; writes quarterly and special count programs. Works with field crews to troubleshoot system intersection controller. Tracks maintenance functions related to signing, striping and parking management.

Recommends changes and develops proposals for system changes and completes funding applications, including live cycle cost analysis and cost estimates. Prepares RFPs, RFQs, and contracts. Organizes review and selection process. Administers contracts.

Designs and directs special traffic studies, including capacity analysis, traffic count inventories, and related traffic problems.

Works with private developers and professionals. Reviews development plans for Traffic Engineering issues. Establishes scope, reviews submittals and recommends mitigation for traffic impact analyses. Reviews and accepts access management plans and traffic studies.

Performs related work as required.

REQUIREMENTS OF WORK

Thorough knowledge of traffic engineering principles and practices, and the theory of systems as related to traffic engineering methods and techniques.

Considerable knowledge of highway design and geometrics as related to Traffic Engineering.

Considerable knowledge of current literature and developments in the Traffic Engineering field.

Knowledge of computer networking and IP communications.

Ability to organize and direct surveys, compile and analyze statistical data and prepare reports.

Senior Traffic Engineer
Page two

REQUIREMENTS OF WORK: (cont.)

Ability to troubleshoot hardware and software problems as they relate to signal timing programs; and maintain, and expand signal timing systems.

Ability to establish and maintain effective public and professional relationships.

Ability to effectively supervise technical and professional employees.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read plans, and specifications.

Ability to hear, with or without a hearing aid, and speak well enough to converse over a two-way radio in working with field crews.

Enough body mobility to move in the field and measure distances.

Enough manual dexterity to use a keyboard in operating traffic computer.

Enough stamina and tolerance for outdoor work.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Must possess a valid certificate of registration as a Professional Engineer in Civil Engineering or Traffic Engineering; AND, four years of experience in Traffic Engineering at the Professional level. For ITS/Signal Operations Engineer positions, at least two of the four years of experience must be in the ITS/Signal Operations area. For Traffic Planning Engineer position, at least two of the of the following functions: land development and land use zoning review, access management, traffic analysis, developing and reviewing traffic mitigation plans and use of traffic modeling software. A Master's Degree in Transportation or Traffic Engineering may be substituted for one year of the non-ITS/Signal Operation experience requirement. Applicants with PE certificates from other states must obtain Washington State certification within six months of appointment.

Promotional Requirements: Two years of experience with the City in the classification of Associate Traffic Engineer (SPN: 252). For ITS/Signal Operations Engineer positions, at least two years of experience must be in the ITS/Signal Operations area. For the Traffic Planning Engineer positions, at least two years of experience must be in the Traffic Planning area. All applicants must possess a valid certificate of registration as a PE in the State of Washington as a Civil Engineer.

All applicants must possess a driver's license

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.

New: 11/75

Retitled: 4/94

Revised: 11/77, 7/79, 12/81, 2/92, 4/94, 5/98, 10/99, 10/05, 11/10, 1/12, 6/13, 7/28

Reviewed: 2/84, 3/88, 4/96, 10/01, 11/03, 11/08

Union: M&P

Range: 52

EEO: 2



Item 4A – Resolution 2025-08 – Classification Actions


Background

Under Rule V, Section 8, the Commission maintains a list of job classifications that are designated as senior administrative assistants, informally called “rule of the list” classes. Due to the high level of responsibility held by positions in these classes, the certification and hiring rules are somewhat relaxed. Hiring officials are given more leeway to select the person best suited to be their deputy or confidential assistant.

It has been several years since the most recent resolution, so this should bring the official list up to date.

Please note that labor and management agreements may call for other job classes to be treated as “rule of the list” classes. Those classes are not listed here, but such agreements are honored by Civil Service staff in the certification and hiring processes.

SPN 025	Executive Assistant
SPN 042	Senior Human Resources Analyst
SPN 049	Chief Examiner
SPN 063	Enforcement Supervisor
SPN 077	Park Planning and Development Manager
SPN 114	Accounting Manager
SPN 120	Assistant Court Administrator
SPN 234	Principal Engineer
SPN 260	Principal Planner
SPN 299	IT Senior Manager
SPN 333	Deputy Building Official
SPN 534	Water Superintendent
SPN 585	WTE Plant Manager
SPN 941	Deputy Fire Chief
SPN 948	Fire Marshal



SPN 953	Probation Field Services Officer
SPN 954	Community Justice Counselor
SPN 955	Senior Community Justice Counselor
SPN 958	Therapeutic Courts Coordinator

Recommendation

Staff recommends adoption of classification resolution **2025-08**.



Item 4B – Continuation of Performance Evaluation Process for Chief Examiner

Background

The Chief Examiner will present a performance evaluation process.

No Commission action needed.