



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – September 16, 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 September 16, 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, September 15, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 4th day of September 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 – September 16, 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. July 15, 2025, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Resolution 2025-09: Classification Actions (pg. 5)
 - b. Continuation of Performance Evaluation Process for Chief Examiner (pg. 28)
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

July 15, 2025

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present except Commissioner Lindsey who had an excused absence.

2. APPROVAL OF MINUTES

- a. June 17, 2025, Minutes

MOTION: Move to accept.

Palmerton/Stratton: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. Re-introduction of Civil Service staff.

4. NEW BUSINESS

- a. Classification Actions

- i. Resolution 2025-07

MOTION: Move to accept.

Palmerton/Stratton: Motion passed unanimously.

- ii. Resolution 2025-08

MOTION: Move to approve.

Stratton/Hult: Motion passed unanimously.

- b. Continuation of Performance Evaluation Process for Chief Examiner

- i. MOTION: I will make a motion that we move to executive session for approximately 15-20 minutes.

Stephens/Palmerton: Motion passed unanimously.

- 1. The Commission adjourned into executive session at 9:38am and resumed open session at 9:54am.

Delay additional conversations on this particular topic until our regular September meeting.

MOTION: So Moved.

Hult/Palmerton: Motion passed unanimously.

5. OTHER BUSINESS

6. ADJOURN

MOTION: Move adjournment.

Hult/Palmerton: Motion passed unanimously.

Meeting adjourned at 9:55am.

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



Item 4A – Resolution 2025-09 – Classification Actions

Background

This month we present four new job classifications and two existing classifications to be retitled.

SPN	Current Title	New Title
030	(new)	Crime and Intelligence Analyst I
035	Crime Analyst	Crime and Intelligence Analyst II
033	Senior Crime Analyst	Senior Crime and Intelligence Analyst
127	(new)	Senior Budget Analyst
092	(new)	Equity and Inclusion Specialist
026	(new)	Prosecutor Support Specialist

SPN 030, 035, and 033: The progression line for crime and intelligence analyst functions has been updated at the Police Department's request. A new entry level position has been added with a broader entry requirement to enhance recruitment and retention. The existing classifications have been revised to better reflect current work and advancements in the field of criminal intelligence.

Local 270 (SPN 030, SPN 035) and the M & P Association (SPN 033) concur with these changes.

SPN 127: A new lead level position has been added in the Budget Analyst line. This was a request from management to allow for higher level assignments and lead level mentoring of staff.

The M & P Association concurs with this new classification.

SPN 092: A new specialized position was created to deliver training and structural guidance supporting diversity, equity, inclusion, and belonging (DEIB) for employees and citizens. This request was originally from Parks and can be utilized to meet the needs and functions of other departments.

The M & P Association concurs with this new classification.

SPN 026: This is a new classification which represents the unique duties of multiple incumbent employees who maintain criminal justice person records and provide specialized administrative support to attorneys in the Prosecutor's Office. The need for a new classification was determined through job surveys of incumbents (presently classified as SPN 012 Court Clerk I).

Local 270 and management concur with this new classification.

Recommendation

Staff recommends adoption of classification resolution **2025-09**.

Attachments:

1. SPN 030 Crime and Intelligence Analyst I
2. SPN 035 Crime Analyst (retitle to Crime and Intelligence Analyst II)
3. SPN 033 Senior Crime Analyst (retitle to Senior Crime and Intelligence Analyst)
4. SPN 127 Senior Budget Analyst
5. SPN 092 Equity and Inclusion Specialist
6. SPN 026 Prosecutor Support Specialist



CRIME AND INTELLIGENCE ANALYST I

SPN: 030

Bargaining Unit: Local 270

Effective Date: TBD

Class Summary

Provides technical aid in data analytics for crime analysis and criminal intelligence efforts to enhance public safety. Works in a fast-paced environment, with potential overtime during major events, protests, and critical incidents. May be assigned to special units such as the Investigative Support Team, Patrol Precincts, Real-Time Intelligence Operations, or other data-led operations, depending on department needs.

Class Characteristics

This is the entry level technical classification in the Crime and Intelligence Analyst series. Incumbents work under guidance of senior employees in a learning capacity. More independence is gained with experience.

Supervision Received and Exercised

Receives close supervision with defined objectives, priorities, and deadlines, and work is checked regularly. The assigned supervisor assists the employee with unusual situations which do not have a precedent. Exercises no direct supervision of employees.

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.

- Participates in the collection and analysis of intelligence from digital forensics reports, video feeds, and other multimedia sources to assist in case development and situational awareness.
- Assists in conducting social network analysis under the guidance of senior analysts or investigators, contributing to the identification of persons of interest and criminal associations.
- Performs routine statistical analyses to evaluate crime and to assess the impact of department missions and tactics.
- Assists in maintaining crime databases and ensures data integrity by entering, updating, and verifying information. Operates crime analysis software, law enforcement databases, and other technology platforms which support intelligence-led policing.
- Utilizes information systems and crime mapping software to create reports, maps, and visual presentations for crime analysis briefings and graphic resources.
- Prepares routine crime analysis reports, bulletins, and presentations for various internal and external stakeholders.
- Assists in ensuring compliance with proper management of criminal intelligence in accordance with local, state, and federal regulations.
- May be assigned to Real-Time Intelligence Operations to assist in immediate intelligence support during ongoing incidents, major events, or critical emergencies.
- Responds to internal and public inquiries.
- Performs related work as required.

Competencies

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

- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work. Enters, manipulates, and extracts information efficiently.
- **Customer Service:** Effectively deals with the public and City personnel by ensuring full understanding and meeting their needs.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts. Handles sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Understands basic data organization and access methods in computerized systems. Seeks out, compiles, and summarizes information appropriately and efficiently.
- **Mathematical Reasoning:** Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Oral Communication:** Provides clear and convincing information and oral presentations to individuals or groups; actively listens to others and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of relevant City and Police policies, information technology, and crime analysis techniques. Possesses general understanding of law enforcement and criminal justice concepts, such as predictive policing techniques and intelligence analysis methodologies.
- **Reading:** Understands written material, including technical material, rules, regulations, instructions, reports, and charts.
- **Reasoning:** Utilizes critical thinking and logic to analyze and interpret information, make appropriate connections, and draw accurate conclusions. Maintains confidentiality and handles sensitive data appropriately.
- **Self-Management:** Sets well-defined and realistic personal goals; displays initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; demonstrates responsible behavior; functions well under pressure.
- **Spatial Reasoning:** Knows one's location in relation to the environment; determines where other objects are in relation to oneself or specific locations (for example, when using mapping software and data visualization tools). Uses knowledge of geographical locations, their relationships, and characteristics.
- **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 and advises others on technical issues relevant to the work. Uses audio, visual, and other electronic technology to gather, analyze, and communicate information in the appropriate format.
- **Written Communication:** Recognizes and uses correct English grammar, punctuation, and spelling. Prepares written documents appropriate for the intended audience.

Typical Equipment Used

Personal computer and associated software, telephones and other telecommunications equipment, and general office equipment.

Physical Demands

Must possess mobility to work in a standard office setting, 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, including sitting or standing for extended periods, some walking between work areas, viewing and using computers and multiple software applications, and requiring sustained periods of concentration. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally and/or electronically. Employees must possess the ability to transport computer equipment weighing up to 20 pounds.

Work Environment

This position operates in an office setting within a law enforcement agency. Typical working conditions are moderately quiet, and temperature controlled, but may include frequent exposure to computer noise and verbal discussions. Employees have frequent interaction with staff and/or public and private representatives. Occasional adjustments for major events and incidents may require overtime work.

Minimum Qualifications

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

Open-Entry Requirements:

- **Education:** Associate's degree in Criminal Justice, Data Analytics, Forensic Science, Geographic Information Systems (GIS), Information Systems, or a closely related field.
- **Experience** One year of work experience in crime analysis or two years in data analytics or a closely related occupation.
- **Substitution:** Additional work experience in crime analysis or commissioned law enforcement may be substituted for the education requirement on a year for year basis.

Licenses and Certifications:

- None

Background Check:

- All applicants are subject to a thorough police background investigation, including but not limited to criminal history, pre-employment drug screening, and polygraph.

Appendix

- Pay Range: TBD
- EEO-4: 3 - Technicians
- SOC:
- Spec Adopted: TBD
- Spec Retitled:
- Spec Reviewed:
- Spec Revised:



CRIME AND INTELLIGENCE ANALYST II

SPN: 035

Bargaining Unit: Local 270

Effective Date: TBD

Class Summary

Provides technical aid for law enforcement operations through monitoring real-time crime data, conducting initial analysis, and identifying crime trends, patterns, and emerging threats. Contributes to actionable intelligence for the use of command staff, detectives, and patrol units implementing intelligence-driven policing strategies to enhance public safety. Works in a fast-paced environment, with occasional overtime during major events, protests, and critical incidents. May be assigned to special units such as the Investigative Support Team, Patrol Precincts, Real-Time Intelligence Operations, or other data-led operations, depending on department needs.

Class Characteristics

This is the experienced, full-skill level technical classification in the Crime and Intelligence Analyst series. This position is distinguished from the Crime and Intelligence Analyst I by more complex, varied, and independent work. It is distinguished from the Senior Crime and Intelligence Analyst, the advanced professional position in the series, which holds lead work and supervisory responsibility as well as the most complex duties and expertise in developing and implementing work procedures and techniques.

Supervision Received and Exercised

Incumbents work under general supervision performing the full range of assigned duties, work independently, and exercise judgment and initiative in planning and carrying out successive steps and handling problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the job. Exercises no direct supervision of employees.

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.

- Contributes to the department's evidence-based policing efforts by producing timely, data-informed analysis in support of policy and operational decision-making.
- Assists in evaluating potential threats by reviewing incident reports, communications, and behavioral indicators to assess the likelihood of violence or escalation.
- Participates in the collection and analysis of intelligence from digital forensics reports, video feeds, and other multimedia sources to assist in case development and situational awareness.
- Assists in conducting social network analysis under the guidance of senior analysts or investigators, contributing to the identification of persons of interest and criminal associations.
- Develops statistical analyses to evaluate crime and to assess the impact of department missions and tactics.

- Maintains crime databases and ensures data integrity by entering, updating, and verifying information. Operates crime analysis software, law enforcement databases, and other technology platforms which support intelligence-led policing.
- Utilizes information systems and crime mapping software to create reports, maps, and visual presentations for crime analysis briefings and graphic resources.
- Prepares crime analysis reports, bulletins, and presentations for various internal and external stakeholders. Duties may include contribution to quarterly, annual, and ad hoc reports. May exchange and coordinate various reports and data sharing with outside entities.
- Ensures compliance with proper management of criminal intelligence in accordance with local, state, and federal regulations.
- May be assigned to Real-Time Intelligence Operations to provide immediate intelligence support during ongoing incidents, major events, or critical emergencies.
- Responds to internal and public inquiries.
- Performs related work as required.

Competencies

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

- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work. Enters, manipulates, and extracts information efficiently.
- **Customer Service:** Effectively deals with the public and City personnel by ensuring full understanding and meeting their needs.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts. Handles sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Understands basic data organization and access methods in computerized systems. Seeks out, compiles, and summarizes information appropriately and efficiently.
- **Mathematical Reasoning:** Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Oral Communication:** Provides clear and convincing information and oral presentations to individuals or groups; actively listens to others and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of relevant City and Police policies, information technology, and crime analysis techniques. Possesses general understanding of law enforcement and criminal justice concepts, such as predictive policing techniques and intelligence analysis methodologies.
- **Reading:** Understands written material, including technical material, rules, regulations, instructions, reports, and charts.
- **Reasoning:** Utilizes critical thinking and logic to analyze and interpret information, make appropriate connections, and draw accurate conclusions. Maintains confidentiality and handles sensitive data appropriately.
- **Self-Management:** Sets well-defined and realistic personal goals; displays initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; demonstrates responsible behavior; functions well under pressure.
- **Spatial Reasoning:** Knows one's location in relation to the environment; determines where other objects are in relation to oneself or specific locations (for example, when using mapping

software and data visualization tools). Uses knowledge of geographical locations, their relationships, and characteristics.

- **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 and advises others on technical issues relevant to the work. Uses audio, visual, and other electronic technology to gather, analyze, and communicate information in the appropriate format.
- **Written Communication:** Recognizes and uses correct English grammar, punctuation, and spelling. Prepares written documents appropriate for the intended audience.

Typical Equipment Used

Personal computer and associated software, telephones and other telecommunications equipment, and general office equipment.

Physical Demands

Must possess mobility to work in a standard office setting, 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, including sitting or standing for extended periods, some walking between work areas, viewing and using computers and multiple software applications, and requiring sustained periods of concentration. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally and/or electronically. Employees must possess the ability to transport computer equipment weighing up to 20 pounds.

Work Environment

This position operates in an office setting within a law enforcement agency. Typical working conditions are moderately quiet, and temperature controlled, but may include frequent exposure to computer noise and verbal discussions. Employees have frequent interaction with staff and/or public and private representatives. Occasional adjustments for major events and incidents may require overtime work.

Minimum Qualifications

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

Open-Entry Requirements:

- **Education:** Associate's degree in Criminal Justice, Data Analytics, Forensic Science, Geographic Information Systems (GIS), Information Systems, or a closely related field.
- **Experience** Three years of work experience in crime analysis.
- **Substitution:** Additional work experience in crime analysis or commissioned law enforcement may be substituted for the education requirement on a year for year basis.

Promotional Requirements:

- **Experience** Two years of work experience with the City as a Crime and Intelligence Analyst I.

Licenses and Certifications:

- None

Background Check:

- All applicants are subject to a thorough police background investigation, including but not limited to criminal history, pre-employment drug screening, and polygraph.

Appendix

- Pay Range: 36
- EEO-4: 3 - Technicians
- SOC:
- Spec Adopted: 6/88
- Spec Retitled: TBD
- Spec Reviewed: 8/90, 12/01, 12/04, 1/07, 8/10, 6/12
- Spec Revised: 1/92, 4/94, 4/96, 6/98, 12/99, 2/15, TBD



SENIOR CRIME AND INTELLIGENCE ANALYST

SPN: 033

Bargaining Unit: M&P-B

Effective Date: TBD

Class Summary

Performs complex analytical work and leads crime analysis efforts to support law enforcement operations through real-time crime monitoring, advanced trend analysis, and strategic program management. This position plays a key role in advancing the department's evidence-based policing initiatives, integrating research with operational strategy to enhance community safety outcomes. Guides and mentors junior analysts while managing targeted projects and programs. Works closely with management, command staff, detectives, and patrol units to develop intelligence-driven policing strategies. May be required to work overtime during major events, protests, and critical incidents. May be assigned to special units such as the Investigative Support Team, Patrol Precincts, Real-Time Intelligence Operations, or other data-led operations, depending on department needs.

Class Characteristics

Functions at an advanced professional level. This position serves as a lead worker and subject matter expert, mentoring junior analysts while managing complex analytical projects. Work often requires adapting methods to the specific needs of work assignments. Incumbents regularly work on varied tasks that require considerable discretion and independent judgment. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to complete those assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Crime and Intelligence Analyst I – II by the Senior's level of work complexity, innovative problem solving, and the sensitive nature of assignments and projects. The Senior Crime and Intelligence Analyst is also responsible for training employees and creating documentation of workflows and business standards.

Supervision Received and Exercised

Receives general supervision from assigned supervisory or management personnel. Incumbents may lead or act as first-level supervisors of a small team of subordinate employees performing similar functions.

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.

- Performs intelligence-gathering activities using a variety of sources, including video surveillance, digital forensic reports, social media, and open-source intelligence (OSINT), to support investigations and real-time decision-making.
- Supports evidence-based policing strategies by providing analysis and insights grounded in data and research. Translates complex data into actionable recommendations for patrol deployment, investigative focus, and resource allocation.

- Assists in evaluating potential threats by reviewing incident reports, communications, and behavioral indicators to assess the likelihood of violence or escalation.
- Conducts social network analysis to identify criminal associations, track relationships among offenders, and support investigations targeting organized or group-related activity.
- Leads implementation of social network analysis tools and workflows to support investigations involving gangs, violent crime groups, or serial offenders.
- Develops and maintains analytical models to support threat assessment protocols, with a focus on identifying individuals or events that pose a high potential for violence or harm.
- Develops statistical analyses to evaluate crime and to assess the impact of department missions and tactics.
- Trains, guides, and mentors junior analysts, officers, and department staff in current and innovative crime analysis methodologies, tools, and best practices. Researches current crime trends; trending software/tools for crime analysts; and legal guidance, codes, and laws related to confidentiality and intelligence use.
- Works closely with internal units, regional task forces, and external agencies to facilitate intelligence sharing and enhance multi-jurisdictional crime-fighting efforts.
- May be assigned to Real-Time Intelligence Operations to provide immediate intelligence support during ongoing incidents, major events, or critical emergencies.
- Responds to internal and public inquiries.
- Performs related work as required.

Competencies

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

- **Accountability:** Holds oneself accountable for measurable, timely, and cost-effective results. Accepts responsibility for mistakes.
- **Attention to Detail:** Ensures information is complete and accurate.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work. Enters, manipulates, and extracts information efficiently.
- **Customer Service:** Effectively deals with the public and City personnel by ensuring full understanding and meeting their needs.
- **Geography:** Uses knowledge of geographical locations, their relationships, and characteristics.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts. Handles sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Understands basic data organization and access methods in computerized systems.
- **Leadership:** Influences, motivates, and challenges others; adapts communication styles to a variety of situations.
- **Mathematical Reasoning:** Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques, with expert proficiency.
- **Mentoring:** Helps others learn through formal or informal methods and provides ongoing feedback.
- **Office Technology:** Uses modern equipment and communication tools, including computers and relevant software programs, to complete business functions.
- **Oral Communication:** Provides clear and convincing information and oral presentations to individuals or groups; actively listens to others and responds appropriately.

- **Organizational Awareness:** Maintains current knowledge of relevant City and Police policies, information technology, and crime analysis techniques. Possesses general understanding of law enforcement and criminal justice concepts, such as predictive policing techniques and intelligence analysis methodologies.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations.
- **Project Management:** Applies principles, methods, or tools to develop, schedule, coordinate, and oversee projects and resources, including monitoring and inspecting costs, work, and contractor performance.
- **Reading:** Understands written material, including technical material, rules, regulations, instructions, reports, and charts.
- **Reasoning:** Utilizes critical thinking and logic to analyze and interpret information, make appropriate connections, and draw accurate conclusions. Maintains confidentiality and handles sensitive data appropriately.
- **Research:** Seeks out, compiles, and summarizes information appropriately and efficiently.
- **Self-Management:** Sets well-defined and realistic personal goals; displays initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; demonstrates responsible behavior; functions well under pressure.
- **Spatial Reasoning:** Knows one's location in relation to the environment; determines where other objects are in relation to oneself or specific locations (for example, when using mapping software and data visualization tools).
- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; 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 relevant to the work.
- **Technology Application:** Uses machines, tools, instruments, and equipment effectively; uses audio, visual, and other electronic technology to gather, analyze, and communicate information in the appropriate format.
- **Written Communication:** Recognizes and uses correct English grammar, punctuation, and spelling. Prepares written documents appropriate for the intended audience.

Typical Equipment Used

Personal computer and associated software, telephones and other telecommunications equipment, and general office equipment.

Physical Demands

Must possess mobility to work in a standard office setting, 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, including sitting or standing for extended periods, some walking between work areas, viewing and using computers and multiple software applications, and requiring sustained periods of concentration. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally and/or electronically. Employees must possess the ability to transport computer equipment weighing up to 20 pounds.

Work Environment

This position operates in an office setting within a law enforcement agency. Typical working conditions are moderately quiet, and temperature controlled, but may include frequent exposure to computer noise and verbal discussions. Employees have frequent interaction with staff and/or public and private representatives. Occasional adjustments for major events and incidents may require overtime 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 law enforcement, criminal justice, business, statistics, computer science, information systems, or a closely related field.
- **Experience:** Two years of work experience in crime analysis.
- **Substitution:** Additional work experience in crime analysis or commissioned law enforcement may be substituted for the education requirement on a year for year basis.

Promotional Requirements:

- **Experience:** Two years with the City in the classification of Crime and Intelligence Analyst II (SPN 035).

Licenses and Certifications:

- None

Appendix

- Pay Range: 42
- EEO-4: 2 - Professionals
- SOC:
- Spec Adopted: 6/07
- Spec Reviewed: 2/11, 4/13
- Spec Revised: TBD



SENIOR BUDGET ANALYST

SPN: 127

Bargaining Unit: M&P-B

Effective Date: TBD

Class Summary

Develops, prepares, and coordinates the municipal budgetary process. Provides analytical, technical, and advisory support; direct support in management and analysis of budgetary and revenue collections in City operations; develops and recommends financial policies and procedures. Work requires the use of independent judgment within the confines of law, departmental policy, professional standards, and industry guidelines. Employee has regular contact with internal and external sources to obtain or supply factual information and collaborate on projects. Duties may include irregular working hours, including some evening, weekend, and/or holiday work, in addition to travel to various City locations.

Class Characteristics

The Senior Budget Analyst is the lead professional classification in the Budget Analyst series. Positions at this level perform the most complex duties assigned to the series, work independently, and exercise judgment and initiative in developing new policies, procedures, and best practices. Incumbents in this classification are responsible for providing technical and functional guidance to others in the series. Recommendations on the improvement of City's budget process and activities are expected.

Supervision Received and Exercised

Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods. Work is typically reviewed upon completion and as unusual or difficult situations arise. Exercises no direct supervision of employees, but employee may train and direct the technical and functional work of subordinate 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.

- Leads portions of the budget process for the City and/or the departments; provides procedures, requirements, instructions, and schedules for budget input and preparation; directs and implements modifications to budget and financial systems. Consults with the department or division head, legal counsel, or outside subject matter experts for areas of uncertainty.
- Trains and directs the technical and functional work of subordinate staff; assists in establishing work priorities and monitoring work product.
- Develops portions of the City's budget, including revenue projections; reviews budget change requests for completeness, accuracy, and compliance with budget principles and guidelines established by elected officials; participates in planning, organizing, and communicating budget deadlines; prepares and ensures accuracy of budget reports presented; implements the budget into the various City financial and human resources systems.

- Coordinates the development of the City's Capital Improvement Program (CIP) budget; ensures capital improvement budgets are incorporated into the budget; directs preparation and ensures accuracy of CIP reports presented.
- Develops iterative budget publications for use by City staff, officials, the community, and organizations.
- Oversees the system management of positions, including assisting departments with staffing proposals as needed, and maintaining appropriate system controls and reviews upon approval of positions by City Council; performs various personnel management tasks such as reviewing and approving requisitions and updating pay plans.
- Analyzes and produces complex reports, such as multi-year budget forecasts, for use by elected officials, City management, boards, commissions, and other government entities; collaborates with City management and elected officials to determine reporting needs for operating and capital budgets.
- Administers the budget development software, ensuring users, data, and reports are updated and working as expected; assists in updates, upgrades, and user acceptance testing .
- Prepares and provides training material related to the CIP and budget processes, as well as the software used for budget development.
- Oversees budget transfers requested throughout the budget year and prepares supplemental budget ordinances.
- Prepares and performs public presentations; provides oral briefings, recommendations, and progress reports to City management and elected officials.
- Coordinates the preparation of indirect cost allocation plans and establishment of allocation rates; reviews work of contracted plan preparer for completeness, accuracy, and compliance with cognizant federal agency.
- Advises and participates in the development and analysis of costs associated with proposals made in the collective bargaining process.
- Provides general budget consulting services to City departments, converting technical budget information into operational terms for City officials and staff; interprets and provides guidance to departmental personnel related to application of established budget principles and guidelines.
- Administers the City's investment and debt portfolios in compliance with the law and City policy often meeting with bond counsel and advisors .
- Performs complex budget analysis and conducts related studies to identify efficiency and cost savings; prepares reports of such activity including recommendations for action.
- Performs related work as required.

Competencies

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

- **Budget Administration:** The principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.
- **Attention to Detail:** Ensure information is complete and accurate, requiring sustained periods of concentration.
- **Reasoning:** Identify rules, principles, or relationships that explain facts, data, or other information; analyze information, make correct inferences, or draw accurate conclusions.
- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.

- **Leadership:** Influence, motivate, and challenge others; adapt communication styles to a variety of situations.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Typical Equipment Used

- Computer
- General Office Equipment

Physical Demands

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.

Work Environment

Work is performed in a normal office environment with little exposure to outdoor temperatures, dirt, and dust. The incumbent's typical working conditions are moderately quiet but may include frequent exposure to computer noise.

Minimum Qualifications

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

Open-Entry Requirements:

- **Education:** Bachelor's degree from an accredited four-year college or university in finance, accounting, business administration, or a related field; and
- **Experience:** Five years of experience in financial or budgetary analysis.
- **Substitution:** A Master's of Business Administration (MBA) degree may substitute for two years of work experience.

Promotional Requirements:

- **Education:** Click or tap here to enter text.
- **Experience:** Click or tap here to enter text.
- **Substitution:** Click or tap here to enter text.

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.

Appendix

- Pay Range: Click or tap here to enter text.
- EEO-4: Choose an item.
- SOC: Click or tap here to enter text.
- Spec Adopted: Click or tap here to enter text.

- Spec Reviewed: Click or tap here to enter text.
- Spec Revised: Click or tap here to enter text.



EQUITY AND INCLUSION SPECIALIST

SPN: 092

Bargaining Unit: M&P-B

Effective Date: 9/2025

Class Summary

Implements and guides initiatives, best practices, and trainings within one or more City departments or agencies that focus on diversity, equity, inclusion, and belonging for employees and citizens. Identifies and advises on best practices for departmental policies, marketing, training, and strategic planning. Work requires an understanding of diversity, equity, inclusion, and belonging (DEIB) to effectively foster human connection, emotional intelligence, and psychological safety by guiding City department actions and planning. Employee exchanges information regularly with internal and external contacts, which requires the ability to handle difficult or sensitive conversations. Employee represents the department(s) in internal and external meetings as a DEIB subject matter expert. Duties involve light work under normal working conditions and require independent judgment. Work may require working outside of normal business hours to attend meetings and trainings.

Class Characteristics

This is a professional classification responsible as a subject matter expert for promoting diversity, equity, inclusion, and belonging within one or more City departments or agencies. Employee supports the work of the City and the needs of the public by serving as a department representative and professional-level resource. This position is distinguished from other civil rights, equity, and inclusion positions in the City in that its primary purpose is to deliver DEI training and structural guidance that meet the personalized needs and functions of separate departments and agencies, rather than providing policy and direction that effects every City department and agency.

Supervision Received and Exercised

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision of employees, but employee may provide functional direction or oversight to others.

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.

- Identifies, promotes, and advises on best practices to cultivate diversity, equity, inclusion, and belonging (DEIB), as well as trust, connection, collaboration, and inclusive decision making within the structure, systems, policies, marketing, and planning of one or more City departments.
- Keeps current on topics of DEI through trainings, conferences, and continuous education to ensure that training curriculum and guidance align with changing DEI regulations and best practices.
- Collaborates on City department efforts as a DEI subject matter expert by participating in, hosting, and speaking at internal meetings, public forums, conferences or industry events.

- Develops curriculum, materials, presentations, and resources to conduct internal trainings and classes.
- Provides suggestions and actionable steps to management based on staff or public feedback, internal requests, and needs assessments.
- Evaluates, tracks, and reports metrics such as objective results and key performance indicators (KPI's) specific to the department's needs. Builds on the effectiveness of existing trainings and finds opportunities for new approaches.
- Purchases training registrations, resources, and supplies.
- Performs related work as required.

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.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions.
- **DEI:** Knowledge of principles and practices that best serve and embed diversity, equity, inclusion, and belonging into an organization's structure and systems.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts. Handles sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods.
- **Mentoring:** Helps others learn through formal or informal methods and provides ongoing feedback.
- **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.
- **Organizing Work:** Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with others to accomplish goals; monitors progress and evaluates outcomes.
- **Research:** Applies principles, methods, and processes to conduct systematic and objective inquiries, including study design, collection, analysis, and interpretation of data.
- **Strategic Awareness:** Formulate objectives and priorities and implement plans consistent with the long-term interests of the department and the City.
- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; works with others to achieve common goals.
- **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 inform audiences with varying levels of technical knowledge.

Typical Equipment Used

General office equipment, personal computer, and associated software.

Physical Demands

Ability to see well enough to read standard text.

Ability to communicate so that information can be clearly received and conveyed.

Enough mobility to move to and about multiple work locations.

Enough manual dexterity to operate a computer keyboard.

Work Environment

Employee primarily works in a standard office environment with moderate noise levels and controlled temperature conditions. Employee may need to transport training materials such as papers or books, to and from training locations. Employee has frequent interaction with others in the course of their duties. Duties involve occasional attendance at meetings and travel to various sites in the greater Spokane area.

Minimum Qualifications

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

Open-Entry Requirements:

- **Education:** A bachelor's degree from an accredited college or university in public or business administration, human resources, social sciences, or equity studies, and
- **Experience:** Two years of experience in Diversity, Equity, and Inclusion (DEI) that include duties such as conducting equity or emotional intelligence trainings, advising leadership on DEI best practices, and developing DEI initiatives.

Appendix

- Pay Range: Click or tap here to enter text.
- EEO-4: Choose an item.
- SOC: Click or tap here to enter text.
- Spec Adopted: Click or tap here to enter text.
- Spec Reviewed: Click or tap here to enter text.
- Spec Revised: Click or tap here to enter text.



PROSECUTOR SUPPORT SPECIALIST

SPN: 026

Bargaining Unit: Local 270

Effective Date: 9/2025

Class Summary

Compiles, analyzes, and maintains case-related files and person records to support a team of attorneys in the Prosecutor's Office. Requires proficiency with various computer applications and knowledge of civil infraction and misdemeanor criminal court procedure. Employee has regular contact with internal and external sources, including the public, attorneys, and other professionals, requiring the ability to effectively communicate orally and in written form. Work requires independent action and judgment within the limits of established policies and laws. Duties are usually sedentary in nature, performed in an office environment, and require extended periods of concentrated attention.

Class Characteristics

This is a legal support classification responsible for specialized work in the Prosecutor's Office. This distinguishes the classification from general clerical classifications that perform a broader collection of less specialized or less complex office support work. This classification is also distinguished from the Court Clerk line of progression by its direct support of attorneys and by the unique level of responsibility and specialization in management of case-related files and court records.

Supervision Received and Exercised

Receives general supervision from assigned supervisory or management personnel. Does not exercise supervision over others.

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.

- Processes or prepares a variety of documents related to the prosecution of criminal and civil cases in the municipal court.
- Creates and maintains files by extracting information from local, state, or federal databases; enters case-related information into applicable computer databases and manages documents.
- Establishes, maintains, and closes case files or systems of legal records; annotates indices and statuses; locates and abstracts data from files.
- Ensures all files, complaints, citations, or other documents are available in the proper order and free of errors or omissions.
- Creates, verifies, and maintains accurate person record information for the purposes of reporting to local, state, and federal databases. Identifies and corrects errors.
- Communicates and coordinates with other criminal justice agencies to ensure the accuracy and consistency of shared data or information.
- Provides case and procedural information to court and criminal justice personnel, and prepares records in response to court records requests.
- Processes and manages electronic discovery including body camera footage, photographs and video, 911 audio recordings, and laboratory testing documents.

- Notifies appropriate parties concerning the scheduling of court hearings. Arranges for delivery of legal correspondence to involved parties such as victims, witnesses, law enforcement officials, and court officials.
- Answers inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines.
- Closes, stores, and arranges destruction of files according to applicable laws.
- Performs related work as required.

Competencies

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

- **Attention to Detail:** Ensures information is complete and accurate.
- **Clerical:** Files, types, enters data, maintains records, and uses and completes forms.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work. Obtains proficiency in specialized software applications as systems change.
- **Discretion:** Maintains appropriate confidentiality of data and other information.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts.
- **Knowledge Management:** Understands the value of collected information and the methods of sharing that information throughout an organization. Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.
- **Legal:** Possesses knowledge of laws, legal codes, and court procedures.
- **Oral Communication:** Expresses information to individuals or groups effectively, taking into account the audience and nature of the information.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations.
- **Reading:** Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables.
- **Reasoning:** Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- **Technical Competence:** Applies knowledge acquired through formal training or extensive on-the-job experience to perform one's job; analyzes and evaluates technical job-related information; advises others on technical issues.
- **Written Communication:** Recognizes and uses correct English grammar, punctuation, and spelling. Prepares written documents appropriate for the intended audience.

Typical Equipment Used

Personal computer, office productivity software, specialized software applications and databases, telephone, and other 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 computer screens and printed materials, including fine print; 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 and buildings may be required. Repetitive arm-hand movements and finger dexterity are needed

to write; access, enter, and retrieve data using a computer keyboard; and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, pull, and use step ladder or stairs to access files and supplies. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Work Environment

Employees primarily work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have regular interactions with others to provide and receive factual information and documentation.

Minimum Qualifications

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

Open-Entry Requirements:

- **Education:** High school diploma or equivalent.
- **Experience:** Two years of experience maintaining computerized criminal justice records.
- **Substitution:** Completion of a legal secretary training program or other relevant program or certification may substitute for one year of the experience requirement.

Promotional Requirements:

- **Experience:** Two years of experience in the classification of Court Clerk I (SPN 012) or one year of experience in the classification of Court Clerk II (SPN 013) or Police Records Specialist (SPN 016).

Licenses and Certifications:

- Employees must obtain Washington State Patrol ACCESS level 1 certification within 30 days of appointment, to be maintained throughout employment.

Background Check:

- All applicants are subject to a thorough background investigation, including criminal history. A criminal history that affects an applicant's ability to be certified for access to federal, state, and local criminal justice databases constitutes a bar to employment in this classification.

Appendix

- **Pay Range:** [Click or tap here to enter text.](#)
- EEO-4: 6 - Administrative Support
- SOC: 43-6012
- Spec Adopted: September 2025



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

Background

The Chief Examiner will present a performance evaluation process.

No Commission action needed.