



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – October 21, 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 October 21, 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, October 20, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 8th day of October 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 – October 21, 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. September 16, 2025, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Classification Actions: (pg. 5)
 - i. Resolution 2025-10
 - ii. Resolution 2025-11
 - iii. Resolution 2025-12
 - iv. Resolution 2025-13
 - v. Resolution 2025-14
 - vi. Resolution 2025-15
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

September 16, 2025

1. CALL TO ORDER/ROLL CALL

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

2. APPROVAL OF MINUTES

- a. July 15, 2025, Minutes

MOTION: Move to approve.

Hult/Palmerton: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. The 2025 Police Sergeant Assessment Center is complete. We have ten qualified candidates that can promote to Sergeant.
- b. Civil Service is back on the Merit Tour visiting other departments. We've already had a record number of employees engaging with us.
- c. Civil Service's workload is heavy with comprehensive testing and classification work that will continue into 2026.

4. NEW BUSINESS

- a. Resolution 2025-09: Classification Actions

MOTION: Move to approve

Lindsey/Hult: Motion passed unanimously.

- b. Continuation of Performance Evaluation Process for Chief Examiner

MOTION: I move to go into executive session to discuss the performance evaluation of an employee.

Palmerton/Hult: Motion passed unanimously.

- i. The Commission adjourned into executive session at 9:38am and resumed open session at 9:52am.

MOTION: At this time, we move to adopt the performance evaluation of the Chief Examiner and adopt the process for the Chief Examiner to complete the self-evaluation every September for Commissioner review and evaluation.

Palmerton/Lindsey: Motion passed unanimously.

5. OTHER BUSINESS

6. ADJOURN

MOTION: I move adjournment.

Hult/Palmerton: Motion passed unanimously.

Meeting adjourned at 9:53am.

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



Item 4A – Resolutions 2025-10 to 2025-15

Classification Actions

Background

This month we present three new job classifications, one existing classification to be retitled, and two classifications for deletion.

SPN	Current Title	New Title	Resolution
275	(new)	911 Training & Quality Manager	2025-10
072	(new)	Grants Supervisor	2025-11
073	(new)	Grants Writer	2025-12
112	Grants & Contracts Financial Manager	Grants Manager	2025-13
585	WTE Plant Manager	(delete)	2025-14
670	Recreation Aide	(delete)	2025-15

SPN 275: A new training and quality manager position is being created for the new 911 center. This job class is titled 911 Training & Quality Manager (SPN 275).

The M&P Association and management concur with this new classification.

SPNs 072, 073, 112: Civil Service completed a classification project as requested by management to extend the grants acquisition and management services provided by the City. Grants Supervisor and Grants Writer are new job classes, while the Grants Manager class presents a title change for Commission consideration.

The M&P Association and management concur with these new and revised class specifications.

SPN 585: The City and the M&P Association agreed to convert the position of WTE Plant Manager from the classified service to an exempt position within the Solid Waste Disposal Department. The City Charter allows two employees in each department to be exempt from merit system requirements. The department currently has one exempt employee on record, so this conversion does not appear to violate the Charter.

SPN 670: As part of a classification study, Civil Service and Parks management concluded that the Recreation Aide class should not be needed in the future. The level of work required at the entry level is better suited for the existing class of Recreation Assistant.

Management and the Local 270 bargaining unit are in agreement.

Recommendation

Staff recommends adoption of classification resolutions **2025-10** through **2025-15**.

Attachments:

1. SPN 275 911 Training & Quality Manager (pg. 7)
2. SPN 072 Grants Supervisor (pg. 10)
3. SPN 073 Grants Writer (pg. 14)
4. SPN 112 Grants Manager (pg. 17)
5. SPN 585 WTE Plant Manager (pg. 21)
6. SPN 670 Recreation Aide (pg. 23)



911 TRAINING AND QUALITY MANAGER

SPN: 275

Bargaining Unit: M&P-B

Effective Date: tbd

Class Summary

Directs, manages, and coordinates training and quality assurance programs for 911 Call Takers and Dispatch Agents. Responsible for establishing policies and procedures, ensuring compliance with state law and industry standards. Communicates with internal and external sources to obtain or supply factual information. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

Class Characteristics

This position manages the 911 Call Takers and Dispatch Operations training and quality assurance programs. Responsible for developing, implementing, evaluating, and overseeing training programs for new and existing staff, ensuring state law and industry standards such as NENA and APCO are met. Conducts quality assurance audits and oversees quality assurance program to ensure compliance with operational standards. Job responsibilities include new hire, continuous education, and professional development curriculum, program evaluation, records maintenance, and program reporting. Exercises considerable discretion, initiative and independence to accomplish program goals and objectives. Builds strong professional relationships and ongoing trust with staff.

Supervision Received and Exercised

The incumbent exercises full scope supervision over subordinate professional and support 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.

- Program management responsibility for Spokane 911 training and quality programs. Develop, implement, evaluate, and oversee ongoing related programs.
- Hires, manages, and mentors training staff. Recommends inclusion or removal of mentors from the mentor program as new hires move to independent call taking.
- Develop, implement, evaluate, and maintain a new hire training and mentor program that prepares new hires for success.
- Coordinate with Human Resources for disciplinary actions to include termination of new hire employees who do not successfully complete training.
- Establish policies and procedures in accordance with applicable laws, and industry best practices.
- Conduct quality assurance audits on calls, chats, and systems. Ensuring compliance with policies, and guidelines.
- Review work conducted by Spokane 911 team by engaging in day-to-day operations of the department.
- Conducts needs assessments to identify training needs and create ongoing training. Implementing and evaluating training effectiveness.

- Track and analyze call data, training records and audit outputs. Identifying trends in issues that impact citizen's outcomes and mitigating issues.
- Works with operations to schedule ongoing training for existing agents. Coordinates outside trainings as necessary.
- Develop staffing through training, coaching, and mentoring to improve citizen outcomes.
- Provides input and manages training and quality budgets.
- Participates in public education programs.
- 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.

- **Training & Developing Others:** Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Quality Assurance:** The principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements, standards and reliability used to ensure that a project system or product fulfills requirements and standards.
- **Supervision:** Plans, distributes, coordinates, and monitors work assignments of others; evaluates work performance and provides feedback to others on their performance; ensures that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work.
- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **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.
- **Leadership:** Influences, motivates, and challenges others; adapts leadership styles to a variety of situations
- **Attention to Detail:** Is thorough when performing work and attending to detail.

Typical Equipment Used

- Computer with Computer Aided Dispatch (CAD) systems and related software
- Multi-line telephone system
- 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. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

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 four-year college or university with major course work in business administration, public administration, operations management, psychology, communications or a closely related field; and
- **Experience:** Two years of call center training and quality management experience OR four years of training and quality experience with a public safety agency with supervisory responsibility.

Promotional Requirements:

- **Experience:** Three years in the position of Training & Quality Specialist (SPN: 276)

Background Check:

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

Licenses and Certifications:

- Individuals in this classification are required to obtain the Washington State Public Safety Telecommunicator certification and to maintain the certification throughout employment.
- Individuals must obtain ACCESS II certification within the probationary period.

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.



GRANTS SUPERVISOR

SPN: 072

Bargaining Unit: M&P-B

Effective Date: TBD

Class Summary

Supervises a team of grants analysts and accountants performing analytic and financial work for federal, state, local, and private grants and other financial assistance. Employee has frequent contact with inside and outside sources involving interpretation and enforcement of department policies, and federal and state laws. Duties are sedentary in nature, performed under normal working conditions, and require concentrated attention to prevent errors.

Class Characteristics

The Grants Supervisor is the supervisory professional classification in the Grants Analyst class series. Incumbents are responsible for planning, organizing, supervising, and evaluating the work of assigned staff and for maintaining Citywide policies and procedures. Incumbents are responsible for providing professional-level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Grants Manager because the latter is responsible to develop policies and procedures to ensure grant proposals and funding match the overall City mission.

Supervision Received and Exercised

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision of subordinate professional 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.

- Ensures compliance with and maintains Citywide grants management policies, procedures, and controls.
- Develops revenue and expenditure projections, and advises departments on the development of their annual budgets, including cash flow analysis.
- Coordinates and monitors contract management for subrecipient agencies that receive grant funding. Advises agencies on compliance issues, oversees and approves agency payments, conducts risk assessments and financial monitoring, and recommends corrective action to higher-level City managers.
- Supervises, trains, and evaluates subordinate professional employees. Establishes performance requirements, completes annual performance reviews, and recommends discipline as necessary. Makes effective recommendations in hiring and promotional processes for staff.
- Coordinates, facilitates, and plans the work of subordinates. Ensures that assigned work is completed within proper procedures and regulations.
- Audits documents such as financial reports to ensure accuracy and conformance to uniform accounting requirements and other regulations. Identifies and recommends resolutions to financial compliance issues and actions to ensure recovery of direct and indirect costs.

- Researches, recommends, and directs the implementation of grant financial tracking systems and tools.
- Prepares agenda sheets, briefing papers, and special budget ordinances for City Council consideration, and other financial reports for administration, City Council, or outside stakeholders.
- 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.
- **Accounting:** Understands the principles, methods, and regulations of accounting and tax law specifically related to governmental organizations.
- **Attention to Detail:** Maintains a high level of concentration to ensure information is complete and accurate.
- **Computer Skills:** Understands and uses databases and websites including specialized applications related to records management and federal reporting systems.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions.
- **Grants Management (Technical Competence):** Understands and applies the principles, methods, laws, and regulations of grant administration, reporting, and compliance. Knows of the sources and requirements for federal, state, and private grant funds.
- **Internal Controls:** Understands the principles, methods, and techniques for establishing internal controls such as authorizations, verifications, and reconciliations; monitoring their use; and evaluating their performance.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts including City department experts, project and program stakeholders, and grants administrators.
- **Knowledge Management:** Gathers, organizes, and maintains information; determines its importance and accuracy; and communicates it by a variety of methods.
- **Leadership:** Influences, motivates, and challenges others; adapts communication styles to a variety of situations.
- **Mentoring:** Helps others learn through formal or informal methods and provides ongoing feedback.
- **Office Technology:** Completes business functions using modern equipment and communication tools, including computers and relevant general productivity software.
- **Oral Communication:** Makes clear and convincing oral presentations to individuals or groups; listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of City grant funding sources, recipients, and intended purposes.
- **Organizing Work:** Organizes work, sets priorities, determines resource requirements, and coordinates with others to accomplish goals.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations.
- **Reading:** Analyzes and interprets general business periodicals, professional journals, technical procedures, or government regulations related to grant funds and proposal submissions.
- **Reasoning:** Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

- **Stress Tolerance:** Deals calmly and effectively with tight deadlines, difficult situations, and pressure due to multiple contacts and priorities.
- **Supervision:** Uses supervisory theories and methods sufficient to be able to perform a variety of supervisory functions. Plans, organizes, and coordinates the work of others. Provides others with clear direction, motivates, and empowers. Provides staff with development opportunities and coaching.
- **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

Must possess mobility to work in a standard office setting; ability to use standard office equipment, including a computer; ability to travel to various City facilities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to transport a computer laptop from one work location to another.

Work Environment

Employees primarily work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with internal and external contacts to gather and provide information. Travel to offsite City locations may be necessary to meet with department personnel.

Minimum Qualifications

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

Promotional Requirements:

- **Experience:** Two years as a Senior Grants Analyst (SPN 068) or Senior Accountant (SPN 111) with two years of specialty experience in grants accounting.

Licenses and Certifications:

- Must possess a valid state or federal photo identification, to be maintained throughout employment. Such ID is required to access federal grants portals. Acceptable forms of ID may include a federally issued passport card or a state-issued driver's license or identity card.

Appendix

- Pay Range:
- EEO-4:

- SOC:
- Spec Adopted: **TBD**
- Spec Reviewed:
- Spec Revised:



GRANTS WRITER

SPN: 073

Bargaining Unit: M&P-B

Effective Date: TBD

Class Summary

Writes, organizes, and submits applications for federal, state, local, and private grants awards to fund complex and varying Citywide projects and programs. Gathers necessary documents, conducts research, and uploads documents and completes submission forms. Employees regularly exchange information with internal and external contacts. Work is sedentary in nature and performed in a standard office environment, but travel to various City buildings may be necessary.

Class Characteristics

The Grants Writer is a professional classification responsible for producing complex technical documents as part of competitive grant funding applications. Independent judgment is exercised in the performance of research, writing, and data analysis functions. 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. This classification is distinguished from Grants Analyst because the latter performs financial and accounting functions related to grants management and administration.

Supervision Received and Exercised

Receives general direction from assigned management or supervisory personnel. Exercises no direct supervision of 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.

- Researches and identifies federal, state, local, and private funding sources that align with the goals and priorities of City projects and programs through databases, publications, and websites.
- Drafts and submits letters of intent and full grant proposals. Collects required components of grant applications, coordinates contributions of information or documents from stakeholders, and completes necessary forms.
- Reviews grant funding requirements with stakeholders prior to acceptance and advises stakeholders on compliance issues as grant funds are used.
- Advises and coordinates with City personnel on the award acceptance and budgeting processes.
- Develops and maintains process workflow for City personnel to request grant writing and research assistance.
- Maintains records of fund opportunities, applications submitted and accepted, and commonly used data and verbiage for submissions or briefings.
- 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:** Understands and uses databases and websites including specialized applications related to records management and federal reporting systems.
- **Grant Funding Principles (Technical Competence):** Understands and applies the principles, methods, laws, and regulations of grant writing and application processes. Knows of the sources and requirements for federal, state, and private grant funds.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts including City department experts, project and program stakeholders, and grants administrators.
- **Office Technology:** Completes business functions using modern equipment and communication tools, including computers and relevant general productivity software.
- **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, determines resource requirements, and coordinates with others to accomplish goals.
- **Reading:** Analyzes and interprets general business periodicals, professional journals, technical procedures, or government regulations related to grant funds and proposal submissions.
- **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

Must possess mobility to work in a standard office setting; ability to use standard office equipment, including a computer; ability to travel to various City facilities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to transport a computer laptop from one work location to another.

Work Environment

Employees primarily work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with internal and external contacts to gather and provide information. Travel to offsite City locations may be necessary to meet with department personnel.

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 college or university in English, business administration, or communications.
- **Experience:** Two years in grant writing with a record of successful completion of federal and non-federal grant application processes.

Licenses and Certifications:

- Must possess a valid state or federal photo identification, to be maintained throughout employment. Such ID is required to access federal grants portals. Acceptable forms of ID may include a federally issued passport card or a state-issued driver's license or identity card.

Appendix

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



GRANTS MANAGER

SPN: 112

Bargaining Unit: M&P-B

Effective Date: 9/2025

Class Summary

Manages the strategic planning, coordination, and administration of Citywide grant funding processes and supervises a team of professionals in support of the City's grants program. Duties are varied and require independent action in devising new methods and procedures. Employee has regular contact with both inside and outside sources involving interpretation and enforcement of department policies, and federal and state laws. Duties are sedentary in nature, performed under normal working conditions, and require close attention to prevent errors.

Class Characteristics

The Grants Manager is the professional and managerial classification in the Grants Analysis class series. Positions in this job class are responsible for planning, organizing, reviewing, and evaluating the Citywide policies, procedures, and operations for grant funding. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Supervision Received and Exercised

Employee receives administrative direction from assigned supervisory or management personnel. Exercises supervision of subordinate professional staff, which may be direct or indirect through subordinate supervisory levels.

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.

- Develops and implements grant funding strategies in alignment with the City's goals and applicable federal, state, and local regulations.
- Identifies and approves grant opportunities, directs the budget development and management of grant and other financial assistance applications, and oversees the pursuit of associated matching fund opportunities.
- Develops revenue and expenditure projections, such as budget reports and data. Collaborates with management to prioritize funding needs and provide cash flow analysis and forecasting.
- Directs and participates in risk assessments and fiscal monitoring for complex cost allocation plans or other high-risk financial systems, and determines corrective action.
- Supervises and coordinates the activities of subordinate personnel, such as the assignment, review and approval of work produced; determination of office procedures for expediting workflow, and preparation of work schedules.
- Audits various documents, such as financial reports and supportive materials, to ensure they are complete and that they conform to uniform accounting requirements and program regulations, goals and objectives.
- Analyzes and makes recommendations for the resolution of financial compliance issues, such as violations of contract provisions and/or policies and procedures.

- Provides financial information to State and Federal auditors, fiscal representative of State and Federal agencies, or others as requested and provides technical assistance for the resolution of issues with pre- or post- award grants.
- Researches, recommends and directs the implementation of grant financial tracking systems and project tools for improvement of contract compliance and the financial management of grant awards to meet specific City business requirements.
- 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.
- **Accounting:** Understands the principles, methods, and regulations of accounting and tax law specifically related to governmental organizations.
- **Computer Skills:** Understands and uses databases and websites including specialized applications related to records management and federal reporting systems.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions.
- **Financial Management:** Understands the department's financial processes, and prepares, justifies, and administers the departmental budget. Monitors expenditures and uses cost-benefit thinking to set priorities.
- **Grants Management (Technical Competence):** Understands and applies the principles, methods, laws, and regulations of grant administration, reporting, and compliance. Knows of the sources and requirements for federal, state, and private grant funds.
- **Internal Controls:** Understands the principles, methods, and techniques for establishing internal controls such as authorizations, verifications, and reconciliations; monitoring their use; and evaluating their performance.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts including City department experts, project and program stakeholders, and grants administrators.
- **Knowledge Management:** Gathers, organizes, and maintains information; determines its importance and accuracy; and communicates it by a variety of methods.
- **Leadership:** Influences, motivates, and challenges others; adapts communication styles to a variety of situations.
- **Mentoring:** Helps others learn through formal or informal methods and provides ongoing feedback.
- **Office Technology:** Completes business functions using modern equipment and communication tools, including computers and relevant general productivity software.
- **Oral Communication:** Makes clear and convincing oral presentations to individuals or groups; listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of City grant funding sources, recipients, and intended purposes.
- **Organizing Work:** Organizes work, sets priorities, determines resource requirements, and coordinates with others to accomplish goals.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations.
- **Reading:** Analyzes and interprets general business periodicals, professional journals, technical procedures, or government regulations related to grant funds and proposal submissions.

- **Reasoning:** Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- **Strategic Thinking:** Formulates objectives and priorities, and implements plans consistent with the long-term interests of their department and the City.
- **Stress Tolerance:** Deals calmly and effectively with tight deadlines, difficult situations, and pressure due to multiple contacts and priorities.
- **Supervision:** Uses supervisory theories and methods sufficient to be able to perform a variety of supervisory functions. Plans, organizes, and coordinates the work of others. Provides others with clear direction, motivates, and empowers. Provides staff with development opportunities and coaching.
- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; works with others to achieve common goals.
- **Workforce Management:** Builds and manages a workforce based on organizational goals, budget considerations, and staffing needs. Ensures employees are appropriately selected, retained, and appraised.
- **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

Must possess mobility to work in a standard office setting; ability to use standard office equipment, including a computer; ability to travel to various City facilities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to transport a computer laptop from one work location to another.

Work Environment

Employees primarily work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with internal and external contacts to gather and provide information. Travel to offsite City locations may be necessary to meet with department personnel.

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 accounting, business, finance, or related field; and
- **Experience:** Six years of progressively responsible experience in grants administration, contract administration, or fund accounting. Two years of qualifying experience must be supervisory in nature.

Licenses and Certifications:

- Must possess a valid state or federal photo identification, to be maintained throughout employment. Such ID is required to access federal grants portals. Acceptable forms of ID may include a federally issued passport card or a state-issued driver's license or identity card.

Appendix

- Pay Range: 51
- EEO-4:
- SOC:
- Spec Adopted: 3/2015
- Spec Reviewed:
- Spec Revised: 9/2025

WTE PLANT MANAGER

SPN: 585

NATURE OF WORK:

Performs responsible supervisory and administrative work managing all activities related to the safe, proper, and efficient operation and maintenance of the waste to energy plant, in accordance with City policies and standards. Performs complex tasks and devises new methods and procedures, which involve a thorough knowledge of plant operations and policies. Responsible for choosing a course of action where inattention, carelessness or lack of judgment in performance of normal duties may cause considerable financial loss or embarrassment to the City. Regular assigned duties require contact with employees and outside contacts regarding matters of policy and implementation of new methods and procedures. Duties are light in nature, performed under normal working conditions, and require a high degree of concentration involving logical reasoning and creative thought.

SUPERVISION:

Works under general direction and assumes full responsibility for the management of the waste to energy plant. Responsible for the training and direction of two or more supervisors and crews. Responsible for planning, coordinating and supervising the operation and maintenance of the facility. Reports directly to the department director.

ESSENTIAL JOB FUNCTIONS:

Plans, assigns and directs, through subordinate supervisors, plant operations during daily operations and plant outages; provides guidance and direction to plant staff members.

Manages the financial results and requirements of the plant's business and operations to ensure that revenue and expense goals are met or exceeded as established in the overall business plan.

Develops an annual operating budget for the plant with input from stakeholders.

Inspects plant machinery and equipment which may require climbing ladders, stairs and catwalks, exposure to large machinery and confined spaces; inspects ongoing activities for safety and environmental compliance and for adherence to standard operating procedures.

Reviews and interprets operating data and makes appropriate changes in procedures to ensure continuous and efficient operations and maintenance.

Develops an effective training program for employees at all levels.

Develops operating and emergency procedures and investigates any accidents to eliminate unsafe practices or conditions.

Performs related work as required.

WTE PLANT MANAGER

Page two

REQUIREMENTS OF WORK:

Extensive knowledge of the operation, maintenance and control of steam generating power plants and the legal requirements for their operation.

Thorough knowledge of administrative and supervisory techniques and methods and the ability to supervise the activities of subordinate personnel and deal effectively and courteously with others.

Ability to analyze technical plant operating problems and determine the proper remedial action.

Ability to establish and maintain effective working relationships with both inside and outside contacts.

Skill in the application of scientific principles and practices to plant operation problems.

PHYSICAL REQUIREMENTS:

Ability to perceive and understand standard print.

Ability to communicate over loud noises, with a telephone and using a two-way radio.

Ability to move to and work at heights greater than 4 feet.

Ability to access confined spaces and pressure vessels through standard 12" by 16" manways.

Ability to wear personal protective equipment, including a respirator.

Ability to distinguish odor of equipment damage.

Ability to ascend and descend ladders, flights of stairs and catwalks.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Completion of the education and experience requirements to possess a Provisional Certification under the ASME QRO Certification for Operators of Resource Recovery Facilities program; and six years of additional experience in the operation of a solid waste combustion facility or in occupations concerned with the design, start-up, operation, or maintenance of engines, boilers, turbines, air compressors or related machinery which supply power, heating, or cooling service to an industrial, maritime, or commercial process or facility. At least two years of the additional experience must be supervisory at the level of operations superintendent or higher.

Promotional Requirements: Current City employees with one year of experience as a WTEP Operations Superintendent or three years of experience as a WTEP Maintenance Superintendent may apply on a promotional basis.

Selection of a Senior Administrative Assistant, Rule V, Section 8, Rules of the Civil Service Commission, applies.

New: 9/2014

Revised: 9/2024 (ref change)

Reviewed:

Union: M&P

Range: 62

EEO code: 01

NATURE OF WORK:

Assists Recreation Supervisors in the organization and execution of engaging and enjoyable recreational opportunities for citizens of all ages and abilities. Responsible for planning, setting up, and leading assigned activities, assisting participants, and maintaining recreational equipment. Requires regular contact with the general public to provide information, explain procedures, and to facilitate recreational activities. Work is performed under a variety of weather and outdoor conditions and requires some physical effort and agility to participate in activities. May be required to work evenings, weekends, and holidays.

SUPERVISION:

Work is performed under general supervision referring questionable matters to a supervisor or a more experienced coworker. May assist with training and monitor the performance of temporary/seasonal employees, interns and volunteers.

ESSENTIAL JOB FUNCTIONS: *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Essential duties and responsibilities vary depending on the particular recreation activities or programs to which assigned and **may** include, but are not limited to, the following:*

Assists in a variety of programs and may lead and facilitate youth and adult outdoor recreation activities such as: kayaking, stand up paddleboarding, canoeing, cross country skiing, hiking, bicycle tours, private tours and outdoor special events.

Assists in administrative duties to run athletic and outdoor programs as assigned by the program's direct supervisor.

Assists with field allocations for community group users by keeping records, data entry, and communication to maintenance staff on field needs.

Sets up recreation programs with needed equipment and checking out of equipment to participants. Maintains inventory of a variety of recreation equipment and supplies.

Corresponds with the public via email and phone on activity information and preparation. Communicates with Marketing and Communications on promotional posts and announcements of scheduled activities.

May serve as host for special events/rentals and coordinate related activities or officiate recreational sports activities.

Maintains activity records, such as class rosters and attendance records, and provides reports as required.

Assists with or leads group activities which require more than one staff, performing a variety of tasks.

Operates a passenger van transporting program participants to various locations.

Performs related work as required.

REQUIREMENTS OF WORK:

Some knowledge of one or more general recreation programs relating to indoor/outdoor sports activities, community center activities, or other specialized recreational activities.

Some knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.

Knowledge of customer service principles and practices.

Knowledge of basic first aid and safety precautions in the performance of recreation activities.

Skill in the operation of recreation materials and equipment.

Ability to lead and participate in various community recreation program activities, which includes strong customer service and problem solving skills and working well in a team environment.

Ability to communicate ideas and instructions to program participants.

Ability to establish and maintain effective working relationships with program participants and coworkers.

Ability to use computers and related software.

Self-motivation and reliability in performing job functions.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read standard text.

Ability to hear, with or without a hearing aid, well enough to understand ordinary conversation.

Enough manual dexterity to operate tools and equipment.

Enough body mobility to climb, crawl, or kneel, and sufficient stamina to participate in simple athletic events and program activities.

Enough strength to lift and/or move moderately heavy objects up to 30 lbs.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: High school diploma or equivalent; AND one year of experience providing leadership and support to an organized community recreation program. OR

Successful completion of study at an accredited college or university that included at least 6 semester or 9 quarter credit hours in courses related to recreation (e.g., physical education, arts and crafts, intramural sports, etc.).

License: Applicants must possess a valid driver's license, to be maintained throughout employment.

New: 12/2014

Revised: 1/2018; 2/2022

Union: Local 270-Labor

Grade: 24

EEO: 5