



# Agenda

## Regular Meeting of the Civil Service Commission

9:30 AM – May 19, 2026

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. April 21, 2026, Minutes (pg. 2)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS** (pg. 4)
  - a. Resolution 2026-07: New Classification SPN 319 Energy Auditor (pg. 5)
  - b. Resolution 2026-08: New Classification SPN 277 Report Specialist (pg. 9)
  - c. Resolution 2026-09: Retitle and Revision SPN 665 Upriver Dam Assistant Plant Manager (pg. 12)
5. **OTHER BUSINESS**
6. **ADJOURN**

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



# Minutes

## Regular Meeting of the Civil Service Commission

April 21, 2026

### 1. CALL TO ORDER/ROLL CALL

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

### 2. APPROVAL OF MINUTES

- a. March 17, 2026, Minutes

*MOTION:* Motion to approve.

Palmerton/Hult: Motion passed unanimously

### 3. CHIEF EXAMINER UPDATE

Chief Examiner Myers gave updates on Civil Service.

- a. Civil Service has taken Firefighter testing back in-house. Civil Service will be offering multiple test times, including weekends.
- b. Staff is working on the upcoming Fire Battalion Chief Assessment Center
- c. The Marketing Coordinator, Paxton Powell, and the Administrative Manager, Shellee Ives, have participated in three well attended job fairs this month.
- d. All commissioners require Public Meeting re-certification. The Chief Examiner will send out the training materials to the commissioners.

### 4. NEW BUSINESS

- a. Classification Actions

- i. Resolution 2026-03: New Classification SPN 148 Supervisory Web Designer

- ii. Resolution 2026-05: Deletion of SPN 577 WTE Maintenance Planner

- iii. Resolution 2026-06: Retitle of SPN 275 911 Training & Quality Manager to Emergency Communications Training & Quality Manager

*MOTION:* Move to.

Stratton/Palmerton: Motion passed unanimously

- b. Resolution 2026-04: New Classification SPN 276 Emergency Communications Training & Quality Specialist

- i. Richard Czernik from Local 270 provided comment on the classification process regarding: minimum qualification requirements, promotional opportunities, feedback from existing Police Radio Dispatchers and classification changes such as the removal of shift work language from the job description.



- ii. Human Resources Director Alison Adam provided comment on the management portion of the classification process regarding their work with an outside consultant and the director, Stephen Williams. Management has a tentative meeting with Local 270 on April 30<sup>th</sup>, 2026.
- iii. Local 270 President Joe Cavanaugh provided comment regarding communication about the structure, interactions, job duties of the classification and the concerns regarding recent state law changes that pertain to the emergency communication classifications. Local 270 requested additional time to reach consensus on SPN 275 and 276 classification structure, lines of progression and bargaining unit designation.  
*MOTION:* To defer this out, I would leave that up for discussion, but at least a month.  
Stratton/Palmerton: Motion passed unanimously

## 5. OTHER BUSINESS

- a. Order Setting Hearing Re: Commission Authority Over Stephen Richmond Appeal
  - i. Chief Examiner Myers provided an overview of the appeal request and proposed orders.
  - ii. Britaney Garrett, outside council for the City of Spokane, introduced herself and stated she is here to address any questions they may have regarding the ruling today.  
*MOTION:* I move we enter executive session to discuss the order and scheduling order.  
Palmerton/Hult: Motion passed unanimously  
Entered Executive session at 9:56 am for 15 minutes.
  - iii. Chair Stephens read the proposed order into the record and solicited comment. Hearing no comment, Chair Stephens read the scheduling order into the record.

## 6. ADJOURN

*MOTION:* So moved  
Lindsey/Stephens: Motion passed unanimously  
Meeting adjourned at 10:14 am.

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



## Item 4a – Resolutions 2026-07, 2026-08 – Classification Actions

### Background

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

**2026-07** SPN 319, the Energy Auditor, is a new classification in the Development Services department. The department and M&P concur with this new job class.

SPN   Title

**319**   **Energy Auditor**

**2026-08** SPN 277, Report Specialist, is a new classification for use in the Police Department. The department and Local 270 concur with this new job class.

SPN   Title

**277**   **Report Specialist**

**2026-09** SPN 665 is retitled and revised at the request of the new Water System and Hydroelectric Plant Manager at the Upriver Dam hydroelectric plant facility. The department and M&P concur with the retitle and classification revisions.

SPN   Current Title

New Title

**665**   **Water Operations Foreperson**      **Upriver Dam Assistant Plant Manager**

### Recommendation

Staff recommends adoption of classification resolutions **2026-07, 2026-08, and 2026-09.**

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#### Attachments:

SPN 319 – Energy Auditor

SPN 277 – Report Specialist

SPN 665 – Upriver Dam Assistant Plant Manager

## ENERGY AUDITOR

SPN: 319

Bargaining Unit: M&P-B

Effective Date: 10/2025

### Class Summary

Performs Washington State Energy Code (WSEC) compliance auditing duties involving the examination of records, reports, plans, and activities, as well as the conduct of field audits and site visits, to ensure compliance with the WSEC and applicable municipal, national laws and codes. Work requires independent judgment and technical competence in analyzing data, evaluating compliance, and recommending corrective actions in accordance with established procedures. Incumbents have regular outside contacts of a regulatory nature requiring discretion and technical competence.

### Class Characteristics

This is a full-skill journey level classification in the plan examining class series. This class is distinguished from other plan examiner classes by its focus on ensuring compliance with energy rules and codes. Employees are responsible for performing independent office and field work in the City's plan examining programs. Incumbents regularly work on varied tasks requiring considerable discretion and independent judgment.

### Supervision Received and Exercised

Assignments are given with general guidelines and incumbents are responsible for determining appropriate methods to complete assignments. Critical work is typically reviewed by others, though the incumbent is accountable for soundness and conformity to policy and requirements. Exercises no direct supervision of others but may provide training and direction for lower-level 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.*

- Audits single-family residence, residential additions, residential alterations, multifamily and commercial tenant improvements to buildings, to ensure compliance with pertinent rules and codes.
- Reviews energy compliance plans for single-family residence, residential additions, residential alterations, multifamily and commercial tenant improvements to buildings, to ensure compliance with pertinent rules and codes.
- Collects, analyzes, and interprets data to evaluate compliance and recommend corrective actions.
- Consults with builders, contractors, and others regarding the requirements of and compliance with WSEC. Provides technical information and interpretations concerning WSEC.
- Makes final audit of completed buildings and sites and gives approval for the City to issue a Certificate of Occupancy.
- Maintains records of audits and prepares reports on construction for proof of compliance with WSEC.
- 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, requiring sustained periods of concentration.
- **Building and Construction:** Understands and applies modern methods of building construction, materials and equipment, and of accepted safety standards.
- **Computer Skills:** Shows proficiency in Microsoft Office products, including Word, Excel, Outlook, and PowerPoint.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions.
- **Inspection and Enforcement:** Learns and utilizes WSEC laws and ordinances pertaining to energy efficiency.
- **Interpersonal Skills:** Establishes and maintains effective working relations, meets the public tactfully, and enforces rules and ordinances with good judgment, firmness and impartiality.
- **Legal:** Understands and applies the legal procedure as related to the enforcement of building and zoning codes in the City.
- **Oral Communication:** Makes clear and convincing oral statements or presentations to individuals or groups; listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness:** Learns and utilizes current knowledge of pertinent local, state, and federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- **Self-Management:** Sets well-defined and realistic personal goals; displays initiative, effort, and commitment towards completing assignments in a timely manner; uses tact, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- **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. Specialty knowledge areas of expertise include Washington State energy code and reading and interpreting plans and specifications to determine conformity to code regulations.
- **Written Communication:** Prepares written documents to inform audiences with varying levels of technical knowledge, including clear, concise, and accurate technical reports, and other written and visual materials. Maintains appropriate records.

**Typical Equipment Used**

Passenger vehicle, personal computer, and general office and communications equipment such as telephone, copier, scanner, projector, etc.

**Physical Demands**

When assigned to an office environment, must possess mobility to work in a standard office setting, sit, stand, and walk between work areas, and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 lbs., and to transport a computer laptop from one work location to another. Heavier weights occasionally lifted or carried are moved with the use of proper equipment and/or assistance from other staff.

When assigned to the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand for extended periods, and walk on level, uneven, sloped, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend stairs and ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Involves frequent walking in operational areas to identify problems or hazards.

**Work Environment**

Conditions vary depending upon area of assignment; employees may primarily work in a standard office environment with moderate noise levels and controlled temperature conditions and may also work in a field setting indoors or outdoors with varied terrain and structures, and/or exposure to potential hazards or an industrial environment, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, mechanical and/or electrical hazards, chemicals, and other hazardous physical substances, dust, and fumes.

Employees have frequent interaction with others in the course of their duties. May occasionally interact with upset public and private representatives in interpreting and enforcing departmental policies and procedures.

**Minimum Qualifications**

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

**Open-Entry Requirements:**

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Applicants must meet at least one of the following paths to qualify:

1. Possession of the Residential Building Inspector (B1) and Commercial Energy Inspector (77) and Commercial Energy Plans Examiner (78) certifications from the International Code Council (ICC)
2. Graduation from an accredited two-year college or university with a degree in Building Theory and Practice, Civil Engineering, Architecture or related field
3. Two years' experience as a HERS energy rater for an energy code compliance company

**Certification:**

- The Residential Building Inspector (B1), Commercial Energy Inspector (77), and the Commercial Energy Plans Examiner (78) certifications from the ICC must be obtained within one year of hire date and maintained throughout employment.

**Licenses:**

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- All applicants must possess a valid driver's license.

**Appendix**

- Pay Range: TBD
- EEO-4: 2 - Professionals

- SOC: 47-4011.01
- 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.

## REPORT SPECIALIST

SPN: 277

Bargaining Unit: Local 270

Effective Date: TBD

### Class Summary

Writes non-emergency police reports on behalf of local law enforcement agencies, which involves receiving non-emergency calls for police services, interviewing callers, producing reports, and related duties. Work requires long periods of mental focus with attention to detail and strong writing skills. Non-emergency report writing is a 24x7 operation requiring shift work, including non-standard schedules, weekends, and holidays.

### Class Characteristics

This is an entry-level clerical classification in civilian law enforcement administrative support, distinguished by primary duties in writing and direct interaction with citizens on the telephone.

### Supervision Received and Exercised

Work is performed under general supervision, with questionable cases referred to the supervisor. Employees exercise no 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.*

- Answers non-emergency phone calls from citizens and processes the call based on established policies and procedures..
- Ensures non-emergency nature of calls: non-violent and not currently occurring.
- Gathers sensitive or complex information – some of which may be disturbing - through interviews with callers, and accurately documents the information received in the law enforcement records system.
- May be required to testify in court regarding information obtained through interviews and reports.
- Guides customers in using online reporting; reviews and processes online reports, including follow-up calls as needed.
- Assists individuals who require interpreters.
- Answers general inquiries about incident reporting.
- Organizes and maintains accurate records and required documentation.
- Maintains strict discretion with confidential and sensitive information.
- Fully trained employees will assist in training other staff members.
- 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 that information is complete and accurate.
- **Clerical Skills:** Accurate keyboarding, data entry, and clerical organizational skills.

- **Computer Skills:** Proficiency with computers, software applications, databases, and automated systems used to research, retrieve, and enter data.
- **Customer Service:** Effectively deals with the public and City personnel by assisting others courteously and ensuring full understanding.
- **Discretion:** Maintains appropriate confidentiality of data and sensitive information.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts. Handles sensitive and stressful situations with tact and diplomacy.
- **Office Technology:** Uses standard business equipment and modern communications technology efficiently and effectively.
- **Oral Communication:** Makes clear and convincing statements. Actively listens to others and responds appropriately. Speaks clearly and with adequate volume.
- **Organizational Awareness:** Maintains current knowledge of department policies and procedures and laws governing criminal justice related reporting requirements.
- **Public Safety:** Basic knowledge of public safety techniques, practices, and procedures.
- **Reading:** Understands written material, including rules, regulations, instructions, reports, etc.
- **Self-Management:** Displays initiative, effort, reliability, and commitment towards work attendance and completion of assignments in a timely manner; works with minimal supervision; demonstrates responsible behavior and follows regulations, policies, and procedures.
- **Written Communication:** Recognizes and uses correct English grammar, punctuation, and spelling. Summarizes information into readable reports with a strong vocabulary. Prepares written documents appropriate for the intended audience.

### Typical Equipment Used

Personal computer, office productivity software, specialized software applications and databases, telephone, audio recording equipment, and other general office equipment.

### Physical Demands

This is primarily a sedentary office classification involving sitting or standing for extended periods of time. 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. Must possess vision to read computer screens and printed materials, including fine print; hearing and speech to communicate in person and over the telephone; accurate typing at 30 net words per minute while listening and conversing with others simultaneously; and occasionally lift, carry, push, and pull objects weighing up to 15 pounds. Ability to drive a motor vehicle is required.

### Work Environment

Employees work in a standard office environment with moderate noise levels and controlled temperature conditions. Frequent interaction with internal and external contacts is required. Some work involves exposure to distressed callers and disturbing subject matter. Shift work is required covering a seven-day work week, inclusive of odd hours, days, evenings, nights, weekends, and holidays.

**Minimum Qualifications**

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

**Open-Entry Requirements:**

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- **Education:** Graduation from high school, vocational school, or equivalent.
- **Experience:** Six months of customer service experience where a significant portion of the work included using a computer to enter and retrieve data.
- **Skill:** Ability to type at the rate of 30 net words per minute (150 keystrokes).

**Licenses and Certifications:**

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- Must obtain ACCESS II (A Central Computerized Enforcement Service System) certification within the probationary period.

**Promotional Requirements:**

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- **Experience:** One year with the City as an Office Clerk Assistant, Office Clerk Specialist, Customer Service Assistant or Customer Service Specialist.

**Appendix**

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

## **UPRIVER DAM ASSISTANT PLANT MANAGERSPN: 665**

### **NATURE OF WORK:**

Performs responsible operational and administrative work in planning and directing for the water system supply, treatment, and storage sections of the Spokane Water System. Responsibilities include the Upriver Dam Hydroelectric Project, plant infrastructure including installation and operation of hydroelectric plant and water pumping station machinery and equipment, and Federal Energy Regulatory Commission (FERC) compliance. Duties are varied and require independent action in devising new methods and procedures, analyzing facts to determine the proper course of action within the limits of regulations and standard procedures. Employee is subject to emergency call at any time during equipment or dam related problems.

### **SUPERVISION:**

Employee works under general direction of the Plant Manager exercises supervision over staff, contractors, vendors, and consultants; may act in the capacity of Superintendent during their absence.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans and manages work in the operation, maintenance, construction, inspection, and dam safety of the municipal water system equipment and hydroelectric plant infrastructure, in consultation with the Plant Manager and Chief Dam Safety Engineer.
- Advises and assists the Operations and Maintenance supervisors in interpretation and evaluation of operating records and other administrative and supervisory functions.
- Assists in writing and/or review of Requests for Proposals (RFPs). Requests for Qualifications (RFQ), and minor contracts. Specifies and purchases large equipment, writes technical specifications, and performs contract management and construction management.
- Designated as the Upriver Dam Hydroelectric Project Emergency Action Plan (EAP) Coordinator, working closely with the Operations Foreperson, and is responsible for maintaining and implementing the plant's emergency action plan required by FERC including periodic testing, detailed reports, annual training curriculum, extensive tabletop exercises, and all other FERC related EAP requirements and correspondence. Facilitates and provides representation to local emergency action and management agencies. May supervise employees in the process of these duties.
- Responsible for the Training Plan, which includes site specific training on safety and regulatory compliance, communication regarding dam safety and regulatory compliance, recognition of potential dam safety deficiencies, and audits and assessments as outlined in the Owners Dam Safety Program (ODSP).
- Participates directly in all FERC related inspections, analyses, and reports to assist in maintaining the City's license to own and operate a hydroelectric plant.
- Assists in the design and review of plans and advises the Engineering Section on technical matters; studies plans and drawings, and develops cost estimates for new pumps, motors, and hydroelectric improvements and repairs.
- Maintains records and prepares reports as required; performs audits and assessments as needed.
- Maintains liaison and coordinates work with private utilities companies, contractors, and other departments, and coordinates inspection activities of outside contracting work.
- Directs the review and revision of operations and maintenance procedures, including development of appropriate checklists and training documentation.
- Performs related work as required.

### **REQUIREMENTS OF WORK:**

## Knowledge of:

- Operating principles of hydroelectric power and water pumping plant machinery and equipment.
- The interrelationships between various plant machines and equipment and the effect faulty operation of one has on the system.
- Familiarity with FERC and Washington State Department of Health (DOH) compliance requirements.
- Department SOP's and Dam Safety guidelines.
- The principles of electrical power generation, pump, motor, and motor control center (MCC) design and selection.
- Maintenance management programs.
- SCADA environments.

## Skill in:

- Oral communication.
- Technical writing at a proficiency level to prepare clear and accurate operational and activity reports, and professional reports and correspondence required for operational licenses.
- Use of computers, including Microsoft Windows operating systems and Microsoft Office Suite.
- Interpreting information and making decisions in accordance with local, state and federal rules and regulations.

## Ability to:

- Build successful teams in the Operations and Maintenance departments.
- Establish and maintain effective working relations.
- Plan, assign and supervise the work of skilled workers, semi-skilled, and professionals.
- Develop and motivate staff.
- Meet deadlines and work under pressure.
- Read, interpret, apply, and explain regulatory systems.

## PHYSICAL REQUIREMENTS:

While performing the essential functions of the job, the incumbent is regularly required to read standard print and distinguish wiring colors; converse on the telephone or over loud noises; identify chlorine gas, burning insulation, or burning brake shoes; climb stairs and ladders, walk, kneel, and crouch; stand and sit alternately for up to four hours at a time with only one fifteen minute break; lift and carry equipment and tools weighing up to 25 lbs.; and work under adverse conditions such as at heights, in gases, loud noise, and vibrations. A computer is used and requires the use of repetitive arm and hand movements. This position requires more than normal concentration to prevent errors or injury.

## WORK ENVIRONMENT:

Incumbent works primarily in an office setting but is sometimes required to perform work in the field and industrial environment to include the climbing of ladders and confined space entry. Work involves frequent attendance at meetings and may include some irregular hours and potential out-of-town travel. Incumbents in this classification are expected to communicate verbally, in person, and by telephone. Response is required at any time for equipment or dam related emergencies.

MINIMUM EDUCATION AND EXPERIENCE:

Open Requirements:

- Education: Bachelor's degree from an accredited four-year college or university in electro-mechanical engineering, civil engineering, energy engineering, construction administration, or a related field.
- Experience: Three years of experience in management or supervision for a hydroelectric facility.
- Substitution: An associate's degree or equivalent certification in electro-mechanical operations, systems process control and monitoring, or a closely related field is qualifying with two years of additional experience.
- We accept equivalent combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.
- Licenses and Certifications:
  - A valid driver's license or evidence of equivalent mobility is required.
  - Washington State Certification as a Water Distribution Manager II is required within one year of appointment.

Title Change: 9/88, 9/04, TBD

Revised: 8/75, 12/78, 10/80, 10/82, 10/84, 1/87, 3/92, 6/96, 6/98, 7/02, 9/04, 6/05, 3/08, 3/20, 4/26

Reviewed: 10/86, 5/94, 7/00, 6/07, 5/11

Union: M&P

Range: 52

EEO code: 1