



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – September 15, 2026

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 15, 2026, commencing at 9:30 A.M. in the City Council Briefing Center – 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.

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 14, 2026) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 8th day of September 2026.

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 Briefing Center 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 15, 2026

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

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. August 18, 2026, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Resolution 2026-13: Classification Actions (pg. 5)
5. **OTHER BUSINESS**
 - a. Special Meeting Date Discussion: S. Richmond Appeal
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

August 18, 2026

1. CALL TO ORDER/ROLL CALL

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

2. APPROVAL OF MINUTES

- a. July 21, 2026, Minutes

MOTION: Move to approve.

Hult/Palmerton: Motion passed with 4 votes in favor and 1 abstention by Commissioner Stratton.

3. CHIEF EXAMINER UPDATE

Chief Examiner Myers gave updates on Civil Service.

- a. Reminded Commissioners to complete the Open Public Meeting Training
- b. Next month's meeting will have an appeal that may take the entire day.
- c. The Civil Service Merit Tour will commence next month. Staff will visit worksites to answer questions and discuss issues.

4. NEW BUSINESS

- a. Resolutions 2026-11 & 2026-12: Classifications Actions

MOTION: Move to adopt

Palmerton/Stratton: Motion passed unanimously

Stephen Williams, Director of Emergency Communications, approached the dais and provided a presentation on the creation of SUN 911.

Commissioner Stratton commended all parties involved in the creation of SUN 911.

Chair Stephens inquired which department the classification action referenced in resolution 2026-12 would fall under. Chief Examiner Myers clarified Payroll Manager would remain under the Accounting department.

5. OTHER BUSINESS



- a. Commission Hult asked if Mike Piccolo, Legal Counsel, if he will be staying on the Commission. Mr. Piccolo clarified he is attending temporarily and there will be an attorney at next month's meeting.

Chair Stephens thanked Margaret Harrington, Legal Counsel, for her service to the Commission and wished her well on her retirement.

6. ADJOURN

MOTION: So moved.

Hult/Stratton: Motion passed unanimously

Meeting adjourned at 9:43 am.

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



Item 4a – Resolutions 2026-13 – Classification Action

Background

This month we present one job classification for adoption.

2026-13

SPN 559 Public Works Trainer is a new classification for the Public Works departments. Wastewater, Streets, Solid Waste, Water and Local 270 concur with this new job class.

SPN Title

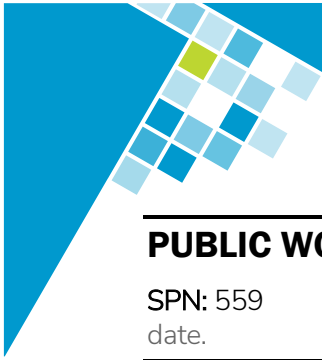
559 Public Works Trainer

Recommendation

Staff recommends adoption of classification resolution **2026-13**

Attachments:

SPN 559 – Public Works Trainer



PUBLIC WORKS TRAINER

SPN: 559
date.

Bargaining Unit: Local 270 Effective Date: Click or tap to enter a date.

Class Summary

Conducts on-the-job training for employees on the methods, techniques, and procedures associated with their work assignments. Incumbent acts as a department-level expert on the operations of vehicles, tools, and other equipment. Effectively trains employees with diverse backgrounds and learning styles. Work is light to medium in nature to include driving while traveling or training, and work may be performed under some disagreeable conditions.

Class Characteristics

This journey-level classification is responsible for the training of employees in the operations, methods, and procedures of specific equipment. Incumbents have responsibility to implement the training program's goals and objectives. Positions in this classification ensure the training program's efficient and effective delivery. Assignments are given with general guidelines, methods and timelines. It is distinguished from lower job classes in its departments in that its primary purpose is to train others in department operations, from the Safety class series because of its expertise in operational techniques, and from higher-level classes because it does not supervise or create training programs, materials, plans or policies.

Supervision Received and Exercised

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision of employees, but employee acts as a mentor and provides training to 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.

- Executes an established training program.
- Implements established learning objectives, methods, and courses of study.
- Trains others in the safe operation and best practices on assigned equipment.
- Adapts delivery methods for different learning types and ensures successful completion of training objectives.
- Conducts departmental orientation for new employees on equipment and equipment policies/procedures.
- Facilitates safety meetings on general safety topics not requiring licenses, or certifications.
- Follows established training schedule and works with management when adjustments are needed.
- Completes and maintains records related to training 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.

- **Clerical** - Filing, typing, entering data, maintaining records, and using and completing forms.
- **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness** - Knows the organization's mission and functions, and how its social, political, and technological systems work and operate effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.
- **Safety & Occupational Hazards** - Principles, methods, and tools used for risk assessment and mitigation, including assessment of failures and their consequences. Principles, methods, and equipment related to general safety. (specific principles, methods, and equipment related to a particular operation)
- **Spatial Orientation** - Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, navigating when using a map).
- **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.
- **Training Others** - Helps others learn through formal or informal methods; coaches others on how to perform tasks. 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.

Typical Equipment Used

Personal computer and associated software, telephone, calculator, other general office equipment, and tools, equipment, and vehicles specific to the department assigned.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, visit various City sites, and train others in vehicle operations; vision to read printed materials, computer screens, and to inspect and operate equipment; 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. While working in the field, must possess strength, stamina, and mobility to perform light to medium physical work in tool and vehicle operations.

Work Environment

Some work is performed in a standard office environment with moderate noise levels and controlled temperature conditions, and some work will be performed in an outdoor or other environment. Such field work may include exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Travel to various City, County, or other locations is required.

Minimum Qualifications

Promotional Requirements:

- **Experience:** Experience: Two years in the specified job classification by department. For Streets, Street Maintenance Operator II (SPN 562). For Solid Waste Collections, Refuse Collector III (SPN 553). For Wastewater, Wastewater Specialist (SPN 541). For Water, Water Service Specialist (SPN 521).

Licenses and Certifications:

- Incumbents in Streets or Wastewater must have a Class A commercial driver's license (CDL) with tank vehicle endorsement and without air brake restriction, to be maintained throughout employment. Incumbents in Water must have a Class A CDL without air brake restriction, to be maintained throughout employment. Incumbents in Solid Waste Collections must have a Class B CDL without air brake restriction, to be maintained throughout employment.
- Incumbents in Water must obtain Water Distribution Manager II certification within six months of appointment, 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.