

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING**

May 20, 2014

Mary Doran, Chair, called the regular meeting to order at 9:30 a.m. All Commission members were present.

Agenda Item I.

Approval of Minutes:

Ms. Doran introduced the Minutes from the regular meeting of April 15, 2014, for approval. Hearing no changes or corrections to the minutes, Ms. Doran stated that the minutes are approved as submitted.

Agenda Item II.

Staff Activities:

Glenn Kibbey, Chief Examiner, introduced new staff member Pamela Clark, Clerk II, to the Commission and Commission members welcomed her to the staff. Mr. Kibbey stated that April had been a busy month for staff with a considerable number of job announcements and related activities, noted that staff has continued to meet with management and labor representatives regarding upcoming changes in operation of the transfer stations and waste to energy plant, and that progress is being made in the development of new class specifications for those functions, as well as new class specifications for civilian fire inspection, customer service, etc.

The following statistics were reported for April, 2014:

Announcements issued	15	Classifications under review	1
Examinations	23	Classifications reviewed	1
Requisitions received	52	Classifications revised	2
Requisitions certified	52	Classifications New/Deleted	0/0
Requisitions pending	1	Title Changes	0
Requisitions cancelled	0	Surveys completed/cancelled/pending	0/0/13

Average days from departmental initiation to receipt of requisitions in Civil Service = 3.5

Average days from requisition receipt to certification = 0.0

Percentage of Requisitions Certified within 24 hours of receipt = 100%

Mr. Kibbey reported on details of examinations administered, and classification surveys in process. The report was concluded with no questions from Commission members.

Agenda Item III.

Classification Resolution:

The Chief Examiner reported that at the time the agenda was published, it was anticipated that new classification specifications would be ready to present for adoption. Mr. Kibbey stated that the class specifications hadn't been completed as of yet, and would likely be presented for adoption during the regular June meeting.

Agenda Item IV.
Request to Void Eligible List:

The Chief Examiner reported that he had received a joint request from the IT Director, Assistant Fire Chief, and president of the M&P Association to void the eligible list for Supervisory Analyst that had been established on June 19, 2012, and that is scheduled to expire on June 18, 2014, so that the new list currently being recruited for could be utilized as quickly as possible. Mr. Kibbey reported that the request was consistent with Rule IV, Section 14(b), and recommended adoption of the resolution that would void the list effective immediately. Jim DeWalt moved to adopt the resolution, and the motion was seconded by Phyllis Gabel. Ms. Doran asked if there was any discussion. Cheryl Beckett asked whether adequate notice has been provided of the recruitment so that those who wish to re-apply may do so, and Mr. Kibbey answered that yes it has. Ms. Doran called for a vote, and the motion carried unanimously.

Agenda Item V.
Appeal of Promotional Pass Over:

Mr. Kibbey reported that the agenda item had been administratively continued to the regular June meeting at the request of the appellant. It was also reported that the City and appellant had each been granted an administrative continuance at this point and any further requests for continuances would have to be granted by the Commission Chair, or full Commission.

Agenda Item VI
Other Business:

Ms. Doran asked for any other business.

Mr. Kibbey noted that he had provided the Commission with copies of the minutes from the Civil Service Rule Review Committee meeting held on February 26, 2014. Mr. Kibbey noted that the recommendations for Civil Service presented by Council President Ben Stuckart and Business/Developer Services Director Jan Quintrall had been the subject of the meeting, and that Ms. Quintrall had attended to discuss and provide clarification regarding the recommendations. Mr. Kibbey stated that he had also provided a staff report on the recommendations that included his views on the way to move forward with regard to the recommendations, and said he'd be happy to answer questions regarding the information provided.

Ms. Doran said that it appeared from the information provided that the meeting had been lengthy, with a lot of discussion and participation by those in attendance. She asked if the Commission members had questions.

Ms. Beckett asked about the "rule of one", the long history involved, and noted that the information indicated that there might be some recommendations on that. Mr. Kibbey provided the background on the certification rules, and the situation as it exists today, where Civil Service Rules provide for a rule of one for uniformed classifications, and a rule of three with appeal rights for non-uniformed classifications, with some bargaining units recently negotiating with management for certification processes that are more liberal. Mr. Kibbey stated that he had discussed the choices with the rule review committee, that if the rule review committee doesn't make a recommendation as a whole, the bargaining units and management are able to negotiate such processes for their groups. Mr. Kibbey noted that he isn't empowered to make a recommendation that isn't approved by a majority of the rule review committee, and that is where the discussion was left, but that he's more than happy to meet with the committee for further discussions.

Agenda Item VI, Continued:

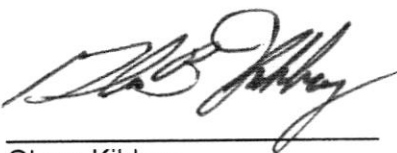
Mr. Kibbey continued that there are still unresolved issues, where employees don't see the fairness and accountability in the broader selection processes, and that the broken promotional evaluation system is still a huge issue, as that is management's 20% input regarding the "soft-skills" referenced by Ms. Quintrall.

Ms. Beckett discussed the issues raised regarding discretion within departments to hire someone with a specific skill set, and those were some reasons the administration gave for reorganizing the Police and Fire departments, and asked what staff sees as improving. Mr. Kibbey responded that where a rule of one exists, the promotional evaluation is the best opportunity for management to evaluate soft-skills, and that piece remains missing. He continued that when management provides staff with promotional evaluation scores where everyone gets a 92, management has effectively taken itself out of the game, leaving the test score to govern promotional rankings. Mr. Kibbey stated that since the meeting, he believes there is a better understanding of this issue.

Ms. Gabel asked the Chief Examiner to talk about the Oral Boards, and in promotional positions where there are small groups, they can be more readily used. Mr. Kibbey noted that have their place, and their limitations, and stated that the further down you go in the organization, the less valid such examinations tend to be just based upon the knowledge, skills, and abilities required for those positions. He noted that Ms. Quintrall was on-target when she mentioned that for some of the higher-level positions that interact with the public, department heads, and elected officials, that such exams can be devised and validated for them. He continued that staff is certainly willing to develop and administer such exams, where staff analysts and the subject matter specialists appointed by management and labor agree that a test of such knowledge, skills, and abilities is required. Mr. Kibbey continued that the number of such examinations has been increasing, as is evident in the budget where the travel budget has been increased to allow for assessors to come in from the outside for such processes. Mr. Kibbey said that he had suggested to Ms. Quintrall that if City management would provide a list of classifications they believe would be suited to oral board exams, that the staff would be happy to review them with the subject matter specialists, and incorporate those elements into the exam processes. Mr. Kibbey noted that the discussion had taken place in February, and he hasn't seen any further information since.

Mr. Kibbey stated that the meeting had ended after a wide-ranging discussion of the role of subject matter specialists, and the role of labor and management representatives who appoint them, and that those representatives can certainly advise the subject matter specialists of their views of the types of examinations that might be appropriate to test for required skill-sets. Mr. Kibbey concluded that the meeting provided for a great amount of communication and education as to what Civil Service can legally do in improving test processes, and that staff is more than willing to work with management and labor on them.

Hearing no other business to come before the Commission, Ms. Doran adjourned the meeting at 9:50 a.m.

A handwritten signature in black ink, appearing to read "Glenn Kibbey", written over a horizontal line.

Glenn Kibbey
Chief Examiner