

**CITY OF SPOKANE  
CIVIL SERVICE COMMISSION MEETING  
MINUTES  
April 21, 2015**

Cheryl Beckett, Chair, called the regular meeting to order at 9:30 a.m. Present were Cheryl Beckett, Craig Hult, Mark Lindsey and Kathryn Sewell.

**Agenda Item I.**

**Approval of Minutes:**

Ms. Cheryl Beckett introduced the minutes from the regular meeting of March 17, 2015. Hearing no changes or corrections to the minutes, Ms. Beckett stated that the minutes were approved as submitted.

**Agenda Item II.**

**Staff Activities:**

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for the month of March:

Announcements issued:	16	Classifications revised:	6
Examinations:	25	Classifications new/deleted:	1/4
Requisitions received:	30	Requisitions certified:	28
Class Surveys completed:	5		
Requisitions pending:	47	Class Surveys in progress:	8
Requisitions canceled:	0		
Average days from department initiation of request to receipt in Civil Service:	4.8		
Average days from requisition receipt to certification:	0.1		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	19.08		

Ms. George-Hatcher reported that the previous months' staff report had a couple of errors and corrected them. The report should have stated the Title Change section should have stated 2 and the New Classifications should have stated 4.

The Chief Examiner also reported that staff is in the implementation process for NEOGOV and invited Barbara Ackermann and Bryan Sullivan to provide an update. They reported that staff is currently finishing up training and that the anticipated deadline date to go live was May 1, 2015. The chair thanked Ms. Ackermann and Mr. Sullivan for the update. The Chief Examiner also

reported that Civil Service was exploring ways in which non Civil Service positions could also be recruited for with the new NEOGOV system without compromising the security issues associated with Civil Service recruitment and testing. In response to Ms. Beckett's request for clarification, Ms. Lowe said that she had discussions with the Chief Examiner about the ability to utilize NEOGOV to recruit for non Civil Service positions as well. Ms. George-Hatcher clarified that due to security issues, the issue was still being worked out with NEOGOV as to whether this would be able to be accomplished using the same platform that would be utilized by Civil Service or whether it would require a different platform.

The Chief Examiner provided a summary of the Annual Report for 2016. Ms. Beckett stated that she would like to have some time to review the report in more detail before accepting and signing off on the report. She requested that the report be presented a month prior to the time that action is required rather than with the packets that go out prior to the Commission meeting. Ms. George-Hatcher stated that she would make sure to comply.

### **Agenda Item III.**

#### **Classification Resolution:**

Ms. George-Hatcher reported that there was labor and management concurrence on the classifications to be adopted as follows:

Park Security Officer – SPN 698: This is a new SPN number with a new job description. The former classification of Park Security Officer is being changed to Park Security Supervisor.

Park Security Supervisor – SPN 693: This is a title change from Park Security Officer, utilizing the same SPN number. An entry level and a supervisory classification are being created.

Ms. George-Hatcher also reported that the following classifications are being deleted:

Administrative Assistant – SPN 053: There are currently no incumbents in this classification and has not been utilized in over a decade. The specifications were last reviewed in 2013 with no revisions since 1999.

Assistant Parks and Recreation Division Manager – SPN 066: At the March 17, 2015 Commission meeting, the new title and revised specifications for Assistant Parks and Recreation Department Manager were adopted, keeping the same SPN number. Therefore the former position title is being deleted.

Clerk I – SPN 001: There have been no incumbents in this position for many years and the specifications were last reviewed in 2013 with no revisions to the specifications since 1999. The entry level needed by the City is at the level of Clerk II.

Secretary I – SPN 019: This classification has also not been utilized for a number of years with the last review having occurred in 2013 with no revisions since 2004. The entry level needed by the City is at the level of Secretary II. There are no incumbents in this classification

Mr. Mark Lindsey made a motion to adopt and delete the classifications presented. The motion was seconded by Ms. Kathy Sewell and passed unanimously.

**Agenda Item IV.**

**Request to Void List:**

The Chief Examiner provided the background for the request to void the existing promotional registers for Refuse Collector II. She reported that promotional examinations for Refuse Collector II – SPN 550 have been held on a continuous basis in the recent past, which based on Civil Service rules would have required the concurrence of labor, management and Civil Service. When individual Collector I's met the requirements to take the Collector II test, they were scheduled for and were given the tests. Ms. George-Hatcher explained that as a result of promotional registers not being merged per Rule VI, Section 11, each test given has superseded subsequent tests unlike the process for open continuous tests under Rule IV, Section 13. This has resulted in 6 promotional lists for the Refuse Collector II position.

The Chief Examiner reported that in 2014, prior to her tenure, a Memorandum of Understanding was signed by labor and management agreeing to not fill any Refuse Collector II positions until the transition of the Waste to Energy plant had been completed and laid off employees placed in available positions based on seniority rules. She explained that what should have also occurred simultaneously is that all further testing should have been stopped. This was however not done, until management and labor brought the issue to the current Chief Examiner to void the lists at which time all further testing for this classification was stopped and discussions were held as to the effect the voiding of the lists would have on those who had tested in good faith and were currently on the eligible registers. The Chief Examiner stated that there were six eligible lists dated:

5/17/2013

7/17/2013

10/7/2013

1/14/2014

7/23/2014

2/5/2015

Ms. George-Hatcher stated that there were individuals whose names had come off the eligible registers after the two-year period had passed as there were no hires during the period that their names were on the list. She stated that the Commission's options would be to either void the lists or maintain the existing lists and explained that expired names are not able to be reinstated after expiry except as allowed under Rule IV, Section 14 (b) for 90 days.

Ms. Beckett invited comments from labor and management. Mr. James Tieken, Refuse District Supervisor, provided a background of the issue and stated that although there was no information in writing, that he remembered that representatives of Civil Service present at the meeting that was held to discuss this issue in April or May of 2014 agreed to stop all testing.

Mr. Joe Cavanaugh, President of Local 270, reiterated the comments made by Mr. Tieken and said that as a result of the tests being continued and lists expiring after two years due to no new hires, the recent hires have been of individuals with less seniority than those whose names were on expired lists.

Mr. Scott Windsor, Director of Solid Waste Collections, also echoed the comments of Mr. Tieken and Mr. Cavanaugh. He requested that the tests not be given on a continuous basis as it had been previously. He requested the Commission to void the existing lists so that a new test could be given which would create a ranked register and which would be valid for two years.

After discussion and additional clarification, Mr. Craig Hult made a motion to void the six lists presented. The motion was seconded by Mr. Lindsey and passed with Ms. Beckett voting no.

The Commission recessed to go into executive session at 10:13 a.m. to discuss the performance evaluation of a classified employee and resumed the open meeting at 10:45 a.m.

#### **Agenda Item V**

##### **Other Business:**

Mr. Mike Piccolo, legal counsel, reported that the City Council had on April 20<sup>th</sup> passed an ordinance to submit a City Charter change to the voters. The Charter change would be for the purpose of making the Municipal Court a quasi division of the City and the judicial branch of City government as well as to amend the qualifications for Municipal Court judges, identify items such as the number of judges, their salaries and the filling of judge vacancies.

Mr. Piccolo explained that the Municipal Court will continue to function consistent with all the applicable Civil Service rules.

There being no additional business to come before the Commission, the meeting was adjourned at 10:47 a.m.

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Gita S. George-Hatcher  
Chief Examiner