

**CITY OF SPOKANE  
CIVIL SERVICE COMMISSION MEETING  
MINUTES  
May 19, 2015**

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

**Agenda Item I.**

**Approval of Minutes:**

Ms. Cheryl Beckett introduced the minutes from the regular meeting of April 21, 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:	9	Classifications revised:	6
Examinations:	54	Classifications new/deleted:	0/0
Requisitions received:	42	Class Surveys completed:	6
Requisitions certified:	46	Class Surveys in progress:	17
Requisitions pending:	51		

Average days from department initiation of request to receipt in Civil Service:	2.5
Average days from requisition receipt to certification:	1.5
Percentage certified within 24 hours:	93%
Average days from department initiation to completion of hire	5.74

Ms. George-Hatcher thanked the NEOGOV implementation team for working with her which included Barbara Ackermann, Bryan Sullivan and Nicole Goes in getting Phase I of NEOGOV implemented and reported that applications were now able to be submitted online. She also thanked the rest of the staff for going through the required training and for their courteous assistance to applicants during the transition phase. Ms. George-Hatcher reported that Phase II of the implementation is currently in progress which will include complete migration including the entering of all class specifications and salary information onto the new system. A kiosk with a computer will be available for those who do not have access to a computer to be able to apply online.

Ms. George-Hatcher introduced and welcomed Ms. Kelsey Pearson our new Clerk III.

The Chief Examiner also reported that the contract with Public Safety Testing had been signed and that staff participated in the Public Safety Career Fair on May 8. She said that a report on the May 9<sup>th</sup> test would be provided at next month's meeting. She also reported that the targeted recruitment list had been updated.

The Chief Examiner reported that she had met with the Mayor and Theresa Sanders to provide a brief summary of Civil Service accomplishments in the past 8 months. They have invited her to provide a briefing to Cabinet in July.

The Mayor invited the Chief Examiner to a meeting with Skills'kin and representatives from the Inland Northwest Chapter of the Society for Human Resources Management (InSHRM) at which the HR Director was also present. The purpose of the meeting was to explore ways in which to reach out to and recruit persons with disabilities for City positions. Additional meetings will be scheduled to discuss recruitment of persons with disabilities, develop information sessions covering topics on applying for Civil Service jobs, taking a Civil Service test as well as writing resumes and interviewing.

In April, the City Council adopted Resolution 2015-0034 regarding the ban the box initiative. This Resolution directs the City under the initiative of the Human Rights Commission to conduct an education campaign regarding the City's policy regarding the elimination of the box on criminal background checks and track and record hiring data to measure the impact of this policy on hiring people with criminal records. The HR Director is in the process of drafting a letter to the Human Rights Commission that will be signed both by the HR Director and the Chief Examiner to demonstrate the City's commitment and to offer any assistance in responding to the Council's directive. The Council has requested a report within 6 months to a year.

The Chief Examiner and the Office Coordinator attended a SHRM conference in late April in San Diego on Talent Acquisition and Management and reported that it was very well done and worth attending.

The Chief Examiner reported that two of the Analysts attended the SIOP (Society for Industrial and Organizational Psychology) Conference in Philadelphia in April that covered various testing and assessment methods. Staff reported that the information obtained at the Conference was extremely beneficial to the job they do every day and will be presenting information to the rest of the staff.

Ms. George-Hatcher reported that City of Spokane's jobs page has also been greatly changed and invited the Commissioners to visit [my.spokanecity.org](http://my.spokanecity.org) and click on Jobs to see the changes to the page. Ms. George-Hatcher thanked and recognized the

Communications Department – Josh Buntain, Rick Rauschke and Thuy Truong under the leadership of Brian Coddington who worked with us tirelessly to make changes to improve our web page visibility with respect to jobs. She stated that this is a work in progress and invited suggestions for improvement.

Ms. George-Hatcher reported on the new office re-configuration. Civil Service staff proposed and designed the changes and with the help of Asset Management and Information Technology, we were able to accomplish the move. Ms. George-Hatcher gave a very special thanks to Tom Kendall for all his ready and courteous assistance as needed during the process.

The Chief Examiner also thanked James Richman from the Legal Department for providing us a beautiful photo to use for a mural at the entrance to Civil Service. Staff is in the process of working with the Reprographics Department to make this a reality, thanks to the assistance of Matt Budke and the invaluable input from staff.

### **Agenda Item III.**

#### **Annual Report:**

Ms. George-Hatcher stated that the 2014 Annual Report was presented to the Commission last month and the Commission requested additional time to review it. She stated that the format of the report was the same as that used by the previous Chief Examiner and requested the Commission provide input as to any additional data or information they would like to see in subsequent reports. Mr. Craig Hult made a motion to accept the Annual Report for 2014. It was seconded by Ms. Kathryn Sewell and the motion passed unanimously.

### **Agenda Item IV.**

#### **Other Business:**

Ms. George-Hatcher reported that there may be a couple of appeals on next month's agenda pertaining to individuals passed over off the layoff list for Laborer I. She stated she would provide details with next months' agenda packets.

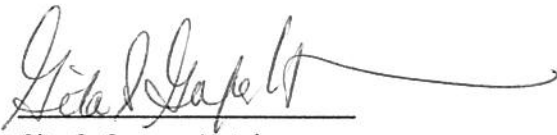
Ms. Beckett said that she would be unable to attend the June meeting and requested staff to check to ensure that there would be a quorum.

Mr. Joe Cavanaugh, President of Local 270 addressed the Commission and requested that the appeals be put off until July when the full Commission is expected to be present.

Ms. Beckett stated that additionally, both she and the Chief Examiner would be out of the office during the week of August 17, 2015 and unable to attend the August 18<sup>th</sup> meeting. If the Commission determines to cancel the meeting, the cancellation will be published in advance.

The Commission went into executive session at 9:44 a.m. to discuss a personnel matter. The open meeting was resumed at 9:59 a.m.

There being no additional business to come before the Commission, the meeting was adjourned at 10:00 a.m.

A handwritten signature in cursive script, reading "Gita S. George-Hatcher", written over a horizontal line. The signature extends to the right with a long, sweeping flourish.

Gita S. George-Hatcher  
Chief Examiner