

**CITY OF SPOKANE  
CIVIL SERVICE COMMISSION MEETING  
MINUTES  
June 16, 2015**

Craig Hult, Acting Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Phyllis Gabel, Kathy Sewell and Mark Lindsey. Cheryl Beckett was absent (excused).

**Agenda Item I.**

**Approval of Minutes:**

Mr. Craig Hult introduced the minutes from the regular meeting of May 19, 2015. Hearing no changes or corrections to the minutes, Mr. Hult 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 May:

Announcements issued:	4	Classifications revised:	4
Examinations:	64	Classifications new/deleted:	0/1
Requisitions received:	25	Title changes:	0
Requisitions certified:	37	Class Surveys completed:	0
Requisitions pending	50	Class Surveys in progress	9
Requisitions canceled	3		
Average days from department initiation of request to receipt in Civil Service			7
Average days from requisition receipt to certification			.6
Average days from requisition initiation to completion (by department)			8.28
Percentage certified within 24 hours			98%

Ms. George-Hatcher gave a report of the Public Safety Testing results from May 9<sup>th</sup>, 2015. There were 13 non-minority females, and 21 minorities. Total numbers of passing scores were as follows: 207 non-minority males, 11 non-minority females and 18 minorities. No adverse impact was noted at this stage of the process. Also, the transportability study for written tests for Police and Fire Departments has been completed. Civil Service has just received the written report for the Fire written test which was sent to all Commissioners. The Police study should be out

shortly. Starting soon will begin the transportability study for the CPAT (physical gility test). The first CPAT (physical agility test) in Spokane will be either July or early August. Processes have now been put into place to integrate the Public Safety test results into NEOGOV. Thanks to Ms. Barbara Ackermann and Mr. Brian Sullivan for all their hard work on this project. Civil Service staff will continue to update and work on the NEOGOV integration moving from Phase I into Phase II.

A new process for Payroll Certification is being worked on by the new Clerk III, Ms. Kelsey Pearson, Mr. Brian Sullivan and Ms. Barbara Ackermann. The process and tracking should be much easier and efficient.

Staff has attended three career fairs so far this year. In May, staff attended the Public Safety Career Fair on May 8th at the Red Lion and the Work Source/KHQ job fair on May 21<sup>st</sup>. We are attempting to do more recruiting and create greater visibility. Staff is also continuing to meet with Skills'kin to further the goal of outreach to recruit persons with disabilities.

Human Resources staff has informed us that the pilot project for electronic PAR's through PeopleSoft has been delayed due to technical issues. It was originally slated to be rolled out during the first six months of 2015 but the pilot program will now be extended into 2016.

City Administration has requested to come before the next Civil Service Commission to once again request the Commission to classify the Integrated Medical Services position. They have additional information they would like to present.

Ms. Phyllis Gabel thanked the staff for their work on the Public Safety and Fire testing and complimented staff on a job well done.

**Agenda Item III. Classification Resolution:**

Ms. George-Hatcher reported that there was labor and management concurrence on the deletion of the title of:

Wastewater Supervisor-SPN 545. The new title of Wastewater Collections and Maintenance Superintendent with revised specifications was adopted in March with no change to the SPN number. The only incumbent in the position has been moved to the new title and as the original title will no longer be in use, it can be deleted.

Mr. Hult called for a motion and Mr. Mark Lindsey made the motion to delete the classification title as presented. It was seconded by Ms. Gabel and adopted unanimously.

**Agenda Item IV. Indefinite Leave of Absence:**

Ms. George-Hatcher reported that there was a request for an indefinite leave of absence on January 28, 2015 under Rule X, Section 4F, from Ms. Crystal Marchand and that the request was timely submitted. Ms. Marchand was a Division Accountant from November of 2012 until January of 2015. She was appointed by the Mayor to the exempt position of Internal Auditor/Budget Analyst on January 18, 2015. The Chief Examiner explained that she had already sent a letter to Ms. Marchand; however, Commission action is required. Staff recommended approval of Ms. Marchand's request. Mr. Hult called for a motion to approve and Mr. Lindsey made the motion to approve the indefinite leave of absence. Ms. Kathy Sewell seconded the motion and it was adopted unanimously.

The second indefinite leave of absence was requested in May of 2015 by Ms. Kathleena Keck, who worked as an Accountant I from November 2006 until May 2015. She has transferred to the Library as a Library Financial Analyst. Ms. Keck is asking for indefinite leave under Rule X, Section 4F and her request was also timely submitted. Ms. George-Hatcher stated that this rule was reviewed carefully in consultation with Legal counsel and the decision was made to not recommend approval of the leave of absence due to the fact that the Library position would not meet the definition of "appointive position" under the City Charter as it has been interpreted. Mr. Hult called for a motion to deny the indefinite leave of absence for Ms. Keck. Mr. Lindsey made the motion and it was seconded by Ms. Gabel, and adopted unanimously.

**Agenda Item V. Consideration of Cancellation of the August 2015 Commission Meeting**

Ms. George-Hatcher brought forward the topic of cancelling the August 2015 Commission Meeting. Neither Ms. George-Hatcher nor Ms. Cheryl Beckett will be in attendance. Also, the two senior Civil Service staff members will either be on vacation or just returning from vacation at that time. Mr. Hult reminded Commission members and staff that there is a very full agenda for the July Commission meeting and wanted to know if all members would be present for the July meeting. Most members and staff thought they would be at the July meeting and Mr. Hult called for a motion to cancel the August meeting. Ms. Gabel made the motion and it was seconded by Mr. Lindsey. It was adopted unanimously.

The Commission went into executive session at 9:45 am to discuss a public employee performance matter. The open meeting was resumed at 9:56 am.

There being no addition business to come before the Commission, the meeting was adjourned at 9:57 am.

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**Gita S. George-Hatcher**  
**Chief Examiner**