

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

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

**Adoption of the amended Agenda Items:**

Amended Agenda item V: removing two appeals from the agenda as two individuals Mr. Christopher King and Mr. Steffon Sobosky have decided that they would now not be appealing their passovers.

Added Agenda Item VI. Voiding of the list

A motion was made by Mr. Craig Hult to adopt the amended agenda. The motion was seconded by Mr. Mark Lindsey and unanimously adopted.

**Agenda Item I.**

**Approval of Minutes:**

Ms. Cheryl Beckett introduced the minutes from the regular meeting of June 16, 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 June:

Announcements issued: 9  
Examinations: 22  
Requisitions received: 26  
Requisitions certified: 17  
Requisitions pending: 48  
Requisitions canceled: 4

Classifications revised: 1  
Classifications new/deleted: 5/0  
Title changes: 2  
Class Surveys completed:  
Class Surveys in progress: 9

Average days from department initiation of request to receipt in Civil Service: 3.8

Average days from requisition receipt to certification: 4.7

Average days from requisition initiation to completion (by department) : 24.48

Percentage certified within 24 hours: 100%

Ms. George-Hatcher corrected the applicant numbers from the Public Safety Testing results from the May 9, 2015 testing that was reported at the June 16, 2015 meeting. The total number of non minority female test takers was 14 and the number passing was 12. The total number of minority test takers was 20 and the number passing was 18.

Ms. George-Hatcher also introduced the newest Class and Exam Analyst II, Jerri Bjork.

Payroll Certification for the first six months of 2015 is complete. Ms. George-Hatcher thanked Bryan Sullivan, Barbara Ackermann, Kelsey Pearson and past Civil Service employee Lori Harvey for their hard work and for streamlining the existing process.

Ms. George-Hatcher informed the Commission that she met with the Director of Parks and Recreation Mr. Leroy Eadie and his Executive Assistant Mr. Jason Conley regarding the status of MS. Monique Cotton, the Communication and Marketing Director for Riverfront Park who was transferred for the Spokane Police Department. Ms. George-Hatcher reported that the information obtained indicated that the position is slated to be the second exempt position in the Riverfront Park department, once of the departments within the Parks and Recreation Division, and that they are still evaluating the structure and organization of the department.

Ms. George-Hatcher reported that two of the Analysts, Brian Sullivan and Janet Cline are currently in Atlanta, Georgia for an IPAC (International Personal Assessment Council) conference. She also reported that she had recently provided a Civil Service update to the Mayor and Cabinet a few weeks ago and that it was well received. A copy of the PowerPoint presentation was included in the Commissioners' packets.

Ms. George-Hatcher passed out job specifications outlining changes to the Accountant II classification which have the concurrence of labor and management. She indicated that this was for informational purposes only and that no action by the Commission was necessary.

Ms. George-Hatcher also reported that a candidate's request to continue in the Battalion Chief testing process after having missed one of the test sessions and to have those scores included in the candidate's final score was reviewed by the Chief Examiner and disallowed. She reported that the resolution had the concurrence of both management and the employee's union.

Other staff activities included the coming first round of CPAT testing on July 31<sup>st</sup>, the 2016 budget submittal currently being worked on by Ms. George-Hatcher and Ms. Ackermann, and the Commission potluck coming up on Wednesday, July 29<sup>th</sup>. The Chief Examiner thanked

Pamela Clarke for organizing this event. Ms. George-Hatcher also informed the Commission that the second annual staff retreat would be held on October 16, 2015.

### **Agenda Item III.**

#### **Classification Resolution:**

Ms. Nicole Goes, Examination and Classification Analyst II presented information regarding new and re-titled classifications in Grants and Contracts. Ms. Goes reported that she has been working with Ms. Jennifer Stapleton to update and change some job specifications and provided the Commission with a briefing paper and lines of progression. New classifications are being created to recruit qualified applicants with a line of progression so that employees have adequate opportunity to promote within the department.

The Chief Examiner presented the following classifications:

1. Change existing SPN 067 – Grants and Contracts Financial Assistance Manager title and SPN number to SPN 068 - Grants and Contracts Manager.
2. Change the title of SPN 073 – HMIS Coordinator to Program Manager (HMIS). The SPN number will remain the same.

Adopt the following titles and SPN numbers. Class specifications will be provided for adoption when developed:

3. Adopt SPN 067 – Grants and Contracts Administrator
4. Adopt SPN 060 – Grants and Contracts Specialist
5. Adopt SPN 070 – Program Specialist (CHHS)
6. Adopt SPN 071 – Program Manager (CHHS)
7. Adopt SPN 072 – Program Specialist (HMIS)

Ms. Phyllis Gabel made a motion to adopt the titles and SPN numbers as presented. Ms. Kathryn Sewell seconded the motion and the resolution passed unanimously.

### **Agenda Item IV.**

#### **Integrated Medical Services Position:**

The City of Spokane and the Managerial and Professional Association (M&P Association) had previously agreed to the classification specifications for the Integrated Medical Services Manager, SPN – 926. The City and the M&P Association recently also agreed to remove the supervisory responsibilities from the originally submitted class specifications. Fire Chief, Mr. Bobby Williams requested, on behalf of the City, that the Civil Service Commission make a

decision regarding the Integrated Medical Services position. This item was placed for adoption on the agenda for the Civil Service Commission meeting last November and placed on hold at that time because of an impending decision by the Public Employment Relations Commission (PERC) pertaining to the filling of the Integrated Medical Services position. A decision by PERC has still not occurred. However, Chief Williams, Assistant Chief Brian Schaffer and the City requested that a decision regarding the classification presented for adoption be made by the Commission today. Ms. Beckett asked for clarification regarding changes made to the position with regards to any supervisory duties that were removed from the job specifications. She also requested information regarding the lack of a paramedic requirement for the position. Chief Williams stated that the Integrated Medical Services position would not need that type of certification. Additionally Chief Williams also explained that someone who was not a practitioner would not be eligible to obtain paramedic certification.

Mr. Donald Waller, President of Local 29, the Firefighters bargaining unit addressed the Commission. Mr. Waller stated that their objection to this position was not about losing or gaining a dues paying member but about the process of how this job came about. In the union's opinion, this job classification has been a series of mistakes. Mr. Waller stated that Civil Service rules were not followed, and that this had been an attempt to circumnavigate the correct process. Mr. Waller stated that he had no problem with the individual currently in the position. Mr. Waller requested the Commission to correct the mistakes that have already been made and the Commission to wait to have an answer from PERC regarding which bargaining unit this position should be in before making any decision on this classification. He said he hoped that the after PERC makes a decision Civil Service would create an appropriate and fair test and recruit accordingly.

Ms. Beckett asked for clarification regarding the time frame for a PERC decision and how their process worked. She also expressed her frustration regarding lack of concurrence between management and the bargaining units.

In response to the discussion concerning the paramedic license requirements, the Chief Examiner provided historical information. The paramedic license requirement was removed from the minimum requirements for Medical Services Officer in 1984. She stated that there is a long history of this position not having a paramedic license requirement and that after 1984 it was not reinstated. She further related that the experience requirements for the Medical Services Officer position continued to be broadened from requiring experience as a Paramedic Lieutenant to experience as a Paramedic Lieutenant or higher classification and later requiring experience as a Fire Lieutenant, Paramedic Lieutenant or higher classification.

Next, David Lewis, president of the Management and Professional Association (M&P Association), currently assigned to represent the Integrated Medical Services Officer addressed the Commission. Mr. Lewis said that the addition of a paramedic requirement was not necessary but stated that he saw the larger issue as being that this position was being used as a political football. Mr. Lewis stated M&P's position that they looked forward to a decision from PERC and wanted the limbo situation of the employee in the Integrated Medical Officer position to end. He requested the Commission to make a decision today.

Ms. George-Hatcher stated that at the November 2014 meeting, Civil Service had determined that although Mr. Mike Lopez' position was not classified, as long as the parties were in communication and cooperating, the payroll would not be de-certified. Chief Williams addressed the Commission to clarify the City's position and request. Mr. Waller then also re-addressed the Commission and clarified Local 29's position.

Mr. Hult put forth a motion to pass this agenda item and Ms. Gabel seconded the motion. Ms. Beckett asked the Commission for any questions or discussion before a vote was taken. Assistant Chief Brian Schaffer explained to the Commission that he was functioning as supervisor for the personnel assigned to Integrated Medical Services and that he currently has a paramedic license because he responds to calls. Ms. Beckett asked if the Commission was to make a decision today, whether the position would need to be changed after PERC made their decision. She asked Assistant Chief Brian Schaffer what he and the Chief would do if the Commission approved this position today and then PERC came back with a ruling that the position should be uniformed. Assistant Chief Schaeffer responded that he would meet with the Chief Examiner and walk through the process. Ms. Beckett stated that this was the reason the classification adoption was postponed in the first place, because it was not yet known whether this would be designated as a uniformed position or not. She questioned the practicality of making a decision today.

A vote was taken to adopt the classification of Integrated Medical Services Officer with one in favor, and four opposed. The motion failed.

#### **Agenda Item V.**

##### **Passover Appeal of Joseph Terry:**

Mr. Joseph Terry, a laid-off employee, was passed over for cause from the layoff list by the Water Department for Laborer II and is appealing his pass over.

Mr. Dan Kegley, Director of the Water Department was sworn in by the Chief Examiner. Mr. Kegley gave some background information on Mr. Terry's work history. Mr. Kegley read several

passages from previous Performance Evaluations (PAR's) provided to Mr. Terry regarding Mr. Terry's work product. Mr. Kegley stated that work in the Water Department being a public health issue needed qualified, responsible employees. In 2012, there was a Work Improvement Plan (WIP) and a Memorandum of Understanding (MOU) from Fleet Services to allow Mr. Terry to maintain his employment by demoting to a Laborer I in the Solid Waste Department. Mr. Kegley stated that the pass over for cause was justified and demonstrated cause through a history of low PAR's and a demotion.

Mr. Joseph Terry was sworn in by Ms. Gita George-Hatcher with Mr. Joe Cavanaugh, President of Local 270 assisting Mr. Terry with his appeal. Mr. Terry talked about his history of employment with the City. He acknowledged that due to health issues he had missed a lot of work in the past. He also acknowledged his low scores on his PAR's. He stated that there was a plan in 2012 for him to demote to a Laborer I in the Solid Waste Department. Mr. Terry said he accepted this demotion and transferred from Fleet Services and that the union also agreed to this demotion.

Mr. Cavanaugh brought up Mr. Terry's last PAR while at Solid Waste as a Laborer I and it was scored at a 73. Mr. Terry was then promoted to a Laborer II. Mr. Cavanaugh explained that Mr. Terry understands that he had employment issues in his past work as an Equipment Servicer at Fleet Services. He said that Mr. Terry's demotion to Laborer I and subsequent PAR and promotion demonstrate that he should receive the opportunity to be hired off of the layoff list.

Ms. Beckett asked several questions regarding the layoff of Mr. Terry. Ms. George-Hatcher responded and explained that if not reinstated, Mr. Terry would remain on the layoff list for three years from the date of the layoff.

Mr. Kegley returned to clarify the Water Departments position. Ms. Beckett asked about the PAR from Solid Waste with a score of 73 and wondered why Mr. Kegley did not take that into consideration. Mr. Kegley stated that he did not have that information at the time the decision to pass Mr. Terry over as it was not in his employee file. Ms. George-Hatcher stated that Mr. Roger Burchell the supervisor who reviewed Mr. Terry's file would have had access to that PAR as it was in Mr. Terry's file. A subsequent Work Improvement Plan from 2013 that Mr. Burchell had access to but was not in the Civil Service file was brought to Civil Service by Human Resources and requested to be placed in Mr. Terry's file. The Department requested that this be included as part of the department's submittal. The document was stamped with the date received and sent to the parties as part of the Water Department's submittal. Ms. George-Hatcher clarified that all PARS's come to Civil Service through the Human Resources Department and Civil Service places them in the file after HR has stamped the documents. Civil Service then



stamps the date the documents are received in Civil Service and places them in the appropriate employees' files.

Ms. Beckett commented on the Civil Service rules and how there seem to be several rules that intersect that perhaps the Commission needs to revisit in the future to make the rules clearer.

Ms. Gabel put forth a motion to deny the appeal and was seconded by Kathryn Sewell. A vote was taken with four approving the denial of appeal and one Commissioner abstaining. Mr. Joseph Terry's appeal was denied and the pass-over upheld.

**Agenda Item VI.**

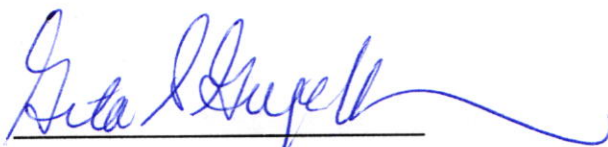
**Voiding of List:**

The Chief Examiner introduced the changes to the minimum requirements to the Neighborhood and Housing Specialist – SPN 301. Ms. George-Hatcher explained that the list had been in existence since 12/9/2014 and that Labor and Management are in concurrence to void the existing list due to the significantly changed requirements.

Mr. Lindsey made a motion to void the list which was seconded by Ms. Gabel and passed unanimously.

The Commission went into executive session at 11:23 am and returned at 11:49 am.

There being no additional business to come before the Commission, the meeting was adjourned at 11:50 am.



Gita S. George-Hatcher  
Chief Examiner