

CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
September 15, 2015

Ms. Cheryl Beckett, Chair, called the regular meeting to order at 9:30 a.m. Present were Ms. Beckett, Mr. Craig Hult, Mr. Mark Lindsey and Ms. Kathryn Sewell. Ms. Phyllis Gabel had an excused absence.

Adoption of Amended Agenda:

Ms. Beckett called for a motion to adopt the amended agenda to add Agenda Item V - Request for Indefinite Leave of Absence.

Mr. Mark Lindsey made a motion to adopt the agenda and Ms. Kathryn Sewell seconded it and the motion passed unanimously.

Agenda Item I.

Approval of Minutes:

Ms. Beckett introduced the minutes from the regular meeting of July 21, 2015. There had been a few corrections that were requested, which were made by the Chief Examiner and included in the minutes presented. Hearing no additional changes or corrections to the minutes, Ms. Beckett asked for a motion to approve the minutes. Mr. Lindsey made a motion to approve the minutes, Mr. Craig Hult seconded the motion and it passed unanimously.

Agenda Item II.

Staff Activities:

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for the months of July and August:

July:

Announcements issued:	6	Classifications revised:	5
Examinations:	57	Classifications new/deleted:	0/0
Requisitions received:	25	Requisitions certified:	24
Class Surveys completed:	1		
Requisitions pending:	56	Class Surveys in progress:	14
Requisitions canceled:	0		
Average days from department initiation of request to receipt in Civil Service:			3.0
Average days from requisition receipt to certification:			2.3

Percentage certified within 24 hours: 100%

Average days from department initiation to completion of hire: 39.25

August:

Announcements issued:	8	Classifications revised:	3
Examinations:	77	Classifications new/deleted:	2/0
Requisitions received:	37	Requisitions certified:	33

Class Surveys completed: 1

Requisitions pending: 72 Class Surveys in progress: 11

Requisitions canceled: 3

Average days from department initiation of request to receipt in Civil Service: 14

Average days from requisition receipt to certification: 0.8

Percentage certified within 24 hours: 100%

Average days from department initiation to completion of hire: 40.64

Ms. George-Hatcher handed out copies of the revised classifications, the 2016 preliminary budget and informational brochures to the Commission for their information and review.

Ms. George-Hatcher thanked Pamela Clarke, Clerk II, for working on the brochures and also informed the Commission that she had been nominated for the employee of the quarter in August. She thanked Ms. Clarke for all of her hard work for the department. Ms. George-Hatcher also thanked the rest of the Civil Service staff for their ongoing great work.

Police Officer testing through Public Safety Testing is on track. Preliminary free testing date will be sometime in January 2016. Ms. George-Hatcher stated that applicants will be able to apply and test for Police Officer for the City of Spokane beginning in October.

Agenda Item III.

Classification Resolution:

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

- Integrated Medical Services Manager SPN 926
- Compliance/Tax Auditor SPN 125

Mr. Hult put forth a motion to adopt the classifications as presented, Ms. Sewell seconded the motion and it passed unanimously.

Agenda Item IV.

Appeal of Denial to Apply for Promotional Position after Closing Date:

The Chief Examiner provided the background for the appeal. However, the employee, Mr. Kenneth Applewhaite, Senior Police Officer did not appear for testimony and Ms. Sewell brought forth a motion to deny the appeal. It was seconded by Mr. Hult and passed unanimously.

Agenda Item V.


Request for Indefinite Leave of Absence:

Ms. Katherine Miller, Principal Engineer requested an indefinite leave of absence under Rule X, Section 4 (f) from the classified service to accept appointment as the Integrated Capital Management Director which is a position exempt from Civil Service and appointed by the Mayor. Ms. Beckett called for a motion and Mr. Hult moved to grant the leave. The motion was seconded by Ms. Sewell and passed unanimously.

Agenda Item VI.

Other Business:

There being no additional business to come before the Commission, the meeting was adjourned at 9:41 a.m.



Gita S. George-Hatcher
Chief Examiner