

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
November 17, 2015**

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

Agenda Item I.

Approval of Minutes:

Ms. Cheryl Beckett introduced the minutes from the regular meeting of October 20, 2015. Hearing no changes, Ms. Beckett stated that the minutes were approved as submitted.

Agenda Item II.

Staff Activities:

The Chief Examiner, Ms. Gita George-Hatcher reported that October was a very busy month and provided the following statistics:

October:

Announcements issued:	10	Classifications revised:	5
Examinations:	47	Classifications new/deleted:	0/1
Requisitions received:	22	Requisitions certified:	25
Class Surveys completed:	3	Class Surveys in progress:	5
Requisitions pending:	40	Requisitions canceled:	0

Average days from department initiation of request to receipt in Civil Service:	0.9
Average days from requisition receipt to certification:	19 (<i>sic</i> – 1.9)
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	2.5

Ms. Gita George-Hatcher clarified the pending requisitions and also provided detail on those that were waiting on a list from Civil Service. She reported that in October, a weekly average of 9 to 10 open recruitments and 2 to 3 promotional recruitments were conducted.

The Chief Examiner reported staff attendance at the ACCESS Spokane EXPO which was a job fair involving persons with disabilities and alternative education programs. She also reported on the Interim Rule Review Committee that was convened on October 30 at the request of the Fire Chief and the direction of the Commission regarding certification of names for the Firefighter classification to be discussed later on in the agenda.

The Chief Examiner recommended that due to the very large number of rules that have been brought up as needing to be reviewed, a regular rule review process be conducted later on instead of going ahead with the interim rule review that was originally scheduled for December 14. This would allow the entire Rule Book to be reviewed and avoid a piecemeal approach.

The Chief Examiner indicated that she would be providing the Commission with the 2016 Business Plan in December so that Commission members would have a month to review before adopting the plan in January.

Ms. George-Hatcher reported that in October, the City hired a female in the classification of Refuse Collector I, which has traditionally been a classification where the majority of the employees have been male. One other female in the line of progression for this series is a Refuse Collector III.

Ms. Barbara Ackermann provided detailed information on recruitment statistics for the 6-month period since the implementation of NEOGOV. Her report also included information that in spite of the tight labor market conditions, recruitment activity remained high when compared with previous years in which the labor market was not as tight and reported that the numbers tested had increased overall. Ms. Ackermann reported that out of 3,045 applications received during the first 6 months, 32% were female, 48% were male and 20% did not respond. Non- white applicants were at 17.5% and an additional 17% chose not to identify. The percentage of applicants who were veterans was 9%. She reported that close to 200 applicants placed on the eligible registers were from 29 states outside of Washington indicating wider recruitment.

Agenda Item III. Classification Resolution:

Labor and Management are in concurrence to adopt the following change:

- SPN 683: Title Change from Recreation Supervisor I to Recreation Supervisor. Ms. Phyllis Gabel made a motion to adopt and Ms. Kathy Sewell seconded the motion. Adoption of the title change was passed unanimously.

Labor and Management are in concurrence to delete the following classification:

-SPN 684: Deletion of Recreation Supervisor II. Mr. Craig Hult made a motion to delete and it was seconded by Ms. Gabel. The deletion of SPN 684 passed unanimously.

Agenda Item IV. Rule Change Recommendation

The Interim Rule Review Committee met on October 30, 2015 and unanimously recommended a change to Rule 5, Section 3 with regards to the Open Entry Firefighter list. It was recommended that a second paragraph be added as follows:

Where the eligible list is for the Firefighter classification: the names, addresses and telephone numbers of the ten highest eligible for the first vacancy and an additional four names for every additional vacancy.

A motion to change this rule was put forth by Mr. Hult and was seconded by Ms. Sewell. Ms. Hatcher had provided the Commission with the minutes of the Interim Rule Review Committee meeting as well as a comparison of the other agencies in Washington. They had also been provided with the 2004 City of Seattle case – 151 Wn.2d 823, Seattle Police Officers v. City of Seattle.

There was discussion concerning limiting the Firefighter list to twenty-five percent of the names on the list. Ms. Erin Jacobson addressed the Commission and stated that the Chief Examiner had conducted a thorough discussion of that issue at the Interim Rule Review Committee meeting and that labor and management had arrived at a unanimous decision to change the rule as presented to the Commission. Ms. George-Hatcher stated that the City of Seattle which was the agency that had been involved in the 2004 court case has a rule of five or 25% of the list whichever is greater for open entry positions and provides one additional name for each additional vacancy. Ms. Beckett asked how large the City of Spokane's list usually was and Ms. George-Hatcher responded that in the past, when a test was given only every two years, the list could be 500 or 600. However, with continuous testing, this number has been smaller and in the 200 to 300 range. Ms. Gabel asked if the rule change could include a caveat such as limiting the number of names to no more than 25% of the list. Mr. Piccolo stated that this would be a significant change from what the committee voted on and would have to be sent back to Rule Review Committee before it could be voted on. He said that if there were minor wording changes such as changing from four additional names to three, for example, that change could be made by the Commission.

Ms. Beckett called for a vote and the rule change as presented to the Commission was adopted unanimously.

There was also discussion about doing a full Rule Review process rather than another interim rule review committee. Ms. George-Hatcher explained that when a decision was made to

conduct an interim rule review committee, there were a handful of rules that needed to be clarified. That list has now grown to at least seventeen, or more. As a result, the Committee, if convened, would not be able to address all of them in a single meeting and recommended that a full rule review process be initiated later in 2016 or early 2017. Ms. Jacobson addressed the Commission and stated that she had also received several rule review change recommendations directly. She asked if the Commission could still adopt the changes made on an ongoing basis. Ms. George-Hatcher stated that due to the requirement for publishing the rules in the Gazette and making new copies of the rule book, it would not be practical to do a piecemeal approach. Ms. Gabel suggested meeting earlier than late 2016 and having regular progress reports provided to the Commission. Ms. George-Hatcher recommended that if the Committee could meet more often than during past rule reviews, such as possibly every two weeks, the work could be done more quickly. The Commission's direction was to proceed with a full rule review and start the process in early 2016 if all parties were amenable to it.

EXECUTIVE SESSION: The Commission went into Executive Session at 9:54 a.m. to discuss the performance of a public employee and returned at 10:12a.m.

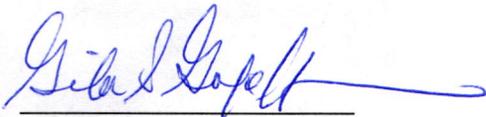
Agenda Item V. Other Business:

A motion to add an Agenda Item under Other Business was put forth by Ms. Gabel. It was seconded by Mr. Hult and the agenda was unanimously amended to add Agenda Item VI.

Agenda Item VI. Authorization for the Civil Service Committee Chair to enter into a contract with a Personnel Management Company.

Ms. Phyllis Gabel put forth a motion to authorize the Committee Chair to enter into a contract not to exceed \$10,000 for personnel management consultation and training services for the Chief Examiner. It was seconded by Mr. Craig Hult and passed unanimously.

There being no additional business to come before the Commission, the meeting was adjourned at 10:13 a.m.



Gita S. George-Hatcher
Chief Examiner