

**CITY OF SPOKANE**  
**CIVIL SERVICE COMMISSION MEETING**  
**MINUTES**  
**January 19, 2016**

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

**Agenda Item I.**

**Approval of Minutes:**

Ms. Cheryl Beckett introduced the minutes from the regular meeting of December 15, 2015. Hearing no changes, the minutes were approved as written.

Ms. Beckett called for a motion to amend the agenda to remove all the Grants Management and CHHS positions due to labor and management having to review the positions again as a result of the departure of the Director, Jennifer Stapleton. The remaining items under Classification Resolution consist of the SPN Change for Grants and Contracts Manager due to the previous SPN number being provided in error and the adoption of the new classification of Police Fleet Administrator. Mr. Craig Hult made a motion to amend the agenda as stated. Ms. Kathy Sewell 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 month of December:

Announcements issued:	5	Classifications revised:	2 ( <i>sic</i> 3)
Examinations:	26	Classifications new/deleted:	1/4
Requisitions received:	29	Requisitions certified:	31
Class Surveys completed:	4	Class Surveys in progress:	18
Requisitions pending:	39	Requisitions canceled:	0

Average days from department initiation of request to receipt in Civil Service:	2.8
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Average days from requisition receipt to certification:	7.0
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*(clarification - 1.0 for requisitions certified with current lists)*

Percentage certified within 24 hours:	100%
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Average days from department initiation to completion of hire	12.9
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**Agenda Item III.****Human Resources PAR process update:**

Chris Cavanaugh from Human Resources presented an update on the PAR process that has been in the works for some time. Ms. Cavanaugh stated that a pilot program is beginning this week with three departments. HR has created an instruction book that these departments will use along with the new PAR process online in PeopleSoft. They are requesting feedback regarding the process and the manual. Once this has been completed, and the manual updated with any changes, HR will be sending all of these instructions and the manual to all departments that use the self-service feature in PeopleSoft. Meanwhile, they will be working on a separate manual and instructions for departments that do not use self-service and do not enter their own time in PeopleSoft. Ms. Cavanaugh stated that one or two departments that do not use self-service will be testing the instructions and the manual and that she expects all departments to be utilizing the new online PAR process by the end of the first quarter or beginning of the second quarter of 2016. Ms. Beckett stated she was happy to hear that this process is moving forward as the PAR process has been an issue for years.

**Agenda Item IV.****Resolutions:****Correction: Change SPN from 060 to 107:**

SPN 107-Grants and Contracts Specialist

**Deletion: Deletion of the following classifications:**

SPN 011- Police Dispatch Support Specialist

SPN 074- Police Information Coordinator

SPN 092- Police Planning and Analysis Manager

SPN 918- Police Commander

A motion to adopt these changes was put forth by Mr. Hult and was seconded by Ms. Gabel. The resolution passed unanimously.

**Adoption of Senior Administrative Assistant for 2016:**

SPN 025-Administrative Secretary

SPN 049-Chief Examiner

SPN 063-Code Enforcement Supervisor

SPN 941-Deputy Fire Chief

SPN 114-Division Accountant

SPN 948-Fire Marshal  
SPN 926-Integrated Medical Services Manager (new)  
SPN 077-Park and Recreation Division Manager  
SPN 919-Police Major (to replace Police Commander which is deleted)  
SPN 234 – Principal Engineer  
SPN 260-Principal Planner  
SPN 954-Probation Officer I  
SPN 955-Probation Officer II  
SPN 042-Senior Human Resources Analyst  
SPN 163-Supervisory Analyst (IT and Fire)  
SPN 660-Wastewater Treatment Plant Operations Superintendent  
SPN 659-Wastewater Treatment Plant Administrative Superintendent  
SPN 534-Water Superintendent  
SPN 239-Water System Engineer  
SPN 585-Waste to Energy Plant Manager

A motion was put forth by Ms. Gabel to adopt these classifications as Senior Administrative Assistants for 2016. It was seconded by Mr. Hult and passed unanimously.

**Agenda Item V.**

**2016 Business Plan:**

Ms. Beckett introduced the Business Plan for 2016 which had been provided to the Commission for review last month. Ms. George-Hatcher additionally informed the Commission that she had been researching historical records and found that staffing levels had not changed since 1970 until mid year 2015 when an Analyst position was added. The ratio of staff to classification showed 4 Analysts in 1970 when there were 243 classifications. Ms. George-Hatcher reported that currently the number of classifications is at 342 classifications with 5 Analysts which is still below what the ratio should be given the number of Analysts the department had in 1970. Analysis shows that 61% of the Analysts' time is spent on test development. During 2016, additional analysis of the current workload will be done to ensure the department the best type of position to be added to the department's work force to accomplish work goals and provide the best customer service.

Ms. Sewell put forth a motion to adopt the 2016 Business Plan. It was seconded by Ms. Gabel and the Business Plan for 2016 was unanimously adopted.

**Agenda Item VI.**

**Other Business:**

Legal counsel Mr. Piccolo presented the Commission with an unpublished case from the Washington State Court of Appeals regarding a Civil Service discipline case out of King County. The appeal was filed by a deputy sheriff who was disciplined by the county sheriff. The Civil Service Commission upheld the discipline and the employee appealed to the King County Superior Court. The Superior Court reversed the Civil Service Commission's decision and the Court of Appeals reversed the Superior Court decision and reinstated the decision of the Civil Service Commission. The legal standard is that the Superior Court cannot overturn the Civil Service Commission decision unless the decision was arbitrary or capricious.

There being no additional business to come before the Commission, the meeting was adjourned at 9:43 a.m.



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Gita S. George-Hatcher  
Chief Examiner