

CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
February 16, 2016

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

Agenda Item I.

Approval of Minutes:

Ms. Cheryl Beckett introduced the minutes from the regular meeting of January 19, 2016. Hearing no changes, the minutes were approved as written.

Agenda Item II.

Staff Activities:

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for the month of December:

Announcements issued:	8	Classifications revised:	6
Examinations:	40	Classifications new/deleted:	1/3
Requisitions received:	30	Requisitions certified:	28
Class Surveys completed:	9	Class Surveys in progress:	9
Requisitions pending:	42	Requisitions canceled:	2

Average days from department initiation of request to receipt in Civil Service:	3.5
Average days from requisition receipt to certification:	-1
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire:	9.7

The Chief Examiner explained that the pending requisitions are largely due to requisitions still out in the departments with the exception of those that are pending creation of lists. She explained in response to a question from Ms. Phyllis Gabel that the rules require that a requisition that is pending for more than 10 days be cancelled. From a practical standpoint, it takes about 20 – 30 days after a requisition is certified to offer a position and fill a vacancy. The Chief Examiner stated that this rule would be considered for rule review as well. In response to a question from Ms. Cheryl Beckett, Ms. George-Hatcher stated that she is maintaining a list of the rules as they have come up, that need to be considered for rule review.

Ms. George-Hatcher introduced the new Civil Service Office Coordinator, Crystal Rodgers, to the Commission. Ms. Rodgers comes from Spokane County 911 program where she served as Staff Assistant. Ms. George-Hatcher thanked Barbara Ackermann for her service as Civil Service Office Coordinator and wished her the best in her new role as Analyst I within the department.

The Chief Examiner reported that Police Officer testing through Public Safety Testing has begun and that she attended the free test on January 29. She also informed the Commission that for the second half of 2015, the total cost the City had to pay to PST, Inc. for testing was \$1,215.00 and was much less than originally anticipated.

The Chief Examiner informed the Commission that other agencies have also begun following suit and paying for applicants to take tests for their jurisdictions by providing either the full cost of the test or providing a discount.

The first rule review committee meeting has been scheduled for March 16, 2016. Ms. George-Hatcher has also scheduled a pre-rule review meeting with the Analysts before that to get input. Since this is a full rule review, all of the rules will be reviewed as required and the recommended changes will be brought before the Commission at once instead of doing a rule by rule approval. The Chief Examiner stated that a rule by rule approval would be logistically difficult due to the requirement to publish each rule change in the Gazette, the need to print updated rule books, and because rules have effects on other rules.

Ms. George-Hatcher informed the Commission that she has started monthly meetings with the bargaining units on an individual basis for ongoing discussion of matters of mutual interest and to address any concerns. Ms. Phyllis Gabel asked whether there were any trends noticed and Ms. George-Hatcher responded that there were not any noticed at this time.

Ms. George-Hatcher also stated that the monthly meetings with Civil Service and Human Resources which she initiated a year and a half ago, to discuss areas of mutual interest and/or concern is continuing.

The Chief Examiner informed the Commission that the Annual Report for 2015 will be provided to the Commission at the next meeting for their review.

Ms. George-Hatcher reported that the first round of individual meetings with SCGI Management Consultants has taken place with staff. Additional meetings have been scheduled.

Agenda Item III.

Classification Resolutions:

Labor and management are in concurrence to adopt the following classification:

SPN 115 Contract Compliance Officer

Labor and management are in concurrence to delete the following classifications:

SPN 088 Police Planner

SPN 089 Senior Police Planner

SPN 239 Water Systems Engineer

A motion to adopt and delete these classifications was put forth by Mr. Mark Lindsey, and seconded by Ms. Gabel. The resolution passed unanimously.

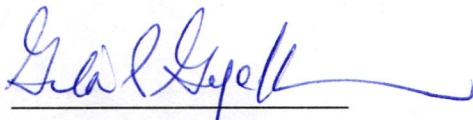
Agenda Item IV.

Other Business:

Presentation of the Gender Pay Equity Study by the Human Rights Commission by Blaine Stum

Mr. Blain Stum, Chair of the Spokane Human Rights Commission, presented the findings of the study to the Commission.

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