

**CITY OF SPOKANE**  
**CIVIL SERVICE COMMISSION MEETING**  
**MINUTES**  
**March 15, 2016**

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

Mr. Hult informed the Commission of an agenda item change. Agenda item III; Classification Resolution will include two changes not previously published. One will be an adoption of classification specification, SPN 070 Program Specialist CHHS. The second will be a specification revision for SPN 073: Program Manager HMIS.

**Agenda Item I.**

**Approval of Minutes:**

Mr. Craig Hult introduced the minutes from the regular meeting of February 16, 2016. Hearing no changes, the minutes stand as written.

**Agenda Item II.**

**Staff Activities:**

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

Announcements issued:	12	Classifications revised:	4
Examinations:	87	Classifications new/deleted:	1/0
Requisitions received:	26	Requisitions certified:	30
Class Surveys completed:	3	Class Surveys in progress:	9
Requisitions pending:	35	Requisitions canceled:	2
Average days from department initiation of request to receipt in Civil Service:			1
Average days from requisition receipt to certification:			9.9
Percentage certified within 24 hours:			100%
Average days from department initiation to completion of hire			1.1

The Chief Examiner, Ms. Gita George-Hatcher presented the monthly staff activities. She provided an update on advertisements with The Black Lens and The Family Guide. Ms. George-Hatcher reported that she gave a presentation on Recruitment Initiatives for 2016 to the Mayor's Cabinet and provided the Commission with a copy of the presentation. The Chief Examiner stated that a recruitment video is in the process of being created along with job fair flyers with translations, a TV -PSA and advertisements on social media, several local publications and community organizations.

Last month, Public Safety Testing delivered a presentation at the City on recruitment strategies for public safety positions that was very well received and attended by representatives from the Police Department, Civil Service and Human Resources. There is a plan to do this again so that Fire Department personnel can attend.

The Chief Examiner reported that she attended the NAACP meeting in February as well as the Mayor's Advisory Committee on Multicultural Affairs (MACMA). The Chief Examiner also reported that the first rule review meeting is scheduled for March 16, 2016, and presented a summary of the Annual Report. A detailed presentation is to follow at next month's Commission meeting.

The Chief Examiner recognized and thanked staff for their participation in the implementation of NEOGOV and Public Safety Testing and noted that the efforts of staff in 2015 have been nothing less than Herculean with the implementation of new initiatives and at the same time, responding to department reorganizations and resulting requests by departments for new classifications and testing.

Ms. Phyllis Gabel thanked staff for the smooth transition into NEOGOV. Mr. Craig Hult also applauded the staff for all their efforts.

**Agenda Item III.**

**Resolutions:**

**Adoption of three classifications:**

SPN 181 Fleet Specialist

SPN 070 Program Specialist (CHHS)

SPN 073 Program Manager (HMIS)

**Title Change:**

SPN 543 Wastewater Supervisor

A motion to adopt these was put forward by Ms. Kathy Sewell and was seconded by Ms. Phyllis Gabel. The motion passed unanimously.

**Agenda Item IV.**

**Other Business:**

Mr. Craig Hult presented Ms. Gita George-Hatcher with her twenty five year service pin. There being no additional business to come before the Commission, the meeting was adjourned at 9:50 a.m.

A handwritten signature in blue ink, reading "Gita S. George-Hatcher", with a long horizontal flourish extending to the right.

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Gita S. George-Hatcher  
Chief Examiner