

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

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

**Agenda Item I.**

**Approval of Minutes:**

Ms. Cheryl Beckett introduced the minutes from the regular meeting of March 15, 2016. Hearing no changes or corrections, the minutes stand as written.

**Agenda Item II.**

**Staff Activities:**

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

**March:**

Announcements issued:	3	Classifications revised:	3
Examinations:	79	Classifications new/deleted:	4/4
Requisitions received:	30	Requisitions certified:	29
Class Surveys completed:	2	Class Surveys in progress:	14
Requisitions pending:	2	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service:	4.2		
Average days from requisition receipt to certification:	.3		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	9.1		

Ms. George-Hatcher reported to the Commission that the Rule Review Committee has been convened with two meetings held so far. She stated that meetings are being held every two weeks, except for the previous week due to the Job Fair. Ms. George-Hatcher informed the Commission that each meeting is to have an agenda with the goal of completing the Rule Review by the end of the summer. Ms. George-Hatcher acknowledged that this may be an ambitious goal given that the process took one year the last time around. All rules are being reviewed and the same process that was utilized in the past is being followed. The Committee has so far reviewed Rules I and II.

The month of March was very busy spent preparing for the First Annual Job Fair. The Chief Examiner thanked the entire Civil Service staff for their teamwork on this. She particularly acknowledged the coordination efforts of Crystal Rodgers, Civil Service Office Coordinator, who was the assigned Civil Service lead on the Job Fair project. The Chief Examiner also thanked Mayor Condon for initiating and

supporting the first City-sponsored Job Fair, and the Human Resources and Communications Departments for their assistance.

Ms. George-Hatcher reported that she, along with Ms. Barbara Ackermann, attended the Innovations in Testing Conference in Orlando, Florida in March where they were able to attend sessions on a variety of interesting topics including behavioral and performance skills in testing, test development, computer adaptive testing, test score validations, item banking, remote test proctoring, mobile testing, accessibility, item banking and many more.

Based on input from the Analysts, a new methodology has been developed for work assignments effective May 1, 2016. The new methodology is based on the concept of specialization with two teams, one for Classification and the other for Testing, which includes opportunities for cross-training between the teams. The Classification Team's responsibilities include lines of progression, ranking of positions, job analysis, class specification review, new job classifications, job surveys and some testing. The Testing Team's responsibilities cover tasks including creation of the testing plan and schedules for each year, pre- and post-test requirements, validation studies, as well as some job analyses and classification work. There will be some crossover of work based on the circumstances and other global assignments as assigned by the Chief Examiner.

As part of her staff report, Ms. George-Hatcher acknowledged and recognized the Communication Department for its contributions to Civil Service. She reported that over the past year and a half, Civil Service has created an effective partnership with this team. She thanked Brian Coddington, Director of the Communications Department, and all the members of the Communications team. She acknowledged the web staff's professional work in creating the user-friendly, professional and attractive jobs page on the City's website, the social media staff's efforts that have substantially increased our advertising reach over social media sites and in the community, the Reprographics staff's assistance with beautiful and professional flyers, brochures and other printed material, as well as the opportunities provided overall by the Communications Department for Civil Service to participate in press briefings as needed with the Mayor, and consultation on publicity ideas. Ms. George-Hatcher introduced the new recruitment video that was created by the Channel 5 staff working with Civil Service staff. Ms. George-Hatcher thanked the Communications Team for their work on this and also thanked and recognized Barbara Ackermann who was assigned as Civil Service lead on the recruitment video project. The video was played for the Commission members.

Ms. George-Hatcher formally thanked Mr. Coddington and his team and invited him to come forward and address the Commission. Mr. Coddington thanked the Commission, applauded the talented group of employees on the Communications team and said he is looking continue working with the Chief Examiner and Civil Service. Ms. Beckett thanked the entire Communications Team and presented Mr. Coddington and his team with a certificate of appreciation.

### **Agenda Item III.**

#### **Classification Resolution:**

##### **Title Change:**

- SPN 038      Community Risk Reduction Manager (from Public Fire Education Officer) - extensive revision of the existing specifications.
- SPN 067      Grants Analyst (from Grants and Contracts Administrator) - new classification specifications.
- SPN 068      Senior Grants Analyst (from Grants and Contracts Manager) – new classification specifications
- SPN 660      WWTP Plant Manager (from WWTP Operations Superintendent) – extensive revision of the existing specifications.

##### **Adoptions:**

- SPN 012      Court Clerk I
- SPN 013      Court Clerk II

##### **Deletions:**

- SPN 071      Program Manager (CHHS)
- SPN 107      Grants and Contracts Specialist
- SPN 947      Training Captain
- SPN 950      Paramedic Lieutenant

A motion was made by Ms. Kathy Sewell to adopt the changes and was seconded by Mr. Craig Hult. The motion passed unanimously.

### **Agenda Item IV.**

#### **Annual Report**

A motion to adopt the 2016 Annual Report was put forth by Mr. Hult, seconded by Ms. Sewell. The annual report was adopted unanimously.

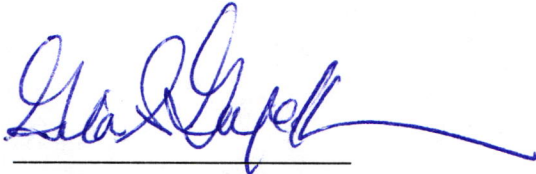
### **Agenda Item V.**

#### **Other Business**

Ms. Beckett announced that there will be two upcoming vacancies on the Commission. First, Ms. Beckett will be stepping down as Commissioner effective June 1, 2016 due to having accepted a position out of the area and Ms. Phyllis Gabel will be completing her term in December 2016.

As a result of the transition, the Commission retreat scheduled for Thursday, April 21, 2016 is being postponed.

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, appearing to read 'Gita S. George-Hatcher', with a long horizontal flourish extending to the right.

Gita S. George-Hatcher  
Chief Examiner