

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
May 17, 2016**

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

Motion to amend agenda:

A motion to amend the agenda as follows:

Add Agenda Item IV: Election of Chair and Vice Chair

Motion was made by Craig Hult and was seconded by Mark Lindsey. The motion passed unanimously.

Agenda Item I.

Approval of Minutes:

Ms. Cheryl Beckett introduced the minutes from the regular meeting of April 19, 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 April:

March:

Announcements issued:	16	Classifications revised:	1
Examinations:	38	Classifications new/deleted:	2/0
Requisitions received:	30	Requisitions certified:	30
Class Surveys completed:	4	Class Surveys in progress:	17
Requisitions pending:	4	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service: 4.0			
Average days from requisition receipt to certification: .4			
Percentage certified within 24 hours: 100%			
Average days from department initiation to completion of hire 20.5			

Ms. Gita George-Hatcher reported on last month's Job Fair. A survey was sent out to departments through Survey Monkey regarding the Job Fair to gain information and new ideas for next year.

The Chief Examiner reported that while challenges continue to exist in the area of temporary seasonal and project positions, there have been successes. She reported on 5 project positions that were converted to regular classified positions, one that is in the process a classified job description being written and another project position that is being terminated in mid-July.

The Chief Examiner reported that the Rule Review Committee has reviewed Rules I, II, III and IV so far. The Committee was amenable to Civil service creating a classified job description for Bond Project Manager. Ms. George-Hatcher also reported that discussions were ongoing regarding addition of the word "Division" to the existing rule definition in Rule II under "Department," and regarding a proposal to remove the name of an eligible after one passover for classifications confined to a single department.

Ms. George-Hatcher reported that the Biddle Consulting Group was selected as the most responsive and lowest quote for the Job Analysis Request for Proposal that was approved in the 2016 budget. Ms. George-Hatcher also reported that the 20 year old projector in the test room has been replaced.

The Test Room furniture is in the process of being replaced to create greater accessibility for people with disabilities and provide readiness for the future use of technology in testing. The funds for this were also approved in the 2016 budget.

Bryan Sullivan and Crystal Rodgers are taking the lead on working with staff to create an informative iShare site for Civil Service to provide information and resources relating to Civil Service processes for employees, supervisors and department directors.

Nicole Goes, Analyst II, will be attending a two-week school on job classification.

Ms. George-Hatcher reported on a new program that is in the process of being implemented in the City. It will be known as the My Spokane/3-1-1 Program to help citizens contact city services more quickly and efficiently. Civil Service has been busy interfacing with the appropriate unions, department directors and supervisors in response to requests to classify the appropriate positions for this program. The Chief Examiner reported that the understanding is that City administration is intending to move positions from various departments such as Solid Waste Collections and Utility Billing to create this program. Based on the initial understanding that there had been

agreement between labor and management, two position vacancies were reclassified. However, the reclassifications were rescinded and Ms. George-Hatcher reported that once there is a written agreement, she would move forward with the requested reclassifications.

Ms. George-Hatcher reported that a proposal on "The 21st Century Workforce" was drafted by the Human Resources Director and presented to Department Heads. She provided the document to the Commission for their review and a possible presentation from Human Resources at next month's meeting.

Ms. George-Hatcher also provided an update memo she sent to Cabinet Members regarding the progress made by Civil Service after her initial presentation to them in February on Recruitment Initiatives.

The annual Commissioner potluck is scheduled for July 21, 2016 in the Civil Service office.

Ms. Gita George-Hatcher took a moment to appreciate Ms. Cheryl Beckett as this was to be her last day as Commissioner, and on behalf of herself and the staff, expressed gratitude for the many years of service to the Commission, for the expertise and professionalism she brought to the Commission and that she would be missed.

Ms. Beckett was appreciative, and spoke briefly on her belief in the merit system.

Agenda Item III.

Classification Resolution:

Title Change:

SPN 658 Environmental Sustainability Manager

Adoptions:

SPN 072 Program Specialist (HMIS)

SPN 669 Water Quality Analyst

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

Agenda Item IV.

Election of Chair and Vice Chair Replacements for Beckett and Gabel

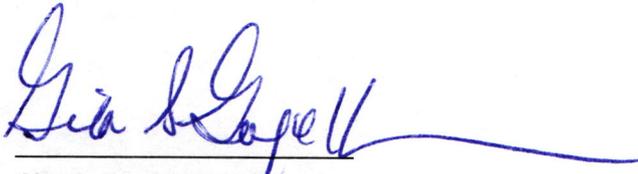
Mark Lindsey put forth a motion or Craig Hult to be the Chair of the Civil Service Commission. It was seconded by Kathy Sewell and the motion passed unanimously.

A Vice Chair will be voted on at a later date.

Agenda Item V.
Other Business

Craig Hult acknowledged Cheryl Beckett for her years of service, dedication and knowledge of the merit system. He presented a letter from the Mayor thanking her for her nine years of service to the Commission.

There being no additional business to come before the Commission, the meeting was adjourned at 9:48 a.m.



Gita S. George-Hatcher
Chief Examiner