

**CITY OF SPOKANE**  
**CIVIL SERVICE COMMISSION MEETING**  
**MINUTES**  
**August 16, 2016**

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

A moment of silence was taken for long time employee, Bruce Wright, Accountant II in the Parks and Recreation Department, who passed away suddenly on August 11, 2016.

**Agenda Item I.**

**Approval of Minutes:**

Mr. Craig Hult introduced the minutes from the regular meeting of June 21, 2016. Hearing no changes or corrections, the minutes were approved as written.

**Agenda Item II.**

**Staff Activities:**

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

**June:**

Announcements issued:	5	Classifications revised:	1
Examinations:	56	Classifications new/deleted:	2/0
Requisitions received:	87	Requisitions certified:	81
Class Surveys completed:	3	Class Surveys in progress:	11
Requisitions pending:	5	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service:	2.4		
Average days from requisition receipt to certification:	.2		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	1.3		

**July:**

Announcements issued:	10	Classifications revised:	4
Examinations:	70	Classifications new/deleted:	4/0
Requisitions received:	48	Requisitions certified:	52

Class Surveys completed:	3	Class Surveys in progress:	11
Requisitions pending:	5	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service:	1.7		
Average days from requisition receipt to certification:	0		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	1.2		

Ms. Gita George-Hatcher thanked the Commission for taking a moment to remember Accountant II, Bruce Wright.

The Chief Examiner reported that the Rule Review process is continuing with the next meeting scheduled for Wednesday, August 17, 2016. She reported that the Committee has finished reviewing Rules I through VIII and that meetings are scheduled to be held every two weeks.

The Chief Examiner reported that The Civil Service Test Room now has new furniture that is accommodating of persons with disabilities and provides the capability for future computer based testing. She reported that the old desks have been sent for auction. Ms. George-Hatcher specially thanked and recognized the office team consisting of Crystal Rodgers, Kelsey Pearson and Nikki Graham-Brown for their work in persistently following through with completion of the acquisition process.

The Analyst team and Chief Examiner have had two demonstrations of Item Bank software; however no decisions have been made yet to purchase the software.

Ms. George-Hatcher stated that she provided training again at the Supervisor Training series. The presentation time for Civil Service had been shortened from two hours to one and was not adequate to thoroughly cover the material. She said she has requested the original two-hour time frame for the next time.

Ms. George-Hatcher informed the Commission that the 35<sup>th</sup> Annual Washington State Civil Service Conference will be held in September in Wenatchee. She stated that the conference provides excellent training on Civil Service and requested the Commissioners to let her know if there was any interest among the Commissioners in attending this year's conference.

Ms. George-Hatcher reminded the Commissioners that the annual Commissioners Potluck is to be held Thursday, August 18, 2016 in the Civil Service test room.

Ms. George-Hatcher informed the Commission that Civil Service had recently completed a survey of test-takers and invited Ms. Crystal Rodgers, Civil Service Office Coordinator to provide

a report on the survey to the Commission. Ms. Rodgers stated that the surveys were offered to test-takers to fill out on a voluntary and anonymous basis. She reported that out of 256 test-takers, over 180 returned the surveys, which provided a 73% response rate. The survey asked test-takers to rank the recruitment advertisement sources, application process, scheduling process, test question relevance and Civil Service customer service. Overall, the surveys were very positive. 76% said that self-scheduling was easy and 82% stating that their experience with Civil Service staff was excellent. Additionally, 76% reported that the test questions were appropriate and adequate for the position. Another round of surveying will happen in six months to make improvements and check again on our performance.

### **Agenda Item III.**

#### **Classification Resolution:**

##### **Adoptions:**

SPN 014	Supervisory Court Clerk
SPN 115	Contract and Business Standards Compliance Officer (Title Change & Spec Revision)
SPN 611	Plumber
SPN 628	Vehicle Commission Technician
SPN 696	Maintenance Manager
SPN 693	Park Ranger Supervisor (Title Change & Revision)
SPN 698	Park Ranger (Title Change)

A motion was made by Kathy Sewell to adopt all the classifications and title changes as presented. The motion was seconded by Phyllis Gabel and passed unanimously.

### **Agenda Item IV.**

#### **Request for Reinstatement on the list**

Ms. Barbara Rice, a former employee who resigned in good standing as Cash Accounting Clerk II (CAC II) in July of 2015, requested to be added to the eligible list for CAC II per Rule X, Section 1. Ms. Rice' request was timely. At the time of her request, there was no current eligible register for Cash Accounting Clerk II. The matter was originally scheduled to be on the Commission's July agenda but as the meeting was cancelled for lack of a quorum. Due to the existence of an outstanding requisition from the department, the Chief Examiner, Ms. George-Hatcher made an administrative decision to create a promotional register for CAC II and add Ms. Rice' name to the register. This allowed the department to move forward in completing their hiring without delay. The Chief Examiner notified the Commission of this action which was consistent with Rule VI, Section 11 which states in part, *"...a promotional list containing one name may constitute a valid*



*list and may be so certified.*" As reinstatements to the list are made by Commission action, the Chief Examiner started that she is placing her administrative decision before the Commission for affirmation or denial. After a short discussion, a motion to affirm the administrative decision of the Chief Examiner was put forth by Ms. Gabel and seconded by Ms. Sewell and passed unanimously.

Ms. George-Hatcher requested Commission guidance for the future in regards to the proper procedure when reinstatement is requested and no list for the classification is in existence. Mr. Craig Hult stated that the action taken for Ms. Rice was appropriate given the circumstances and all the other Commissioners agreed. Their consensus was that they would be concerned if this process started happening often, but since this does not occur frequently, the guidance was that the decision made was appropriate.

The Chief Examiner also requested guidance as to whether reinstatements to the lists could be made administratively by the Chief Examiner, with complaints of administrative decisions brought before the Commission as allowed under the rules. The consensus of the Commission was that although the decision in the current instance was correct in order to allow the conduct of City business without unnecessary delays, reinstatements to the lists should continue to be brought before the Commission except in cases of emergency.

#### **Agenda Item V.**

##### **Claim of Benjamin Krauss**

Mr. Benjamin Krauss requested a continuance of his claim hearing, and it was granted until the next Civil Service Commission meeting in September 2016. It was noted that per Civil Service rules, Mr. Krauss is only entitled to one continuance, and he has already been provided the continuance at his request.

#### **Agenda Item VI.**

##### **Electronic Performance Appraisal Reports**

Christine Cavanaugh, Interim Director of Human Resources, presented an update on the E-Par system. Ms. Cavanaugh asked the Chief Examiner if she had provided a copy of her most recent memorandum on the subject to the Commission and the Chief Examiner responded that she had. Ms. Cavanaugh reported that during the remainder of 2016, hands on training with M&P supervisors who supervise other M&P employees is to be provided. In 2017, training will begin with Local 270 supervisors and Ms. Cavanaugh stated that she is hopeful that the E-Par will be agreed to by all the bargaining units and adopted by the Commission.

**Agenda Item VII.**

**Request for Indefinite Leave of Absence**

Captain Craig Meidl has requested the Commission to approve an indefinite leave of absence from Civil Service under Rule X, Section 4(f) to accept the non-classified position appointment as Police Chief. A question was raised as to whether Mr. Meidl had already been placed in the position of Police Chief. Meghann Steinolfson, Senior Human Resources Analyst addressed the Commission and stated that Mr. Meidl is still in his current position of Police Captain and receiving out of grade pay as Police Chief pending City Council confirmation.

A motion to approve an indefinite leave of absence for Captain Craig Meidl upon appointment and confirmation by City Council was put forth by Ms. Sewell and seconded by Phyllis Gabel. The motion passed unanimously.

The Commission went into Executive Session at 10:01 a.m. regarding the performance of a public employee. Executive Session ended at 10:26 a.m.

**Agenda Item VIII.**

**Other Business**

No other business

There being no additional business to come before the Commission, the meeting was adjourned at 10:27 a.m.



Gita S. George-Hatcher  
Chief Examiner