

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
October 18, 2016**

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

Addition of Agenda Item VI. Request by Carly Cortright to merge lists.

Mr. Hult welcomed new Commission member Judith Gilmore.

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of September 20, 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 April:

August:

Announcements issued:	9	Classifications revised:	2
Examinations:	65	Classifications new/deleted:	21/3
Requisitions received:	34	Requisitions certified:	31
Class Surveys completed:	1	Class Surveys in progress:	8
Requisitions pending:	6	Requisitions canceled:	1
Average days from department initiation of request to receipt in Civil Service:		4.7	
Average days from requisition receipt to certification:		0.00	
Percentage certified within 24 hours:		100%	
Average days from department initiation to completion of hire		1.1	

Ms. George-Hatcher presented Staff Activities to the Commission. She also informed the Commission regarding completion of the process to move the classified position of Parks and Recreation Division Manager in the Parks Operations Department into an exempt position as directed by the Commission in September with the caveat that if these types of changes become frequent, the changes should be brought before the Commission for action. She also presented information and provided a written report to the Commission regarding the current work load of the Civil Service staff and requested approval to seek additional funding to hire another Analyst

in 2017. With increased demands for new classification, job surveys, reclassifications, recruitments, continuous testing exhaustion of lists and departmental reorganizations, emergency tasks have taken priority causing delays and surpassing the number of cyclical review and testing obligations to be worked on thus creating delays in response and increasing backlog. As a result, staff is unable to keep up with the volume of work from City departments. Ms. George-Hatcher is requesting the addition of a new Analyst position in 2017. She noted that the addition would be approximately \$98,000 and would still keep the Civil service budget below the authorized 1%. Ms. George-Hatcher's written report also included the possibility of requesting another Analyst in 2018. In response to questions, Ms. George-Hatcher responded that in 2018, if the addition would result in the budget going over the authorized 1%, then the request to add an Analyst in 2018 would not be made.

A motion to add an additional Analyst to the 2017 budget was made by Ms. Sewell and was seconded by Ms. Gilmore. The motion passed unanimously.

Agenda Item III.

Classification Resolution:

The following classifications are presented for adoption and deletion. There is concurrence from both labor and management.

Adoptions:

- SPN 134 Information Systems Specialist I
- SPN 135 Information Systems Specialist II
- SPN 136 Supervisory Information Systems Specialist
- SPN 137 Network Engineer
- SPN 138 Network Administrator
- SPN 139 Senior Network Administrator
- SPN 140 Systems Administrator I
- SPN 141 Systems Administrator II
- SPN 142 Senior Systems Administrator
- SPN 142 Senior Systems Administrator
- SPN 157 Database Administrator
- SPN 158 Senior Database Administrator
- SPN 159 Supervisory Database Administrator
- SPN 164 Information Systems Analyst I
- SPN 165 Information Systems Analyst II
- SPN 166 Senior Information Systems Analyst
- SPN 167 Supervisory Information Systems Analyst
- SPN 168 GIS Analyst
- SPN 169 Supervisory GIS Analyst

Deletions:

SPN 044 Economic Development Specialist
SPN 052 Housing Program Specialist
SON 937 Medical Services Division Chief

A motion to adopt and delete the classifications was put forth by Ms. Sewell and seconded by Ms. Gilmore. The motion carried unanimously.

Agenda Item IV.

Passover Discussion:

This is a continuation from the Commission meeting from September 20, 2016. The last Rule Review Committee meeting was canceled per request of Local 270 and concurred to by Local 29. The meeting scheduled for October 19th was also requested to be canceled by Local 270 as they are working on alternate language to bring back to the Rule Review Committee on passovers and removals from the list. Mr. Hult cautioned regarding the cancellation of meetings and referred to Chief Williams' expressed apprehension about the length of time the entire Rule Review process may take.

Ms. George-Hatcher read into the record the language that was submitted to the Rule Review Committee by Civil Service on the October 12th agenda and which had yet to be discussed because of the cancellations:

Rule IV Section 16 REMOVAL: The Commission shall remove the name of an eligible from the list if the eligible has:

- (a) Been certified and passed over a total of ~~five~~ three times, to include one time each by at least three different appointing authorities for the appointment; however, in classes confined to one department, the eligible shall be removed after the appointing authority has twice considered but declined to offer the position to the eligible. The appointing authority is required to interview an eligible at least one time prior to removal of the eligible from the list.

Agenda Item V.

Request for indefinite Leave of Absence:

Justin Lundgren, Police Lieutenant, has submitted a request to be placed on an indefinite leave of absence per Civil Service Rule X, Section 4 (f) from his classified position to accept the non-classified position of Assistant Police Chief

A motion to grant the indefinite leave of absence was put forth by Ms. Sewell and seconded by Ms. Gilmore. The motion passed unanimously.

Agenda Item VI.

Request to merge lists by Carly Cortright:

Ms. Carly Cortright, Director of the 3-1-1 Program is requesting that the Customer Service Specialist list SPN 100 and the Customer Service Assistant list SPN 099 be merged. Ms. Cortright gave some background on her reasons for requesting the merge and stated that she had already interviewed people off the Customer Service Specialist list and found there were a couple of candidates on the list that she wanted to hire. Ms. George-Hatcher discussed the concerns with the Memorandum of Understanding that was signed to be retroactively effective, and which provides authorization for progressive promotion from the Assistant to the Specialist classifications and which would require reclassifying employees hired as Specialists into Assistants if they had not completed 12 months of service.

Ms. George-Hatcher discussed the concern with not complying with Civil Service Rules if lists for two separate classifications with two different requirements and two different tests are merged. She stated that Rule V, Section 3 FOURTH requires that names be certified from an original eligible list for appointment to the classification in which the vacancy occurs and explained that there is no allowance in the rules for merging lists for two separate classifications together. Ms. George-Hatcher advised that if these positions are the same, the classifications should be merged first. However, there was labor and management concurrence for the creation and adoption of the two separate classifications for which different salary ranges were designated by Human Resources. Ms. George-Hatcher provided the Commission with a background of the classification adoptions and resulting salary changes.

Ms. George-Hatcher noted that the Emergency Budget Ordinance authorized three Customer Service Specialist positions and recommended that the hires be made into that classification from the appropriate list during the transition period and conduct negotiations between labor and management regarding conditions moving forward without violating Civil Service rules or negatively impacting existing employees. Ms. George-Hatcher also reported that Civil Service is currently finishing up recruitment for the Assistant which as of the date of the meeting has over 130 candidates. She stated that a certified list for Assistant should be available by the first week of November,

Mr. Joe Cavanaugh, President of Local 270, addressed the Commission and indicated that he would not support merging the lists. He requested a one month extension to any decision on this matter while the Memorandum of Understanding is reviewed and revised. Ms. Cortright

was amenable to the one month extension. Mr. Hult asked the Commissioners for questions or comments.

A motion to defer decision on this agenda item until the next Commission meeting was put forth by Ms. Sewell and seconded by Ms. Gilmore. The motion carried unanimously.

Agenda Item VII.

Other Business:

No other business.

There being no additional business to come before the Commission, the meeting was adjourned at 10:11 a.m.



Gita S. George-Hatcher
Chief Examiner