

**CITY OF SPOKANE**  
**CIVIL SERVICE COMMISSION MEETING**  
**MINUTES**  
**January 17, 2017**

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

**Agenda Item I.**

**Approval of Minutes:**

Mr. Craig Hult introduced the minutes from the regular meeting of December 20, 2016. Hearing no changes, 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 December:

**October:**

Announcements issued:	4	Classifications revised:	5
Examinations:	156	Classifications new/deleted:	0/3
Requisitions received:	24	Requisitions certified:	24
Class Surveys completed:	1	Class Surveys in progress:	7
Requisitions pending:	4	Requisitions canceled:	0
Title Change	2		

Average days from department initiation of request to receipt in Civil Service:	5.2
Average days from requisition receipt to certification:	1.0
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	1.0

Ms. George-Hatcher reported on the monthly activities for December. The Chief Examiner reported that the most recent rule review meeting scheduled for January 11<sup>th</sup> was requested by Human Resources to be canceled as HR representatives were unable to attend. The next meeting is scheduled for January 25<sup>th</sup>. Ms. George-Hatcher stated that there would probably be only two or three more meetings before wrap up and scheduling of study sessions for Commissioners.

The 2017 Business Plan was distributed to Commissioners for review and will be placed on the agenda for adoption next month.

**Agenda Item III.**

**Classification Resolution:**

The following classifications were presented for deletion.

**Deletions:**

SPN 030          Claims Specialist

**Title Deletions:**

Parks and Recreation Division Manager

Grants and Contracts Administrator

**Adoptions:**

077      Park Planning and Development Manager (Title Change)

025      Administrative Specialist (Title Change)

A motion to adopt/delete the classifications was put forth by Ms. Kathy Sewell and seconded by Mr. Mark Lindsey. The motion carried unanimously.

**Agenda Item IV.**

**Adoption of Senior Administrative Assistants for 2017**

A motion to adopt the Senior Administrative Assistants classifications was put forth by Mr. Lindsey and seconded by Ms. Sewell. The motion passed unanimously.

**Agenda Item V.**

**Findings of Fact regarding the appeal of Mr. Gregory Borg**

A motion to approve the Findings of Fact pertaining to the appeal hearing of Mr. Gregory Borg that was heard by the Commission in December was put forth by Mr. Lindsey and seconded by Ms. Sewell. The motion passed unanimously.

**Agenda Item VI.**

**Reclassification of Teresa Goe**

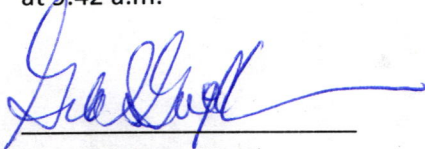
Ms. Teresa (Chris) Goe, a Cash Accounting Supervisor had already received a promotion through reclassification in 2014. In 2016 a complete study was conducted of all the clerical positions in Municipal Court and new classifications were created, specific to the Court including the classification of Supervisory Court Clerk. Although it had been determined that Ms. Goe had been performing the functions of Supervisory Court Clerk for over a year, she was unable to be reclassified again without approval by the Commission due to having already received a

promotions once by reclassification in the same department per Civil Service Rule III, Section 5 (a). Due to the specific circumstances of the case, the Commission considered a motion to approve the reclassification of Ms. Goe to Supervisory Court Clerk on a non-precedent setting basis. The motion was put forth by Ms. Sewell and was seconded by Mr. Lindsey. The motion was approved unanimously.

**Other Business:**

Ms. George-Hatcher stated that she was informed that the Mayor had selected Ms. Pam DeCounter for the Commission vacancy created by the expiration of Ms. Phyllis Gabel's term. Ms. DeCounter's confirmation is being placed on the City Council agenda for January 23<sup>rd</sup>.

There being no additional business to come before the Commission, the meeting was adjourned at 9:42 a.m.



Gita S. George-Hatcher  
Chief Examiner