

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
February 21, 2017**

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

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of January 17, 2017. The minutes will stand as written.

Agenda Item II.

Commission Membership

Mr. Hult began by thanking Ms. Kathy Sewell for her service and wishing her the best in the future as today was her last meeting. Mr. Hult welcomed Ms. Pam DeCounter, our newest Commissioner.

At the March Commission meeting, Commissioners will be selecting the remaining vacancy created by Ms. Sewell's departure.

Ms. Judith Gilmore was re-appointed for a full term by the Employee Retirement Board.

Mr. Hult will remain as Chair and Mr. Lindsey will continue as Vice-Chair.

Agenda Item III.

Staff Activities:

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

October:

Announcements issued:	7	Classifications revised:	1
Examinations:	30	Classifications new/deleted:	2/0
Requisitions received:	26	Requisitions certified:	28
Class Surveys completed:	6	Class Surveys in progress:	1
Requisitions pending:	0	Requisitions canceled:	0

Average days from department initiation of request to receipt in Civil Service:	1.9
Average days from requisition receipt to certification:	.2

Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	1.1

The Chief Examiner, Ms. George-Hatcher reported on the monthly activities for January. She reported that the Rule Review of all the rules had been completed and that the committee would be meeting to review all the approved rule changes. Once that has been completed, a study session will be scheduled for the Commission after which the rule recommendations will be placed on the Commission's agenda for consideration for adoption.

The Chief Examiner also reported that Ms. Crystal Rodgers, Office Coordinator, attended the Diversity Employment Day Career Fair in Seattle in January. She reported that such career fairs are organized in many major US cities but there is currently not such a Career Fair in Spokane. Additionally, we paid \$100.00 for advertising on Facebook for Firefighter and Police Officer testing. There were over 20,000 hits on the advertisement for just \$70.00.

Ms. George-Hatcher reported that both she and Mr. Bryan Sullivan, Analyst III have been attending the Gender and Pay Equity Committee and will continue being involved on the committee. The purpose of the committee is to track the progress of the recommendations made in the Study. The Chief Examiner reported that the following recommendations have already been completed:

- Random survey of test takers was completed in 2016 and we will now be conducting random surveys on an on-going basis for the purpose of continuous improvement.
- Review of job recruitment announcements to ensure inclusive language is being done on an ongoing before being published. This is being done on an experimental basis through the use of Textio, a cloud based program that provides a score for neutrality, masculinity, femininity and provides guidance on improvement.
- We have preliminary data for overall certifications and hires for all City positions in total for 2016. More data will be available after the hiring analysis study for 2016 is completed. The preliminary data indicates that the Civil Service certification rates for females when compared to their applications is greater than the hire rates for females by City departments when compared to their certification rates. This also held true for most minority groups. The hire rates for Native American and Hispanic groups were higher than their certification rates.
- The Chief Examiner reported that the minority/non-white percentage for classified employment was at 8.15%, a slight improvement over the 2014 percentage of 6% but additional efforts are necessary to bring the percentage closer to the diversity representation in the city. The percentage is higher than the percentage of 4.9% for non-classified appointed positions.

- The Chief Examiner reported that additional effort was necessary to increase overall female representation in the workforce and that the classified workforce was only 21.3% female.
- The Chief Examiner also stated that HR's involvement in conducting workforce analysis and utilization analysis would provide information on persons with requisite skills for the various job categories and would be of great assistance in tailoring targeted recruitment programs.
- Ms. George-Hatcher also reported that the turnover rate for classified positions was at 7.2% while the turnover rate for non-classified positions was 21.6%.

Ms. George-Hatcher reported that efforts are in process for the following:

- Creation of a recruitment plan.
- Research ways to continue to make the hiring process even more race and gender blind.
- Creation of a marketing plan.
- Addition of one more Analyst to the Civil Service staff, still keeping the Civil Service budget within the Charter mandate.

Payroll Certification for July to December 2016 has been completed. Ms. George-Hatcher recognized and thanked Ms. Crystal Rodgers and Ms. Kelsey Pearson for revising the report so that it is more compact and easier to review.

The Chief Examiner reported on two Memorandums of Understanding with Local 270 and the Managerial and Professional Association regarding the process to be followed when there are changes to dates in class. This has been much needed and should help avoid confusion for employees going forward.

The Chief Examiner also reported that she had sent a request to department heads for specific information on their departments to utilize to create even greater interest in recruitment announcements when recruiting for classifications unique to departments.

Ms. George-Hatcher also reported that as soon as the separation letter and date for Streets Director Mr. Mark Serbousek is received, a letter regarding his Civil Service rights will be provided to him. She also reported that Civil Service will be contacting the Public Works Director regarding the classification specifications for the Principal Engineer position

Agenda Item IV.

Classification Resolution:

Adoptions:

SPN 054 Safety Manager

SPN 128 Budget Analyst

SPN 077 – Approval of classification specification only for Park Planning and Development Manager. The title was adopted in January, 2017.

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

Agenda Item V.

Business Plan 2017 Adoption:

A motion to approve the 2017 Business Plan was submitted by Ms. Judith Gilmore and seconded by Mr. Lindsey. The motion carried unanimously.

Agenda Item VI.

Request for Indefinite Leave of Absence from Civil Service:

Mr. Kelly Keenan has requested an indefinite leave of absence from Civil Service due to his promotion to the non-classified position of Senior Community, Housing and Human Services Manager.

A motion to approve this leave of absence was put forth by Ms. Sewell and seconded by Mr. Lindsey. The motion passed unanimously.

Agenda Item VII.

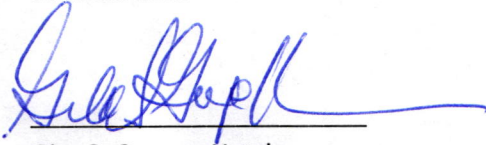
Recruitment:

Civil Service was informed through correspondence to the Chief Examiner that it was the intention of City Administration and Human Resources to move the job recruitment function away from Civil Service to the Human Resources department. After discussion of the Charter mandate and intent as well as the fact that recruitment is identified as an essential function in the classification specifications of the Chief Examiner and the Analysts, the Commission advised Ms. George-Hatcher that she reports directly to the Commission, that she is to continue performing all the recruitment functions currently being performed by Civil Service, and continue as she has been doing, to reach out and continue to work with City Administration. The Commission Chair will draft a letter to send to Mayor Condon to state the position of Civil Service and to encourage cooperation and coordination between the Administration, Human Resources and Civil Service.

Agenda Item VIII.

Other Business

There being no additional business to come before the Commission, the meeting was adjourned at 10:28 a.m.



Gita S. George-Hatcher
Chief Examiner