

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

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

Agenda Change:

Addition of a Title Change to Agenda Item IV - Classification Resolution.

A motion to add this additional item to the agenda was put forth by Ms. Pam DeCounter and seconded by Ms. Judith Gilmore. The motion carries unanimously.

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of February 21, 2017. Ms. Gilmore noted that a change be made to the minutes on page 4, Agenda Item VII – Recruitment in the first sentence to replace the word “them” to “City Administration and Human Resources.” The minutes were approved with the change.

Agenda Item II.

Commission Election of Fifth Member:

The Commission is down one member due to the loss of Ms. Kathy Sewell who was the fifth member appointed by the Commission. The Chief Examiner stated that there were three applications that had been received, two from prior applications for the earlier vacancy filled by Mayoral appointment and one submitted specifically for this vacancy. Both Ms. DeCounter and Ms. Gilmore expressed their view that an attempt to expand the candidate pool should be done by reaching out to members of the community that may have an interest in serving on the Commission. The appointment of the fifth member was tabled in order to widen the selection pool.

Agenda Item III.

Staff Activities:

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

March:

Announcements issued:	8	Classifications revised:	4
Examinations:	61	Classifications new/deleted:	2/0
Requisitions received:	23	Requisitions certified:	22
Class Surveys completed:	4	Class Surveys in progress:	1

Requisitions pending:	1	Requisitions canceled:	2
Average days from department initiation of request to receipt in Civil Service:			3.9
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 stated that the draft version of the Annual report was distributed by email to Commissioners for their review and comment and that it will be placed on the April agenda for approval and adoption. The Chief Examiner reported that the City Council Chambers are to be remodeled this spring and that arrangements have been to relocate meetings to the Council Briefing Room during this time as may be necessary. She also reported that the Rule Review process has been completed, that a study session for the Commissioners would be scheduled shortly, and that this would be a public meeting.

Mr. Craig Hult and Ms. George-Hatcher recently met with the Mayor and both reported that they had a very constructive conversation regarding cooperation and communication between Civil Service and Human Resources. Ms. George-Hatcher distributed work flow charts that are in discussion between Civil Service and Human Resources as well as a summary of the areas of cooperation.

Agenda Item IV.

Classification Resolution:

Adopt:

- SPN 134 - Information Systems Specialist I (new classification specifications)
- SPN 135 - Information Systems Specialist II (new classification specifications)
- SPN 237 - Bridge Engineer (new title and classification specifications)
- SPN 688 Urban Forestry Specialist (new title and classification specifications)

SPN Change:

SPN 138 to SPN 143 Computer Operations Manager

Title Change:

SPN 063 Enforcement Supervisor from the original title of Code Enforcement Supervisor

A motion to adopt these Classifications was put forth by Ms. Gilmore, seconded by Ms. DeCounter and was adopted unanimously.

Agenda Item V.

Reinstatement to Eligible List:

Mr. Eric Johnson, a former employee who left in good standing has requested to be placed at the bottom of the eligible list for Engineering Technician III.

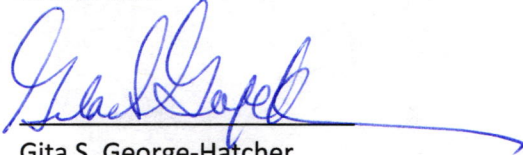
A motion to approve this reinstatement was put forth by Ms. DeCounter and seconded by Ms. Gilmore. The motion carries unanimously.

Agenda Item VI.

Other Business:

None

There being no additional business to come before the Commission, the meeting was adjourned at 9:49 a.m.



Gita S. George-Hatcher
Chief Examiner