

**CITY OF SPOKANE**  
**CIVIL SERVICE COMMISSION MEETING**  
**MINUTES**  
**May 16, 2017**

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

**Agenda Item I.**

**Approval of Minutes:**

Mr. Craig Hult introduced the minutes from the regular meeting of April 18, 2017. The minutes were approved as written.

**Agenda Item II.**

**Staff Activities:**

The Chief Examiner, Ms. Gita George-Hatcher had an excused absence and was represented by Ms. Jerri Bjork, Analyst III. She reported the following statistics for the months of April:

**April:**

Announcements issued:	6	Classifications revised:	0
Examinations:	24	Classifications new/deleted:	0
Requisitions received:	51	Requisitions certified:	33
Class Surveys completed:	0	Class Surveys in progress:	1
Requisitions pending:	1	Requisitions canceled:	1
Average days from department initiation of request to receipt in Civil Service:		1.1	
Average days from requisition receipt to certification:		0.0	
Percentage certified within 24 hours:		100%	
Average days from department initiation to completion of hire		3.8	

Ms. Bjork updated the Commission on staff activities for the month of April.

**Agenda Item III.**

**Appeal of William Brown**

This appeal has been continued until July.

**Agenda Item IV.**

**Other Business:**

None

There being no additional business to come before the Commission, the meeting was adjourned at 9:35 a.m.

A handwritten signature in cursive script, reading "Jerri Bjork", written over a horizontal line.

Jerri Bjork

Examination and Classification Analyst

For

Gita S. George-Hatcher

Chief Examiner