

CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
August 15, 2017

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

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of July 18, 2017. A motion to accept the July minutes was put forth by Ms. Pam DeCounter and seconded by Ms. Judith Gilmore. The motion passed unanimously.

Agenda Item II.

Staff Activities:

July:

Announcements issued:	9	Classifications revised:	3
Examinations:	106	Classifications new/deleted:	1/1
Requisitions received:	35	Requisitions certified:	30
Class Surveys completed:	0	Class Surveys in progress:	6
Requisitions pending:	5	Requisitions canceled:	2
Average days from department initiation of request to receipt in Civil Service:	3.7		
Average days from requisition receipt to certification:	0.1		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	1.6		

The Chief Examiner, Ms. George-Hatcher presented statistics from the month of July which was again a very busy month.

Ms. George-Hatcher reported that the Rule Review has been completed and that as directed by the Commission at its Study Sessions, two additional changes to the rules were sent out to all members and agreed to by email vote.

Ms. George-Hatcher reported that she had provided input to Human Resources pertaining to Civil Service participation in the recruitment plan drafted by Human Resources and that are currently awaiting a final draft from them before the plan is submitted.

Ms. George-Hatcher reported that the Spokane Fire Department had completed their recruitment video which is now available for viewing on the City of Spokane's website and on the Public Safety Testing, Inc. website. She also stated that the general Civil Service recruitment video was updated and that the link is available on the classified jobs page of the City of Spokane's website and on You Tube.

Ms. George-Hatcher reported that the evaluation of quotes received for Item Banking Software and Training had been completed and that Assessment Systems, Inc. a Minneapolis, MN. Company was selected to provide the services.

Ms. Gilmore had a question regarding the checking of criminal history of applicants. Ms. George-Hatcher responded that criminal history information is not asked at the time of applications except for Police and Fire applicants and that the question is not our application forms. Criminal background checks for non-uniformed positions are only completed after an offer has been made and then only if the job requires it.

Agenda Item III.

Classification Resolution

Adopt:

SPN 453	Utilities Service Representative- Title Change and Specification Revision (From Utilities Collector)
SPN 958	Community Court Coordinator

Delete:

SPN 090	Technical Writing Professional
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A motion to adopt these classifications was put forth by Ms. Gilmore and seconded by Ms. DeCounter. The motion carried unanimously.

Agenda Item IV.

Approval-Findings of Fact in the William Brown appeal

A motion to accept the findings of fact in regards to the July 18, 2017 appeal denial of Mr. William Brown was put forth by Mr. Mark Lindsey and seconded by Mr. Scott Stephens. The motion carried unanimously.

Agenda Item V.

Administrative Complaint

A one month extension has been requested for the administrative complaint by Ms. Christine Cavanaugh, Director of Human Resources.

The Commission went into Executive Session at 9:45 a.m. and returned at 9:58 a.m.

Agenda Item VI.

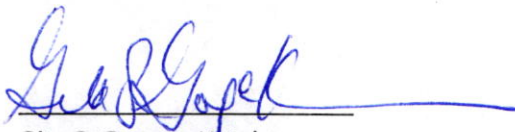
Adoption of Rule Changes

A motion to adopt all the rule changes recommended by the Rule Review Committee was put forth by Mr. Lindsey and seconded by Ms. DeCounter. A motion to approve the rule changes passed unanimously.

Agenda Item VII.

Other Business

There being no additional business to come before the Commission, the meeting was adjourned at 9:59 a.m.



Gita S. George-Hatcher
Chief Examiner