

CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
September 19, 2017

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

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of August 15, 2017. A motion to adopt was put forth by Ms. Judith Gilmore and seconded by Mr. Scott Stephens. The motion passed unanimously.

Agenda Item II.

Staff Activities:

August:

Announcements issued:	8	Classifications revised:	8
Examinations:	270	Classifications new/deleted:	1/9
Requisitions received:	33	Requisitions certified:	30
Class Surveys completed:	2	Class Surveys in progress:	6
Requisitions pending:	4	Requisitions canceled:	2
Average days from department initiation of request to receipt in Civil Service:	3.4		
Average days from requisition receipt to certification:	1.1		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	5.0		

The Chief Examiner, Ms. George-Hatcher presented the statistics for the month of August to the Commission. It was another busy month for staff.

Ms. George-Hatcher informed the Commission that the Commission's annual potluck is to be held on November 2, 2017 from 12:00 to 1:30 pm in the Civil Service testing room and that it will be a chili cook off.

The new rules have been published on the website and books are being printed for distribution. A memo from the Chief Examiner regarding the significant rule changes relating to hiring only was sent out to all Division and department heads and all payroll clerks. A copy was provided to the Commission. The Chief Examiner reported that an advance copy was sent to City Administrator Theresa Sanders prior. Additionally, the Chief Examiner will be presenting the change pertaining to removals from the list (Rule IV, Section 16 – Removals) at the Department Head meeting on November 2, 2017.

Civil Service staff attended the Unity on the Community Fair in August.

Ms. George-Hatcher thanked and recognized Sergeant Kurt Reese from the Police Department for his initiative and leadership on the Police Hiring Workshop sessions and for coordinating with scheduling and working with Civil Service and Human Resources on them. Ms. George-Hatcher provided information that the number of diversity applicants for Police Officer had increased after the Hiring Workshops were completed. Sgt. Reese spoke about recruitment strategy, workshops attendance statistics and steps moving forward. Four workshops were conducted in August prior to the August test held in Spokane and there are five scheduled in October geared towards colleges, universities and Fairchild Air Force base.

Mr. Hult asked about retention and Sgt. Reese responded that the retention is excellent and that the candidates are specifically looking to work for the Spokane Police Department.

Ms. George Hatcher further recognized Jacqui MacConnell and Sgt. Mark Griffith from the Police Department and all the other Officers who participated at the sessions. Ms. George-Hatcher also recognized Civil Service Office Coordinator Crystal Rodgers, HR staff Meghann Steinolfson and Jennifer Jackson for their work in contributing to the sessions. She also provided a summary of the agenda at the sessions and the type of information covered which allowed the participants to receive explanations about each of the steps in the process and speak with the individuals responsible for the various processes.

Sgt. Reese thanked Civil Service and HR for being partners and for the teamwork.

Ms. George-Hatcher also especially recognized and thanked Police Chief Craig Meidl for creating an environment and setting the tone in his department that is supportive of diversity recruitment and hiring.

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Agenda Item III.

Classification Resolution

Adopt:

SPN 144 IT Infrastructure Manager

Delete:

SPN 075 Community Affairs Coordinator

SPN 079 Riverfront Park Training Supervisor

SPN 278 Police Communications Center Manager

SPN 546 Solid Waste Disposal Operations Supervisor

SPN 555 Solid Waste Disposal Superintendent

SPN 557 Hazardous Infectious Waste Coordinator

SPN 558 Hazardous Waste Technician

SPN 618 Projectionist

SPN 619 Assistant Projectionist

A motion to adopt/delete these classifications was put forth by Ms. Gilmore and seconded by Mr. Stephens. The motion carried unanimously.

Agenda Item IV.

Administrative Complaint

This has been postponed to the October meeting.

The Commission went into Executive Session at 9:54 a.m. and returned at 10:45 a.m.

Agenda Item V.

Other Business

There being no additional business to come before the Commission, the meeting was adjourned at 10:46 a.m.



Gita S. George-Hatcher
Chief Examiner