

CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
January 16, 2018

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

Amend Agenda:

Human Resources has requested to remove the Supported Employment Pilot program from the January agenda until a later date and the addition of agenda item VII regarding a second reclassification in the Community, Health and Human Services department. Ms. Judith Gilmore asked whether a timeline for this had been provided and Ms. George-Hatcher responded that it had not. Ms. Gilmore stated that the issue of needing another Analyst should be revisited as the workload would be increasing with the adoption of the Supported Employment Program. She asked whether any letter had been sent to the Mayor regarding funding for the additional Analyst. Mr. Craig Hult responded that he had sent a letter to the administration regarding that and included in the letter that any duplication of services between Civil Service and Human Resources should also be addressed. Ms. George-Hatcher asked for clarification on what those duplication of services might be since Civil Service and Human Resources have very separate and different functions. Mr. Hult responded that those would hopefully be determined in a work session.

A motion to amend the agenda was put forth by Mr. Scott Stephens and seconded by Ms. Judith Gilmore. The motion carried unanimously.

Agenda Item I.

Approval of Minutes:

A motion to approve the minutes with the correction of a few typos was put forth by Ms. Gilmore, and seconded by Mr. Stephens. The motion carried unanimously.

Agenda Item II.

Staff Activities: Ms. George-Hatcher provided the staff activities for the month of December.

December:

Announcements issued:	6	Classifications revised:	3
Examinations:	55	Classifications new/deleted:	3/0
Requisitions received:	38	Requisitions certified:	32

Agenda Item III.

Classification Resolution

Title Change:

SPN 257 Assistant Planner II

New:

SPN 083 Event Specialist

SPN 249 Park Planning Technician

SPN 256 Assistant Planner I

A motion to adopt the title change and new classifications was put forth by Mr. Craig Hult and seconded by Ms. Gilmore. The motion passed unanimously.

Agenda Item IV.

Senior Administrative Assistant

The annual list of classified positions falling under the Senior Administrative Assistant rule was presented by Ms. George-Hatcher for approval for 2018. A motion to adopt was put forth by Mr. Stephens and seconded by Mr. Hult. The motion passed unanimously.

Agenda Item V.

Findings of Fact

Administrative Complaint-Senior Administrative Assistant

A motion to accept the findings of fact regarding the administrative complaint filed by Mr. Jonathan Mallahan was put forth by Ms. Gilmore and seconded by Mr. Stephens. The motion passed unanimously.

Agenda Item VI.

Business Plan

The Commission was provided the 2018 business plan. Commissioners would like more time to review. A motion to postpone adopting a business plan until February was put forth by Mr. Hult and seconded by Ms. Gilmore. The motion carried unanimously.

Agenda Item VI.
Business Plan

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Agenda Item VII.
Reclassification

David Lewis, HMIS Program Manager, was previously been reclassified in his current department. His job duties and responsibilities have been re-evaluated based on the new Business Systems Analyst line of progression. Civil Service has determined that Mr. Lewis would be more properly classified as a Supervisory Business Systems Analyst. Commission approval is required due to his previous reclassification in the same department. Mr. Stephens asked whether this type of request was frequent and Ms. George-Hatcher stated that it was not and that in her recollection there was only one other in another department, that was also due to a complete overhaul of the classifications and lines of progression in that department. A motion to approve the reclassification per the explanation was put forth by Mr. Stephens and seconded by Mr. Hult. The motion carried unanimously.

Agenda Item VIII.
Other Business

Ms. Nicole Goes, Analyst III, who is leaving to take up a new position as Human Resources Director for the City of Sandpoint, addressed the Commission to thank a few people at the City. She stated she wanted first of all to thank the Chief Examiner, Ms. Gita George-Hatcher for all that she has accomplished in Civil Service, for thinking outside the box, and for all her grace and kindness. She also mentioned by name and thanked the following people: Civil Service Department co-workers, as well as Bart Logue, Crystal Marchand, Eric Finch, Mike Sloon, Sally Stopher, Brian Schaeffer, Howard Delaney, Gary Kaesemeyer, Terri Pfister, Lauri Farnsworth, Al Vorderbrueggen, Jennifer Papich, Dusty Patrick, Lori Markam, Bob Olson, Jim Tieken, Kelly Keenan, Peggy Lund, Brian Lollis, Brandon Meiers, Carl Strong, Dave Kokot, Mike Penkunis, David Lewis, Joe Cavanaugh, Mark Olson, Clint Olson, Brandon Childs, Jack Whitelaw, Teague Griffith, and Daniel Ramos. Ms. Goes also specially thanked Kelly Doty and Councilmember Karen Stratton for their constant support and encouragement.

There being no additional business to come before the Commission, the meeting was adjourned at 9:52 a.m.

A handwritten signature in blue ink, appearing to read "Gita S. George-Hatcher", with a long horizontal flourish extending to the right.

Gita S. George-Hatcher
Chief Examiner