

**CITY OF SPOKANE**  
**CIVIL SERVICE COMMISSION MEETING**  
**MINUTES**  
**February 20, 2018**

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

**Agenda Item I.**

**Approval of Minutes:**

A motion to approve the January 16, 2018 minutes was put forth by Mr. Hult, and seconded by Ms. Gilmore. The motion carries unanimously.

**Agenda Item II.**

**Staff Activities:**

**January:**

Total number of applicants:	810		
Announcements issued:	14	Classifications revised:	3
Examinations:	299	Classifications new/deleted:	1/1
Requisitions received:	49	Requisitions certified:	52
Class Surveys completed:	1	Class Surveys in progress:	2
Requisitions pending:	15	Requisitions canceled:	4
Average days from department initiation of request to receipt in Civil Service:			3.2
Average days from requisition receipt to certification:			.2
Percentage certified within 24 hours:			100%
Average days from department initiation to completion of hire			6.5

Ms. Bjork presented the Staff Activities for the month of January. It was a very busy month for staff.

**Agenda Item III.**

**Extension of an Eligible List**

The current Materials Testing Supervisor list expired on February 14, 2018 and was temporarily extended by the Acting Chief Examiner until this meeting on February 20, 2018. A request from the department has been made for a 90 day extension of the list.

A motion to approve this extension was put forth by Mr. Hult and seconded by Ms. DeCounter. The motion carries unanimously.

**Agenda Item IV.  
Classification Resolution**

New:

**SPN 116 Treasury Manager**

Delete:

**SPN 937 Medical Services Division Chief**

A motion to adopt and delete was put forth by Ms. DeCounter and seconded by Mr. Stephens. The motion passes unanimously.

**Agenda Item V.  
Business Plan Adoption**


A motion to adopt the 2018 Business Plan was put forth by Mr. Hult and seconded by Mr. Stephens. The motion passes unanimously.

**Agenda Item VIII.  
Other Business**

Ms. Bjork spoke briefly about the current recruitment for Chief Examiner.

The Commission went into executive session to discuss a personnel matter (Chief Examiner interview development) at 9:45 a.m. and returned at 10:00 a.m.

There being no additional business to come before the Commission, the meeting was adjourned at 10:02 a.m.



Jerri Bjork

Acting Chief Examiner