

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

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

The meeting began with the Acting Chief Examiner and the Commission giving thanks to our Exam & Class Analyst II, Ms. Barbara Ackermann, for 10 years of service to the City. Barbara was not present at the meeting, but she will receive her 10 year service pin.

Agenda Item I.

Approval of Minutes:

A motion to approve the February 20, 2018 minutes was put forth by Mr. Stephens, and seconded by Mr. Hult. Ms. Gilmore would like a clarification of the minutes regarding the executive session. A clarification will be added to specify that the "Personnel Matter" discussed in executive session was regarding content of the interviews to be conducted in the selection process for the Chief Examiner position. With this clarification, the motion carries unanimously.

Agenda Item II.

Staff Activities:

Ms. Bjork presented the above staff activities for the month of February.

February:

Announcements issued:	13	Classifications revised:	2
Examinations:	594	Classifications new/deleted:	0/1
Requisitions received:	29	Requisitions certified:	33
Class Surveys completed:	0	Class Surveys in progress:	2
Requisitions pending:	14	Requisitions canceled:	3
Average days from department initiation of request to receipt in Civil Service:	2.8		
Average days from requisition receipt to certification:	0		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	0.3		

**Agenda Item III.
Classification Resolution**

Title Change:

SPN 435	Parking Meter Specialist II	to	Parking Enforcement Specialist II
SPN 439	Parking Meter Foreperson	to	Parking Foreperson
SPN 537	Facilities Logistics Specialist	to	Facility Inventory Foreperson

DELETE:

SPN 008 Permit Specialist

A motion to adopt the title changes and to delete an unoccupied classification was put forth by Ms. Gilmore and seconded by Mr. Hult. The motion passes unanimously.

**Agenda Item IV.
Annual Report 2017**

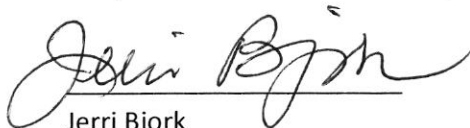
Ms. Bjork presented the Commission with a draft of the 2017 Annual report authored by Ms. George-Hatcher. Adoption of the report will be on the agenda at the April Commission meeting.

**Agenda Item V.
Other Business**

Ms. Bjork updated the Commission regarding the Chief Examiner recruitment. The posting has been up for just over a month. We have had over 1200 views on governemntjobs.com. We have had 14 applications and six have met the qualifications so far. After the closing, Ms. Bjork will score and create an eligible list.

Ms. Gilmore feels that a special session of the Commission is appropriate to address the selection process, and should be planned prior to the next regular meeting if possible.

There being no additional business to come before the Commission, the meeting was adjourned at 9:43 a.m.



Jerri Bjork
Acting Chief Examiner