

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
April 17, 2018**

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

Agenda Item I.

Approval of Minutes:

A motion to approve the minutes was put forth by Mr. Hult and seconded by Mr. Stephens. The motion passes unanimously.

Agenda Item II.

Staff Activities:

Ms. Bjork presented the staff activities for the month of March.

March:

Announcements issued:	4	Classifications revised:	1
Examinations:	311	Classifications new/deleted:	0/0
Requisitions received:	34	Requisitions certified:	32
Class Surveys completed:	1	Class Surveys in progress:	3
Requisitions pending:	14	Requisitions canceled:	2
Average days from department initiation of request to receipt in Civil Service:			3.8
Average days from requisition receipt to certification:			0.2
Percentage certified within 24 hours:			100%
Average days from department initiation to completion of hire			1.9

Agenda Item III.

Administrative Complaint

Ms. Bjork detailed the complaint filed by Mr. Russell Reser, Firefighter, regarding the recent Fire Lieutenant Assessment Center, pursuant to Rule XI Appeals, Claims, Complaints - Section 4. This test process consisted of a written examination and Assessment Center, which included a Command Problem performance test and an In-Basket writing exercise. The effective date of the eligible list was 3/22/18.

Mr. Reser introduced himself to the Commission, and explained his complaint regarding using an assessor in successive examinations, as one of the assessors evaluated the Command Problem exercise in both 2016 and 2018. Mr. Reser feels this is a clear violation of Civil Service rules, referencing Rule IV Section 6. His suggested solution was to throw out the results of the Assessment Center, and to use only the written examination results for this test process.

Ms. Gilmore asked for clarification regarding the scope of Mr. Reser's complaint. Mr. Reser explained that he also had a problem with the In-Basket exercise, and explained the issue in detail.

Thorough discussion followed regarding the rules and process related to recruiting evaluators, and related to examination development and administration, with reference to the requirements of Rule IV, as well as the requirements of the MOU dated November 3, 2014, between the City and IAFF Local 29, which affects this test process. The Informational Notice regarding Bibliographies for the Captain and Lieutenant Promotional Exams, number 2017-87 was also referenced for relevant information. The Commission ultimately did not find that a rule violation or fatal flaw in the test process had occurred.

A motion to decline an investigation of the complaint was put forth by Mr. Stephens and seconded by Mr. Hult. The motion passes unanimously.

Agenda Item IV.

Annual Report Adoption

A motion to adopt the 2017 Annual Report was put forth by Mr. Hult and was seconded by Ms. De Counter. The motion passes unanimously.

Agenda Item V.

Request for Indefinite Leave of Absence

Ms. Crystal Rodgers, Personnel Analyst I, has requested an indefinite leave of absence from her classified position with Civil Service upon accepting an appointive position with the Police Department on 4/22/18.

A motion to approve was put forth by Mr. Hult and seconded by Ms. De Counter. The motion passes unanimously.

Agenda Item VI.

Chief Examiner Selection Process

Mr. Piccolo asked the Commission to determine what type of interview process they would like to use for the Chief Examiner selection. It had been discussed that the Commission may open up part of the process to include participation of City management, Civil Service staff, and bargaining unit representatives. Suggestions included the use of a round table discussion or something more informal, with the most qualified candidates moving on to an interview in executive session with the Commission.

Ms. De Counter asked Mr. Hult what process was used previously. In the last hiring process, interviews were conducted in the council lounge in executive session. There was a list of questions used for consistency in the first round of interviews, and then the top two were selected for extensive follow-up interviews. There were no other stakeholders involved.

Ms. Bjork informed the Commission that the recruitment is still open, has been advertised nationally, and there are currently six qualified candidates ready to complete the T&E examination. A date for recruitment closure could also be determined at this time in order to move forward with completing the eligibility list, and then moving on to interviews.

Ms. Gilmore suggested that an independent third party should screen all of the applications received, in order to protect Civil Service staff and the Commission from any perceived bias. Mr. Piccolo suggested contacting a different municipal Human Resources department for review, and volunteered to assist.

Mr. Lindsey reminded Commissioners that a decision as to process is necessary. Ms. De Counter feels it is important to have input from interested parties, and recommends an informal meeting with the stakeholder panel and the group of candidates (eligibles). Mr. Stephens stressed that consistency is key throughout the process. Ms. Bjork will reach out to parties for panel participation and work on a preliminary plan and schedule for the event.

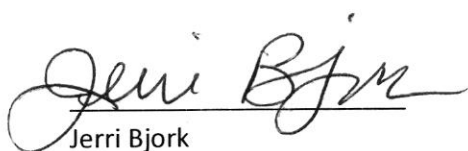
The decision was made to close the recruitment on April 29th, 2018 and send all of the applications to an independent reviewer before finalizing the eligibility list and moving on to the next steps.

Agenda Item VII.

Other Business

No other business.

There being no additional business to come before the Commission, the meeting was adjourned at 10:51 a.m.



Jerri Bjork
Acting Chief Examiner