

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

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

**Agenda Item II.**

**Approval of Minutes:**

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

**Agenda Item II.**

**Staff Activities:**

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

**June:**

Announcements issued:	7	Classifications revised:	1
Examinations:	167	Classifications new/deleted:	3/0
Requisitions received:	32	Requisitions certified:	35
Class Surveys completed:	0	Class Surveys in progress:	4
Requisitions pending:	10	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service:			1.8
Average days from requisition receipt to certification:			6.8
Percentage certified within 24 hours:			100%

**Agenda Item III.**

**Classification Resolution**

Adopt:

SPN 088      Police Planner  
SPN 093      Park Business Development Manager  
SPN 674      Sports Field Maintenance Supervisor

Title Change:

SPN 575      WTE Assistant Plant Manager

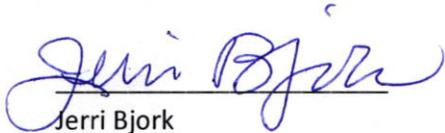
A motion to adopt was put forth by Mr. Hult and seconded by Ms. DeCounter. The motion passes.

**Agenda Item IV.**

**Other Business**

No other business.

There being no additional business to come before the Commission, the meeting was adjourned at 9:41 a.m.

A handwritten signature in blue ink, appearing to read "Jerri Bjork". The signature is written in a cursive style with a horizontal line drawn through the middle of the name.

Jerri Bjork

Acting Chief Examiner