

Project Employee Info

Welcome to City of Spokane! We are glad to have you as a member of our team! Please review this document to understand your status as a project employee.

What is a project employee?

A project employee is hired to perform a specific project or work, which is non-recurring in nature or is created by an unforeseen event which will not exceed two calendar years from the date of hire without review by the Civil Service Commission.

Important information:

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| <ul style="list-style-type: none">• Project positions are not permanent employment opportunities. |
| <ul style="list-style-type: none">• They last anywhere between 6 months and 2 years. |
| <ul style="list-style-type: none">• Project positions cannot be converted to full-time regular positions with City of Spokane. They terminate at the end of the project, or at the 2-year mark, whichever is sooner. |
| <ul style="list-style-type: none">• Full-time, regular positions are filled using pre-established Civil Service eligible lists. |
| <ul style="list-style-type: none">• If you find yourself wondering, "What is Civil Service?" or "What is an eligible list?", see the opposite side of this page! |
| <ul style="list-style-type: none">• If you are interested in seeking a full-time, regular position with City of Spokane, we encourage you to apply for opportunities through the Civil Service system. It's a process - and can take some time - so if this is of interest to you, don't delay! |
| <ul style="list-style-type: none">• For more information regarding Civil Service processes, and to apply for permanent positions, please visit our jobs page, shoot us an email, or pop by our office. Our team is ready to assist you! |



About Civil Service

Civil Service provides a merit-based system of employment. We safeguard the integrity of the hiring process by keeping job opportunities free from political influence and open for all to apply. We team up with job experts to create competitive exams for candidates to show their abilities. Candidates who pass the exam are objectively ranked for consideration by Civil Service and placed on an eligibility list. A hiring manager will interview and hire off the eligible list.

Our Hiring Process

Apply

All jobs currently accepting applications are posted on our web page here: my.spokanecity.org/jobs/. Don't see an opening you're interested in right now? Sign up for job notifications so you don't miss out on future opportunities!

Compete

All applicants who pass the qualifications screening are invited to participate in the exam process, which may include a written test, a training and experience evaluation, or performance test. Each job posting specifies the details.

Interview

Civil Service emails all applicants their rank on the eligible list when the exam process is completed. Once you receive your ranking for a position you may be called upon to interview. That list will be used to fill vacancies in that job for up to two years.

Civil Service:

Fair. Fast. *Friendly*. *Forward*.

Still have questions? Contact us!

We are here to help you navigate the process.

Email: civilservice@spokanecity.org

Phone: 509.625.6160

