

Promotional Process Info

If you are interested in the promotional process, please review the following steps.

Step 1	<ul style="list-style-type: none">• Make sure you meet the requirements—check the time in class promotional requirements on the Job Specification and know your "Date in Class" - this will be used to determine your eligibility. If you don't know your date in class, contact Civil Service.
Step 2	<ul style="list-style-type: none">• Apply online at my.spokane.org/jobs. An application must be received online during the recruiting period.• Make sure your qualifications and experience information is up to date on your GovernmentJobs.com account.• Provide copies of necessary documents needed for application.
Step 3	<ul style="list-style-type: none">• Know your department's policies and procedures. Ask about any training that may be needed to promote.• Prepare: look for courses on SkillSoft to help you build your skills and abilities.• Reach out to your manager and/or Human Resources (HR) to see what training opportunities may exist.
Step 4	<ul style="list-style-type: none">• Take the test. Your test may consist of a written exam, a writing sample, an assessment center, or a training and experience evaluation—the job posting will provide these details.
Next Steps	<ul style="list-style-type: none">• Please see the back of this handout for next steps.



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Next Steps	<ul style="list-style-type: none">• Understand the promotional rules for the list you are on; review the Civil Service rule book (Rule VI on promotions).• Talk with your bargaining unit if needed. Different bargaining units have different processes:<ul style="list-style-type: none">* Local 270, Local 29 and the Guild follow the "rule of 1" (first person on the list is selected).* Managerial and Professional Association (M&P) and Captains and Lieutenants are "rule of 3" (anyone in the top 3 can be selected).* Sr. Admin. Assistant is "rule of the list" (anyone can be selected).• When you have made it on a promotional list, prep for an interview!
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Still have questions? Contact us!

We are here to help you navigate the process.

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Phone: 509.625.6160



Civil Service Commission

