



# Official Gazette

## City of Spokane, Washington

Statement of City Business, including a Summary of the Proceedings of the City Council

Volume 110

**MAY 13, 2020**

Issue 20



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

### The Official Gazette

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### INSIDE THIS ISSUE

MINUTES	410
GENERAL NOTICES	412
ORDINANCES	413
JOB OPPORTUNITIES	414

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# Minutes

**MINUTES OF SPOKANE CITY COUNCIL****Monday, May 4, 2020****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:34 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative Sessions were held virtually and streamed live online and aired on City Cable 5. The 6:00 p.m. Legislative Session was not held. Legislative Agenda items were considered during the 3:30 p.m. Briefing/Administrative Sessions. Pursuant to Governor Jay Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through May 31, 2020. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

**Roll Call**

On roll call, Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson were present. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson attended the meeting via WebEx only.)

City Administrator Wes Crago (also attending via WebEx) and City Clerk Terri Pfister were also present on the dais in Council Chambers. City Council Policy Advisor Brian McClatchey attended the meeting via WebEx.

**Advance Agenda Review**

The City Council received an overview from staff on the May 11, 2020, Advance Agenda items.

**Action to Approve May 1, 2020, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the May 11, 2020, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Mumm, seconded by Council Member Kinnear, **to approve** the Advance Agenda for Monday, May 11, 2020; **carried unanimously.**

**CITY COUNCIL LEGISLATIVE SESSIONS**

Council President Beggs noted the Governor has extended part of the "Stay Home, Stay Healthy" order for another month. He invited a motion to continue with holding the Legislative Session at 3:30 p.m. for the meetings of May 11 and May 18. The following action was taken:

**Motion** by Council Member, seconded by Council Member Kinnear, to so move (**to continue** with holding the Legislative Session at 3:30 p.m. for the meetings of May 11 and May 18); **carried unanimously.**

**ADMINISTRATIVE SESSION****Current Agenda Review and Consideration**

The City Council considered the May 4, 2020, Current Agenda.

Suspension of Council Rules

**Motion** by Council Member Mumm, seconded by Council Member Stratton, **to suspend** the Council Rules; **carried unanimously.**

Contract Amendment with Volunteers of America of Eastern Washington and Northern Idaho (OPR 2019-0774)

**Motion** by Council Member Mumm, seconded by Council Member Stratton, **to add** Item No. 7—the Contract Amendment with Volunteers of America of Eastern Washington and Northern Idaho—to the Consent Agenda; **carried unanimously.**

## CONSENT AGENDA

**Upon Unanimous Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:**

Contract Amendment with Pacifica Law Group (Seattle, WA) for outside special counsel, providing legal services, and advice to the City regarding the matter of Saved Magazine, et. al., v. City of Spokane, et. al.—increase not to exceed \$100,000. Total Contract Amount: \$150,000. (OPR 2020-0110)

Low Bid Award of Bacon Concrete, Inc. (Spokane, WA) for the Spokane Arterial Curb Ramp Project-South—\$816,101. An administrative reserve of \$81,610.10, which is 10% of the contract price, will be set aside. (OPR 2020-0437 / ENG 2018042)

Approve budgeted Performance Management Office Contractual Service Funds to be used to extend funding of existing VOLT contract (Spokane Valley, WA) for critical path resources—\$145,000. (OPR 2017-0876)

Subrecipient Contract with Spokane County for the disbursement of funds from the JAG 19 Department of Justice Award for the term of October 1, 2018, through September 30, 2022—\$62,744. (OPR 2019-0873)

Report of the Mayor of pending Claims and payments of previously approved obligations, including those of Parks and Library, through April 24, 2020, total: \$6,684,176.28 (Check Nos. 570876 through 571029; ACH Payment Nos. 77554 through 77756), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$ 6,058,938.13.

City Council Meeting Minutes: April 20, 2020.

Contract Amendment with Volunteers of America of Eastern Washington and Northern Idaho adding COVID-19 Emergency Housing Grant funding from the Department of Commerce—increase of \$72,830. Total Contract Amount: Not to exceed \$305,830. (OPR 2019-0774)

## LEGISLATIVE AGENDA

### SPECIAL BUDGET ORDINANCE

**Special Budget Ordinance C35907 (Council Sponsor: Council Member Mumm)**

Subsequent to Council commentary, the following action was taken:

**Upon 6-1 Roll Call Vote (Council Member Stratton voting “no”), the City Council passed Special Budget Ordinance C35907** amending Ordinance No. C35857 passed by the City Council December 16, 2019, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund - Mayor's Office

FROM: Reserve for Budget Adjustment, \$24,116;

TO: Director – Office of the Mayor (from Range 40 Step 6 to Range 51 Step 6), \$15,424; and

TO: Constituent Services Coordinator (from Range 22 Step 6 to Range 32 Step 6), \$8,692

(This action adjusts salary ranges following a review of incumbents' responsibilities and job descriptions.)

There were no **Emergency Ordinances.**

There were no **Resolutions.**

There were no **Final Reading Ordinances.**

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

#### **REPORT – SPOKANE NEIGHBORHOOD ACTION PROGRAM (SNAP) UPDATE**

Julie Honekamp and Carol Weltz from SNAP provided an update on SNAP's energy assistance and rental assistance programs.

#### **CLOSING REMARKS**

Council President Beggs noted that Chief Financial Officer Tonya Wallace will provide a financial update during City Council's Thursday study session. He also reminded Council of Council interviews set up for tonight at 6:00 p.m.

#### **ADJOURNMENT**

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 4:02 p.m.

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#### **STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, April 16, 2020**

A regularly scheduled Study Session of the Spokane City Council was held on the above date at 11:02 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Beggs was present on location and Council Members Burke, Cathcart, Kinnear, Mumm, Stratton and Wilkerson were present via Webex. The purpose of the meeting was to hold discussion on the following topics:

- Small Business Relief Fund
- Spokane River Vision Plan
- North Foothills Subarea Planning

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 11:52 a.m.

# General Notices

#### **REGULARLY SCHEDULED MEETING CANCELLATION NOTICE**

The regularly scheduled meeting of the Civil Service Commission, scheduled for 9:30 a.m. on May 19, 2020, is hereby cancelled.

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#### **CANCELLATION SPOKANE CITY/COUNTY HISTORIC LANDMARKS COMMISSION**

**MEETING OF  
WEDNESDAY, MAY 20, 2020  
\*\*\*\*\*CANCELLED\*\*\*\*\***

Please be advised that the meeting of the Spokane City/County Historic Landmarks Commission, previously scheduled for Wednesday, May 20, 2020, in the City Council Briefing Center-Lower Level of City Hall, 808 West Spokane Falls Boulevard, has been cancelled. The next tentatively scheduled meeting will be June 17, 2020.

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# Ordinances

**These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.**

## ORDINANCE NO. C35907

An ordinance amending Ordinance No. C35857, passed by the City Council December 16, 2019, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, declaring a public emergency, and providing it shall take effect immediately upon passage under Section 16(D) of the City Charter as necessary for the immediate support of the public health, safety, and welfare of the citizens of Spokane", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2020 budget Ordinance No. C35857, as above entitled, and which passed the City Council December 16, 2019, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the General Fund, and the budget annexed thereto with reference to the General Fund, the following changes be made:

FROM:	0520-36200 13100-59951	Mayor's Office Reserve for Budget Adjustment	<u>\$24,116</u>
TO:	0520-36200 13100-08440	Mayor's Office Director – Office of the Mayor From Range 40 Step 6 to Range 51 Step 6 Exempt/Con	\$15,424
	0520-36200 13100-07400	Mayor's Office Constituent Services Coordinator From Range 22 Step 6 to Range 32 Step 6	<u>\$8,692</u>
			<u>\$24,116</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to adjust salary ranges following a review of incumbent's responsibilities and job descriptions, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council May 4, 2020  
Delivered to Mayor May 7, 2020**



# Job Opportunities

**We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.**

## **HUMAN RESOURCES ANALYST I SPN 048 OPEN ENTRY**

**DATE OPEN: Monday, May 11, 2020**

**DATE CLOSED: Tuesday, May 26, 2020 at 4:00 p.m.**

**SALARY: \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$84,668.40**

### **DESCRIPTION:**

Performs routine professional and analytical work related to the administration of human resources management programs.

### **DUTIES:**

- Serves as the primary point of contact for employee programs, including but not limited to equal employment opportunity (EEO), Family Medical Leave Act (FMLA), and the Americans with Disabilities Act (ADA).
- Collaborates with union representatives in resolving issues. Provides support with employee and labor relations activities, including research and documentation for negotiations.
- Assists in the coordination of employee recruitment, selection and placement program of non-classified positions exempt from Civil Service as defined by City Charter; prepares job announcements, advertises job opportunities, reviews applications, and determines, recommends and coordinates interview strategies with department heads and hiring managers.
- Assists with the preparation of notices and participates in pre-disciplinary hearings; advises department heads as to the appropriateness and level of disciplinary action; drafts disciplinary letters, work improvement plans and last chance agreements.
- Assists in conducting investigations on matters relating to equal employment opportunity (EEO), discrimination and harassment complaints. Gathers and analyzes information, prepares reports, recommendations, and correspondence on findings.
- Assists in the administration of employee programs relating to employee development and training, FMLA, ADA and EEO compliance.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Open Entry Requirements:**

(Open entry applicants must meet all requirements when they apply.)

- *Education:* Graduation from an accredited four-year college or university with a degree in Personnel/Human Resources, Public Administration, Industrial Relations, or a related field of study
- *Experience:* Two years of experience in various phases of human resources administration.
- *License:* A valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.

### **EXAMINATION DETAILS:**

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and a training and experience evaluation (T&E) with scoring weight assigned as follows:

- Written examination: 60%
- T&E Evaluation: 40%

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

### **WRITTEN TEST DETAILS:**

The written test date and location are to be determined, due to events surrounding the COVID-19 pandemic.

The approximate duration of the test is 1 hour and 15 minutes. Test sessions may be added based upon the number of applications accepted.

The written test may include such subjects as: Employee Relations, Labor Law, Labor Relations, Merit-Based Employment, Personnel and Human Resources, and Selection Processes.

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online at the time of application.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

**We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.**

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 6th day of May 2020.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**SENIOR ACCOUNTANT SPN 111**  
OPEN/PROMOTIONAL ENTRY

**DATE OPEN:** Monday, May 11, 2020

**DATE CLOSED:** Thursday, March 26, 2020 at 4:00 p.m.

**SALARY:** \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$84,668.40

**DESCRIPTION:**

Performs advanced professional accounting tasks, including creating, reviewing, auditing, and analyzing fiscal records and reports, as well as simultaneous coordination of several complex, varied functions, programs, or projects.

**DUTIES:**

- Manages specialty areas in accounting work and financial transaction systems. Communicates with and advises department directors and client departmental staff.
- Guides complex purchasing activities involving multiple accounts or excessive costs. Performs complex financial calculations and analysis involving manipulation of large amounts of data, which may be taken from multiple systems.

- Reviews and audits complex financial records and transactions; identifies and researches discrepancies, and resolves or makes recommendations for corrective actions. Consults with client groups to resolve accounting discrepancies and guide decision making.
- Addresses and resolves problems where interpretation of guidelines, data or procedures is necessary. Interprets and evaluates financial reporting requirements for various funding sources.
- Evaluates and audits internal controls to ensure accuracy of financial reporting and accounting processes.
- Reconciles complex discrepancies and reporting errors related to journal and accounting transactions, documents corrections within accounting systems, and performs or guides others through corrective actions required. Trains and alerts staff on proper procedures and use of financial systems.
- Performs debt accounting and reporting activities, including maintaining financial systems and records with regard to bonds and capitalized lease transactions and records.
- Develops annual budgets, analyzing any revenue by source. Provides cost analysis, and confirms budget detail in cooperation with program staff. Maintains and adjusts budgets through transfers.
- Manages financial aspects of grant funds received by client groups. Provides review and analysis of financial details related to grant funds and the grants management process; creates reports and gives updates, including providing analyses for management review.
- Analyzes financial performance, prepares financial reports according to required schedules, forecasts expenditures, guides management in fiscal compliance and analytical planning, and anticipates potential problems. Assists client groups with data submissions and compliance reporting.
- Prepares various financial statements such as balance sheets, revenue and cash flow statements, workpapers on capital assets, investments and debt positions, and working with client groups to ensure financial statements and activities are accurate. Prepares sections of the City's Comprehensive Annual Financial Report (CAFR).
- Prepares budget-to-actual reports and other analyses as requested by client departments.
- Prepares specialized and ad-hoc financial reports, briefing papers, spreadsheets, and statements. Prepares comprehensive financial and accounting studies, and conducts assigned special projects related to financial procedures and processes.
- Works with external auditors to support the annual audit process.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

**Open Entry Requirements:**

(Open entry applicants must meet all requirements at the time of application.)

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Three years of full performance professional level accounting experience.  
**Note:** Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI Section 5.

**Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Three years of experience in the Accounting progression line, including at least one year as an Accountant (SPN 110).

**EXAMINATION DETAILS:**

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. The examination will consist of a written test and a performance evaluation, with scoring weight assigned as follows:

- Written examination: 80%
- Performance evaluation: 20%

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

**WRITTEN TEST DETAILS**

The written test date and location is to be determined, due to events surrounding the COVID-19 pandemic.

The approximate duration of the test is 1 hour and 30 minutes. The written test may include such subjects as: General Accounting and Computer Skills.



**PROMOTIONAL EVALUATION DETAIL**

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor, within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

**We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.**

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of May 2020.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**WTE ASH OPERATOR SPN 576**  
**PROMOTIONAL**

**DATE OPEN:** Monday, May 11, 2020

**DATE CLOSED:** Tuesday, May 26, 2020 at 4:00 p.m.

**SALARY:** \$40,599.07 annual salary, payable bi-weekly, to a maximum of \$63,880.27

**DESCRIPTION:**

Performs skilled manual work in the operation of ash handling equipment at the waste to energy plant.

**DUTIES:**

- Operates and maintains the ash management system. Moves ash containers using a yard tractor, levels loads in ash containers, ensures ash containers are within the required weight range, and operates conveyors and related equipment.
- Inspects and cleans all assigned areas to ensure compliance with safety regulations, environmental permits, and operating permits. Corrects deficiencies as required.
- Operates metals separation equipment.
- Maintains records of the quantity of ash removed per day.
- Operates other equipment including, but not limited to, industrial forklifts, manlifts, skid steer type loaders, and other mobile equipment.
- Participates in boiler cleaning and other assigned outage work.
- Prepares necessary reports, forms, and miscellaneous paperwork related to associated tasks being performed, such as records of the quantity of ash removed per day.
- Drives trucks or vehicles with trailers with a weight rating of 10,000 pounds or less.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Assists mechanic in the repair and maintenance of plant equipment.
- Inspects assigned equipment, recording or reporting damage and mechanical problems.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Education:* High school diploma or equivalent
- *Experience:* One year of experience in an industrial setting operating equipment such as industrial forklifts, manlifts, skid steer loaders, other mobile equipment, and mechanical systems such as conveyors, transfer screws, or similar equipment.
- *Certifications:* All applicants must possess a Class "B" Commercial Driver's License (CDL), with air brake endorsement.

NOTE: Individuals in this classification must successfully complete the Ash Operator training program and additional required environmental, health, and safety training (as designated on the Environmental Training Matrix and the Training Requirements spreadsheet) within their probationary period.

**EXAMINATION DETAILS:**

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. The examination will consist of a written test and a performance evaluation, with scoring weight assigned as follows:

- Written examination: 80%
- Performance evaluation: 20%

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

**WRITTEN TEST DETAILS:**

Written tests will be conducted at the Waste to Energy Plant on **Thursday, June 11, 2020 at 9:00 a.m.** and again at **1:00 p.m.**

The approximate duration of the test is 2 hours. The written test may include such subjects as: safety, plant operations, mechanics, mathematics and vehicle operation.

**PROMOTIONAL EVALUATION DETAILS:**

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor, within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

**We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.**

**TO APPLY:**

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- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of May 2020.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner



