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MAYOR AND CITY COUNCIL

INSIDE THIS ISSUE

Minutes

NOTICE

NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, December 20, 2021

The Monday, December 20, 2021 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

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.

SENIOR HUMAN RESOURCES ANALYST SPN 042
OPEN ENTRY

DATE OPEN: Monday, December 27, 2021   DATE CLOSED: Monday, January 31, 2022 at 4:00 p.m.

SALARY: $75,606.48 annual salary, payable bi-weekly, to a maximum of $107,469.36

DESCRIPTION:
Performs complex professional and administrative work related to labor relations and other human resources management programs and supervises human resources analysts.

DUTIES:
This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Investigates, analyzes and develops recommendations on a wide range of employee and labor relations; serves as a resource to City supervisors and managers; monitors and analyzes laws, pending legislation, and court decisions which impact City operations.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Serves as primary human resources analyst for the police and fire departments. Assists in contract negotiations, including development of memoranda of understanding and supplemental agreements.
- Coordinates and administers a variety of City-wide special projects and programs. Responsible for the ongoing maintenance and administration of the equal employment opportunity and Section 504/ADA plans. Ensures compliance with applicable laws, regulations and ordinances.
- Prepares 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. Ensures consistency of disciplinary action among departments.
- Conducts investigations on matters relating to equal employment opportunity (EEO), discrimination and harassment complaints. Gathers and analyzes information, prepares reports, recommendations, and correspondence on findings.
- Participates in employee and labor relations activities, with an emphasis on the most complex personnel issues.
- Provides guidance to employees and department representatives in administering the Family Medical Leave Act (FMLA) and evaluates reasonable accommodation requests in accordance with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination.

- Develops policies and procedures for review. Provides information and interpretations of policy and labor law to various City departments, employees, job applicants and the general public.
- Evaluates, develops, and administers employee training and development programs, such as new employee orientations, supervisory leadership and harassment training.
- Responsible for wage and salary administration. Develops salary data, analyzes and prepares such data in connection with annual salary studies for the maintenance of the compensation plan.
- Assists in the preparation and presentation of human resources related matters before the Civil Service Commission.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open-Entry Requirements:

- *Education:* Graduation from an accredited four-year college or university with a degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study.
- *Experience:* Five years of increasingly responsible experience in various phases of human resources administration.
- *License:* Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.
- *Substitution:* A master's degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study may substitute for two years of required experience.

NOTE: Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

EXAMINATION DETAILS:
Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off 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.

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS
You will receive a link to the Senior Human Resources Analyst T&E via email, prior to 9:00 a.m. Pacific Time, on Thursday, February 3, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in until 4:00 PM Pacific Time on Tuesday, February 8, 2022.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- 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.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.
- **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.

TO APPLY:
An application is required for promotional applicants. Applications must be completed online at: http://my.spokanecity.org/jobs by 4:00 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 with Job Title – Applicant Name in the subject line of the email

- In person or mail to: Civil Service Commission, 4th 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 22nd day of December 2021.

MARK LINDSEY   KELSEY PEARSON
Chair   Chief Examiner

SENIOR HUMAN RESOURCES ANALYST SPN 042
PROMOTIONAL

DATE OPEN: Monday, December 27, 2021   **DATE CLOSED:** Monday, January 31, 2022 at 4:00 p.m.
SALARY: $75,606.48 annual salary, payable bi-weekly, to a maximum of $107,469.36

DESCRIPTION:
Performs complex professional and administrative work related to labor relations and other human resources management programs and supervises human resources analysts.

DUTIES:
This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Investigates, analyzes and develops recommendations on a wide range of employee and labor relations; serves as a resource to City supervisors and managers; monitors and analyzes laws, pending legislation, and court decisions which impact City operations.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Serves as primary human resources analyst for the police and fire departments. Assists in contract negotiations, including development of memoranda of understanding and supplemental agreements.
- Coordinates and administers a variety of City-wide special projects and programs. Responsible for the ongoing maintenance and administration of the equal employment opportunity and Section 504/ADA plans. Ensures compliance with applicable laws, regulations and ordinances.
- Prepares 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. Ensures consistency of disciplinary action among departments.
- Conducts investigations on matters relating to equal employment opportunity (EEO), discrimination and harassment complaints. Gathers and analyzes information, prepares reports, recommendations, and correspondence on findings.
- Participates in employee and labor relations activities, with an emphasis on the most complex personnel issues.
- Provides guidance to employees and department representatives in administering the Family Medical Leave Act (FMLA), and evaluates reasonable accommodation requests in accordance with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination.
- Develops policies and procedures for review. Provides information and interpretations of policy and labor law to various City departments, employees, job applicants and the general public.
- Evaluates, develops, and administers employee training and development programs, such as new employee orientations, supervisory leadership and harassment training.
- Responsible for wage and salary administration. Develops salary data, analyzes and prepares such data in connection with annual salary studies for the maintenance of the compensation plan.
- Assists in the preparation and presentation of human resources related matters before the Civil Service Commission.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

- *Experience:* Three years employment with the City as a Human Resources Analyst I/II.

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.

Open-Entry Requirements:

- *Education:* Graduation from an accredited four-year college or university with a degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study.
- *Experience:* Five years of increasingly responsible experience in various phases of human resources administration.
- *License:* Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.
- *Substitution:* A master's degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study may substitute for two years of required experience.

NOTE: Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

EXAMINATION DETAILS:
Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

TRAINING AND EXPERIENCE EVALUATION DETAILS
You will receive a link to the Senior Human Resources Analyst T&E via email, prior to 9:00 a.m. Pacific Time, on Thursday, February 3, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in until 4:00 PM Pacific Time on Tuesday, February 8, 2022.

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- 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.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
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- **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.

PROMOTIONAL EVALUATION DETAILS:
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.

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

TO APPLY:
An application is required for promotional applicants. Applications must be completed online at: http://my.spokanecity.org/jobs by 4:00 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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 22nd day of December 2021.

MARK LINDSEY   KELSEY PEARSON
Chair   Chief Examiner

AMENDMENT   **AMENDMENT**   **AMENDMENT**

CLAIMS ADMINISTRATOR

SPN 059   (Announcement of 12/13/2021)

The above titled announcement is hereby amended to read:

Closing Date: December 30, 2021 4:00 PM

Description:
Performs responsible, specialized administrative work in the management of self-insured/self-administered workers' compensation claims in accordance with RCW Industrial Insurance Laws, Medical Aid Rules and other applicable regulations.

Examples of Job Functions:

- Manages industrial insurance claims from initiation through closure in accordance with applicable regulations.
- Investigates, evaluates, adjudicates, processes, and reserves claims.
- Represents the City at hearings, appeals, and mediations as required.
- Presents training relating to industrial insurance and workers' compensation programs.
- Secures services, and monitors for effective use, independent physicians, nurses, attorneys, investigators, vocational counselors and other related parties.
- Performs medical/case management, including the authorization of curative medical treatment.
- Works with all involved parties for timely claim resolution.
- Authorizes, calculates, processes and/or oversees payment for medical, compensation benefits, and other costs related to claims filed.
- Telephones and corresponds with injured workers, vocational counselors, physicians, and department representatives to obtain and supply information. Serves as liaison among involved parties.
- Identifies and secures reimbursements as required: pursues third party subrogation claims.
- Develops, implements, and monitors timely return to work opportunities. Coordinates with other departments to assure compliance with laws and regulations.
- Operates a personal computer and other standard office machines.
- Maintains related records and prepares reports as required.
- Performs related work as required.

Minimum Qualifications:
Shortage 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.)

- *Experience:* Present City of Spokane employees who meet the open entry requirements may apply on a promotional basis.

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.

Shortage Requirements:
(Open-entry applicants must meet all requirements when they apply.)

- *Education:* High school diploma or equivalent.
- *Experience:* Four years of increasingly responsible industrial insurance claims examination, adjudication, and/or management which must include time loss claims.
- *License:* Possession of a Claims Administrator certification by the Washington State Department of Labor and Industries.

Examination Details:
You need to meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

SHORTAGE RECRUITMENT DETAIL: If you have already applied during this recruiting period, you do not need to reapply at this time.

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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

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.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- 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.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered
- **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.

PROMOTIONAL EVALUATION DETAILS:
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.

PUBLIC SAFETY SYSTEMS ANALYST SPN 154
PROMOTIONAL

DATE OPEN: **Monday, December 27, 2021**   DATE CLOSED: **Monday, January 10, 2022 at 4:00 p.m.**
SALARY: **$65,897.28 annual salary, payable bi-weekly, to a maximum of $93,605.04**

DESCRIPTION:
Under general supervision, performs professional information technology work pertaining to the development, design, programming, testing, implementation, modification and maintenance of public safety information systems and applications across multiple platforms and technologies; provides professional support and administration for assigned programs and applications; troubleshoots, researches and resolves application problems; and provides professional technical support for uses, including help documentation and instructions.

DUTIES:

- Plans, designs and develops software applications by writing programs using a variety of operating systems and modern computer languages in order to improve public safety business systems; tests programs; analyzes, troubleshoots and resolves performance, integrity, security, access and other issues/problems.
- Customizes and modifies existing public safety applications; analyzes and corrects operational problems to ensure the smooth operation of specific applications systems.
- Performs routine setup, installation, and configuration of CAD and voice recording systems to include new software releases and upgrades; implements, configures, and tests related CAD applications.
- Conducts periodic system checks to ensure CAD, phone, and mobile paging systems are accurately processing calls and that corrections are properly reflected in the information display on inbound calls to emergency dispatch/communications centers.
- Troubleshoots and resolves routine problems with system performance, databases, emergency communications applications, and user hardware and software; works with vendors to resolve issues when appropriate.
- Provides professional technical support for users regarding public safety applications issues; resolves difficult technical problems; communicates with department managers and staff regarding issues.
- Monitors and modifies database configurations; maintains database indexing; develops SQL queries and creates ad hoc reports upon request.
- Implements security measures to protect data and applications; maintains security of user profiles for applications; adds and removes users when necessary.
- Performs backup and recovery operations for servers and databases and assists with capacity planning for CAD and voice recording systems.
- Develops, maintains, and publishes routine to complex custom crystal reports.
- Interviews users to analyze client needs; gathers user information in order to define business requirements; creates and presents alternatives and solutions using diagrams and documentation.
- Integrates software packages into existing public safety applications using current technology to improve the business model; creates and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures proper interfaces with other systems, including electronic interfaces where applicable.
- Provides applications-related training to end users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Participates on applications development, enhancement and integration projects; may serve as project leader on less complex projects; reviews and recommends project technical criteria; develops software configurations and specifications; communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Programs and designs the department's Internet/Intranet websites; responds to Webmaster contacts and mail; trains departmental clients to do web postings and content updates.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment, and methodologies to expedite and/or enhance existing processes.
- Communicates assigned information technology activities with other departments and divisions as needed.
- Develops and maintains software documentation and user instructions.
- Attends and participates in meetings; serves on committees and task forces; continuously communicates with supervisor regarding the status of assignments and projects.
- May perform systems and network analysis as an ancillary duty.
- Performs other related duties as assigned.

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.)

- *Experience:* Current non-probationary City employees who meet the Open Education and Experience requirements may apply on a Promotional basis.

Open Entry Requirements:
(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems, or a related field, **AND**

- *Experience:* Two years of professional information technology experience that emphasized the development, enhancement and maintenance of emergency communications systems and related public safety applications. An equivalent combination of education, training and experience may also be qualifying.

EXAMINATION DETAILS:

You need to meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off 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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

TRAINING AND EXPERIENCE EVALUATION DETAILS

You will receive a link to the T&E in a separate email, on the morning of Thursday, January 13, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in, until 4:00 PM Pacific time on Tuesday, January 18, 2022.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- 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.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.
- **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.

PROMOTIONAL EVALUATION DETAILS:

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.

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

TO APPLY:

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MARK LINDSEY   KELSEY PEARSON
Chair   Chief Examiner

SENIOR PUBLIC SAFETY SYSTEMS ANALYST SPN 155
PROMOTIONAL

DATE OPEN: Monday, December 27, 2021   **DATE CLOSED:** Monday, January 10, 2022 at 4:00 p.m.
SALARY: $74,353.68 annual salary, payable bi-weekly, to a maximum of $104,838.48

DESCRIPTION:

Under general direction, performs advanced professional information technology work pertaining to the development, design, programming, testing, implementation, modification and maintenance of public safety information systems and applications across multiple platforms and technologies; performs the most complex professional support and administration of assigned programs and applications, which may include administration of one or more highly complex databases; troubleshoots and resolves difficult and complex application problems; and provides advanced professional technical support for uses, including help documentation and instructions.

DUTIES:

- Coordinates and/or leads activities pertaining to the planning, design and development of new software applications by writing programs using a variety of operating systems and modern computer languages in order to improve public safety business systems; may serve as lead worker over subordinate professional, technical and other staff by assigning, directing and monitoring their work on a regular or project basis.
- Customizes and modifies existing public safety applications; analyzes and corrects complex operational problems to ensure the smooth operation of specific applications systems.
- Plans and coordinates the setup, installation, and configuration of CAD and voice recording systems to include new software releases and upgrades; implements, configures, and tests related CAD applications.
- Conducts periodic system checks to ensure CAD, phone, and mobile paging systems are accurately processing calls and that corrections are properly reflected in the information display on inbound calls to emergency dispatch/communications centers.
- Troubleshoots and resolves complex problems with servers, databases, emergency communications applications; works with vendors to resolve issues when appropriate.
- Provides advanced professional technical support for users regarding public safety applications issues; resolves difficult technical problems; communicates with department managers and staff regarding issues.
- Monitors and modifies complex database configurations; maintains database indexing; develops SQL queries and creates ad hoc reports upon request.
- Plans, coordinates, and implements security measures to protect data and applications; maintains security of user profiles for applications; adds and removes users when necessary.
- Implements and documents backup and recovery processes and leads capacity planning for CAD and voice recording systems.
- Develops, tests, and implements complex scripts to automate common functions or system operations; develops, maintains, and publishes complex custom crystal reports.
- Interviews users to analyze client needs; gathers user information in order to define business requirements; creates and presents alternatives and solutions using diagrams and documentation.
- Researches and performs complex integration of software packages into existing public safety applications using current technology to improve the business model; creates and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures proper interfaces with other systems, including electronic interfaces where applicable.
- Provides applications-related training to end users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Participates on applications development, enhancement and integration projects; may serve as project leader on large or complex projects; develops complex project technical criteria, software configurations and specifications; communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Programs and designs the department's Internet/Intranet websites; responds to Webmaster contacts and mail; trains departmental clients to do web postings and content updates.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment and methodologies to expedite and/or enhance existing processes.
- Communicates assigned information technology activities with other departments and divisions as needed.
- Attends and participates in meetings; serves on committees and task forces; continuously communicates with supervisor regarding the status of assignments and projects.
- May perform systems and network analysis as an ancillary duty.
- Performs other related duties as assigned.

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.)

- *Experience:* Two years of experience in the classification of Public Safety Systems Analyst (SPN 154) and fully meets minimum qualifications.

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.

Open Entry Requirements:
(Open-entry applicants must meet all requirements when they apply.)

- *Education:* A Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems, or a related field; **AND**
- *Experience:* Four years of professional information technology experience that emphasized the development, enhancement and maintenance of emergency communications systems and related public safety applications, including two years at a journey level. An equivalent combination of education, training, and experience <u>may</u> also be qualifying.

EXAMINATION DETAILS:
You need to meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off 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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

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- **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.

<u>**PROMOTIONAL EVALUATION DETAILS**</u>:
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.
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- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

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

TO APPLY:
An application is required for promotional applicants. Applications must be completed online at: http://my.spokanecity.org/jobs by 4:00 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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 22nd day of December 2021.

MARK LINDSEY   KELSEY PEARSON
Chair   Chief Examiner