



Official Gazette

City of Spokane, Washington

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

Volume 113

JANUARY 11, 2023

Issue 2



MAYOR AND CITY COUNCIL

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The Official Gazette

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, January 2, 2023**

The Monday, January 2, 2023 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, January 2, 2023 due to the observance of the New Year holiday.)

General Notices

**REGULAR MEETING NOTICE/AGENDA
THE CIVIL SERVICE COMMISSION
9:30 A.M. – JANUARY 17, 2023**

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on January 17, 2023, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, January 16, 2023) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 14th day of December 2022.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**AGENDA
REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
9:30 A.M. JANUARY 17, 2023
CITY HALL – CITY COUNCIL CHAMBERS LOWER LEVEL CITY HALL
808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201****1. CALL TO ORDER/ROLL CALL****2. APPROVAL OF MINUTES**

- a. November 15, 2022, Minutes

3. CHIEF EXAMINER UPDATE**4. NEW BUSINESS**

- a. Resolution 2023-01: Classification Actions
- b. Appeal: C. Conrath, pass over for cause

5. OTHER BUSINESS**6. ADJOURN**

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

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.

AMENDMENT**AMENDMENT****AMENDMENT****POLICE RADIO DISPATCHER I**

SPN 283

(Announcement of 12/5/2022)

The above titled announcement is hereby amended to read:

EXAMINATION DETAILS:

This is an online examination and will require a computer that has the ability to play sound. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

You will receive a link to the Police Radio Dispatcher Examination via email, prior to 4:00 p.m. Pacific Time on the start dates, and will expire at 11:59 p.m. on the due dates as listed below. Please note that this email will be sent from Test Genius (onlinetesting@invitations.testgenius.com).

- Applicants who apply and meet the minimum qualifications between Monday, December 5, 2022 and Monday, January 2, 2023 will test Thursday, January 5, 2023 through Tuesday, January 10, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, January 3, 2023 and Monday, January 23, 2023 will test Thursday, January 26, 2023 through Tuesday, January 31, 2023.
- Applicants who applied and meet the minimum qualifications between Tuesday, January 24, 2023, and Monday, February 13, 2023 will test Thursday, February 16, 2023 through Tuesday, February 21, 2023.
- Applicants who applied and meet the minimum qualifications between Tuesday, February 14, 2023, and Monday, March 13, 2023 will test Thursday, March 16, 2023 through Tuesday, March 21, 2023.
- Applicants who applied and meet the minimum qualifications between Tuesday, March 14, 2023, and Monday, April 10, 2023 will test Thursday, April 13, 2023 through Tuesday, April 18, 2023.
- Applicants who applied and meet the minimum qualifications between Tuesday, April 11, 2023, and Monday, May 8, 2023 will test Thursday, May 11, 2023 through Tuesday, May 16, 2023.

NOTE: Remote examinees may begin the exam at any time during the test period; however, once you begin, you will have to complete the examination. You may take the exam only once during the open recruitment period.

**LABORER II SPN 502
OPEN ENTRY**

DATE OPEN: Monday, January 9, 2023**DATE CLOSED: Monday, June 26, 2023****SALARY: \$41,342.40 annual salary, payable bi-weekly, to a maximum of \$64,519.20****DESCRIPTION:**

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job.

DUTIES:

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Education:* High School diploma or equivalent.
- *Experience:* Two years of laboring experience.
- *License:* Possession of a valid driver's license. Must possess a Class B Commercial Driver's License (CDL) with air brake endorsement

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

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, 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 written test, with scoring weight assigned as follows:

- Multiple-Choice Examination: 100%

EXAMINATION DETAILS:

Two methods of testing will be offered. Candidates will choose which method is best for them and self-schedule accordingly. Self-schedule notifications will be sent to candidates upon approval of application review.

- *Written Testing* will be conducted at City Hall, 808 W. Spokane Falls Blvd, Spokane, WA, 99201, on the following dates and times: (*Qualified applicants will be notified of exact date and time upon acceptance of their application.*)
 - Applicants who apply and meet the minimum qualifications between Monday, January 9, 2023, and Monday, February 6, 2023, will test on Thursday, February 9, 2023, at 2:00 p.m. Pacific time.
 - Applicants who apply and meet the minimum qualifications between Tuesday, February 7, 2023, and Monday, March 6, 2023, will test on Thursday, March 9, 2023, at 2:00 p.m. Pacific time.
 - Applicants who apply and meet the minimum qualifications between Tuesday, March 7, 2023, and Monday, April 3, 2023, will test on Thursday, April 6, 2023, 2:00 p.m. Pacific time.
 - Applicants who apply and meet the minimum qualifications between Tuesday, April 4, 2023, and Monday, May 1, 2023, will test on Thursday, May 4, 2023, at 2:00 p.m. Pacific time.
 - Applicants who apply and meet the minimum qualifications between Tuesday, May 2, 2023, and Monday, May 29, 2023, will test on Thursday, June 1, 2023, 2:00 p.m. Pacific time.

- Applicants who apply and meet the minimum qualifications between Tuesday, May 30, 2023, and Monday, June 26, 2023, will test on Thursday, June 29, 2023, at 2:00 p.m. Pacific time.
- Online Remote Testing will be offered. Examination links with instructions will be emailed prior to 4:00 p.m. Pacific time on the start dates and will expire at 4:00 p.m. on the due dates as listed below. Keep in mind that the test link will be emailed from FastTest (noreply@fasttestweb.com).
 - Applicants who apply and meet the minimum qualifications between Monday, January 9, 2023, and Monday, February 6, 2023, will test Thursday, February 9, 2023, through Tuesday, February 14, 2023.
 - Applicants who apply and meet the minimum qualifications between Tuesday, February 7, 2023, and Monday, March 6, 2023, will test on Thursday, March 9, 2023, through Tuesday, March 14, 2023.
 - Applicants who apply and meet the minimum qualifications between Tuesday, March 7, 2023, and Monday, April 3, 2023, will test Thursday, April 6, 2023, through Tuesday, April 11, 2023.
 - Applicants who apply and meet the minimum qualifications between Tuesday, April 4, 2023, and Monday, May 1, 2023, will test Thursday, May 4, 2023, through Tuesday, May 9, 2023.
 - Applicants who apply and meet the minimum qualifications between Tuesday, May 2, 2023, and Monday, May 29, 2023, will test Thursday, June 1, 2023, through Tuesday, June 6, 2023.
 - Applicants who apply and meet the minimum qualifications between Tuesday, May 30, 2023, and Monday, June 26, 2023, will test Thursday, June 29, 2023, through Tuesday, July 4, 2023.

NOTE: Remote examinees may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.

The test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Organizational Awareness
- Safety & Occupational Hazards
- Teamwork
- Technical Competence
- Vehicle Operations

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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 5th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**EQUIPMENT OPERATOR SPN 621
PROMOTIONAL**

DATE OPEN: Monday, January 9, 2023 **DATE CLOSED:** Monday, January 30, 2023 at 4:00 p.m.
SALARY: \$42,407.28 annual salary, payable bi-weekly, to a maximum of \$66,461.04

DESCRIPTION:

Performs skilled and minor supervisory work operating specialized powered grounds maintenance and construction type equipment.

DUTIES:

- Operates one or more of the following types of equipment depending upon department to which assigned; tractor-mounted backhoe of one-quarter yard capacity, or front-end loader, truck-mounted snowplow or other similar maintenance equipment.

- In Parks and Water Department, operates tractor with attachments or power-driven wide area lawn mowers or other equipment to which assigned, and supervises a small crew in cutting grass, weeds and brush. In other than growing seasons, operates truck with plow attachment and performs semi-skilled maintenance work as directed.
- In Signs and Markers Division, operates and maintains line painting machine and other equipment to which assigned, acts as lead worker online painting crew and signing crew. Also, patrols City to determine painting priorities and performs other semi-skilled maintenance work as lead worker or as otherwise directed.
- Services equipment, makes minor field repairs, prepares necessary operating records and reports.
- Prepares repair orders.
- May be required to operate equipment of a higher class on occasion.
- 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.)

- *Experience:* Completion of one year of service with the City in the Laborer I, Park Caretaker, or higher laboring classification with experience in the operation of trucks or other powered grounds maintenance equipment.
- *Licenses:* Applicants must possess a valid driver's license; AND, obtain a Class "A" Commercial Driver's License (CDL) within six months of appointment. Once obtained, the Class "A" Commercial Driver's License (CDL) must be maintained as a condition of continuing employment.

Note: Individuals assigned to the Water Department must obtain a Washington State Weed/Herb Control Applicator License within one year of appointment.

EXAMINATION DETAILS:

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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 written test and a performance evaluation, with weights assigned as follows:

- Written Test: 80%
- Performance Evaluation: 20%

EXAMINATION DETAILS

Testing will be conducted on February 2, 2023, at 10:00 AM in the Civil Service Test Room (City Hall 4th Floor). The approximate duration of the test is 2 hours.

The examination may include such subjects as:

- Safety and First Response
- Equipment Operator
- Interpersonal Skills
- Supervision
- Equipment Repair & Maintenance

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.

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 5th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**WATER HYDROELECTRIC MAINTENANCE FOREPERSON SPN 663
PROMOTIONAL**

DATE OPEN: Monday, January 9, 2023

DATE CLOSED: Monday, January 23, 2023 at 4:00 p.m.

SALARY: \$58,693.68 annual salary, payable bi-weekly, to a maximum of \$96,653.52

DESCRIPTION:

Performs supervisory work in the installation, maintenance and repair of hydroelectric plant and water pumping station machinery and equipment.

DUTIES:

- Advises and assists management in developing equipment maintenance schedules, work shifts, interpretation and evaluation of operating records, and other administrative and supervisory functions.
- Plans, reviews and executes the maintenance activities for Upriver Dam; leads daily maintenance meeting and safety meetings.
- Assigns and supervises the work of a small crew of skilled mechanics engaged in general electrical and mechanical maintenance work. Schedules and sets work priorities by what is out of service, requirements for the time of year, and recommendations from maintenance crew, operations staff, and the supervisor.
- Leads major and minor maintenance project work in the hydroelectric plant and appurtenances. Provides technical input for capital projects with pumps and motors, motor control centers and electrical controls including SCADA and radio network.
- Maintains and manages consistent work orders and inspection records within a maintenance management system and quality control inspection plans (QCIP) for periodic status reporting.
- Locates and purchases parts, tools, and supplies for equipment repair.
- Supervises and instructs employees in the performance of more difficult electrical wiring and motor repair work in the hydroelectric plant or in the pumping stations.
- Assists in developing and implementing the most efficient pumping schemes.
- Performs technical and non-technical site status and safety inspections of dam, spillway, power channel, power houses, booster stations, tank stations, etc. Technical inspection includes but is not limited to checking visuals, amps, voltages, heat, vibration, flow, pressure, and leaks.
- Inspects turbines, generators, pumps, fans, gauges, compressors, power cables, transformers, and related equipment for faulty operation; diagnoses trouble and effects repairs.
- Installs and inspects electrical equipment in new construction or in change-overs in existing stations. Installs and wires switchboard panels, meters, and control and protective equipment using engineering and manufacturer's drawings and specifications, such as electronic annunciators, control, and security systems.
- Assists with site security and vulnerability assessments.
- Leads the implementation and maintenance of piezometer wells and sensors.
- Evaluates leave requests from crew and schedules coverage. Performs the work of a mechanic or instrument technician if needed. Prepares and completes employee performance reviews.
- Operates an automobile or pickup truck and various tools as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Promotional Requirements:

- *Experience:* Two years of experience with the City in the classification of Water Hydroelectric Plant Mechanic (SPN 664) or Instrument Repair Technician (SPN 648) in the Water and Hydroelectric Services Department.
- *License:* Applicants must possess a valid driver's license.

Licenses and Certifications:

(Employees in this job class must meet these requirements.)

- A Water Distribution Manager 2 Certificate must be obtained within one year of appointment.

EXAMINATION DETAILS:

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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 written test and a performance evaluation, with weights assigned as follows:

- Written Test: 80%
- Performance Evaluation: 20%

EXAMINATION DETAILS

Testing will be conducted on January 26, 2023, at 10:00 AM in the Civil Service Test Room (City Hall 4th Floor). The approximate duration of the test is 2 hours.

The examination may include such subjects as:

- Utility Plant Operations
- Records and Reports
- Safety
- Supervision and Training

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.

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 5th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

COMMUNITY JUSTICE COUNSELOR SPN 954
OPEN ENTRY

DATE OPEN: Monday, January 9, 2023

DATE CLOSED: Monday, February 6, 2023

SALARY: \$52,032.96 annual salary, payable bi-weekly, to a maximum of \$85,712.40

DESCRIPTION:

Guides misdemeanor defendants and probationers through the Spokane Municipal Court system.

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.

- Conducts assessments and investigations of misdemeanor clients from pre-trial through post-sentence stages. Gathers and evaluates facts obtained through interviews and research for inclusion in client reports.
- Performs social investigations and interviews of clients, relatives, employers, members of social agencies and others.
- Interviews references and crime victims to gather and verify information related to release conditions at any stage of the court process.
- Researches and gathers information related to clients, including but not limited to employment history, educational background, previous arrest records, and family and community ties.
- Identifies client needs in areas such as behavioral health services, housing, and employment. Assesses availability and relevance of community and state resources. Develops individual case plans for implementation.
- Testifies and recommends in administrative and judicial hearings regarding resource and treatment options for defendants, community safety concerns, and incarceration decisions.
- Provides information to clients on court processes and procedures, conditions attached to pre-trial release or probation, and available community services.
- Coordinates the introduction of defendants to appropriate community services.
- Offers warrant prevention and resolution services to defenders to reduce missed court dates. Assists defendants who have failed to appear in navigating warrant recall procedures or self-surrender steps to the court.
- Completes electronic monitoring intake duties for individuals as ordered by the court, including but not limited to explaining responsibilities to defendants, obtaining signatures for agreements, testing for drug and alcohol, collecting data, and installing related equipment.
- Monitors and maintains records of placement and attendance for those ordered by the court to participate in treatment, community service, and other specialized programs such as electronic home monitoring and day reporting as an alternative to incarceration.
- Analyzes location and alcohol monitoring data and reports to judicial officers regarding defendant compliance with the terms and conditions of release.
- Maintains case records, prepares reports, and conducts correspondence related to assignments.
- Meets with federal, state, and local law enforcement, judicial officers, service agencies, educators, and other community justice partners.
- 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 when they apply.)

- *Education:* Bachelor's degree from an accredited college or university in sociology, psychology, criminal justice, or related field, **AND**
- *Experience:* One year of experience as a probation caseworker, detention/correction officer, law enforcement officer, or a closely related position.

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.
- Completion of the Washington State Misdemeanant Probation Counselor Academy within twelve months of appointment.

Background Investigation:

- All applicants are subject to a thorough background investigation, including criminal history. A criminal history that affects a person's ability to be certified for access to federal, state, and local criminal justice databases constitutes a bar to employment as a Community Justice Counselor.

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, 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), with scoring weight assigned as follows:

- T&E 100%

EXAMINATION DETAILS

A link to the Community Justice Counselor examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, February 9, 2023. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, February 9, 2023, until 4:00 p.m. Pacific time the following Tuesday, February 14, 2023.

TRAINING AND EXPERIENCE EVALUATION DETAILS

- 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 5th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

**ABBREVIATED REQUEST FOR QUALIFICATIONS
TRAFFIC SIGNAL CONTROLS CONSULTANT FOR FEDERAL AID PROJECTS 2023-2024 (PACKAGE 1)**

DESCRIPTION

Traffic Signal Controls Consultant for Federal Aid Projects (2023-2024 Package 1)

DUE DATE

Monday, January 30, 2023, no later than 1:00 p.m.

SCOPE OF SERVICES

The scope of services may include the following, depending on the project:

General

- Utilize, develop, and or analyze signal timing models in Synchro for stand alone, coordinated, and grid fixed time systems.
- Conversion of Synchro models to Tactics and SEPAC for controller input for NEMA TS1, TS2 Type 1, and TS2 Type 2 cabinets
- In person field observation for fine tuning plans and operations

Construction related signal timing plans and adjustments

- Construction signal timing plan(s) for standalone or coordinated operation for different times of day for temporary signals
- Modifying existing signal timing plan(s) for existing signals in standalone or coordinated operation for different times of day

Non construction related signal timing plans and adjustments

- Develop signal timing plans for new signalized intersections for standalone, coordinated, grid fixed time operation
- Develop and or modify signal timing plans to include transit signal priority, flashing yellow arrow, and leading pedestrian interval for multiple times of day.
- Develop PHB timing plans for coordinated and uncoordinated operations

POTENTIAL PROJECTS FOR WHICH A CONSULTANT MAY BE REQUIRED

- Maple St. Bridge Deck Repair
- Washington/Stevens Bridges Deck Repair
- Market/Monroe/29th Grind & Overlay
- 29th/Washington/Monroe Grind & Overlay
- Haven St. Grind & Overlay
- Pacific Ave. Neighborhood Greenway
- Spokane Falls Blvd. Rebuild – Post to Division St.
- Riverside Ave. – Monroe to Wall
- Thor/Freya – Hartson to Sprague
- Garland Pathway
- Arterial Pedestrian Hybrid Beacons

EVALUATION CRITERIA

The following criteria will be evaluated when reviewing statements of qualifications.

Criteria	Weighting
Qualifications of key personnel including project manager and firm	40%
Past performance/references relevant to similar projects	40%
Ability to respond to City requests for assistance in a timely manner	20%

SUBMITTAL REQUIREMENTS

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/>. Any revisions made to this RFQ will be posted at this website only.

Submittals shall be submitted via email to eraea@spokanecity.org.

Questions about the RFQ can also be directed to Dan Buller at dbuller@spokanecity.org.

ADA INFORMATION

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Engineering Services at eraea@spokanecity.org or by calling 509-625-6700.

TITLE VI STATEMENT

The City of Spokane in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

Publish: January 4, 11, & 18, 2023

**ABBREVIATED REQUEST FOR QUALIFICATIONS
TRAFFIC SIGNAL CONTROLS CONSULTANT FOR NON-FEDERAL AID PROJECTS 2023-2024**

**DESCRIPTION
Traffic Signal Controls Consultant for Non-Federal Aid Projects 2023-2024**

DUE DATE

Monday, January 30, 2023, no later than 1:00 p.m.

SCOPE OF SERVICES

The scope of services may include the following, depending on the project:

General

- Utilize, develop, and or analyze signal timing models in Synchro for stand alone, coordinated, and grid fixed time systems.
- Conversion of Synchro models to Tactics and SEPAC for controller input for NEMA TS1, TS2 Type 1, and TS2 Type 2 cabinets
- In person field observation for fine tuning plans and operations

Construction related signal timing plans and adjustments

- Construction signal timing plan(s) for standalone or coordinated operation for different times of day for temporary signals
- Modifying existing signal timing plan(s) for existing signals in standalone or coordinated operation for different times of day

Non construction related signal timing plans and adjustments

- Develop signal timing plans for new signalized intersections for standalone, coordinated, grid fixed time operation
- Develop and or modify signal timing plans to include transit signal priority, flashing yellow arrow, and leading pedestrian interval for multiple times of day.
- Develop PHB timing plans for coordinated and uncoordinated operations

EVALUATION CRITERIA

The following criteria will be evaluated when reviewing statements of qualifications.

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Publish: January 4, 11, & 18, 2023

REQUEST FOR PROPOSALS
HUMAN RESOURCES AND PERSONNEL TRAINING SERVICES -REBID
City of Spokane Human Resources
RFP #5812-23

Description: The City of Spokane is soliciting electronic Proposals for Human Resources and Personnel Training Services

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, JANUARY 23rd, 2023**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, JANUARY 23rd, 2023**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> then click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Request for Proposals document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

The right is reserved to reject any and all Proposals and to waive any informalities.

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: January 11 & 18, 2023

REQUEST FOR PROPOSALS
DOMESTIC VIOLENCE SCREENING AND TREATMENT ASSESSMENT SERVICES
City of Spokane Municipal Court
RFP # 5815-23

Description: The City of Spokane is soliciting electronic Proposals for Domestic Violence Screening and Treatment Assessment Services

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, FEBRUARY 6, 2023**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, FEBRUARY 6, 2023**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> then click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: January 11 & 18, 2023
