



Official Gazette

City of Spokane, Washington

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

Volume 115

AUGUST 20, 2025

Issue 34



MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

SHELBY LAMBDIN (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, August 4, 2025**

The Monday, August 4, 2025 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, August 11, 2025**

The Monday, August 11, 2025 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

MINUTES OF SPOKANE CITY COUNCIL**Monday, July 28, 2025****AGENDA REVIEW SESSION**

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, and Zappone were present.

City Administrator Alex Scott; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and Deputy City Clerk Laurie Farnsworth were also present for the meeting.

There were no **Interviews of Nominees to Boards and Commissions**.

BRIEFING ON AGENDA ITEMS**Final Agenda for July 28, 2025**

Final Reading Ordinance C36721 Relating to Alcohol Advertising Regulations (deferred from the July 21, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

At the request of Council President Wilkerson, Council Member Dillon provided a briefing on Final Reading Ordinance C36721 relating to alcohol advertising regulations established by the Washington State Liquor Control Board, and adopting a new Chapter 10.63 to the Spokane Municipal Code.

Final Reading Ordinance C36720 (Hearing Item) – Spokane's Complete Streets Program (As amended on July 21, 2025, and deferred from the July 21, 2025, Agenda during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Klitzke and Dillon)

At the request of Council President Wilkerson, Jon Snyder, Director of Transportation and Sustainability – Mayor's Office, provided a briefing on Final Reading Ordinance C36720 updating the City of Spokane's Complete Streets Program.

Updated Draft Agenda for August 4, 2025

There were no requests for staff to brief agenda items as the August 4, 2025, meeting has been canceled.

Draft Agenda for August 11, 2025

There were no requests for staff to brief agenda items as the August 11, 2025, meeting has been canceled.

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS**July 28, 2025, Final Agenda**

Approval of funding recommendation – HUD Certified Housing Counseling program (OPR 2025-0532) (Council Sponsor: Council President Wilkerson)

Motion by Council Member Klitzke, seconded by Council Member Dillon, **to suspend Council Rules** for the purpose of adding OPR 2025-0532 (Approval of funding recommendation, allowing CHHS to enter into a contract with SNAP for the HUD Certified Housing Counseling program) to tonight's Consent Agenda; **carried 6-0**.

Motion by Council Member Klitzke, seconded by Council Member Dillon, **to add** OPR 2025-0532 (Approval of funding recommendation, allowing CHHS to enter into a contract with SNAP for the HUD Certified Housing Counseling program) to tonight's Consent Agenda; **carried 6-0**.

Final Reading Ordinance C36643 (Council Sponsors: Council President Wilkerson and Council Member Bingle)

Motion by Council Member Bingle, seconded by Council Member Dillon, **to suspend Council Rules** for the purpose of amending Final Reading Ordinance C36643—Vacating Grace Avenue west of Northwest Blvd., as requested by Excelsior Wellness—while maintaining final consideration on July 28, 2025; **carried 6-0**.

Motion by Council Member Bingle, seconded by Council Member Dillon, **to amend** Final Reading Ordinance C36643—vacating Grace Avenue west of Northwest Blvd., as requested by Excelsior Wellness—while maintaining final consideration on July 28, 2025; **carried 6-0**.

Final Reading Ordinance C36723 (Deferred from July 21, 2025, Agenda, to the August 18, 2026, Agenda, during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Zappone and Dillon)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to adopt** the Dillon Proposed Amendment to Final Reading Ordinance C36723 (titled "Public Dollars For Public Benefit," relating to City public works; enacting a new Article XI, Chapter 07.06.800 of the Spokane Municipal Code, and setting an effective date) filed July 23, 2025; **carried 4-2**.

August 4, 2025, Updated Draft Agenda

There were no considerations of amendments or deferrals for the August 4, 2025, Draft Agenda, as the August 4 meeting has been canceled.

August 11, 2025, Draft Agenda

There were no considerations of amendments or deferrals for the August 11, 2025, Draft Agenda, as the August 11 meeting has been canceled.

Action to Approve Agendas

The City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to approve** the July 28, 2025, Final Agenda, as amended; **carried 5-1**.

Council Recess/Executive Session

The City Council recessed at 3:52 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION**Land Acknowledgement**

Council President Wilkerson started the meeting off by reading the "Land Acknowledgement" (adopted by City Council on March 22, 2021, under Resolution 2021-0019) which appears on page 2 of the agenda.

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, and Zappone were present.

Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and Deputy City Clerk Laurie Farnsworth were also present for the meeting.

There were no **Proclamations and Salutations**.

There were no **Reports from Community Organizations**.

There was no **Poetry at the Podium**.

There were no **Boards and Commissions Appointments**.

CONSENT AGENDA

After public commentary and an opportunity for Council commentary, with none provided, the following actions were taken:

Acceptance of HUD Fiscal Year 2024 Program awards (OPR 2025-0523) (Council Sponsor: Council President Wilkerson) (Taken Separately)

Upon 4-2 Voice Vote, the City Council **approved** acceptance of Fiscal Year 2024 Program awards from the U.S. Department of Housing and Urban Development (HUD) and approval to enter into subrecipient agreements with the awarded grantees—\$6,885,650. (OPR 2025-0523) (Council Sponsor: Council President Wilkerson)

Interagency Agreement with the Housing Division Homelessness Assistance Unit (OPR 2025-0528) (Council Sponsor: Council President Wilkerson) (Taken Separately)

Upon 4-2 Voice Vote, the City Council **approved** Interagency Agreement with the Housing Division Homelessness Assistance Unit to accept Consolidated Homeless Grant Award for July 1, 2025, through June 30, 2027—\$24,208,803. (OPR 2025-0528) (As added during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsor: Council President Wilkerson)

Upon 6-0 Voice Vote, the City Council **approved** Staff Recommendations for the following items:

Interlocal Agreement (ILA) between Spokane County and cities within Spokane County amending previous ILA to include Spokane Tribe and Kalispel Tribe voting members in the Steering Committee of Elected Officials. (OPR 2025-0521) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Cathcart)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through July 18, 2025, total \$9,920,300.97 (Check Nos.: 612461-612686; Credit Card Nos.: 001788-001731; ACH Nos.: 142893-143156), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$8,820,778.99. (CPR 2025-0002)
- b. Payroll claims of previously approved obligations through July 19, 2025: \$10,204,666.12 (Check Nos.: 577661-577905). (CPR 2025-0003)

Minutes:

- a. City Council Meeting Minutes: July 14, 2025. (CPR 2025-0013)
- b. City Council Public Infrastructure, Environment, and Sustainability Standing Committee Meeting Minutes: July 21, 2025. (CPR 2025-0019)

Contract Amendment with HDR Engineering, Inc. (Spokane) for additional NPDES Permit Studies and Support Services from September 1, 2024, through December 31, 2026—\$176,424 (Total contract amount: \$440,852). (OPR 2023-0898 / RFQu 5914-23) (As added during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Approval of funding recommendation, allowing CHHS to enter into a contract with SNAP for the HUD Certified Housing Counseling program—\$160,000. (OPR 2025-0532) (As added during the July 28, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsor: Council President Wilkerson)

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCES**

Special Budget Ordinance C36725 (Deferred from the July 21, 2025, Agenda, during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon and Klitzke)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36725** amending Ordinance No. C36626, entitled in part, "An Ordinance adopting a Biennial Budget for the City of Spokane," and amending it to accept the Commerce Climate Planning Phase 2 Grant, and declaring an emergency.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone

Nos: None

Abstain: None

Absent: None

Special Budget Ordinance C36728 (Deferred from the July 21, 2025, Agenda, during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Members Zappone and Cathcart)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36728** amending Ordinance No. C36626, entitled in part, "An Ordinance adopting a Biennial Budget for the City of Spokane," and amending it to accept the Administrative Office of the Courts Therapeutic Court Grant, and declaring an emergency.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone

Nos: None

Abstain: None

Absent: None

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2025-0053 (As amended during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

After public and Council commentary, the following action was taken:

Upon 4-2 Roll Call Vote, the City Council **adopted Resolution 2025-0053**, as amended, appointing Shelby Lambdin to fill the position of Spokane City Council, District 2, vacated by Lili Navarrete.

Ayes: Dillon, Klitzke, Wilkerson, and Zappone

Nos: Bingle and Cathcart

Abstain: None

Absent: None

Resolution 2025-0054 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

Upon 4-2 Roll Call Vote, the City Council **adopted Resolution 2025-0054** approving settlement reached by Safety National Insurance, the City's excess insurance carrier, with the Estate of Robert Bradley in the amount of \$3,655,000. The City of Spokane will pay the balance of its Self-Insured Retention in the amount of \$222,123.21. Safety National will pay the entire settlement amount in exchange for a release of all claims and a dismissal of the pending lawsuit.

Ayes: Dillon, Klitzke, Wilkerson, and Zappone

Nos: Bingle and Cathcart

Abstain: None

Absent: None

Resolution 2025-0052 (As amended during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Deferred from the July 21, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

After public and Council commentary, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **adopted Resolution 2025-0052**, as amended, setting forth the City Council's budget priorities pursuant to Section 07.14.030 of the Spokane Municipal Code.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Resolution 2025-0051 (As amended during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Deferred from the July 21, 2025, Agenda, during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member and Dillon)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **adopted Resolution 2025-0051**, as amended, relating to procurement of services and goods by the city to develop an inclusive, data-driven, and transparent process to improve participation by qualified small, minority, women, veteran owned businesses.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Resolution 2025-0058 (As added during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Member Bingle and Cathcart)

After public and Council commentary, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **adopted Resolution 2025-0058** requesting the Mayor and Park Board establish a pilot program for reforestation of the downtown Spokane area.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

FINAL READING ORDINANCES

Final Reading Ordinance C36551 (First Reading held July 22, 2024) (Council Sponsors: Council Members Zappone and Klitzke)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36551** amending Ordinance C22045 that vacated "C" Street from the north line of Sixteenth Avenue to the south line of Fourteenth Avenue and Fifteenth Avenue from the east line of "C" Street to a line drawn parallel to and 330 feet east of the east line of "C" Street, in the City and County of Spokane, Washington, and providing for the effective date of this ordinance.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Final Reading Ordinance C36726 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

After public and Council commentary, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36726** repealing duplicate code sections in Spokane Municipal Code Chapter 12.02; repealing Sections 12.02.1004 and 12.02.1008 of the Spokane Municipal Code.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

For Council action on Final Reading Ordinance C36720, see section of minutes under Hearings.

Final Reading Ordinance C36721 (Deferred from the July 21, 2025, Agenda, due to an amendment being adopted during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

After an opportunity for public and Council commentary, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36721**, as amended, relating to alcohol advertising regulations established by the Washington State Liquor Control Board, and adopting a new Chapter 10.63 to the Spokane Municipal Code.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Final Reading Ordinance C36643 (As amended during the 3:30 p.m. Agenda Review Session) (Deferred from the July 21, 2025, Agenda, during the July 21, 2025, 3:30 p.m. Agenda Review Session) (First Reading held April 14, 2025) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36643**, as amended, vacating Grace Avenue west of Northwest Blvd., as requested by Excelsior Wellness.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Final Reading Ordinance C36716 (Automatically deferred from the July 21, 2025, Agenda, due to an amendment being adopted during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36716**, as amended, expanding the duties of the Spokane Human Rights Commission to include automatic review of proposed changes to Title 18 of the Spokane Municipal Code and related provisions.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Final Reading Ordinance C36722 (Automatically deferred from the July 21, 2025, Agenda, due to an amendment being adopted during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

After an opportunity for public and Council commentary, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36722**, as amended, relating to Imprest Funds; amending Sections 07.03.020, 07.03.040; Repealing Sections 07.03.050, 07.03.060, 07.03.070, 07.03.075, 07.03.090, 07.03.095, 07.03.100, 07.03.110, 07.03.112, 07.03.120, 07.03.121, 07.03.122, 07.03.123, 07.03.150, 07.03.151, 07.03.152, 07.03.153, 07.03.154, 07.03.155, 07.03.162, 07.03.170, 07.03.171, 07.03.190, 07.03.200, and 07.03.230 of the Spokane Municipal Code.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

There were no **First Reading Ordinances**.

SPECIAL CONSIDERATIONS

Council Letter to the Spokane County requesting City participation in the selection of Executive Director of Spokane County Regional Animal Protection Service (SCRAPS) (CPR 2025-0035) (as added during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Cathcart and Bingle)

After an opportunity for public testimony, with none provided, and Council commentary, the following action was taken:

Upon 6-0 Voice Vote, the City Council **approved** the City Council Letter to the Spokane County requesting City participation in the selection of Executive Director of Spokane County Regional Animal Protection Service (SCRAPS).

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

HEARINGS

Hearing on Final Reading Ordinance C36720 (As amended during the July 21, 2025, 3:30 p.m. Agenda Review Session) (Deferred from the July 21, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Klitzke and Dillon)

The City Council held a hearing on Final Reading Ordinance C36720. There was an opportunity for staff reports, with none provided. After public testimony and some Council commentary, the following action was taken:

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to close** the hearing; **carried 6-0**.

After additional Council commentary, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36720**, as amended, updating the City of Spokane's Complete Streets Program; amending Sections 04.40.080, 17H.020.010, 17H.020.030, 17H.020.040, and 17H.020.060; adopting new Sections 17H.020.015, 17H.020.055, 17H.020.070, and 17H.020.080; and repealing Sections 17H.020.020 of the Spokane Municipal Code.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

[The Deputy City Clerk left the meeting at 7:37 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by Council Director Giacobbe Byrd for the minutes.]

OPEN FORUM

The following individual(s) spoke during the Open Forum:

- Jenny Hansen
- Sunshine Wigen
- Will Hulings
- Derek Azzaro
- Diane Sutton
- Eugene Knowles
- Kody Zalewski
- Sandy Nichols

ADJOURNMENT

Motion by Council Member Bingle, seconded by Council Member Dillon, **to adjourn**; **carried 6-0**.

There being no further business to come before the City Council, the meeting adjourned at 7:37 p.m.

Hearing Notices

NOTICE OF PUBLIC HEARING PROPOSED AMENDMENTS TO THE SPOKANE MUNICIPAL CODE

PROPOSED ORDINANCES C36744, C36745, and C36748

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, August 25, 2025 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding proposed amendments to the Spokane Municipal Code. Information about the City Council agenda and how to join the meeting and testify is available on the City's website: <https://my.spokanecity.org/citycouncil/meetings/>.

Public testimony on these amendments will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record.

Any person may submit written comments on the proposed action or call for additional information:

*City of Spokane, Planning & Economic Development
Spencer Gardner, Planning Director, 808 W. Spokane Falls Blvd., Spokane, WA 99201
(509) 625 – 6500, sgardner@spokanecity.org*

SUBJECT: Ordinance C36744: A set of development code amendments to SMC Sections 17A and 17H to improve definitions and provide clarifications relating to streets, alleys, and driveways.

Ordinance C36745: Amendments to SMC Section 17D governing assignment of addresses for new development.

Ordinance C36748: Amending SMC Section 17G.070.030 relating to development standards for planned unit developments.

APPLICANT: City of Spokane

LOCATION: Citywide

SEPA: Ordinance C36744: A Determination of Non-Significance (DNS) was issued on July 3, 2025. The lead agency did not take action on this item until the close of the comment period on July 17, 2025.

Ordinance C36745: Exempt from SEPA under WAC 197-11-800

Ordinance C36748: Exempt from SEPA under WAC 197-11-800

COMMENT: Written comments may be submitted via mail or email on this application. Written comments will be made a part of the record. Written comments should be mailed or emailed to the Planning & Economic Development Department contact listed above.

ATTEND: The Public can attend the meeting in-person in the City Council Chambers at 808 W. Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the meeting link and call-in information at the agenda posted in advance on the City Council's webpage: <https://my.spokanecity.org/citycouncil/meetings/>.

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 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 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@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.

Publish August 13 and 20, 2025

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 II - LATERAL

SPN 284

(Announcement of 07/21/2025)

The above titled announcement is hereby amended to read:

Closing date: Continuous

OFFICE CLERK ASSISTANT SPN 002 Open Entry

DATE OPEN: Monday, August 18, 2025

DATE CLOSED: Monday, September 1, 2025

SALARY: \$42,887.52 annual salary, payable bi-weekly, to a maximum of \$66,314.88

CLASS SUMMARY:

Performs a variety of routine clerical and office support activities requiring proficiency in basic word processing, spreadsheet, and database programs. Work requires the application of some independent judgment based upon knowledge gained through experience.

EXAMPLES OF JOB FUNCTIONS:

- Types forms, statements, letters, receipts, reports, and other material from rough drafts or general instructions, which frequently require independent action and discretion on difficulties encountered. Composes routine letters. Operates a personal computer or visual display terminal and utilizes modern business software including word processing, spreadsheets, data bases, etc. May perform secretarial work in a small office where stenographic ability is not required.
- Maintains, develops, and refines filing systems and procedures. Prepares and files various records.
- Performs computations and posts to simple bookkeeping records.
- Waits on the counter, and answers telephones, giving and receiving information. Refers complaints pertaining to departmental policies and regulations to the appropriate person.
- Copies data, compiles records and reports, and tabulates and posts data in record books.
- Processes payroll and personnel transactions.
- Operates visual display terminal to retrieve and research information. Enters data from different source media. Checks complex data being entered into terminal for correctness, corrects errors.
- Opens and routes incoming mail, and prepares outgoing mail.
- Acts as receptionist for the Department to which assigned.
- Maintains routine operating and production records.
- Maintains office supplies for the Department to which assigned.
- Operates basic office machines.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

- *Education:* High school diploma or equivalent.
- *Experience:* One year of clerical, office support, or data entry experience.
- *Substitution:* One year of undergraduate education (30 semester or 45 quarter hours) may be substituted for experience.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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 multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 100%

EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.** Computer reservations can also be made through your local, public library.

Examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, August 18, 2025, and Monday, September 1, 2025, will test Thursday, September 4, 2025, through Monday, September 8, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 60 minutes to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Communication Skills
- Computer Skills
- Interpersonal Skills
- Clerical Skills
- Business Math

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

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 11th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

HUMAN RESOURCES ANALYST I - COMPENSATION SPN 048 Open Entry

DATE OPEN: Monday, August 18, 2025

DATE CLOSED: Monday, September 1, 2025

SALARY: \$76,546.08 annual salary, payable bi-weekly, to a maximum of \$108,722.16

CLASS SUMMARY:

The HR Compensation Analyst is a key member of the Human Resources team with a primary focus on compensation design, analysis, and planning. This position supports the City of Spokane's mission to maintain equitable, competitive, and compliant compensation programs while also assisting with general HR functions as needed. The ideal candidate will conduct detailed analytical reviews of job roles, compensation data, and relevant market information to ensure proper alignment of compensation with job scope, experience, education, responsibilities, and accountabilities.

EXAMPLES OF JOB FUNCTIONS:

*This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- 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; **AND**,
- **Experience:** Two years of experience in various phases of human resources administration.
- **Certifications:** Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations, as required.
- **Equivalency:** We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

EXAMINATION WEIGHTS:

The examination will consist of a T&E and an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 50%
- T&E Examination 50%

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.

ONLINE EXAMINATION DETAILS:

The online examination will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

Applicants who apply and meet the minimum qualifications between Monday, August 18, 2025, and Monday, September 1, 2025, will test Thursday, September 4, 2025 through Monday, September 8, 2025.

NOTE: You may begin the exam at any time during the test period. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Personnel & Human Resources
- Decision Making
- Interpersonal Skills
- Computer Skills

TO APPLY:

An application is required for 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

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 13th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

HUMAN RESOURCES ANALYST I – POLICE RECRUITING SPN 048
Open Entry

DATE OPEN: Monday, August 18, 2025

DATE CLOSED: Monday, September 1, 2025

SALARY: \$76,546.08 annual salary, payable bi-weekly, to a maximum of \$108,722.16

CLASS SUMMARY:

The HR Police Recruiter Analyst is a key member of the Police department while collaborating with the Human Resources team. This role has a primary focus on recruiting for the Spokane Police Department. This position supports the City of Spokane Police Department's mission to serve the community with professionalism, integrity, and compassion. The ideal candidate will utilize various recruitment channels to build a pipeline of candidates and assisting candidates through the hiring process in collaboration with Civil Service as defined by the City Charter.

EXAMPLES OF JOB FUNCTIONS:

This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- 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; **AND**,
- **Experience:** Two years of experience in various phases of human resources administration.
- **Certifications:** Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations, as required.
- **Equivalency:** We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

EXAMINATION WEIGHTS:

The examination will consist of a T&E and an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 50%
- T&E Examination 50%

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.

ONLINE EXAMINATION DETAILS:

The online examination will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

Applicants who apply and meet the minimum qualifications between Monday, August 18, 2025, and Monday, September 1, 2025, will test Thursday, September 4, 2025, through Monday, September 8, 2025.

NOTE: You may begin the exam at any time during the test period. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Personnel & Human Resources
- Decision Making
- Interpersonal Skills
- Computer Skills

TO APPLY:

An application is required for 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

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 13th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

HUMAN RESOURCES ANALYST I - TRAINING SPN 048
Open Entry

DATE OPEN: Monday, August 18, 2025

DATE CLOSED: Monday, September 1, 2025

SALARY: \$76,546.08 annual salary, payable bi-weekly, to a maximum of \$108,722.16

CLASS SUMMARY:

The HR Training Analyst is a key member of the Human Resources team with a primary focus on training and development. This position supports the City of Spokane's mission while also assisting with general HR functions as needed. The ideal candidate will have experience in identifying, developing, and implementing human resources training and development programs across an organization.

EXAMPLES OF JOB FUNCTIONS:

*This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- 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; **AND**,
- **Experience:** Two years of experience in various phases of human resources administration.
- **Certifications:** Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations, as required.
- **Equivalency:** We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

EXAMINATION WEIGHTS:

The examination will consist of a T&E and an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 50%
- T&E Examination 50%

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.
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- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

ONLINE EXAMINATION DETAILS:

The online examination will require a computer. If you do not have access to a computer, please notify Civil Service so that one may be provided.

Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

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NOTE: You may begin the exam at any time during the test period. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Personnel & Human Resources
- Decision Making
- Interpersonal Skills
- Computer Skills

TO APPLY:

An application is required for 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

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 13th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

ACCOUNTING MANAGER SPN 114

Open Entry

DATE OPEN: Monday, August 18, 2025**DATE CLOSED: Monday, September 1, 2025****SALARY: \$92,811.60 annual salary, payable bi-weekly, to a maximum of \$132,045.12****CLASS SUMMARY:**

Manages complex accounting and budgeting processes of one or more City divisions or departments through supervision of professional, technical, and clerical accounting staff.

EXAMPLES OF JOB FUNCTIONS:

- Supervises an accounting unit of subordinate professional and technical accounting employees. Hires, schedules, trains, and evaluates accounting staff. Establishes performance requirements. Completes annual performance reviews. Recommends discipline as necessary. Plans and assigns accounting tasks and responsibilities. Plans and directs year-end programs and processes.
- Prepares budget-to-actual reports, indirect cost reports, cash flow statements, and others. Coordinates and directs the recording of financial transactions; maintains the general ledger, including accounts payable, accounts receivable, payroll, and other accounting and financial functions. Directs a variety of daily accounting and financial functions, such as debt issuance and reporting, economic evaluations, asset classifications, transaction processing, approval and reconciliation, cash flow analysis, requisitions, bond management, contract and grant administration, and audit reporting. Approves budget code designations. Performs tasks and responsibilities of subordinate accounting staff as needed.
- Analyzes financial data. Develops, adjusts, and monitors pro forma statements, cost/benefit analyses, and other financial analyses. Determines if fee structures are sufficient to cover related costs. Assists in development of inter-department, interagency, and enterprise rates for services.
- Creates, maintains, and adjusts department budgets and related funds. Approves or enters system transactions, and transfers budget line items between fund codes. Develops overhead rates for assigned departments.
- Communicates with and advises department directors, internal and external auditors, elected officials, and other stakeholders. Attends meetings, including Accounting Department, assigned service departments, and department head/cabinet meetings. Prepares agenda sheets, briefing papers, and special budget ordinances for City Council consideration.
- Provides regular financial reports to stakeholders. Prepares documents for public disclosure. Supports preparation of the Annual Comprehensive Financial Report (ACFR) and audit reports.
- Reviews, corrects, and approves the work of subordinate staff. Ensures compliance with contractual terms. Ensures work follows GASB and BARS requirements. Ensures consistency of work methods and products. Writes and reviews policies related to accounting, budgeting, or finance.
- Monitors work processes and identifies and corrects problems. Identifies, develops, and implements best practices and process improvements in accounting, financial reporting, and internal controls.
- Prepares grant reports and reviews grants documents prepared by subordinate staff. Ensures compliance with federal regulations and grantor requirements. Ensures accuracy and proper documentation of grant reimbursement requests.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Five years as a professional accountant, including two years with responsibility to approve work completed by other professional accountants.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

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

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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:

- 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 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.

EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.** Reservations can also be made through your local, public library.

Training and Experience examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, August 18, 2025, and Monday, September 1, 2025, will test Thursday, September 4, 2025, through Monday, September 8, 2025.

TO APPLY:

An application is required for 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

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 13th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

IT ANALYST I-II SPN 294
Open Entry

DATE OPEN: Monday, August 18, 2025

DATE CLOSED: Monday, September 1, 2025

SALARY: \$72,745.92 annual salary, payable bi-weekly, to a maximum of \$111,227.76

CLASS SUMMARY:

Provides professional support in the development, implementation, and delivery of information technology (IT) systems and service.

IT Analyst is a flexibly staffed job class. After two years as an IT Analyst I, employees may automatically advance to IT Analyst II, with an annual pay range of \$78,467-\$111,227.

EXAMPLES OF JOB FUNCTIONS:

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.

Information Technology Analyst I/II (all)

- Uses computer systems or applications to access, create, edit, print, send, retrieve, or manipulate data, files, or other information.
- Coordinates with vendor technical staff to implement system upgrades and enhancements.
- Understands, facilitates, and communicates changes to processes that deliver desired value and goals for the departments and clients served.
- Provides technical advice or assistance to others.

- Produces technical documentation to inform users of various skill levels on the features of products or services provided.
- Performs related work as required.
- Related tasks may be performed under one or more of the following IT domains:
 - ◇ Application Development
 - ◇ Business Systems Analysis
 - ◇ Database Management
 - ◇ Information Security
 - ◇ Network Administration
 - ◇ Systems Admin/Operational Technology
 - ◇ Web Development

MINIMUM QUALIFICATIONS:

- *Education:* Bachelor's degree from an accredited college or university in computer science, information science, information systems management, operations research, technology management, or related degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems, or networks.
- *Experience (Information Technology Analyst I):* No experience is required to apply as an Information Technology Analyst I.
- *Experience (Information Technology Analyst II):* Two years of experience in the design, development, maintenance, or administration of computer applications or database architecture.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Background Check:

- Applicants for positions in the Spokane Police Department are subject to a thorough police background investigation, including but not limited to criminal history, pre-employment drug screening, and polygraph.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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 multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.** Computer reservations can also be made through your local, public library.

Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, August 18, 2025, and Monday, September 1, 2025, will test Thursday, September 4, 2025, through Monday, September 8, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- General IT Competencies (Computer Languages, Operating Systems, Problem Solving, Reasoning, Written Communication)
- Application Development
- Business Systems Analysis
- Database Management
- Information Security

- Network Administration
- Systems Admin/Operational Technology
- Web Development

TO APPLY:

An application is required for 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
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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 13th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

LABORER II SPN 502
Open Entry

DATE OPEN: Monday, August 18, 2025

DATE CLOSED: Monday, September 1, 2025

SALARY: \$46,729.44 annual salary, payable bi-weekly, to a maximum of \$72,954.72

CLASS SUMMARY:

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

EXAMPLES OF JOB FUNCTIONS:

- 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:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.** Computer reservations can also be made through your local, public library. Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, August 18, 2025, and Monday, September 1, 2025, will test Thursday, September 4, 2025, through Monday, September 8, 2025.

NOTE: You 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 written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Safety & Occupational Hazards
- Technical Competence
- Vehicle Operations.

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

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 13th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

LABORER II SPN 502 Promotional

DATE OPEN: Monday, August 18, 2025

DATE CLOSED: Monday, September 1, 2025

SALARY: \$46,729.44 annual salary, payable bi-weekly, to a maximum of \$72,954.72

CLASS SUMMARY:

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

EXAMPLES OF JOB FUNCTIONS:

- 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.
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- 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:**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:* Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.
- *License:* Possession of a valid driver's license. Must obtain a Class B Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

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 3.

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:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

MULTIPLE-CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, September 4, 2025
- Test Time: 9:00 A.M.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

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

TO APPLY:

An application is required for 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:

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