

CIVIL SERVICE COMMISSION MEETING
October 18, 2011

Mary Doran, Chair, called the regular meeting of the Spokane Civil Service Commission to order at 9:30 a.m. All Commission members were present, except Jim DeWalt and Phyllis Gabel, who were excused.

Agenda Item I.
Approval of Minutes:

Ms. Doran introduced the Minutes of the regular meeting of September 20, 2011, for approval. Hearing no changes or corrections to the minutes, Ms. Doran stated that the minutes would stand approved as submitted.

Agenda Item II.
Staff Activities:

Glenn Kibbey, Chief Examiner, stated that he had a couple of administrative items to attend to prior to the regular report. The Chief Examiner then introduced new staff member Jennifer Quick, Clerk II, to the Commission. Mr. Kibbey stated that Jennifer joined the staff after approximately seven years in the Police Records section, and thanked her for joining the team. Commission members welcomed Ms. Quick to the office. The Chief Examiner stated that he had one other administrative item to attend to, and that was to acknowledge Jerri Bjork, Exam/Class Analyst II, for her five years of service with the City. Mr. Kibbey presented a service pin to Ms. Bjork and thanked her for her service. Commission members congratulated Ms. Bjork. Mr. Kibbey noted that Janet Cline, Exam/Class Analyst III was away from the office, but would provide a report on the State Civil Service Conference during a later meeting.

The Chief Examiner stated that staff was again busy in September with several job announcements issued, and multiple examinations administered.

The Chief Examiner reported the following statistics for September, 2011:

Announcements issued	5	Classifications under review	47
Examinations	17	Classifications reviewed	12
Requisitions received	15	Classifications revised	3
Requisitions certified	15	New classifications	0
Requisitions pending	0	Classifications Deleted	4
Requisitions cancelled	0	Surveys completed/pending	1/2

Average days from departmental initiation to receipt of requisitions in Civil Service = 4.3

Average days from requisition receipt to certification = 0.1

Percentage of Requisitions Certified within 24 hours of receipt = 100%

Mr. Kibbey reported additional details regarding examinations and classification surveys in process as well as changes to qualifications for the classifications of Administrative Secretary and Police Officer – Lateral Entry. The staff activities report was concluded with no questions from the Commission.

Agenda Item III.

Classification Resolution:

The Chief Examiner stated that the resolution provides for housekeeping maintenance on the list of classifications designated as Senior Administrative Assistants in accordance with Rule V, Section 5, of the Civil Service Rules. It was reported that since the list was last updated, the classification of Human Resources Specialist had been retitled to Human Resources Analyst, and the classification of Human Services Assistant had been deleted. Mr. Kibbey recommended adoption of the resolution to reflect those changes. Cheryl Beckett moved to adopt the resolution. Craig Hult seconded the motion, and it carried unanimously.

Agenda Item IV

Draft Civil Service Business Plan and Budget:

The Chief Examiner provided an overview of the draft business plan and budget documents for the benefit of the Commission. It was reported that several budget line items have significant reductions from the previous budget year, due to changing requirements during the two-year exam cycle, and in recognition of current economic conditions.

Mr. Kibbey noted several areas of concern for continuing discussion with the administration, including the lack of merit in current performance evaluations used in the promotional examination process, collective bargaining resulting in effects on the merit system, and the usage of Temporary/Seasonal employees.

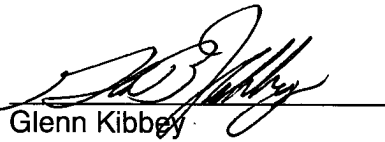
Commission members had several questions regarding the documents, which were answered to their satisfaction. Several requests for minor revisions were made by Commission members. Mr. Kibbey stated that the suggestions would be incorporated prior to the November meeting, when the final documents will be considered for adoption.

Agenda Item V.

Other Business:

Commission members discussed the timeline for completing the annual evaluation of the Chief Examiner. It was determined by consensus that the individual evaluations to be completed by Commission members would be due by November 8, 2011, for Phyllis Gabel to compile and score. It was further determined that Mr. Kibbey would provide the list of his goals and objectives for 2011, and what he believed had been accomplished year-to-date. Ms. Doran requested that Mr. Kibbey provide all Commission members with electronic copies of the evaluation instrument as soon as possible. Mr. Kibbey stated that he would do so.

Hearing no further business to come before the Commission, Ms. Doran adjourned the meeting at 10:28 a.m.



Glenn Kibbey
Chief Examiner