

CIVIL SERVICE COMMISSION MEETING

January 17, 2012

Cheryl Beckett, Vice-Chair, called the regular meeting of the Spokane Civil Service Commission to order at 9:30 a.m. All Commission members were present, except Mary Doran, who was excused.

Agenda Item I.

Commission Organization:

Ms. Beckett stated that elections of a Commission Chair and Vice-Chair are held on a two-year cycle in accordance with the City Charter. Ms. Beckett asked if Commission members had any problems with proceeding without Ms. Doran being present. None did. Ms. Beckett referenced statements made by Ms. Doran at the end of the December meeting that indicated that she would be interested in continuing as Chair. Ms. Beckett asked whether the elections should be done separately. Glenn Kibbey, Chief Examiner noted that separate elections would be appropriate, and that he also recalled Ms. Doran making the comments referenced by Ms. Beckett. Ms. Beckett asked for nominations to the position of Chair. Craig Hult moved to nominate Mary Doran for Chair. Phyllis Gabel seconded the motion and it passed unanimously. Ms. Beckett stated that Ms. Doran has been elected to serve as Commission Chair for the next two years. Ms. Beckett asked for nominations to the position of Vice-Chair and stated that she would be interested in continuing to serve in that capacity. Jim DeWalt moved to nominate Cheryl Beckett for Vice-Chair. The motion was seconded by Craig Hult, and passed unanimously.

Agenda Item II.

Approval of Minutes:

Ms. Beckett introduced the Minutes from the regular meeting of December 20, 2011, for approval. Hearing no changes or corrections to the minutes, Ms. Beckett stated that the minutes would stand approved as prepared.

Agenda Item III.

Staff Activities:

The Chief Examiner stated that December was a productive month with several job announcements issued, and multiple examinations administered, but noted that recruiting and exams are limited during the last half of December and first part of January due to the holidays, while many potential applicants might be travelling or unavailable. Mr. Kibbey reported that during the latter part of December, staff had met with employees on the Mayor's staff, who had taken indefinite leaves of absence from the classified service, to assist them in returning to classified positions. It was further reported that layoffs had occurred in Youth, Regional Solid Waste, and an employee in Fleet Services has been notified of impending lay off. Mr. Kibbey also noted that recent information indicates that several positions in the Municipal Court might be eliminated due to automation. The Chief Examiner stated that staff would continue working with all of the affected employees in order to assist them with finding other positions in the classified service.

Agenda Item III, Staff Activities, continued:

The following statistics were reported for December, 2011:

Announcements issued	3	Classifications under review	41
Examinations	11	Classifications reviewed	7
Requisitions received	14	Classifications revised	6
Requisitions certified	14	New classifications	2
Requisitions pending	0	Title Changes	2
Requisitions cancelled	0	Surveys completed/pending	0/5

Average days from departmental initiation to receipt of requisitions in Civil Service = 13.1

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 administered during December, and classification surveys in process. The report was concluded with no questions from commission members.

Agenda Item IV.

Classification Resolution:

Ms. Beckett introduced the agenda item, and noted that the Commission had reviewed the resolution; which provides for retitling the classification of Water Services/Maintenance Supervisor in the Water Department to Water Maintenance Supervisor, and for the deletion of the classification of Principal Traffic Engineer. Ms. Gabel moved to adopt the resolution. Mr. Hult seconded the motion, and it carried unanimously.

Agenda Item V.

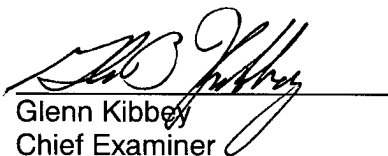
Complaint Regarding Administrative Determination by Chief Examiner:

Ms. Beckett stated that she understands this item has been administratively continued. The Chief Examiner stated that the appellant had requested the continuance to the regular meeting in March, due to his unavailability for the January and February meetings.

Agenda Item VI.

Other Business:

Ms. Beckett asked if there was any other business. Mr. Kibbey stated that he was not aware of other business. Hearing no further business to come before the Commission, Ms. Beckett adjourned the meeting at 9:38 a.m.


Glenn Kibbey
Chief Examiner