

## MINUTES OF MEETING OF THE SPOKANE COUNTY CIVIL SERVICE COMMISSION

Minutes of the meeting of the Spokane County Civil Service Commission held at 1:00 p.m. on Tuesday, February 08, 2022 via web-conference using the Zoom online software program. In attendance were: Steve Peterson, Chair; Jim Nicks, and Steve Twiggs; Members, Laura Schwebs, Acting Secretary and Casey Evans, Deputy Prosecuting Attorney. Also present was: Chief Examiner Ashlee Torres. Commissioners Bonnie Bush and Julie Waters were not present at today's meeting.

Motion was made by Mr. Twiggs to dispense with the reading of the minutes of the January 11, 2021 Civil Service Commission meeting, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant 3 was presented. This is a merged list that contains ten (10) names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant 2 (full-time) was presented. This is a merged list that contains nine (9) names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant 2 (part-time) was presented. This is a merged list that contains 13 names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff-Lateral was presented. This is a merged list that contains 16 names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff-Intermediate Lateral was presented. This is a merged list that contains 18 names. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Regional Training & Accreditation Manager was presented. This list contains two (2) names and will expire on January 24, 2023. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Ms. Torres informed the Commissioners that starting next month, the monthly Civil Service Commission meetings will be held in-person.

Leave of absence request- Deputy T. Donohue. Sheriff Knezovich approved a one-year leave of absence for Deputy Donahue beginning February 7, 2022. No action needed by the Commission.

No applications were requested to be denied by the Sheriff's Office this month.

Last month (January 2022) the Sheriff's Office made hired one (1) Deputy Sheriff Entry Level, four (4) Sheriff's Technical Assistant 2s, One (1) DEM Emergency Planning Coordinator, and one (1) Deputy Sheriff-Lateral. One (1) promotion for Investigative Analyst was made.

## TEST SCHEDULE

All Clerical Positions	Dates Vary, Typing Tests
Automotive Technician	February 1, Written Exam & Oral Board
Sheriff's Investigative Analyst	February 3, Oral Boards
Deputy Sheriff-Lateral	February 8, PAT & Oral Boards
Sheriff's Technical Assistant II Detective/Corporal	February 8, Written Exam
Sheriff's Technical Assistant III	February 9, Written Exam
Grants/Contract Coordinator	February 10, Written Exam
Deputy Sheriff Entry Level	February 15, Oral Boards
Deputy Sheriff-Lateral	February 16, Oral Boards
Detective/Corporal	February 22, PAT & Oral Boards
Sheriff's Technical Assistant II	February 22-23, Oral Boards
Deputy Sheriff Entry Level	February 24, Oral Boards
	February 26, PST Written & PAT

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, March 08, 2022 at the Spokane County Risk Management Cliff Berg Memorial Training Room, 1033 W. Gardner Ave. Spokane, WA 99260. Meeting adjourned at 02:16 p.m.

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Steve Peterson, Chair

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Laura Schwebs, Acting Secretary

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Jim Nicks, Member

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Steve Twiggs, Member