

MINUTES OF MEETING OF THE SPOKANE COUNTY CIVIL SERVICE COMMISSION

Minutes of the meeting of the Spokane County Civil Service Commission held at 2:00 p.m. on Tuesday, February 11, 2020, in the Spokane County Human Resources Learning Center, 824 N. Adams St., Spokane, WA 99260. Those present were Charles Cinq-Mars, Acting Chair; Bonnie Bush, Jim Nicks, and Steve Twiggs; Members, Nancy Paladino, Secretary and Ron Arkills, Deputy Prosecuting Attorney. Also present were: Civil Service Specialists Teah Moore and Ashlee Torres, Heather Martinez, and Craig Olson. Commissioner Julie Waters was excused from today's meeting.

Motion was made by Mr. Twiggs to dispense with the reading of the minutes of the meeting of January 14, 2020, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff-Lateral was presented. This is a merged list that contains 24 names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Crime Information Analyst was presented. This list contains six (6) names and has an expiration date of January 30, 2021. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Emergency Planning Coordinator- DEM was presented. This list contains four (4) names and has an expiration date of February 3, 2021. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Rule IV, Organization of the Civil Service Commission, Sec 1. Election of Chair, Rule Revision. This revision was posted for the required 30-day minimum with no public comments received. Mr. Twiggs moved to approve the proposed revision. Seconded and unanimously approved.

Rule X, Examination, Sec. 8 Lateral Entry Examination. This revision was posted for the required 30-day minimum with no public comments received. Mr. Twiggs moved to approve the proposed revision. Seconded and unanimously approved.

Rule XII Certification, Sec. 1 Rule Revision. This revision was posted for the required 30-day minimum with no public comments received. Mr. Twiggs moved to approve the proposed revision. Seconded and unanimously approved.

Fleet Manager Job Description Revision. Mr. Twiggs moved to approve the revision as presented. Seconded and unanimously approved.

Chief Examiner Posting. Ms. Paladino informed the Commission that a Training & Experience form will be used as the examination method in lieu of an oral board interview since only one (1) application was received. Mr. Twiggs moved to approve this method of examination. Seconded and unanimously approved.

Public Records Specialist Job Description Revision. Mr. Twiggs moved to approve this revision as presented. Seconded and unanimously approved.

Civil Service Specialist, Teah Moore, updated the Commission on the February Spokane County Employee Connections Meeting with an update on the total compensation study and how the Civil Service office will be affected. No action needed by the Commission.

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

TEST SCHEDULE

Deputy Sheriff-Lateral
Chief Examiner

February 17, PAT
February 25, Oral Board (cancelled)

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, March 10, 2020, in the Human Resources Learning Center, HR Building, 824 N. Adams St., Spokane, WA 99260. Meeting adjourned at 1:23 p.m.

Charles Cinq-Mars, Acting Chair

Nancy J. Paladino, Secretary

Bonnie Bush, Member

Jim Nicks, Member

Steve Twiggs, Member