

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, March 13, 2018, in the Spokane County Human Resources Learning Center, 824 N. Adams St., Spokane, WA 99260. Those present were: Rick Mendoza; Acting Chair, Charles Cinq-Mars, Steve Twiggs, and Julie Waters; Members, Nancy Paladino, Secretary and Ron Arkills, Deputy Prosecuting Attorney. Also present were: Civil Service Specialists Ashlee Torres and Teah Moore.

Motion was made by Mr. Twiggs to dispense with the reading of the minutes of the meeting of February 13, 2018, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Senior Data Information Analyst was presented. This list contains one (1) name and has an expiration date of February 15, 2019. Ms. Waters moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Communications Officer was presented. This is a merged list that contains 16 names with various expiration dates. Ms. Waters moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff- Entry Level was presented. This is a merged list that contains 109 names with various expiration dates. Mr. Cinq-Mars 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 13 names with various expiration dates. Ms. Waters 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 29 names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Election of Acting Chairman. This item has been tabled until a full commission is present.

Automotive Technician Job Description Revision. Recommendation was made to remove the word 'unrestricted' from the license section of the job description. Mr. Twiggs moved to approve the job description revision as amended. Seconded and unanimously approved.

Fleet Manager Job Description Revision. Recommendation was made to remove the word 'unrestricted' from the license section of the job description. Ms. Waters moved to approve the job description revision as amended. Seconded and unanimously approved.

Civil Service Rules Revision. This item has been tabled until next meeting.

Ms. Paladino informed the Commission that the Civil Service staff must attend a mandatory driving class by Risk Management on Wednesday, March 28, 2018. No action needed by the Commission.

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

TEST SCHEDULE

Deputy Sheriff Open House	March 6
Communications Officer Open House	March 13
Lieutenant	March 15, Assessment Evaluation
Deputy Sheriff	March 17, Written and PAT with PST
Communications Officer	March 17, Written with PST
Sheriff's Technical Assistant 2	March 22, Written

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 2:00 p.m. on Tuesday, April 10, 2018, in the Human Resources Learning Center, HR Building, 824 N. Adams St., Spokane, WA 99260. Meeting adjourned at 2:30 p.m.

Rick Mendoza, Acting Chair

Nancy J. Paladino, Secretary

Charles Cinq-Mars, Member

Steve Twiggs, Member

Julie Waters, Member