

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, April 9, 2019, in the Spokane County Human Resources Learning Center, 824 N. Adams St., Spokane, WA 99260. Those present were Steve Twiggs, Chair, Rick Mendoza, Jim Nicks, and Julie Waters; Members, Nancy Paladino, Secretary and Ron Arkills, Deputy Prosecuting Attorney. Also present were: Civil Service Specialists Ashlee Torres and Teah Moore. Commissioner Charles Cinq-Mars was excused from today's meeting.

Motion was made by Mr. Mendoza to dispense with the reading of the minutes of the meeting of March 12, 2019, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Program Specialist 1- DEM was presented. The list contains five (5) names and has an expiration date of March 13, 2020. Mr. Mendoza moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant 3 was presented. This list contains three (3) name and has an expiration date of March 13, 2020. Mr. Mendoza 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 53 names with various expiration dates. Mr. Mendoza moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Communications Officer-Lateral was presented. This list contains one (1) name and has an expiration date of March 17, 2020. Mr. Mendoza moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Background Investigator- Extra Help was presented. This is a merged list that contains 13 names with various expiration dates. Mr. Mendoza 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 18 names with various expiration dates. Mr. Mendoza moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Automotive Technician was presented. This is a merged list that contains six (6) names with various expiration dates. Mr. Mendoza 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 12 names with various expiration dates. Mr. Mendoza moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Helicopter Mechanic was presented. This is a merged list that contains three (3) names with various expiration dates. Mr. Mendoza moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Forensic Unit Supervisor was presented. This list contains one (1) name with an expiration date of April 3, 2020. Mr. Mendoza moved to approve the list as presented. Seconded and unanimously approved.

2018 Annual Report. Ms. Paladino presented the annual report at the March 2019 Civil Service meeting with the intention of comments regarding that document be made during this meeting. Ms. Waters suggested moving the 'Civil Service Recommendations' to the beginning of the documents and to include a section that highlights the Civil Service staff and their outstanding work effort. Ms. Waters then made a motion to approve the report as amended and submit to the BOCC. Mr. Mendoza seconded this motion and was unanimously approved.

Chief Examiner Job Description Revision. After several word usage amendments were made, Mr. Mendoza moved to approve the revision as amended. Seconded and unanimously approved.

Civil Service Specialist Job Description Revision. After several word usage amendments were made, Mr. Mendoza moved to approve the revision as amended. Seconded and unanimously approved.

Civil Service Technician 2 Job Description Revision After several word usage amendments were made, Mr. Mendoza moved to approve the revision as amended. Seconded and unanimously approved.

The Commission recommended sending all of the Civil Service Job Description Revisions to the Human Resources Department with a request to include these updated job descriptions in the County's Compensation Study.

Automotive Technician Job Description Revision. Ms. Waters moved to approve the job description as presented. Seconded and unanimously approved.

Two applications were requested to be denied by the Sheriff's Office this month.

TEST SCHEDULE

Forensic Unit Supervisor	April 3, Oral Board
Military Spouses Job Fair- Fairchild AFB	April 4
Deputy Sheriff	April 13, PST Written & PAT
Communications Officer	April 13, PST Written
Deputy Sheriff-Lateral	April 18, PAT
Spokane Community College Job Fair	April 23

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 2:00 p.m. on Tuesday, May 14, 2019, in the Human Resources Learning Center, HR Building, 824 N. Adams St., Spokane, WA 99260. Meeting adjourned at 3:12 p.m.

Steve Twiggs, Chair

Nancy J. Paladino, Secretary

Rick Mendoza, Member

Jim Nicks, Member

Julie Waters, Member