

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 10, 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, Teah Moore, Acting Secretary. Also present was: Civil Service Specialist Ashlee Torres. Chair Jim Nicks, Secretary Nancy Paladino, and Prosecuting Attorney Ron Arkills were not present at today's meeting.

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

Eligibility list for Deputy Sheriff-Intermediate Lateral was presented. This is a merged list that contains 14 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 was presented. This list contains four (4) names and has an expiration date of March 26, 2019. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Civil Service Rules Revision. Mr. Twiggs recommended to make all changes of all personal pronouns (he/she) to gender neutral pronouns (they/their/etc.) Present tracked changes at the next meeting. All other rule revisions will be discussed at future meetings.

Election of New Chair. Ms. Moore opened the nominations to the Commissioners. Mr. Twiggs nominated Mr. Mendoza. Mr. Mendoza accepted the nomination. Seconded and unanimously approved.

Election of New Acting Chair. Ms. Moore opened the nominations to the Commissioners. Mr. Twiggs nominated Mr. Cinq-Mars. Mr. Cinq-Mars accepted the nomination. Seconded and unanimously approved.

Job Description Revisions for Civil Service Technician 2 (CST2) and Sheriff's Technical Assistant 2 (STA2). Remove the minimum age requirement for both positions. For CST2, move 'preferred' minimum requirements to selection factors. Mr. Cinq-Mars moved to approve these two job descriptions as presented. Seconded and unanimously approved.

Job Description Revisions for Forensic Technician and Digital Forensic Specialist. Add minimum age of 21. Move the 'preferred' minimum requirements to selection factors. For Digital Forensic Specialist, amendment made under Selection Factors- Knowledge of: "Internet social network sites such as Facebook, etc." With the growth of social network, it is important to not limit examples previously used under the selection factors. Mr. Cinq-Mars moved to approve these revisions as presented. Seconded and unanimously approved.

2017 Annual Report Submission. For information only. No action needed by the Commission.

APPLICATIONS DENIED

Two (2) applications were requested to be denied by the Sheriff's Office this month.

TEST SCHEDULE

Accounting Technician 4	April 3, Written and oral board
Communications Officer	April 11, Zone 911/CritiCall
Communications Officer	April 17, Informational Open House
Deputy Sheriff	April 18, Physical Ability Test
Emergency Planning Coordinator	April 24, Oral Board
Communications Officer	April 28, Public Safety Testing

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 2:00 p.m. on Tuesday, May 8, 2018, in the Human Resources Learning Center, HR Building, 824 N. Adams St., Spokane, WA 99260. Meeting adjourned at 3:02 p.m.

Rick Mendoza, Chair

Teah R. Moore, Acting Secretary

Charles Cinq-Mars, Member

Steve Twiggs, Member

Julie Waters, Member