

## 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, June 8, 2021 via web-conference using the Zoom online software program. In attendance were: Julie Waters, Chair; Steve Peterson, and Steve Twiggs; Members, Ashlee Torres, Secretary and Casey Evans, Deputy Prosecuting Attorney. Also present were: Civil Service Specialists Teah Moore & Laura Schwebs.

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

Eligibility list for Deputy Sheriff-Lateral was presented. This is a merged list that contains 30 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 II was presented. This list contains one (1) name and has an expiration date of May 17, 2022. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant III as presented. This list contains two (2) names and has an expiration date of June 2, 2022. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Proposed Rule Change: Rule XI Section 2- Effective Date and Life of Lists was publicly posted for the required time with no comments or questions received by the Civil Service office. Mr. Peterson moved to approve the proposed rule change as presented. Seconded and unanimously approved.

Sheriff's Technical Assistant II Job Description Revision. Ms. Waters made a few grammatical changes to the document. Mr. Peterson moved to approve the job description revision as amended. Seconded and unanimously approved.

Sheriff's Technical Assistant III Job Description Revision. Ms. Waters made a few grammatical changes to the document. Mr. Twiggs moved to approve the job description revision as amended. Seconded and unanimously approved.

A one-year leave of absence request for Sheriff's Technical Assistant II Patricia Aguilar was presented. For information, only. No action needed by the Commission.

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

Last month (May 2021) the Sheriff's Office made one (1) promotion to Detective/Corporal.

### TEST SCHEDULE

Deputy Sheriff - Entry Level	June 2, Oral Boards/PAT
Sheriff's Technical Assistant III	June 3, Written
Deputy Sheriff	June 5 & 6, PST Written/PAT
Deputy Sheriff-Lateral	June 8, Oral Boards/PAT
Deputy Sheriff-Entry Level & Lateral	June 16, Oral Boards/PAT
Public Records Specialist	June 22, Written

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, July 13, 2021 via online video conference platform, ZOOM. If the Governor's COVID-19 order for in-person meetings change, a notification of the meeting location change will be sent out in advance. Meeting adjourned at 1:24 p.m.

---

Julie Waters, Chair

---

Ashlee Torres, Secretary

---

Steve Peterson, Member

---

Steve Twiggs, Member