

## 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, June 12, 2018, in the Spokane County Human Resources Learning Center, 824 N. Adams St., Spokane, WA 99260. Those present were Rick Mendoza, Chair; Charles Cinq-Mars, and Steve Twiggs; Members, Nancy Paladino, Secretary and Ron Arkills, Deputy Prosecuting Attorney. Also present were: Lt. Rob Sherar, Forensic Unit Supervisor Lacey Miller, DEM Deputy Director Chandra Fox, and Civil Service Specialist Teah Moore. Commissioners Jim Nicks and Julie Waters were excused from today's meeting.

Motion was made by Mr. Cinq-Mars to dispense with the reading of the minutes of the meeting of May 8, 2018, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff-Entry level was presented. This is a merged list with various expiration dates and contains 100 names. Mr. Twiggs 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 with various expiration dates and contains 16 names. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff-Lateral was presented. This is a merged list with various expiration dates and contains 23 names. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Forensic Unit Supervisor was presented. This list contains two (2) names and has an expiration date of May 20, 2019. Mr. Twiggs moved to approve the list as presented seconded and unanimously approved.

Civil Service Rule Revisions. This item has been tabled.

RCW Changes regarding applicants. Senate Bill 6145 became effective June 7, 2018, which added that "lawful permanent residents" are now eligible to apply for positions within a Sheriff's Office. This change amended RCW 41.14.100, Qualifications of application for positions. as it applies to Civil Service for the Sheriff's Office. The Secretary confirmed that changes to all job descriptions adding this could be made automatically. Senate Bill 2701, made amendments to RCW 41.04.005 relating to the definition of veterans.

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

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

Program Specialist 1 & 2 Job Description Revisions. The Commission recommended moving "special requirements" under "working conditions". Mr. Twiggs moved to approve both job description revisions as amended. Seconded and unanimously approved.

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

## TEST SCHEDULE

Automotive Technician  
Sheriff's Technical Assistant 2&3  
Deputy Sheriff-Lateral  
Communications Officer  
Sheriff's Technical Assistant 2&3

Written & Oral Board, June 13  
Keyboard Testing, June 15  
PAT, June 20  
PST Written, June 22  
Keyboard Testing, June 27

The Commission congratulated Deputy Prosecuting Attorney, Ron Arkills, for 35+ years with the County.

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 2:00 p.m. on Tuesday, July 10, 2018, in the Human Resources Learning Center, HR Building, 824 N. Adams St., Spokane, WA 99260. Meeting adjourned at approximately 2:40 p.m.

---

Rick Mendoza, Chair

---

Nancy J. Paladino, Secretary

---

Charles Cinq-Mars, Member

---

Steve Twiggs, Member