

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, July 13, 2021 via web-conference using the Zoom online software program. In attendance were: Julie Waters, Chair; Bonnie Bush, Jim Nicks, and Steve Twiggs; Members, Teah Moore, Acting Secretary and Casey Evans, Deputy Prosecuting Attorney. Also present were: Civil Service Specialist Laura Schwebs. Chief Examiner Ashlee Torres and Commissioner Steve Peterson were not present at today's meeting.

Motion was made by Mr. Twiggs to dispense with the reading of the minutes of the meeting of June 8, 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 31 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 III was presented. This is a merged list that contains five (5) 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 (full-time) was presented. This is a merged list with four (4) 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 (part-time) was presented. This is a merged list that contains four (4) names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Public Records Specialist was presented. This list contains nine (9) names and will expire on July 12, 2022. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Automotive Technician was presented. This list contains one (1) name and will expire on June 23, 2022. Mr. Twiggs 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 11 names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Officer Candidate Deputy Sheriff was presented. This is a merged list that contains 120 names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Update on Jeffrey Thurman Appeal. Mr. Kitson and Ms. Schultz both submitted written statements stating the trial for Mr. Thurman is still set for November 29, 2021. Both parties agreed to provide another update to the Commission at the October 2021 meeting. For information, only. No action needed by the Commission, at this time.

Sheriff's Appointed Staff Assistant Job Description proposal. Mr. Twiggs moved to have this item tabled until the next meeting due to all parties not being present. Seconded and unanimously approved.

Background Investigator (Extra-Help) job description revision. Mr. Twiggs moved to approve the revision as presented. Seconded and unanimously approved.

Automotive Technician job description revision. Mr. Twiggs moved to approve the job description revision as presented. Seconded and unanimously approved.

Grants/Contract Coordinator job description revision. Mr. Twiggs moved to approve the job description revision as presented. Seconded and unanimously approved.

Accounting Technician IV job description revision. Mr. Twiggs moved to approve the job description revision as presented. Seconded and unanimously approved.

MOU- STA2 and STA3 starting wage increase. In an MOU between Spokane County, SCSO, and Local 492-SP, an agreement was made to increase the starting wage for Sheriff’s Technical Assistant II to Step 8 (\$17.25/hour) on the pay scale and increase the starting wage for Sheriff’s Technical Assistant III to Step #6 (17.75/hour) on the pay scale. This will be in effect until a new Master Contract is ratified. For information, only. No action needed by the Commission.

Leave of Absence- Wade Nelson. Sheriff Knezovich granted Deputy Nelson a one-year leave of absence effective June 1, 2021. 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 (June 2021) the Sheriff’s Office made two (2) promotions to Detective/Corporal, two (2) promotions to Sheriff’s Technical Assistant III, one (1) promotion to Accounting Technician IV, one (1) promotion to Forensic Specialist, and hired three (3) Deputy Sheriff-Lateral applicants.

TEST SCHEDULE

All Clerical Openings	Dates Vary, Typing Tests
Deputy Sheriff Entry Level & Lateral	July 7, Oral Boards
Sheriff’s Technical Assistant III	July 9, Written
Deputy Sheriff-Lateral	July 13, Oral Boards & PAT
Sheriff’s Technical Assistant II	July 15, Oral Boards
Deputy Sheriff Entry Level	July 17, PST Written & PAT
Sheriff’s Technical Assistant II	July 19, Written
Public Records Specialist	July 20, Oral Boards
Deputy Sheriff Entry Level	July 21, Oral Boards

During executive session, one (1) unsatisfactory probation report was reviewed.

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, August 10, 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 1:36 p.m.

Julie Waters, Chair

Teah Moore, Acting Secretary

Bonnie Bush, Member

Jim Nicks, Member

Steve Twiggs, Member