

**SPOKANE COUNTY CIVIL SERVICE COMMISSION
MONTHLY MEETING AGENDA**

September 13, 2022 @ 1:00 P.M.

**Location: Spokane County Human Resources Learning Center
824 N. Adams St., Spokane, WA 99260**

INTRODUCTON OF CHRIS DAVIS, DPA

MINUTES

August 09, 2022- Monthly Meeting

ELIGIBILITY LISTS

Grants & Contract Specialist
Sheriff's Technical Assistant 2 (part-time)
Sheriff's Technical Assistant 2 (full-time)
Officer Candidate- Deputy Sheriff
Deputy Sheriff- Intermediate Lateral
Deputy Sheriff- Lateral
Forensic Technician

OLD BUSINESS

SOBO Administrative Manager Job Description Revision
SOBO Finance Director Job Description Revision
SOBO Senior Acct budget Coordinator Job Description Revision
Sheriff's Senior Data Information Analyst Job Description Revision
SOBO Chief Administrative Officer Job Description Revision

NEW BUSINESS

CS Report- Edition 3
STA2- Samantha Farris Leave of Absence

SHERIFF'S REQUEST FOR APPLICATIONS TO BE DENIED LAST MONTH: None

NUMBER OF NEW HIRES LAST MONTH: Two (2) Deputy Sheriff-Laterals, Two (2) Deputy Sheriff Entry-Levels

NUMBER OF PROMOTIONS LAST MONTH: None

TEST/EVENT SCHEDULE

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|---|----------------------------------|
| Worksource Virtual Career Fair | September 1, Recruiting Event |
| Deputy Sheriff-Entry Level | September 6, PAT |
| Public Records Specialist | September 8, Written Exam |
| Sheriff's Technical Assistant 2 | September 8, Written Exam |
| Sheriff's Technical Assistant 3 | September 8, Written Exam |
| Spokane County Fair- SCSO Booth | September 9-18, Recruiting Event |
| Deputy Sheriff-Entry Level | September 10, Written Exam & PAT |
| Deputy Sheriff-Lateral | September 13, PAT & Oral Boards |
| Washington State Civil Service Conference | September 20-22, Annual Meeting |
| Sheriff's Technical Assistant 2 | September 28, Written Exam |
| Sheriff's Technical Assistant 3 | September 28, Written Exam |

**NEXT REGULAR MONTHLY BOARD MEETING
October 11, 2022**