

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, May 10, 2022, at the Spokane County Human Resources Learning Center, 824 N. Adams St. Spokane, WA 99260. In attendance were: Steve Peterson, Chair; Bonnie Bush, Steve Twiggs, and Julie Waters; Members, Deputy Prosecuting Attorney Reese Sterett, and Laura Schwebs, Acting Secretary. Also present was Sheriff's Office Chief Administrative Officer Todd Mielke. Commissioner Jim Nicks, Chief Examiner Ashlee Torres, and Civil Service Specialist Teah Moore were excused from today's meeting. No requests were made to Civil Service regarding a request for virtual attendance, as posted on the Civil Service public website; no other members from the public were present or requested to make comment.

Motion was made by Mr. Twiggs to dispense with the reading of the minutes of the May 10, 2022 Civil Service Commission monthly meeting and accept them as presented. Seconded and unanimously approved.

Eligibility list of Officer Candidate Deputy Sheriff was presented. This is a merged list that contains 130 names with various expiration dates. Ms. Waters moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff-Intermediate Lateral was presented. This list contains two (2) names and will expire on May 18, 2023. 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 that contains 34 names with various expiration dates. Ms. Waters moved to approve the list as presented. Seconded and unanimously approved.

Civil Service Commissioner Steve Twiggs has been re-appointed by the Spokane County Board of County Commissioners per Spokane County Resolution #22-0334. He will begin another six-year term from July 13, 2022 – July 13, 2028. No action is needed by the Commission.

2022 Washington State Civil Service conference will be held virtually this year from September 20-22 and is free to attend. The Civil Service office will send out full-details once information becomes available. No action is needed by the Commission.

Grants/Contract Coordinator- Job Description Revision and Title Change. Sheriff's Office Chief Administrative Officer Todd Mielke was in attendance to discuss this revision proposal and title change. Mr. Mielke explained the history of the position, challenges in recruitment, and how the Sheriff's Office intent is to align this position closer to the County's Grants & Contracts Specialist position. Ms. Waters recommended adjusting the format of the minimum requirement section to clearly show the various qualifications. Ms. Schwebs will get the format adjusted. Ms. Waters moved to approve the job description revision and title change to Grants & Contract Specialist as amended with the format revisions suggested. Seconded and unanimously approved.

Regional Training & Accreditation Program Manager- Job Description Revision. Sheriff's Office Chief Administrative Officer was present, but did not make public comment; no other members of the public were present. No additional requests for public comment were made. Ms. Waters moved to approve the revision as presented. Seconded and unanimously approved.

Director of Training & Certification- Job Description Revision. Upon completion of Spokane County's classification study with Evergreen Solutions in 2020, Human Resources inadvertently changed several Civil Service job descriptions without proper authority to do so. The Civil Service staff has taken the Evergreen Solution study's suggestions and aligned those with what the position entails to include specific verbiage included in all Civil Service class specifications. Sheriff's Office Chief Administrative Officer was present, but did not make public comment. No additional requests for public comment were made. Mr. Twiggs moved to approve the revision as presented. Seconded and unanimously approved.

CS Rule Revision: Rule 1 Section 6. Civil Service Specialist Laura Schwebs has been working with the Sheriff's Office Personnel Standards Lt. Andrew Buell regarding what disciplinary records Civil Service needs to have on-file as a secondary copy. Civil Service called a meeting with their former Deputy Prosecuting Attorney's Casey Evans and Dayle Anderson to discuss what proper verbiage needs to be updated on Civil Service Rule 1, Section 6. Ms. Waters made a motion to post the rule revision for the required 30-days as presented. Any public comments received on this revision request will be discussed at the July Civil Service Commission meeting. No members of the public were present and there were no requests for public comment.

Leave of Absence Request- Public Records Specialist E. McLaughlin. Ms. McLaughlin was approved for a one-year leave of absence by Sheriff Knezovich beginning June 14, 2022. No action is needed by the Commission.

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

Last month (May 2022) the Sheriff's Office hired One (1) Deputy Sheriff-Entry Level, two (2) Deputy Sheriff-Laterals, one (1) Deputy Sheriff-Intermediate Lateral, two (2) Sheriff's Technical Assistant 2s (one full-time and one part-time), one (1) Sheriff's Technical Assistant 3, one (1) Sheriff's Investigative Analyst, and one (1) Automotive Technician.

TEST/EVENT SCHEDULE

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| Deputy Sheriff-Entry Level | June 1, PAT & Oral Boards |
| SCC Spring Career Fair | June 6, Spokane Community College |
| Deputy Sheriff-Entry Level | June 8, PAT & Oral Boards |
| Public Records Specialist | June 9, Oral Boards |
| Deputy Sheriff-Entry Level | June 11, PST Written & PAT |
| Grant/Contract Coordinator | June 15, Oral Boards |
| Deputy Sheriff-Lateral | June 21, PAT & Oral Boards |
| Deputy Sheriff-Lateral | June 28, PAT & Oral Boards |
| Deputy Sheriff-Entry Level | June 29, Oral Boards |

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, July 12, 2022 at Spokane County Risk Management's Cliff Berg Memorial Training Room, 1033 W Gardner Ave, WA 99260. Meeting concluded at 1:44 p.m.

Steve Peterson, Chair

Laura Schwebs, Acting Secretary

Bonnie Bush, Member

Steve Twiggs, Member

Julie Waters, Member