

## 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, August 09, 2022 at the Spokane County Human Resources Learning Center, 824 N. Adams St. Spokane, WA 99260. In attendance were: Bonnie Bush, Acting Chair; Jim Nicks, Steve Twiggs, and Julie Waters; Members and Ashlee Torres, Secretary. Also present were: Civil Service Specialists Teah Moore & Laura Schwebs. Commissioner Steve Peterson and DPA Reese Sterett were not present at 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 members from the public were present.

Motion was made by Ms. Waters to dispense with the reading of the minutes of the meeting of July 12, 2022 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.

SOBO Administrative Manager Job Description Revision. Ms. Torres informed the Commission that this job description revision was not submitted by the Sheriff's Office in accordance with Civil Service Rule IV Section 2. Mr. Twiggs made a motion to table this item until next month's Commission meeting. Seconded and unanimously approved.

SOBO Finance Director Job Description Revision. Ms. Torres informed the Commission that this job description revision was not submitted by the Sheriff's Office in accordance with Civil Service Rule IV Section 2. Mr. Twiggs made a motion to table this item until next month's Commission meeting. Seconded and unanimously approved.

SOBO Senior Acct Budget Coordinator Job Description Revision. Ms. Torres informed the Commission that this job description revision was not submitted by the Sheriff's Office in accordance with Civil Service Rule IV Section 2. Mr. Twiggs made a motion to table this item until next month's Commission meeting. Seconded and unanimously approved.

Sheriff's Senior Data Information Analyst Job Description Revision. Ms. Torres informed the Commission that this job description revision was not submitted by the Sheriff's Office in accordance with Civil Service Rule IV Section 2. Mr. Twiggs made a motion to table this item until next month's Commission meeting. Seconded and unanimously approved.

SOBO Chief Administrative Officer Job Description Revision. Ms. Torres informed the Commission that this job description revision was not submitted by the Sheriff's Office in accordance with Civil Service Rule IV Section 2. Mr. Twiggs made a motion to table this item until next month's Commission meeting. Seconded and unanimously approved.

CS Report- Edition 2. Ms. Torres presented a copy of the monthly Civil Service newsletter to the Commissioners. No action needed by the Commission.

Leave of Absence Request- STA2 Tatsiana Zhuikova. Sheriff Knezovich approved a 1-year leave of absence for Sheriff's Technical Assistant 2 Tatsiana Zhikova beginning August 1, 2022 with a projected return date of August 1, 2023. No action needed by the Commission.

Leave of Absence Request- SGT Randy Watts. Sheriff Knezovich approved a 1-year leave of absence for Sergeant Randy Watts beginning September 18, 2022 with a projected return date of September 15, 2023. No action needed by the Commission.

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

Last month (July 2022) the Sheriff's Office hired six (6) Deputy Sheriff- Entry Levels, four (4) Deputy Sheriff-Laterals, one (1) Sheriff's Technical Assistant 2, and one (1) Automotive Technician.

#### TEST SCHEDULE

Meet the Employers- Virtual Event	August 4, Career Fair Event
Deputy Sheriff-Lateral	August 9, PAT & Oral Board Interviews
Grants & Contract Specialist	August 10, Oral Board Interviews
Meet the Employers- Fairchild AFB	August 12, Career Fair Event
Sheriff's Technical Assistant 2	August 16, Written Exam
Meet the Employers- Tentative	August 17, Career Fair Event
Deputy Sheriff Entry Level	August 20, PST Written & PAT
Forensic Technician	August 23, Special Accommodation Written Exam
Forensic Technician	August 24, Written Exam

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, September 13, 2022 at the Spokane County Human Resources Learning Center, 824 N. Adams St. Spokane, WA 99260. Meeting adjourned at 1:12 p.m.

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Bonnie Bush, Acting Chair

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Ashlee Torres, Secretary

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Jim Nicks, Member

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Steve Twiggs, Member

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Julie Waters, Member