

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, September 13, 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, Ashlee Torres, Secretary and Chris Davis, Deputy Prosecuting Attorney. Also present were: Civil Service Specialist Laura Schwebs and Sheriff's Chief Administrative Officer Todd Mielke. No requests were made to Civil Service regarding a request for virtual attendance, as posted on the Civil Service public website.

The Commission began the meeting by introducing Deputy Prosecuting Attorney Chris Davis. Mr. Davis is assigned as the legal representative for the Civil Service Commission.

Motion was made by Mr. Twiggs to dispense with the reading of the minutes of the August 09, 2022 monthly Civil Service Commission meeting, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Grants & Contract Specialist was presented. This list contains four (4) names and has an expiration date of August 10, 2023. Ms. Waters moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant 2 (part-time) was presented. This is a merged list that contains three (3) names with various expiration dates. Ms. Waters moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant 2 (full-time) was presented. This is a merged list that contains three (3) 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 list contains 24 names and will expire on August 22, 2023. Ms. Waters 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 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 Deputy Sheriff-Lateral was presented. This is a merged list that contains 22 names with various expiration dates. Ms. Waters moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Forensic Technician was presented. This list contains 18 names and will expire on August 31, 2023. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant 3 was presented. This is a merged list that contains three (3) 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 is a merged list that contains two (2) names with various expiration dates. Mr. Twiggs moved to approve the list as presented. Seconded and unanimously approved.

SOBO Administrative Manager 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 and Sheriff's Chief Administrative Officer, Mr. Mielke have 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. Mr. Mielke was present to discuss this revision including the removal of "Sheriff's Office Business Operations" from the title as the division is now referred to as

the Administrative Division of the Sheriff's Office. No other members of the public were present. Mr. Twiggs moved to approve the revision and job title change as presented. Seconded and unanimously approved.

Ms. Torres requested to table the remaining job description revisions under 'Old Business' as they have not yet been completed. Mr. Twiggs moved to table these items as requested. Seconded and unanimously approved.

Ms. Torres presented the third edition of the CS Report Newsletter. For information, only; no action needed by the Commission.

Sheriff's Technical Assistant 2 (STA2) Samantha Farris Leave of Absence. Sheriff Knezovich has approved a one-year leave of absence for STA2 Samantha Farris beginning September 5, 2022 and will expire on September 5, 2023. For information, only; no action needed by the Commission.

Mr. Mielke addressed the Commissioners to commend the hard work of the Civil Service Staff and give a summary of the Sheriff's Office vision and focus for 2023. This was 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 (August 2022) the Sheriff's Office hired two (2) Deputy Sheriff-Laterals and two (2) Deputy Sheriff- Entry Levels.

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 |
| Whitworth Internship & Career Fair | September 13, Recruiting Event |
| Washington State Civil Service Conference | September 20-22, Annual Meeting |
| Deputy Sheriff-Lateral | September 20, PAT & Oral Boards |
| Deputy Sheriff-Entry Level | September 21, Oral Boards |
| Sheriff's Technical Assistant 2 | September 28, Written Exam |
| Sheriff's Technical Assistant 3 | September 28, Written Exam |
| Forensic Technician | September 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, October 11, 2022 at the Spokane County Human Resources Learning Center, 824 N. Adams St. Spokane, WA 99260. Meeting concluded at 1:34 p.m.

Bonnie Bush, Acting Chair

Ashlee Torres, Secretary

Jim Nicks, Member

Steve Twiggs, Member

Julie Waters, Member