

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, October 11, 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 Christopher Davis, Deputy Prosecuting Attorney. Also present were: Civil Service Specialists Teah Moore & Laura Schwebs and Spokane County Human Resources Director Ashley Cameron.

Motion was made by Ms. Waters to dispense with the reading of the minutes of the September 13, 2022 Civil Service Commission monthly meeting, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff- Intermediate Lateral was presented. This is a merged list that contains six (6) 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 17 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 3 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 Technical Assistant 2 (full-time) was presented. This is a merged list that contains seven (7) 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 (part-time) was presented. This is a merged list that contains five (5) names with various expiration dates. Mr. Nicks moved to approve the list as presented. Seconded and unanimously approved.

SOBO Finance Director Job Description Revision and Title Change. Upon completion of Spokane County's classification study with Evergreen Solutions in 2020, the Civil Service staff has taken the study's suggestions and aligned those with what this position entails to include specific verbiage included in all Civil Service class specifications. The Sheriff's Office has also requested to remove 'Business Operations' from the title. The new title is now Sheriff's Office Finance Director. Mr. Twiggs moved to approve the job description revision and title change as presented. Seconded and unanimously approved.

SOBO Senior Account Budget Coordinator Job Description Revision and Title Change. Upon completion of Spokane County's classification study with Evergreen Solutions in 2020, the Civil Service staff has taken the study's suggestions and aligned those with what this position entails to include specific verbiage included in all Civil Service class specifications. The new title is now Sheriff's Office Budget Coordinator. Mr. Twiggs moved to approve the job description revision and title change as presented. Seconded and unanimously approved.

Sheriff's Senior Data Information Analyst Job Description Revision. Ashlee Torres requested to have this item tabled until next month's Commission meeting. Mr. Twiggs moved to table this matter until November 2022. Seconded and unanimously approved.

SOBO Chief Administrative Officer Job Description Revision and Title Change. Upon completion of Spokane County's classification study with Evergreen Solutions in 2020, the Civil Service staff has taken the study's suggestions and aligned those with what this position entails to include specific verbiage included in all Civil Service class specifications. The new title is now Sheriff's Office Chief Administrative Officer. Mr. Twiggs moved to approve the job description revision and title change as presented. Seconded and unanimously approved.

Jeffrey Thurman Appeal- Update. Ashlee Torres received a written updates from Mike Kitson and Mary Schultz regarding the upcoming trial for Mr. Jeffrey Thurman. They both requested that the Civil Service hearing remain unscheduled. The trial is still set to begin in November 2022. No requests for public comment were made during the meeting. No action needed by the Commission at this time. Civil Service will get another update from all parties at the January 2023 monthly Civil Service Commission meeting.

Civil Service Rule Revision: Rule X Section 8(1). Mr. Twiggs moved to post the rule revision request for public comment for the required 30-day period. Seconded and unanimously approved.

Investigative Analyst Job Description Revision. Ms. Waters moved to approve the revision as presented. Seconded and unanimously approved.

Digital Forensic Specialist Job Description Revision. This position will now report to the Sheriff's Office RIG9 Unit and no longer under the supervision of the Forensics Unit. Mr. Twiggs moved to approve the revision as presented. Seconded and unanimously approved.

CS Report- Edition 4. Mr. Torres presented the 4th edition of the Civil Service Report newsletter. 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 (September 2022) the Sheriff's Office hired three (3) Deputy Sheriff-Laterals and Two (2) Deputy Sheriff-Entry Levels. Promotions made last month were: three (3) Detective/Corporals, Two (2) Sergeants, and One (1) Forensic Specialist.

TEST SCHEDULE

All Clerical Positions	Dates Vary, Typing Tests
Sheriff's Technical Assistant 3	October 4, Oral Board Interviews
5.11 Store Recruiting Booth	October 8, Recruiting Event
Sergeant	October 12, Written & Oral Board Interviews
Deputy Sheriff-Entry Level	October 15, PST Written & PAT
Deputy Sheriff-Lateral	October 18, PAT & Oral Board Interviews
Gonzaga Internship & Career Fair	October 19, Recruiting Event
Access Spokane Career Fair	October 20, Recruiting Event
Fairchild Meet the Employers	October 21, Recruiting Event
Forensic Technician	October 24, Oral Board Interview
Sheriff's Technical Assistant 2	October 24, Oral Board Interview
Deputy Sheriff-Entry Level	October 25, Physical Ability Test
NextGen Career/College Expo	October 25, Recruiting Event
Sheriff's Technical Assistant 2	October 27, Written Exam
Sheriff's Technical Assistant 3	October 27, Written Exam

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, November 08, 2022 at the Spokane County Human Resources Learning Center, 824 N. Adams St. Spokane, WA 99260. Meeting concluded at 1:33 p.m.

Bonnie Bush, Acting Chair

Ashlee Torres, Secretary

Jim Nicks, Member

Steve Twiggs, Member

Julie Waters, Member