



**JOB OPPORTUNITY
CITY OF SPOKANE
HMIS COORDINATOR SPN 073
OPEN ENTRY EXAMINATION**

- SALARY:** \$53,431 annual salary, payable bi-weekly, to a maximum of \$65,500
- DATE OPEN:** Monday, January 30, 2012
- DATE CLOSED:** Applications will be accepted until the close of business on Friday, February 10, 2012. Applicants who have filed a basic application will have until the close of business on Monday, February 13, 2012 to return the Training and Experience Evaluation form.
- OFFICE HOURS:** 8:00 a.m. to 5:00 p.m. – Monday through Friday, except holidays

DUTIES:

Performs responsible professional work in the management and maintenance of the City's Homeless Management Information System (HMIS). Identifies, recommends and initiates system upgrades. Provides HMIS support and training to local agencies utilizing the system. Builds queries to test data quality and to obtain data for reports, projects, grant requests, etc. Organizes and implements the "One Day Count" of homeless and ensures the timeliness and quality of the data in order to meet state and federal requirements. Requires considerable knowledge of database structures, theories, principles, practices, and advanced database utilities; requires the ability to apply methods and techniques of statistical analysis. Performs related work as required.

OPEN REQUIREMENTS: (All requirements must be met at the time of application.)

Graduation from an accredited college or university with a bachelor's degree in computer science, sociology, social work, public administration, or closely related area. All applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.

EXAMINATION:

The examination will consist of a Training and Experience Evaluation form (T&E). Weight is assigned as follows: Training and Experience Evaluation form 100%.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

NOTE: Under continuous testing policy, additional examinations may be scheduled with results merged into one eligibility list according to final ratings.

TO APPLY:

To apply online or download and print an application, go to www.spokanecity.org. To request an application packet be mailed to you, call the Civil Service office at (509) 625-6160. If mailing your application, submit to Civil Service Commission, 808 W. Spokane Falls Blvd., Spokane, WA 99201-3315.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of January, 2012.

MARY DORAN
Chair

GLENN KIBBEY
Chief Examiner

THE CITY OF SPOKANE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SEE OTHER SIDE FOR IMPORTANT INFORMATION

GENERAL INFORMATION FOR APPLICANTS

All applicants will receive consideration for employment without regard to age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Unless otherwise stated, the minimum age for entry employment is 18 years.

REASONABLE ACCOMMODATION:

The City of Spokane strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and should be addressed to the Human Resources Department at 625-6363.

APPLICATION:

All applications must be filed in the Civil Service Office, 4th Floor, City Hall. All questions on the application must be answered completely and accurately. Any application may be rejected for cause and the applicant will be so notified. Any license, degree or other document required by the announcement must be presented at time of application. Any originals or copies of such documents will be returned if so requested by the applicant.

EXAMINATION:

Eligible applicants will receive a notification card indicating time and place of examination, and authorizing admittance to the examination. The names of candidates who have passed the examination will be placed on the eligibility list according to their final score.

VETERAN'S PREFERENCE:

A candidate who attains a passing score on the examination may be awarded additional credit for military service in accordance with state law, provided a claim is made

on the application and evidence of such service is furnished.

MEDICAL EXAMINATION:

All persons on original entrance must pass a medical examination by a City designated physician before they may be employed.

APPOINTMENT:

For original entry into City employment, selection will generally be made from the top ten eligibles. The top name must be selected from a uniform promotional list, except for reasonable cause. Selection will be made from either the top three eligibles on a non-uniform promotional list or the top three eligibles from the department that has the vacancy. An eligible passed over for employment five times will be removed from the list. Any appointee who fails to report for duty within four days of employment date will be stricken from the list unless reasonable cause is presented. Declining an appointment will result in removal from an eligibility list. Under certain conditions, eligibles may obtain a waiver of certification.

PROBATION:

Original entrance appointees shall have a probation period of one year; promotional appointees shall have a probation period of six months.

CHANGE OF ADDRESS:

Applicants and those on eligibility lists are responsible

for promptly notifying the Civil Service Commission of any address or telephone number change. If any eligible cannot be located because of failure to report change of address, the eligible's name shall be stricken from the eligibility list.

BENEFITS:

Promotions are made by competitive examination; major medical and life insurance policies are available at group rates to employees and families; paid vacation; paid sick leave; paid holidays; social security participation; City retirement program; uniform allowance for certain designated classifications; hazardous duty and/or shift differential pay; tuition reimbursement program.

INFORMATION:

Americans with Disabilities Act and the federal regulations regarding the act and its applicability to the service, programs or activities of the City are available upon request from the Human Resources Department at 625-6363.

ADDRESS:

Civil Service Commission
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3315

PHONE: (509) 625-6160

FAX: (509) 625-6077

24-HOUR JOB INFORMATION LINE: (509) 625-6161

WEBSITE:

www.spokanecity.org

TDD NUMBER:

(509) 625-6681