



Seattle Civil Service Department

CIVIL SERVICE COMMISSION MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Monday, October 6, 2025

TIME: 2:00 p.m.

LOCATION: In person **SMT Room 1679** and Remote Attendance via **Teams**

Directions to SMT 1679-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to the 16th floor and follow the signs to 1679.

Teams Meeting Public Login:

[Civil Service Commission Monthly Meeting](#) | [Meeting-Join](#) | [Microsoft Teams](#)

Commissioners, staff, and invited guests Login:

Please JOIN via the Teams presenter invitation please do not join the public login.

[Notify staff if you'd like to log in early for a technical check of your audio and video.](#)

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Civil Service Commission
Monthly Meeting Agenda
October 6, 2025 @ 2:00 p.m.
 Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC 2.05)
2.	ATTENDEE INTRODUCTIONS	
3.	PUBLIC COMMENT	
4.	APPROVAL OF MINUTES	September 8, 2025, CSC Monthly Meeting
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES Brown v. Parks-CSC No. 25-01-005A
6.	PRESENTATION/GUEST	CIVIL SERVICE SELECTION PROCESS Sarah Butler, CIV Operations & Policy Advisor Annie Nguyen, SDHR Citywide Employment Compliance Advisor
7.	ACTION ITEMS	
7.	EXECUTIVE SESSION	May be cancelled if not needed
8.	OLD/NEW BUSINESS	C. SAVE THE DATE 44 th Annual Civil Service Conference October 21 and 22, 2025 (9 a.m.-4 p.m.) D. JOINT MEETING WITH PSCSC November 20, 2025 (10:00 a.m.)
9.	ADJOURNMENT	Next Meeting Date: November 10, 2025 (10:00 a.m.) Civil Service Commission Retreat-Hearing Prep Training



CITY OF SEATTLE
CIVIL SERVICE COMMISSION

Minutes

September 8, 2025 @ 2:00 PM (Monthly Meeting)

Location: Teams and SMT 1679

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Commission Chair Ray Ceaser called the meeting to order at 2:06 p.m.
2.	ATTENDEE INTRODUCTIONS	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/Assistant City Attorneys: Joe Levan and Anne Vold.
3.	PUBLIC COMMENT	There was no written comment, and no members of the public requested to give public comment.
4.	APPROVAL OF MINUTES	August 11, 2025-CSC Monthly Meeting Commissioners reviewed the minutes from the August 11, 2025, meeting. Commissioner Ceaser moved to accept the minutes as written. The minutes were approved as read.
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES 3. Brown v. Parks-CSC No. 25-01-005A
6.	PRESENTATION/GUEST	EMPLOYEE GRIEVANCE PROCESS PERSONNEL RULE 1.4 <i>Sarah Butler, Operations & Policy Advisor and Ireneo Bartolomeo, SHR Policy and Legislation Advisor</i>
7.	ACTION ITEMS	There were no action items.
8.	EXECUTIVE SESSION	The commission did not go into Executive Session.
9.	OLD/NEW BUSINESS	C. SAVE THE DATE 44 th Annual Civil Service Conference October 21 and 22, 2025 (9 a.m.-4 p.m.) D. JOINT MEETING WITH PSCSC November 20, 2025 (10:00 a.m.)

10. ADJOURNMENT

The meeting ended at 2:27 p.m.

Minutes submitted **October 6, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended
October 6, 2025, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

Monthly meetings are recorded; after January 1, 2024, they may be found at:
<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>

Budget Summary

Business Unit ID

VC0

Year

2025

10/07/2025

Last Pay Period End Date

Friday, October 3, 2025 09:00 AM Pacific Daylight Time (PDT)

Last Refreshed Date

\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$40,460.00	\$2,013,831.56	\$2,054,291.56	\$871,029.44
Adopted Budget	Carryforward	Budget Revisions	Budget Transfers	Revised Budget	Encumbrances	Total Expenses	Committments	Remaining Legal Bu...

871,029.44	830,569.44	69.81%	30.19%
Available Balance Before Encumbrances	Available Balance After Encumbrances	Percent Spent Before Encumbrances	Percent Available Before Encumbrances

BSL ID And Name	Adopted Budget	Carryforward	Budget Revisions	Budget Transfers	Revised Budget	Encumbrances	Total Expenses	Total Committments	Rem
BO-VC-V1CIV - Civil Service Commissions	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$40,460.00	\$2,013,831.56	\$2,054,291.56	
MO-VC-V1CIV - Civil Service Commissions	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$40,460.00	\$2,013,831.56	\$2,054,291.56	
00100 - General Fund	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$40,460.00	\$2,013,831.56	\$2,054,291.56	
VCADMIN - Leadership and Administration	\$964,071.68	\$0.00	\$67,211.00	\$0.00	\$1,031,282.68	\$8,000.00	\$557,499.55	\$565,499.55	
VCCIV-FIREEXAMS - PUBLIC SAFETY CIVIL SVC EXAMS	\$907,412.34	\$0.00	\$0.00	\$0.00	\$907,412.34	\$30,555.00	\$431,997.37	\$462,552.37	
VCCIVILSV - Civil Service Commissions	\$38,753.52	\$0.00	\$0.00	\$0.00	\$38,753.52	\$0.00	\$438,330.73	\$438,330.73	
VCCIV-POLEXAMS - Police Civil Service Exams	\$907,412.46	\$0.00	\$0.00	\$0.00	\$907,412.46	\$1,905.00	\$586,003.91	\$587,908.91	
Revenue - Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$2,817,650.00	\$0.00	\$67,211.00	\$0.00	\$2,884,861.00	\$40,460.00	\$2,013,831.56	\$2,054,291.56	

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
October 2025**

FILED/OPEN

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
25-01-005A	Brown	Parks	2-15-2025	City of Seattle Personnel Rules Violations: PR 1.3.2.D.3; PR 1.3.2.D.5; PR 1.3.3.A.	Whether suspension was justified.	1 st Prehearing was held April 22, 2025. Case Status update due October 10, 2025 Hearing scheduled for December 8-10, 2025	CSC

CLOSED

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
23-03-002	Reichenbach	SPU	4-5-2023	City of Seattle Personnel Rules Violations: PR 1.1.2; PR 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	Appellant requested to withdraw appeal. A Dismissal Order was Issued March 3, 2025.	OHE



44th Annual Civil Service Conference

Event
October 21-22, 2025
Virtual
Event Sponsor: Foster Garvey and Public Safety Testing

Join us for the 44th Annual Civil Service Conference, which will be held virtually via Zoom on October 21 and 22, 2025, from 9:00 a.m. to 4:00 p.m. each day.

The conference provides civil service commissioners, secretaries and examiners, other local human resources officials, and legal counsel with practical information on best practices and emerging issues they face every day.

How to register? This year's program features three conference sessions. Please sign up for each session you would like to attend. If you plan to attend all sessions of the conference, **register for both days and receive a discounted ticket price.**

[Register for both days.](#)

Tuesday, October 21 - Day One

[Public Safety Testing's Annual Business Meeting](#)

9:00 a.m. to 12:00 p.m. Pacific Time

Multiple speakers

Join fellow PST-partner agencies at our Annual Business Meeting — a collaborative space to connect, learn, and engage. We'll explore applicant trends and dive into current topics in pre-employment and promotional testing, investigations, and Human Resources and Civil Service.

[Register for PST Business Meeting.](#)

Basic Training for New Commissioners & Staff

1:00 p.m. to 4:00 p.m. Pacific Time

Contact

P. Stephen DiJulio
Alyssa A. Melter
Kelly M. Woodward

Related Services

Labor, Employment & Immigration
Public Finance & Municipal Government
Public Records & Open Government

Steve DiJulio, Foster Garvey PC

Join [Steve DiJulio](#) as he provides an overview of civil service fundamentals, including the history and evolution of the civil service system in the United States, with a focus on Washington state. His presentation will cover the structure and purpose of civil service, commission jurisdiction, and the role of collective bargaining. Steve will also break down key issues such as discharge and discipline of civil service employees, conduct of hearings, and the application of Washington's Open Public Meetings Act (OPMA) and Public Records Act (PRA).

[Register for Basic Training.](#)

Wednesday, October 22 - Day Two

Civil Service Conference Main Sessions

9:00 a.m. to 4:00 p.m. Pacific Time

Multiple speakers

Planned topics include:

- DEI in Employment: What Has Changed and What Has Not
- Recruiting
- Managing the Eligible Register and Other Efficiencies to Satisfy Civil Service Responsibilities
- Public Safety Testing Update & Current Issues
- 47 Years of Civil Service – Looking Back on an Anachronistic System of Hiring
- Foster Garvey's Annual Legal Update

[Register for day two only.](#)

The conference will be hosted via the Zoom Webinar platform.

Credits. We are pleased to offer both CLE and SHRM credits. We will also offer certificates of completion upon request. Credit hours pending.
