



Public Safety Civil Service Commission

Seeking Candidates for Seattle Public Safety Civil Service Commissioner

The City of Seattle is seeking qualified individuals to serve on Seattle's Public Safety Civil Service Commission (PSCSC).

About the Public Safety Civil Service Commission (PSCSC)

Seattle's public safety civil service system helps ensure that public safety employees are qualified and that hiring and promotional assessment processes are free from political influence. Civil service supports fair employment practices and continuity of high-quality public services.

PSCSC exam staff develop and administer thousands of entry level and promotional exams each year. The Commission also hears employee appeals. Commissioners serve on an independent, three-member, quasi-judicial body that oversees this system.

Appointment and Term

- Commissioners serve three-year terms and may serve multiple terms.
- Public Safety Civil Service employees elect one employee from the membership.
- The Mayor and the City Council each appoint one commissioner.

PSCSC Commissioner Duties and Responsibilities

The PSCSC's full-time Executive Director and Civil Service Department staff support PSCSC commissioners in performing their work. The Seattle City Attorney's Office provides legal advice and counsel to the commission and its staff.

PSCSC commissioners uphold and act in accordance with the [PSCSC Rules of Practice & Procedure](#), the [Seattle City Charter](#), [Seattle Municipal Code](#), [Seattle Ethics Code](#), and (when presiding over a quasi-judicial matter) are subject to the [Appearance of Fairness Doctrine](#). With staff and attorney support, Commissioners must be able to:

- As a panel member conduct quasi-judicial administrative hearings and render decisions on whether disciplinary and other employment actions violated Seattle’s civil service rules and processes.
- Attend and participate in PSCSC meetings and special meetings as necessary. In person attendance is preferred, but remote attendance is permitted on occasion.
- Participate in trainings related to Seattle’s Race and Social Justice Initiative, privacy practices, the Washington Open Public Meetings Act (OPMA), and Public Records Act (PRA) and other relevant topics.
- Timely respond to commission-related communications through city-provided channels.
- Prepare for meetings and hearings by reviewing agendas and provided materials.
- Collaborate with PSCSC staff and other commissioners towards the goals and mission of the PSCSC.
- With other commissioners, supervise the Executive Director.

Time Commitment and Stipend

The time commitment varies, depending on the number and nature of matters before the PSCSC and projects commissioners take on. The minimum commitment may be as few as four (4) hours per month but may be greater to accommodate multiple day appeal hearings. Commissioners are paid a stipend of \$200 per biweekly pay period.

Desired Qualifications

- Interest in and/or knowledgeable about public employment and civil service, professional accountability; human resources; employment and/or labor law; social justice; and/or other disciplines related to the PSCSC’s work.
- Commitment to fairness and due process in employment and, as necessary, interest in deepening one’s understanding of the principles of fairness and due process in employment.
- Ability to work collaboratively and develop consensus when needed, with other commissioners, staff, and stakeholders with a variety of backgrounds and perspectives.
- Commitment to civil service principles and working with unionized workforces, from an employee, management, neutral, or advisory perspective.
- Ability and desire to participate as a neutral decisionmaker in quasi-judicial appeal hearings, with support and advice from PSCSC staff and City Attorney’s Office. Those proceedings may include multi-day hearings (coordinated with commissioners’ availability), taking of evidence, ruling on legal motions, and drafting written decisions that may be subject to review by courts of law. *Legal experience is not required, but a willingness to learn and follow quasi-judicial processes is necessary.*
- Experience working effectively with racially, ethnically, and economically diverse populations.
- Ability and desire to create positive change in organizations.
- Demonstrated commitment to racial equity, dismantling racist structures and practices within and/or outside of the City of Seattle structure.