

# Public Safety Civil Service Commission

January 14, 2026



City of Seattle



# Proposed Revisions PSCSC Rule 9.23 and 9.24



City of Seattle

# Rulemaking Process

- Circulated recommended revisions internally and with stakeholders
- Posted proposed revisions and invited public comment (SMC 3.02)
  - Website (December 18)
  - Email subscriber list (December 19)
  - Seattle Daily Journal of Commerce (December 22 and December 23)
- Received one written public comment (Former PSCSC Commissioner Joel Nark)
- Public comment at Jan. 14, 2026 PSCSC meeting
- For the Commission's consideration and possible vote



# Background

- PSCSC conducts exams pursuant to **RCW 41.08 and 41.12** to ensure merit-based hiring and promotion
- PSCSC Rules of Practice and Procedure, Rule 9 establishes policies for administering exams
- Rules 9.23 and 9.24 direct the process by which employees may seek recourse on promotional exams
  - 9.23 Keyed Copy Inspection and Examination Protest and Review
  - 9.24 Correction of Clerical Errors
  - Taken from the Model Rules and adopted in 1978



# Background (cont.)

- Rule 9.23 was last revised in late 2023
  - Added standard of review
  - Clarified protest/review processes
- Several exams have been administered under the revised Rule, some additional need to clarify protest and review process
- Since the inception of the PSCSC (1978) protests/reviews have been limited to exam content, and occasionally, administration issues
  - Examinees file protests before exam scoring
  - Rulings apply to all test takers/entire exam, do not benefit only the candidate who filed the protest
  - Commission has not rescored or regraded exams after scoring



# Promotional Exam Scoring Process

- Assessors are chosen based on experience at or above the rank being tested
- Assessors receive extensive training on the consistent use of scoring criteria
- Each assessor independently scores candidate performance
- Assessors meet to discuss and finalize scores using established criteria
- All candidates are evaluated by the same group of assessors for each exercise



# Proposed Revisions to 9.23 and 9.24

- Plainer language to more clearly describe process for protest/review/consideration of errors
- Rules reorganized more logically to remove redundancies
- Clearly state that exam scores may not be reviewed (changed) by the Commission (however, exam staff will continue to review/correct alleged score miscalculations)
- Proposed revisions are not a change from current practice, they better capture the consistent and historical application of the rule



# Questions? Discussion

