



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Joshua Werner

Staff
Andrea Scheele, Executive Director
Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

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

DATE: Monday, March 20, 2023

TIME: 2:00 p.m.

LOCATION: WebEx and CSC Hearing Room, 16th floor of Seattle Municipal Tower.

To attend in person, request access to the 16th floor from SMT security at building entry and follow the signs on 16.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m71031e79b085804bb4348c8d8dff9a69>

Join by meeting number

Meeting number (access code): 2497 422 9230 Meeting password: AnEiVSP3q33

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24974229230## United States Toll (Seattle)

+1-408-418-9388,,24974229230## United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial 24974229230@seattle.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Need help? Go to <https://help.webex.com>

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755 <https://www.seattle.gov/civil-service-commission>

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**CIVIL SERVICE COMMISSION
MEETING AGENDA
March 20, 2023 @ 2:00 p.m.**

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION/DISCUSSION ITEMS

5. APPROVAL OF MEETING MINUTES
 - February 13, 2023
6. FINANCIAL INTEREST STATEMENTS
7. PROPOSED LEGISLATION- In partnership with CIV, City Clerk's Office is proposing an ordinance that would amend election procedures for the employee-elected members of the Civil Service Commission and Public Safety Civil Service Commission; and Sections 4.04.250 and 4.08.040 of the Seattle Municipal Code. The purpose is to clarify (not change) who is eligible to run and vote in civil service elections.

STANDING ITEMS

8. CASE STATUS REPORT and APPEALS UPDATE
9. DEPARTMENTAL AND BUDGET UPDATE
10. EXECUTIVE SESSION (May be cancelled if not needed)
11. OLD/NEW BUSINESS
12. ADJOURN

**NEXT CSC MEETING: April 17, 2023 @ 2 pm
END OF AGENDA**



CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

February 13, 2023
Civil Service Commission Special Meeting Minutes
Approved: March 20, 2023

1. **CALL TO ORDER:**

Commission Chair Mary Wideman-Williams called the meeting to order at 2:00 pm. The meeting was held via WebEx and in person in the Commission's Hearing Room 1679 at SMT.

2. **LAND ACKNOWLEDGEMENT:**

Commission Chair Wideman-Williams opened the meeting with the Land Acknowledgment-*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*

3. **INTRODUCTIONS**

Commission: Commission Chair Mary Wideman-Williams, Commissioner Joshua Werner

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Jacobs, Executive Assistant

Guests: Brett Rogers, Appellant; Ariel Schneier, Assistant City Attorney

4. **PUBLIC COMMENT:** Brett Rogers was present and gave public comment. There was no commission discussion.

5. **APPROVAL OF MEETING MINUTES**

January 23, 2022- CSC Monthly Meeting: Commissioner Werner moved to accept the minutes as written. Commission Chair Wideman Williams seconded the motion. The

motion passed unanimously. The minutes for CSC monthly meeting in November 2022 were approved.

6. **RETREAT VALUES DISCUSSION**

CSC RETREAT- Values Website Mock-up-Review: The commission approved the language at the January meeting and staff returned with the website mock up and how the language would appear on the website. The commission reviewed the mockup and were happy with the way it looked. Staff will post to the website and notify the commission when it is live for viewing.

7. **CASE STATUS REPORT and APPEALS UPDATE**

Director Scheele informed the commission of the current open appeals. The commission reviewed the case status report.

Rogers v. SDOT, CSC No. 23-01-001: Director Scheele gave a report to the commission on the appeal filed by Mr. Rogers. Ms. Scheele notified the commission that she received a Motion for Reconsideration from the appellant. Ms. Scheele dismissed the appeal for timeliness and jurisdiction and referred the appeal to the Office for Civil Rights. She will respond to Mr. Rogers motion and give the department an opportunity to respond.

Holiwell v. SDCI, CSC 23-01-002: Director Scheele reported that she dismissed the appeal without prejudice. There has been no final action by the department.

Sivage v. SDOT, CSC 22-01-014: Staff is transferring the files to OHE in the appeal of Ms. Sivage. At the January meeting, the commission delegated Ms. Sivage's appeal the Office of the Hearing Examiner.

8. **EXECUTIVE DIRECTOR REPORT**

Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. **PSCSC:** Director Scheele informed the commission that she is working with the exams unit as they ready for the promotional exam season. **Outreach:** Commission staff met with the SDCI HR Team and has a training in a couple of weeks with the SDCI Executive team. **Budget:** The commission reviewed the budget document. The adopted budget is not yet available for 2023. Ms. Scheele reported she requested a carry forward for the funds the commissions have available for outside legal advice.

9. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The commission did not go into Executive Session

10. **OLD/NEW BUSINESS: Commissioner Vacancy:** Ms. Scheele informed the commission that the posting is under review, and she is awaiting feedback. She will share with the commissioners if there are any substantive changes made.

11. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:17 pm

Respectfully submitted on **March 20, 2023**, for the CSC:

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams, Chair

CITY OF SEATTLE
STATEMENT OF FINANCIAL INTERESTS – BOARDS AND COMMISSIONS

The Seattle Ethics Code requires certain employees and members of boards and commissions to complete a financial interest statement each year. You have been identified by your department as a board or commission member who must complete one. Please complete this form and return it, **no later than Saturday, April 15, 2023**, to your department's representative. If you do not know how to contact your department's representative, send your form to the Seattle Ethics and Elections Commission (SEEC). **For help completing the form, you may request a "Frequently Asked Questions" handout from your department's representative or contact the SEEC at ethicsandelections@seattle.gov.**

**PLEASE
PRINT**

BOARD or COMMISSION: _____

MEMBER NAME: _____

Definitions:

For the purposes of this form, "immediate family" means:

a. a spouse or domestic partner, or

b. a parent, parent of a spouse or domestic partner, child, child of spouse or domestic partner, sibling, uncle, aunt, cousin, niece or nephew, if that person either resides with or is a dependent on the Covered Individual's most recently filed federal income tax return.

For the purposes of completing this form, purchasing utilities is not a "transaction" or an "activity."

Please answer every question by checking the appropriate box. **If you answer yes to any question**, you must complete the corresponding numbered item on Page 2 of this form. Each question **refers to the period from January 1, 2022, through December 31, 2022.**

1. In 2022, did you, or any member of your immediate family, including family members employed by the City, **receive compensation** worth \$2,500 or more from any person or entity that engaged in any transaction or activity with the City? **No** **Yes**, please complete item 1 on Page 2.

2. In 2022, did you, or any member of your immediate family, have a **direct financial interest** worth \$1,500 or more in any person or entity that engaged in any transaction or activity with the City? **No** **Yes**, please complete item 2 on Page 2.

3. In 2022, did you, or any member of your immediate family, serve as an officer, director or trustee of an entity that engaged in any transaction with the City? **No** **Yes**, please complete item 3 on Page 2.

I certify under penalty of perjury under the laws of the State of Washington that the information provided on this page and on Page 2 and on all attached sheets is true and correct and that I have made reasonable inquiry to determine the truth, accuracy, and completeness of my responses.

Signature: _____

Date: _____

Signed at _____, Washington
(City or other location must be filled in.)

EXPLANATIONS FOR “YES” RESPONSES ON PAGE 1: *(Use additional sheets if necessary.)* For help completing the form, you may request a “Frequently Asked Questions” handout from your department’s representative or contact the SEEC at ethicsandelections@seattle.gov.

1. Please provide the name and address of each person or entity from which you or an immediate family member **received compensation** valued at \$2,500 or more.

Name: _____

Address: _____

Please provide the name of each City agency involved in each of the above transactions or activities, if known:

2. Please provide the name and address of each entity in which you or an immediate family member had a direct financial interest valued at \$1,500 or more:

Name: _____

Address: _____

Please provide the name of each City agency involved in each of the above transactions or activities, if known:

3. Please indicate (i) the name of the person holding the position (you or an immediate family member); (ii) the title of the office, directorship or trusteeship held; (iii) the name and address of the entity.

Person holding the position: _____

Position held with entity: _____

Entity name: _____

Entity address: _____

Please provide the name of each City agency involved in the above transaction or activity, if known:

PLEASE RETURN TO YOUR DEPARTMENT REPRESENTATIVE

4.04.250 Civil Service Commission

- A. 1. There shall be a three member Civil Service Commission. One Commissioner shall be appointed by the Mayor, one Commissioner shall be appointed by the City Council, and one Commissioner shall be elected by City employees as prescribed hereafter. The term of each Commissioner shall be three years; provided, that the term of the first employee's Commissioner shall be three years, the term of the first Mayor's Commissioner shall be two years, and the term of the first Council's Commissioner shall be one year. Each term shall begin on January 1st.
2. Appointments and elections to fill vacancies on the Commission shall be for the unexpired term. Two Commissioners constitute a quorum.
- B. Eligibility of Commissioners. In order that the independence of the Commissioners be assured, no person shall serve as Commissioner who is also a member of the Mayor's office, the City Council staff, the Civil Service Commission staff, an elected official, a head of a City department, or an exempt City employee.
- C. Election for Employee's Commissioner. All City employees who are regular or probationary employees of the City, except members of the Public Safety Personnel System, are eligible to vote for the employee-selected Commissioner. Elected, exempt, and temporary employees may not vote in that election.
- D. Commissioner's election and administration. Election of the employee-selected commissioner to the Commission shall be administered by the City Clerk as determined by City Clerk rule. Election shall be held during the week beginning on the first Monday in November 2020 and every third year thereafter.
- E. Commissioner Candidacy. Not earlier than the first Monday in October of each year in which a Commissioner will be elected, nor later than the succeeding Friday, any person who is to become a candidate for Commissioner shall file a declaration of candidacy for office with the City Clerk, on a form furnished by the City Clerk.
- F. Voting. The candidate receiving the majority of votes cast shall win the election. If no candidate receives a majority of the votes cast, the two candidates receiving the highest and next highest number of votes cast shall be candidates in a runoff election held at a date and time to be determined by the City Clerk. The runoff election be scheduled so that completion of balloting and certification shall occur before 5 p.m. on the last business day of December of the election year. Notice and voting shall be the same as for regular Commissioner's election.
- G. Commissioner Vacancies. Vacancies occurring in the office of the employee's designate to the Commission shall be filled at a special election to be called for such purpose by resolution of the City Council.
- H. No City employee who is elected Commissioner shall suffer a monetary loss or other penalty on account of his/her absence from his/her regular position while performing the duties of Commissioner.
- I. Recall of Employee Member. The employee designate to the Commission may be recalled by a vote of a majority of the number of votes cast in a recall election.
- Recall proceedings are instituted by filing with the City Clerk a demand for recall, stating the reasons for good cause. Within 60 days of filing, the statement must be supported by a petition filed therewith, bearing the signatures of eligible employees equal in number to 25 percent of the number that voted in the last Commissioner's election; provided, no more than 50 percent may be signatures of the employees of a single department. Upon verification of sufficient signatures, the City Clerk shall announce a recall election as soon as is practicable.
- J. Removal of Appointed Commissioners. The Mayor or the City Council may remove its appointed Commissioner by making a public statement setting forth the reasons therefor, and may appoint a replacement for the remainder of such Commissioner's unexpired term.

K. Duties. The duties of the Commission are as follows:

1. To, jointly with the Public Safety Civil Service Commission, supervise the Executive Director;
2. To make rules for the conduct of Commission business pursuant to Chapter 3.02;
3. To hear appeals involving the administration of the personnel system. The Commission may administer oaths, issue subpoenas, receive evidence, compel the production of documents for such purposes, and may question witnesses at its hearings;
4. To conduct investigations and issue findings regarding any complaints that the Mayor, a City Councilmember, or a member of their immediate staff has initiated a recommendation regarding a candidate for City employment, or that any person has used inappropriate pressure to effect the hiring of any candidate for City employment. The Commission may administer oaths, issue subpoenas, receive evidence, compel the production of documents for such purposes, and may question witnesses at its hearing;
5. To issue such remedial orders as it deems appropriate; provided, that no remedial order may supervene the exclusive authority of the City Council as it relates to the financial transactions of the City. The Commission shall have the power to reinstate employees. It may introduce legislation for lost wages and benefits, and may make recommendations to the Mayor and City Council;
6. To review and comment upon rules promulgated by the Seattle Human Resources Director pursuant to Chapter 3.02;
7. Delegation of Powers. The Commission may delegate its powers, in whole or in part, to a hearing examiner who may be from the City Hearing Examiner's office. Decisions of a Hearing Examiner may be appealed to the Commission. The Commission may not delegate its powers to, or employ the services of, the Seattle Human Resources Director or a member of the Seattle Department of Human Resources.

L. There shall be an Executive Director, who shall serve as both Executive Director of the Civil Service Commission and as Executive Director of the Public Safety Civil Service Commission. The Executive Director may appoint, remove, and supervise staff of the commissions for Civil Service and Public Safety Civil Service.

1. The Executive Director shall be appointed to an initial term of three years, and may be reappointed thereafter for subsequent three-year terms. The Commission, jointly with the Public Safety Civil Service Commission, shall appoint the Executive Director, subject to confirmation by the City Council. The Executive Director may serve pending confirmation by the Council. The position of Executive Director shall be exempt from the classified civil service.
2. The Executive Director may be removed with or without cause by a joint action of the Civil Service and Public Safety Civil Service Commissions.
3. In case of a vacancy, the Commission, jointly with the Public Safety Civil Service Commission, may appoint an interim Executive Director for a period not to exceed 120 days from the date of appointment. The Commission shall present an Executive Director candidate for confirmation to the City Council before the end of the interim appointment.

(Ord. 126206 , § 1, 2020; Ord. 124567 , § 19, 2014; Ord. 124567 , § 19, 2014; Ord. 123744 , § 1, 2011; Ord. 121047 , § 1, 2002; Ord. 118397 , § 64, 1996; Ord. 118337 , § 1, 1996; Ord. 117242 , § 7, 1994; Ord. 116368 , § 84, 1992; Ord. 112606 , § 2, 1985; Ord. 111892 , § 1, 1984; Ord. 107790 , § 23, 1978.)

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
March 2023**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
23-01-001	Rogers	SDOT	12-21-2022	1.3.2 (D) Justifiable Cause	Discharge	2-3-23 Executive Director Dismissed appeal for Jurisdiction and referred to SOCR. Appellant filed Motion for Reconsideration 2-6-23	
22-01-015	Clemons	SDOT	8-24-2022	5.01B, Personnel Rules	Discharge Appellant Alleges Discrimination	CSC Appeal In Abeyance until completion of Investigation by SOCR	TBD Discrimination Referred to SOCR
22-01-014	Sivage	SDOT	4-2-2022 (extension granted until June 10, 2022)	5.01B, Personnel Rules (multiple), SMC 4.04.070	Discharge	2-2023 Appeal delegated to OHE.	OHE

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
March 2023**

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION
22-01-013	Griffith	SPU	3-28-2022	5.01B	Discharge	Settled / Dismissed
21-01-041	LaBelle	Parks	10-15-2021	5.01B	Discharge	1 st Prehearing held December 10, 2021 Respondent filed a Motion to Dismiss. ED sent an Order Granting Motion Dismiss-1-28-2022
22-05-001	Garza	SDOT	1-13-2022	P.R. 1.4, 1.5, 2.1, 2.2, 2.3, 3.2, 3.3, 3.5, 4.1, 4.3, 11; SMC 4.04.260(A) & PR 5.8.100 Abuse of Employee Evaluation Procedures, retaliation for concerted and protected employment activity	Performance Evaluation	Withdrawal requested. Dismissed

Department (CIV) Expenditures by Account and Month, updated 3/14/2023

Year 2022
 Department CIVIL SERVICE COMMISSIONS
 BSL - Budget All Projects
 Fund ID An All Funds

		Values																	
		Adopted	Revised	January -	February-	March -	April -	May -	June -	July -	August -	Septembe	October -	Novembe	Decembe	YTD	Encumbr	Availabl	Percent
Account Gr	Account Grouping Level Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	ances	Balance	Used
Expendit	Labor	406,411	445,399	25,001	38,538	52,304	32,405	32,409	29,278	25,653	47,605	32,836	32,829	32,474	43,255	424,588	0	20,811	95.3 %
	Non-Labor	195,146	310,146	11,295	15,051	17,626	14,930	15,700	14,834	16,672	15,515	14,245	14,711	14,908	19,336	184,823	0	125,323	59.6 %
Grand Total		601,557	755,545	36,296	53,590	69,930	47,335	48,109	44,112	42,325	63,119	47,081	47,540	47,382	62,592	609,411	0	146,134	80.7 %

Year 2023
 Department CIVIL SERVICE COMMISSIONS
 BSL - Budget All Projects
 Fund ID An All Funds

		Values																	
		Adopted	Revised	January -	February-	March -	April -	May -	June -	July -	August -	Septembe	October -	Novembe	Decembe	YTD	Encumbr	Availabl	Percent
Account Gr	Account Grouping Level Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	ances	Balance	Used
Expendit	Labor	636,080	636,080	37,694	20,177	5,196	0	0	0	0	0	0	0	0	0	63,067	0	573,013	9.9 %
	Non-Labor	258,941	258,941	16,547	19,786	18,204	0	0	0	0	0	0	0	0	0	54,536	0	204,404	21.1 %
Grand Total		895,020	895,020	54,241	39,963	23,400	0	0	0	0	0	0	0	0	0	117,603	0	777,417	13.1 %