



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

March 16, 2017

Approved April 13, 2017

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission monthly meeting to order at 10:03 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Christian Halliburton
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by Phone:

Commissioner Sam Pailca

Not in Attendance:

Jeff Slayton Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

January 19, 2017 PSCSC Meeting: The Commission reviewed the minutes of the January 19, 2017 monthly meeting of the PSCSC. Commissioner Halliburton moved to approve the minutes. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

- 2. SFD Classification Update:** Dori Towler, Seattle Fire Department, Sr. Personnel Specialist was present and gave the commission an update on SFD classifications. Ms. Towler reported the Fireboat Pilot position is currently under review by Seattle Department of Human Resources (SDHR) and SDHR will review and update additional SFD positions.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729
Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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3. Case Status Report/Appeals Update: The Commission reviewed the Case Status Report.

FF Brady J. Hubler #17-03-002-Lt. Exam: The Executive Director reported that she received an email from Firefighter Hubler requesting an exception for entry to the 2017 Fire Lieutenant Exam, after missing the deadline. FF Hubler was not present to address the Commission. The Commission denied FF Hubler's request on the grounds that the Commission is very strict to adhere to exams deadlines. The Executive Director will notify FF Hubler of the decision.

4. Executive Directors Report:

- **SFD & SPD Hiring Equity Consultant Contract Update:** The Commission received an update via email from Bailey Hinckley, Workforce Equity Program Manager. Ms. Hinckley reported that a consulting firm has been hired out of Florida to complete the work in three phases:

1. A job task analysis for entry-level firefighters and patrol officers;
2. Mapping of the entry-level hiring process for SFD and SPD; and
3. A Racial Equity Toolkit (including applicants to SFD and SPD as stakeholders) to assess potential barriers in the hiring process.

Data is currently being collected for phases 1 and 2 and the plan is to complete the project by the deadline of July 12, 2017. Ms. Hinckley will provide monthly updates to the commission on the programs progress.

- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Commission reviewed the monthly budget. Ms. Greenlee reported the budget is on track.

- **Privacy and Security Awareness:** The Commission received an Overview of the Privacy and Information Security Awareness training that all City department and staff are required to take. Seattle Information Technology Department makes the training available through the City's online training portal. The Executive Director notified the commissioners they were required to take the training. Commissioner Nark stated he completed the training.

5. Old/New Business:

- **Reconsideration of SFD Oral Board Battalion Chief Exam Protest Appeal:** Captain Tim Munnis was present to request reconsideration of the Commission's July 2016 decision regarding the exam protest appeal from the June 2016 SFD Battalion Chief Oral Board Exam. Captain Munnis was present at the July 14, 2016 meeting to protest ratings from Boards A and C. At the July meeting the Commission *granted* unanimously the appeal to

remove ratings 1-7 of Board A and Rating 3 of Board C. and *denied* the appeal to remove the entire oral board and additional relief. The Commission will table the issue until the next meeting to allow time to review statistical data on Board A.

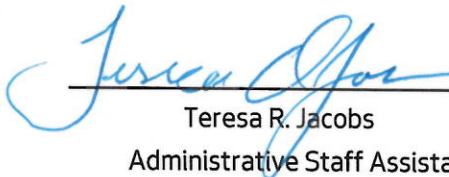
Request to Change April Meeting Date: Rachael Schade, SPD Exams Analyst was present to ask the Commission if the April 20 meeting could be moved to accommodate the schedule for turnaround of Fire and Police exam protest appeals and scoring. The Commission agreed to move the meeting to April 13th.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:31 am.

Respectfully Submitted by:

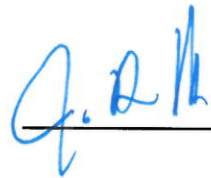
/s/ Teresa R. Jacobs 4/13/2017

/s/ Joel A. Nark 4/13/2017



Teresa R. Jacobs
Administrative Staff Assistant

Date: 4.13.17



Joel A. Nark
Commission Chair

Date: 4.13.2017