



City of Seattle

CIVIL SERVICE COMMISSION

Seeking Candidates for City of Seattle Civil Service Commission

The Seattle City Council is seeking candidates interested in serving as a commissioner on Seattle's [Civil Service Commission \(CSC\)](#).

About the Civil Service Commission (CSC)

The City of Seattle encourages citizen participation in local governmental functions such as citizen advisory boards, commissions, and committees. As a CSC Commissioner, you will have the opportunity to serve on a three-member, neutral quasi-judicial body that conducts fair and impartial hearings on employee disciplinary and occasionally other types of appeals, in accordance with the City of Seattle Personnel Ordinance and applicable rules.

Principles that guide the CSC's work

- **Integrity** - We fulfill our charge as an independent quasi-judicial body committed to ensuring fair administration of our responsibilities.
- **Equity** - We pledge to treat employees who appear before the commission with impartiality, fairness, and justice. The commission recognizes that implicit bias and inequities are present in all social systems and works to eliminate them.
- **Accessibility** – We are open, available, and engaged with employees who feel harmed by alleged violations of the personnel rules and appeal to the Commission. We seek to reduce barriers to being heard and listen to employees who seek fairness in appeals of demotions, terminations, suspensions, and other alleged violations of personnel rules.

Appointment and Term Information

- The appointee will serve the remainder of 2024, to finish a three-year term that started in 2022.
- We hope that the candidate will also be appointed to serve the next full term, 2025-2027.
- Commissioners may serve multiple terms; each term is three years.
- The Mayor and the City Council each appoint one commissioner and the third commissioner is elected by their civil service employee peers. This position will be appointed by the Seattle City Council.

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/>

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com

CSC Commissioner Duties and Responsibilities

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

CSC commissioners uphold and act in accordance with the CSC Rules of Practice & Procedure, the Seattle City Charter, a 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, they must be able to:

- As a panel member, conduct quasi-judicial administrative hearings and render decisions on whether disciplinary and other employment-related decisions violated Seattle's civil service rules and processes.
- Attend and participate in CSC meetings (currently the third Monday of the month at 2 pm but may be adjusted on commissioner availability) and special meetings as necessary. In person attendance is preferred, but remote attendance is permitted.
- Participate in training related to the City's Race and Social Justice Initiative, privacy practices, the Washington Open Public Meetings Act (OPMA), and Public Records Act (PRA) and other subject matter related trainings.
- Timely respond to commission-related communications through city-provided channels.
- Prepare for meetings and hearings by reviewing agendas and provided materials.
- Work with CSC staff and other commissioners towards the goals and mission of the CSC.
- With other commissioners, supervise the Executive Director.

Time Commitment and Stipend

The time commitment may vary, depending on the number and nature of matters before the CSC 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.

Selection Criteria

Candidates may have a variety of professional experiences to qualify. Current and past commissioners have had experience in employment and/or labor law, human resources, been members of the judiciary, and/or community leaders.

The following criteria will be considered when assessing applicants. No individual candidate will possess all the qualities, but the goal is to ensure that as a group, the CSC possesses the experience and values described below.

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Relevant Criteria/Experience:

- Interested 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 CSC's work.
- Committed to fairness and due process in employment and, as necessary, interest in deepening ones' 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.
- Committed to civil service principles and working with unionized workforces, from an employee, management, or advisory perspective.
- Ability and desire to participate in quasi-judicial processes, with support and advice from CSC 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 outside of the City of Seattle structure.

Selection Process

Letters of interest and a CV/resume should be emailed to CSC Executive Director [Andrea Scheele, andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov). The Seattle City Council's Governance Committee will make the nomination in 2024 after vetting applicants. Once a selection is made, there may be a brief public hearing which the Council may request the candidate to attend to discuss their qualifications and interest in the position. Referred candidates' appointments will be voted on by the full City Council.

Email inquiries about the position to Executive Director [Andrea Scheele, andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov).

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