



# City of Seattle

---

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton

### Public Safety Civil Service Commission Special Meeting Minutes Approved: February 17, 2012

January 13, 2012

#### 1. Introductions:

The Public Safety Civil Service Commission opened the special meeting on Friday, January 13, 2012, called to order by Chair Terrence Carroll at 10:12 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll  
Commissioner Christian Halliburton  
Jeff Slayton, Assistant City Attorney  
Teresa Jacobs, CSC

Commissioner Joel Nark  
Mary E. Effertz, Executive Director  
Dori Towler, Human Resources, SFD  
Pam Inch, Personnel Dept.

#### 2. Discussion of Hiring Process for the Combined Director of the CSC and the PSCSC:

Pam Inch, Personnel Dept., presented the Commissioners with the Position Description Questionnaire (PDQ) for the Executive Director for their approval. After discussion, the Commissioners approved the PDQ and Chair Carroll signed, per motion of Commissioner Nark, seconded by Commissioner Halliburton, all in favor.

Additionally, the Guideline for Interviews of the candidates was distributed to the Commissioners. Ms. Inch described the guidelines and the interview format that would be conducted at the joint meeting of the Commissions on Jan. 20, 2012.

#### 3. Adjourn to Executive Session:

Chair Carroll announced the Commission would go into Executive Session to discuss the applications received for the interview process for approximately 30 minutes.

#### 4. Return to the Record and Adjourn:

Commissioner Nark offered a motion that during the application and interview process for Executive Director, that the Chair be authorized to enter into salary negotiations for the position; and that in any other preliminary matters, to make decisions as Chair on behalf of the Commission. Chair Carroll called for a vote, all in favor.

All other business before the Commission having been considered, the meeting was adjourned at 11:35 a.m. The February monthly meeting will be held on Friday, February 17, 2012.

Respectfully Submitted,

---

Mary E. Effertz  
Executive Director

---

(date signed)

---

Terrence Carroll  
Commission Chair