



City of Seattle

CIVIL SERVICE COMMISSION

Seeking Candidates for City of Seattle Civil Service Commission

The Seattle City Council is seeking potential candidates interested in being considered to serve as a commissioner on the Seattle [Civil Service Commission \(CSC\)](#). This is a three-year appointment to begin in 2022.

The CSC is a three-member, impartial, quasi-judicial body whose mission is to be fair and impartial in deciding appeals of serious actions and other employment-related matters, to ensure fair and consistent treatment among members of the civil service in accordance with the City of Seattle Personnel Ordinance and applicable rules. The Mayor and the City Council each appoint a member to the Commission and a third is elected by civil service employees.

An Executive Director and an Executive Assistant work alongside and provide support to the CSC and manage the commission's office. The City Attorney's Office provides legal advice when necessary.

CSC commissioners, with support of the Executive Director, must be able to perform all functions necessary under the CSC Rules of Practice and set forth in the City Charter and Seattle Municipal Code. Those include:

- As part of a panel, conduct quasi-judicial hearings and make decisions regarding:
 - Disciplinary appeals
 - Alleged violations of applicable portions of the Charter of The City of Seattle, the Personnel Ordinance, or the Civil Service Commission Rules
- Comply with collective bargaining agreements
- Participate in CSC's meetings (currently the third Monday of each month but may be adjusted based on commissioner availability) and special meetings as necessary. In-person attendance is preferred when health conditions allow, but remote attendance is required during the pandemic and will be allowed when public health conditions return to normal. The CSC's business is governed by the Washington Open Public Meetings Act (OPMA), and Public Records Act (PRA) and commissioners are responsible for understanding and complying with those laws

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 <http://www.seattle.gov/CivilServiceCommissions/>

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

- Participate in trainings related to the City’s Race and Social Justice Initiative, privacy practices, the OPMA and Washington’s Public Records Act and subject matter-related training such as civil service conferences
- Timely respond to commission-related communications through city-provided channels
- Review materials in preparation for meetings and hearings
- Work with CSC staff and other commissioners to achieve the goals and mission of the CSC
- With other commissioners, supervise the work of the Executive Director

The required time commitment varies depending on the number and nature of matters before the CSC and the projects that commissioners take on. The minimum time commitment may be as few as 8 hours per month but may be greater to accommodate for multi-day appeal hearings and the like.

Selection Criteria

Historically, commission members 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. Although no single candidate may possess all these qualities, the goal is to ensure that together the members of the CSC adequately represent each of these qualifications.

Qualifications:

- Demonstrated commitment to racial equity, dismantling racist structures and practices within and outside of the City structure
- 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, deepening their 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 the City Attorney’s Office. Those proceedings may include multi-day hearings (scheduled in coordination with commissioners’ availability), taking of evidence, ruling on legal motions, and drafting written decisions that may be subject to review by courts

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of law. Legal experience is not required, but a willingness to learn and follow quasi-judicial processes is required

- Experience working effectively with racially, ethnically, and economically diverse populations
- Ability and desire to create positive change in organizations

Commissioners are paid a stipend of \$200 per biweekly pay period, which may not reflect the full extent of the work to be performed.

Selection Process

Letters of interest and a resume should be forwarded to Executive Director [Andrea Scheele, andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov). The City Council's Governance Committee will make the nomination in 2022 after vetting applicants, including a brief public hearing which the Council may request the candidate attend.

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