

# Civil Service Commissions

---

Jennifer A. Greenlee, Executive Director

Information Line: (206) 233-7118

On the Web at: <http://www.seattle.gov/CivilServiceCommissions/>



## Department Overview

The Civil Service Commissions (CIV) is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission, quasi-judicial bodies charged with providing fair and impartial hearings of alleged violations of the City's personnel rules. Each Commission is governed by a separate three-member board, with one member appointed by the Mayor, one appointed by the City Council, and one elected by and representing employees. The term of each Commissioner is three years.

The **Civil Service Commission (CSC)** provides fair and impartial hearings of alleged violations of the City's personnel rules. Employees may file appeals with the CSC regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as related rules and policies. The CSC may issue orders to remedy violations and may also make recommendations to the Mayor and City Council regarding the administration of the personnel system.

In addition, the CSC investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter. The CSC conducts public hearings on personnel related issues and may propose changes to Personnel rules, policies, and laws to the Mayor and City Council.

The mission and purpose of the **Public Safety Civil Service Commission (PSCSC)** is to implement, administer, and direct a civil service system for sworn personnel of the Seattle Police Department and uniformed personnel of the Seattle Fire Department. The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues.

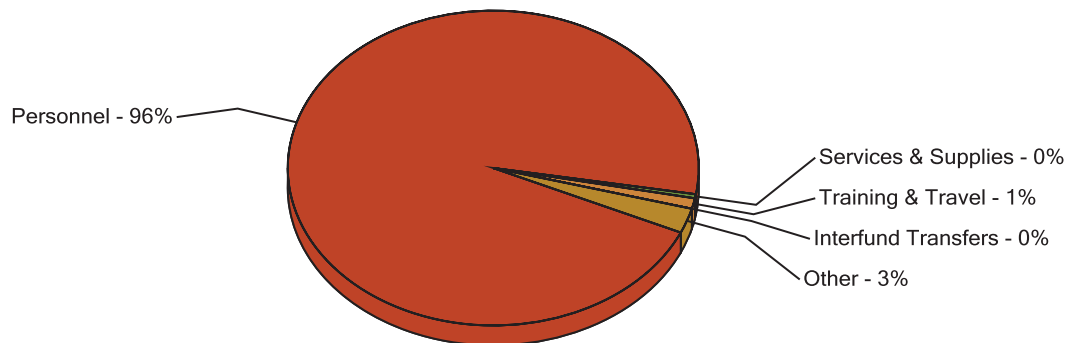
## Civil Service Commissions

### Budget Snapshot

Department Support	2011 Actual	2012 Adopted	2013 Adopted	2014 Endorsed
General Fund Support	\$0	\$344,266	\$373,371	\$385,887
<b>Total Operations</b>	<b>\$0</b>	<b>\$344,266</b>	<b>\$373,371</b>	<b>\$385,887</b>
<b>Total Appropriations</b>	<b>\$0</b>	<b>\$344,266</b>	<b>\$373,371</b>	<b>\$385,887</b>
Full-time Equivalent Total*	0.00	2.60	2.60	2.60

\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

### 2013 Adopted Budget - Expenditure by Category



### Budget Overview

The 2012 Adopted Budget merged into a single unit the administrative support functions for the CSC and PSCSC. This reorganization in no way altered the responsibilities, duties, make-up, or scope of the two Commissions. Rather, it streamlined the administrative support services the Commissions rely on. The 2013 Adopted and 2014 Endorsed budgets continue the reorganization of 2012 and make only incremental changes to the budget as a result of salary adjustments and inflation.

#### City Council Changes to Proposed Budget

There were no changes made to the 2013-2014 Proposed Budget.

## Civil Service Commissions

### Incremental Budget Changes

#### Civil Service Commissions

	2013		2014	
	Budget	FTE	Budget	FTE
<b>Total 2012 Adopted Budget</b>	<b>\$ 344,266</b>	<b>2.60</b>	<b>\$ 344,266</b>	<b>2.60</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 15,320	0.00	\$ 27,427	0.00
Salary and Benefit Adjustments	\$ 12,396	0.00	\$ 12,649	0.00
<b>Proposed Technical Changes</b>				
Final Citywide Adjustments for Standard Cost Changes	\$ 1,390	0.00	\$ 1,546	0.00
<b>Total Incremental Changes</b>	<b>\$ 29,106</b>	<b>0.00</b>	<b>\$ 41,622</b>	<b>0.00</b>
<b>2013 Adopted/2014 Endorsed Budget</b>	<b>\$ 373,371</b>	<b>2.60</b>	<b>\$ 385,887</b>	<b>2.60</b>

### Descriptions of Incremental Budget Changes

#### Baseline Changes

##### **Citywide Adjustments for Standard Cost Changes - \$15,320**

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and employment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

##### **Salary and Benefit Adjustments - \$12,396**

The Budget increases the salary appropriation to fully fund the Executive Director position.

#### Proposed Technical Changes

##### **Final Citywide Adjustments for Standard Cost Changes - \$1,390**

Citywide technical adjustments made in the "Proposed Phase" reflect changes due to inflation, central cost allocations, retirement, health care, workers' compensation, and unemployment costs. These adjustments typically reflect updates to preliminary cost assumptions established in the "Baseline Phase."

### City Council Provisos

There are no Council provisos.

## Civil Service Commissions

### Expenditure Overview

Appropriations	Summit Code	2011 Actual	2012 Adopted	2013 Adopted	2014 Endorsed
Civil Service Commissions Budget Control Level	V1CIV	0	344,266	373,371	385,887
<b>Department Total</b>		<b>0</b>	<b>344,266</b>	<b>373,371</b>	<b>385,887</b>
<b>Department Full-time Equivalents Total*</b>		<b>0.00</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>

*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

### Appropriations By Budget Control Level (BCL) and Program

#### Civil Service Commissions Budget Control Level

The purpose of the Civil Service Commissions Budget Control Level is to provide administrative support to the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues. The CSC directs the civil service system for all other employees of the City. It investigates allegations of political patronage so the City's hiring process conforms to the merit system set forth in the City Charter. These commissions will at times improve the City personnel system by developing legislation for the Mayor and City Council.

Program Expenditures	2011 Actual	2012 Adopted	2013 Adopted	2014 Endorsed
Civil Service Commissions	0	344,266	373,371	385,887
<b>Total</b>	<b>0</b>	<b>344,266</b>	<b>373,371</b>	<b>385,887</b>
Full-time Equivalents Total*	0.00	2.60	2.60	2.60

*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*