

Civil Service Commissions

Jennifer A. Greenlee, Executive Director

(206) 233-7118

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

Department Overview

The **Civil Service Commissions** is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission that are both 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 the 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 the City Council.

The 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.

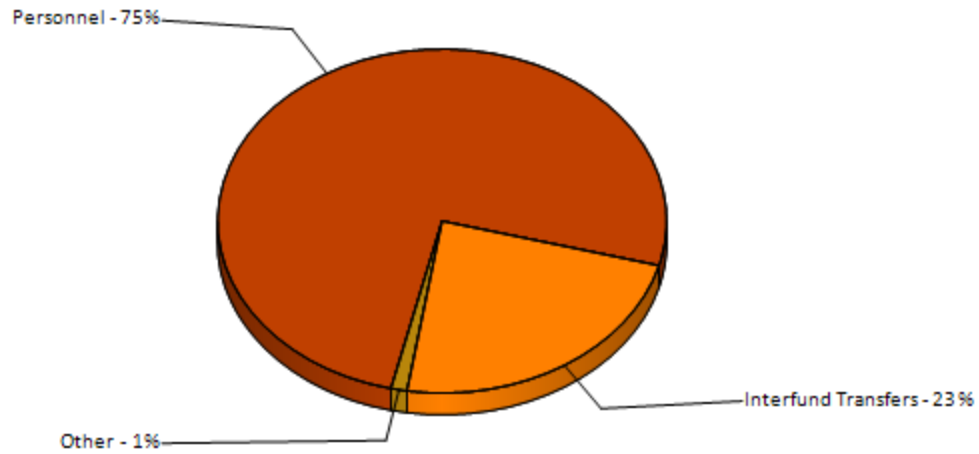
Budget Snapshot

Department Support	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
General Fund Support	\$309,230	\$518,133	\$519,606	\$506,518
Total Operations	\$309,230	\$518,133	\$519,606	\$506,518
Total Appropriations	\$309,230	\$518,133	\$519,606	\$506,518
Full-time Equivalent Total*	2.60	2.60	2.60	2.60

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

Civil Service Commissions

2016 Adopted Budget - Expenditure by Category



Budget Overview

The workload of the Civil Service Commission (CSC) is largely driven by the number of appeals filed regarding the City's personnel rules, and appeals have been decreasing over the last five years, because of this the adopted budget reduces funding for the CSC. The CSC uses temporary Hearing Examiner employees to hear the appeals and the 2016 Adopted Budget reduces the budget for temporary employees to align with actuals. The PSCSC is not impacted by the reduced budget for temporary employees. The adopted budget also reduces the department's budget for travel, training and other administrative items to better align with the department's historical spending.

City Council Changes to the Proposed Budget

The Council made no changes to the 2016 Proposed Budget.

Civil Service Commissions

Incremental Budget Changes

Civil Service Commissions

	2016	
	Budget	FTE
Total 2016 Endorsed Budget	\$ 519,606	2.60
Baseline Changes		
Citywide Adjustments for Standard Cost Changes	\$ 7,696	0.00
Proposed Changes		
Proposed Operating Adjustment	-\$ 20,784	0.00
Total Incremental Changes	-\$ 13,088	0.00
2016 Adopted Budget	\$ 506,518	2.60

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$7,696

Citywide technical adjustments made in the initial planning phase reflect changes in the internal services costs, health care rate reduction, retirement contribution rate reduction, and updates to unemployment and industrial insurance charges. There was also an adjustment made to the 2016 base to recoup savings from a higher-than-expected inflation provided in the 2015 Adopted Budget for non-labor expenses. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Proposed Changes

Proposed Operating Adjustment - (\$20,784)

During the 2016 budget process, the Department identified areas where it could reduce its General Fund appropriations. This adjustment reduces the annual operating budget for temporary employees, training and travel and other administrative functions. These reductions will not impact the Department's ability to provide services to the Commissions.

City Council Provisos

There are no Council provisos.

Civil Service Commissions

Expenditure Overview

Appropriations	Summit Code	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Civil Service Commissions Budget Control Level	V1CIV	309,230	518,133	519,606	506,518
Department Total		309,230	518,133	519,606	506,518

Department Full-time Equivalents Total*	2.60	2.60	2.60	2.60
--	-------------	-------------	-------------	-------------

** FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources 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	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Civil Service Commissions	309,230	518,133	519,606	506,518
Total	309,230	518,133	519,606	506,518
Full-time Equivalents Total*	2.60	2.60	2.60	2.60

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