

Civil Service Commissions

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<http://www.seattle.gov/civil-service-commission>
<http://www.seattle.gov/public-safety-civil-service-commission>

Department Overview

The **Civil Service Commissions (CIV)** is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission. The Commissions are quasi-judicial bodies charged with providing fair and impartial hearings on disciplinary actions and other employment related issues. 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, the 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 (SPD) and uniformed personnel of the Seattle Fire Department (SFD). The PSCSC directs and oversees entry-level and promotional civil service exams for positions in SPD and SFD, and the PSCSC provides sworn police and uniformed fire employees with a quasi-judicial hearing process on appeals concerning disciplinary actions, examination and testing, and related issues.

Budget Snapshot

	2020 Actuals	2021 Adopted	2022 Proposed
Department Support			
General Fund Support	507,423	522,731	601,557
Total Operations	507,423	522,731	601,557
Total Appropriations	507,423	522,731	601,557
Full-Time Equivalents Total*	2.00	2.00	2.00

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

Budget Overview

The 2022 Proposed Budget for Civil Service Commissions (CIV) includes increases for reclassified positions and higher subscriptions costs. The proposed budget also includes Citywide technical adjustments related to internal services costs and personnel costs.

Civil Service Commissions

Incremental Budget Changes

Civil Service Commissions

	Dollars	FTE
2021 Adopted Budget	522,731	2.00
Baseline		
Citywide Adjustments for Standard Cost Changes	33,261	-
Baseline Adjustments for Personnel Costs	5,565	-
Proposed Operating		
Positions Reclassification Increase	30,000	-
Increase for Ongoing Subscriptions and Services	10,000	-
Total Incremental Changes	\$78,826	-
Total 2022 Proposed Budget	\$601,557	2.00

Description of Incremental Budget Changes

Baseline

Citywide Adjustments for Standard Cost Changes

Expenditures \$33,261

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Baseline Adjustments for Personnel Costs

Expenditures \$5,565

This centrally administered change adjusts appropriations to restore the annual wage increase for non-represented Executives, Managers and Strategic Advisors, which was forgone in 2021 due to financial constraints.

Proposed Operating

Positions Reclassification Increase

Expenditures \$30,000

This item increases ongoing appropriation authority by \$30,000 to the Civil Service Commissions. This increase provides the department with sufficient budget authority to cover an increase in personnel compensation due to two position reclassifications approved in 2020 by the Seattle Department of Human Resources.

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Increase for Ongoing Subscriptions and Services

Expenditures \$10,000

This item increases ongoing appropriation authority by \$10,000 to the Civil Service Commissions for an increase in subscriptions and services necessary to perform the core duties of the department, including court recording software, legal research, and publications for administrative rulemaking.

Expenditure Overview

Appropriations	2020 Actuals	2021 Adopted	2022 Proposed
CIV - BO-VC-V1CIV - Civil Service Commissions			
00100 - General Fund	507,423	522,731	601,557
Total for BSL: BO-VC-V1CIV	507,423	522,731	601,557
Department Total	507,423	522,731	601,557
Department Full-Time Equivalents Total*	2.00	2.00	2.00

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Budget Summary by Fund Civil Service Commissions

	2020 Actuals	2021 Adopted	2022 Proposed
00100 - General Fund	507,423	522,731	601,557
Budget Totals for CIV	507,423	522,731	601,557

Appropriations by Budget Summary Level and Program

CIV - BO-VC-V1CIV - Civil Service Commissions

The purpose of the Civil Service Commissions Budget Summary 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.

Program Expenditures	2020 Actuals	2021 Adopted	2022 Proposed
Civil Service Commissions	507,423	522,731	601,557
Total	507,423	522,731	601,557
Full-time Equivalents Total*	2.00	2.00	2.00

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