



# City of Seattle

---

## CIVIL SERVICE COMMISSIONS

### PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton

Commissioner Joel A. Nark

Commissioner Sam Pailca

### Public Safety Civil Service Commission

January 18, 2018

Approved February 15, 2018

**Call to Order:** Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission regular monthly meeting to order at 10:09 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

#### In Attendance:

Commission Chair Christian Halliburton

Commissioner Joel Nark

Jennifer A. Greenlee, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

Jeff Slayton Assistant City Attorney

#### Not in Attendance:

Commissioner Sam Pailca

#### 1. Approval of Minutes:

**December 21, 2017 PSCSC Special Meeting:** The Commission reviewed the minutes of the December 21, 2017 special meeting of the PSCSC. Commissioner Nark moved to approve the minutes as written. Commissioner Halliburton seconded the motion. The minutes were approved by acclamation and were signed by the Chair.

**December 21, 2017 Joint PSCSC/CSC Meeting:** The Commission reviewed the minutes of the December 21, 2017 joint meeting of the PSCSC and CSC. Commissioner Nark moved to approve the minutes as written. Commissioner Halliburton seconded the motion. The minutes were approved by acclamation and were signed by the Chair.

---

#### City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

*An equal employment opportunity employer. Accommodations for people with disabilities provided upon request*



2. **Case Status Report-Appeals/Update:** The Commission reviewed the case status report. The Executive Director reported that there were no new appeals filed.

The following items were taken out of order:

4. **Exams Analyst Updates:** Rachael Schade, Police Exams Analyst and Yoshiko Matsui, Acting Fire Exams Analyst, were present to provide an update on the upcoming police and fire exams. Ms. Schade stated there were 670 applicants for the upcoming exam. The sergeant's exam filing period is currently open with 80 applicants. Ms. Matsui stated the written exam for Fire Captain is scheduled take place in April, and Fireboat Pilot is scheduled for July.

5. **Executive Director's Report:**

- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Executive Director reported that the Budget for 2018 has not been loaded, and the new codes will be reflected.

6. **Old/New Business:**

- **Police Accountability Legislation:** Commission Counsel Jeff Slayton updated the Commission that the issues that may impact the PSCSC are still in Labor Negotiations.

*This item was taken out of order:*

3. **Police/Fire Hire Equity Project Update:** Felecia Caldwell, Director of Workforce Equity with the Seattle Department of Human Resources (SDHR) presented follow up responses and questions from the Commission and constituents regarding the SFD & SPD Equity. Seattle Firefighter Doug Johnson was present and raised his concerns regarding the adverse effects of the exams process on black candidates, particularly in the mechanical, math and reading portions of the exams. Ms. Caldwell requested the Commission approve several proposed motions.

**Proposed Motion 1. Exams align with the updated job task analyses:**

**Proposed Motion:**

- A. Utilize the FireTEAM video test along with the integrity component as a replacement for the current written exam.
- B. Test every year rather than every two years to shorten the time from testing to hire date.
- C. Utilize the seven Washington state test center locations to increase access to the exam.
- D. Administer the test over a two-month period to accommodate candidate schedules.

Commission Chair Halliburton moved to accept the motion. Commissioner Nark seconded the motion. **The motion passed.**

## Proposed Motion 2. Oral Board:

### Proposed Motion:

With full recognition that changes to this process will require significant organizational change support, this motion states that the City:

**A. Include community as well as uniformed members on the interview panel.**

**B. Ensure that subjects covered in the exam process are not covered again in the oral board to avoid double-weighting of any subject and oral board questions are aligned to an updated job task analysis.**

**C. Move to a pass/fail scoring structure.**

**D. Provide for scoring to be done entirely independently with no discussion amongst panel members.**

**E. Keep additional potential changes in mind, up to and including elimination of oral boards, based on continual analysis.**

Commission Chair Halliburton moved to accept the motion. Commissioner Nark stated he would not second the motion without an amendment to the motion. Commissioner Nark requested more information regarding item C. "Move to pass/fail scoring structure" and the pass/fail needs to be consistent with current commission rules.

The Commission Chair moved to amend proposed motion 2, including Items A, B, & D. Commissioner Halliburton stated that E. is not part of the formal motion, but is an indicator there could other changes forthcoming. Commissioner Nark seconded the motion. The motion passed.

Commission Counsel Jeff Slayton will research and provide information to the Commission on how the request for Pass/Fail would align with Commission rules. Ms. Caldwell will return to the February meeting with a status update.

### Old/New Business (Continued):

**December 18, 2018 Joint Meeting Date:** The Commission tabled until Commissioner Pailca is present.

**Adjourn:** All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:22 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 2/15/2018

  
Date: 2-15-18  
Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Christian Halliburton 2/15/2018

  
Date: 2/15/18  
Christian Halliburton  
Commission Chair