



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

March 21, 2019

Approved June 20, 2019

Call to Order: Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian M. Halliburton
Commissioner Sam Pailca
Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by Phone:

Commissioner Joel Nark

Not In Attendance:

Jennifer A. Greenlee, Executive Director
Jeff Slayton Assistant City Attorney

1. Approval of Minutes:

January 17, 2019 PSCSC Meeting: The Commission reviewed the minutes of the January 17, 2019 monthly meeting. The Commission accepted the minutes as written. The minutes were approved by acclamation and signed by the chair.

2. OPMA Training: Postponed until April

The Following Items Were Taken Out of Order

4. Exam Unit Updates:

Police: Rachael Schade, Police Exams Analyst notified the Commission that the Exams Analysts and other staff from SDHR would travel to Houston and Atlanta to administer entry

City of Seattle Civil Service Commissions

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level and lateral police exams. Ms. Schade stated the hiring incentive pay was approved and signed by the Mayor. Ms. Schade notified the commission that there are 100 applicants for the Atlanta entry exam, and 27 for the lateral exam. Fifty-one (51) applicants for the Houston entry exam and seventeen (17) for the lateral exam. The Police Lieutenant exam took place March 15. There were thirty-eight (38) applicants and twenty-six (26) participated. Ms. Schade gave an overview of the hiring incentives: Lateral Bonus is \$15,000; Entry-level Bonus is \$7,500. The stipulations are 50% paid with first check, 50% upon completion of 1-year probationary period and a three (3) year commitment or must pay back pro-rated.

3. Case Status Report: The Commission reviewed the monthly Case Status Report. There was one request for reinstatement after resignation and two requests for decisions regarding exams.

- **Havner (SFD)-PSCSC No. 19-05-001:** Firefighter Havner was present to request the commission reinstate him to the Supplemental Battalion Chief Register. FF Havner resigned as a Battalion Chief.
- **Jacobowitz (SFD)-PSCSC No. 19-03-003** Firefighter Jacobowitz was present to address the commission and request to take the promotional exam for fire Lieutenant. FF Jacobowitz believed he had submitted an application through NeoGov and there was a date error.
- **Robinson (SFD)-PSCSC No. 19-03-004:** Paramedic Robinson was present to address the commission and request to take the promotional exam for fire Lieutenant. Paramedic Robinson missed the application deadline and believed there was an error on NeoGov.

Fire Exams Analyst Yoshiko Grace Matsui was present to address the Commission and provide evidence that Firefighters Jacobowitz and Robinson did not apply for the exam. Ms. Grace Matsui provided information to the Commission on NeoGov's capacity to audit and track applications, the practice and procedures the exams unit uses to notify applicants of deadlines for submissions, and providing information for issues during the application period. The commission took into consideration the parties statements.

4. Exam Update:

Fire: Ms. Grace Matsui notified the Commission that preparation for the Fireboat Engineer Exam is in process. The Final Bibliography is online, the written exam is scheduled for June, and the practical exam is tentatively scheduled in September. The Fire Lieutenant exam was held on March 16 and the protest period ended on March 20. If there are appeals, they will be heard in April and scoring

will go out after the April meeting. The Oral Boards are tentatively scheduled in June.

5. Executive Director Report:

- **Budget:** The Commission reviewed the monthly budget.
- **Financial Interest Statements:** The Commissioners, who did not send in FIS ahead of the meeting, filled out and submitted the forms at the meeting.

6. Old Business/New Business: None

Executive Session: The Executive Session began at 10:58 am. The Executive Session ended at 11: 22 am.

- **Havner-Reinstatement:** The Commission **granted** Firefighter Havner's reinstatement to the Supplemental Battalion Chief Register.
- **Jacobowitz-Exam Request:** The Commission **denied** Firefighter Jacobowitz's request to take the Fire Lieutenant Promotional Exam.
- **Robinson-Exam Request:** The Commission **denied** Paramedic Robinson's request to take the Fire Lieutenant Promotional Exam.

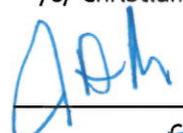
Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:30 am

Respectfully Submitted by:

/s/ Teresa R. Jacobs 6/20/2019


Date: 6-20-19
Teresa R. Jacobs
Administrative Staff Assistant

^{JOEL WALK}
/s/ Christian M. Halliburton 6/20/2019


Date: 6-20-19
Christian M. Halliburton
Commission Chair