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
September 17, 2015
Approved October 15, 2015

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

In Attendance:
Commissioner Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

In Attendance by Phone:
Commission Chair Christian Halliburton

Not in Attendance:
Commissioner Sam Pailca
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. **Approval of Minutes:**
   July 23, 2015: The Commission reviewed the minutes of July 23, 2015. Commissioner Halliburton moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclimation and signed by the Acting Chair.

2. **Appeals Update:**
   The commission reviewed the Case Status Report.
   - **Lowe v. SPD-#13-01-007:** The appellant filed a Petition for Writ of Review with King County Superior Court. Staff is preparing the record for filing by October 8, 2015.
   - **Leutz v. SPD-#15-01-002:** The prehearing is scheduled for September 29, 2015. The Executive Director will preside.
   - **Novisedlak v. SPD-#15-01-006:** The prehearing is scheduled for September 29, 2015. The Executive Director will preside.

3. **Appeal of SPD 2015 Captain's Promotional Exam-Lt. Greg Sackman-15-04-011:** Lt. Sackman was present to address the Commission regarding the use of the applicable Veteran's Preference credit added to his final score, for the 2015 Captain's Promotional Exam. Lieutenant Sackman stated that he has never asked to use the credit and should be granted the use of it.

4. **Tim Taylor, SFD, Lieutenant Testing Follow-Up:** Tim Taylor was present to address the Commission on the issue of the scoring for the 2015 Lieutenant Promotions. Mr. Taylor stated that during the 6-minute oral presentation, the proctor gave a one-minute warning at the four-minute mark rather than the five-minute mark. The proctor followed protocol and contacted Colleen Lafferty, Exams Analyst, who gave Mr. Taylor the additional one minute to finish his presentation. Mr. Taylor stated to the Commission, that the error negatively affected his final score and he believes he would have scored higher if he were given the entire six minutes without interruption. Mr. Taylor presented the Commission with a summary chart of the scoring and where he believes he would have ranked. Colleen Lafferty, Exams Analyst stated that the analysts who view the videotapes and score the candidates, could see the interaction between the proctor and candidate, and were aware of the timing issue.

5. **Request for Advisory Opinion-"Vacancy":** Julie McCarty, Seattle Fire Department, HR Director was present to clarify the advisory opinion SFD is seeking from the Commission on interpretation of PSCSC rule 10.06(c) Promotional Vacancies. Ms. McCarty stated SFD is seeking clarification on what "vacancy" means. The SFD is currently in labor negotiations with Local 27. Commissioners Nark and Halliburton agreed that a representative of the union as well as the department should be present at the next Commission meeting to provide additional information.

6. **SFD Firefighter Exam Process:** Julie McCarty addressed the Commission regarding the two Oral Boards that take place in the exams process. SFD is requesting that one of the two oral boards be removed. Candidates, who pass the written test, move to the first oral board, if they pass the first oral board, they advance to the second. SFD would like the process to be changed to a pass/fail written test and one oral board. Ms. McCarty stated that no candidate would be affected by the change because they are still in the application process. Applicants would be notified that only one oral board would be conducted if this change were approved.

7. **SFD Classifications Update:** The Executive Director met with Dori Towler, SFD, HR and Colleen Lafferty, Exams Analyst, regarding updating classifications. Ms. Towler stated there are several classifications that have not been updated, some since 1991; the updates would address the many changes in the industry as well as safety concerns. The Commissioners agreed that they could move forward with the process.

8. **Executive Directors Report:**
   - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track.

9. **Old Business/New Business:**
   - **Civil Service Conference September 10 & 11 in Yakima:** Jennifer Greenlee, Executive Director gave an update on the Civil Service Conference she attended, along with Colleen Lafferty, Fire Exams Analyst, Rachael Schade, Police Exams Analyst, and Kim Dow, SDHR, Administrative Assistant. They all agreed that it was well organized and informative. The Executive Director sent the Commissioners access to SharePoint to view the legal updates from the conference.

   - **Draft Declaration of Service:** The Executive Director drafted a Declaration of Service for deliveries of documents when staff is away from the office. The Commission accepts delivery by email and hard copy. The declaration would be available outside the office when deliveries are made and put through the mail slot. The Commission suggested that there be

a large secure receptacle, to deposit multiple binders.

- **8-17-15 Letter to the Mayor & Chief of Police:** The Executive Director sent a letter to the Mayor and Chief of Police with an invite to a Commission meeting. The Executive Director will follow up on their attendance.

Executive Session: The Commission went into Executive Session at 11:20 am. The Executive Session ended at 11:50 am.

The Commission announced their decisions in the following appeals/requests:
Veterans' Preference (Sackman): Granted
Lieutenant Testing Follow-Up (Taylor): Denied
SFD Exam Process-2 to 1 Oral Board: Granted

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:54 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/15/2015

Date: 10·15·15
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Christian M. Halliburton 10/15/2015

Date: 10/15/15
Christian M. Halliburton
Commission Chair