

City of Seattle
Civil Service Commission
May 21, 2008 Minutes

Approved July 16, 2008

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson

Commissioner Gregg Hiramawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

Janice Flaagan, Sr. Personnel Specialist, DoIT

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of April 16, 2008, Meeting Minutes:** The Commission reviewed the April 16, 2008 minutes. Commissioner Hiramawa moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
Hopkins v. DoIT CSC No. 07-03-013:
 - **Executive Session:** The Commission went into executive session at 9:35 a.m. to discuss a quasi-judicial matter. The executive session ended at 9:50 a.m. Executive Director will research delegation to Office for Civil Rights.
 - **Review: Decision on Hearing-Hopkins v. DoIT CSC No. 07-03-013:** Hearing Officer Diane Hess Taylor presided over the appeal and submitted a Decision. Commissioner Hiramawa was the Reviewing Officer. Neither party filed a Petition for Review of the order. In the order, the Hearing Officer ruled that the Appellant is not entitled to remain in the job of Video Technician II; but is entitled to reasonable accommodation by reassignment to other vacant equal or lesser positions if he meets the qualifications set forth in the City's policies. Commissioner Hiramawa moved to accept the decision. Commissioner Casson seconded the motion. The motion passed. The Commission attorney noted there were

issues addressed in the Hearing Officer's decision related to Reasonable Accommodations. Per SMC 4.04.260(d), the Commission agreed and instructed the Executive Director to forward the appeal to the Seattle Office for Civil Rights for consideration.

DISCUSSION ITEMS

- 3. Monthly Summit (Budget) Report:** Ms. Graham-Walton presented the monthly budget to the Commission, and reported the budget is on target for May.

- 4. Hearing Officer Budget Allocation Increase-Budget Issue Paper (BIP):** Ms. Graham-Walton reported to the Commission that the BIP was submitted to the Budget Analyst on May 16th. Ms. Graham-Walton will update the Commission on the status of the BIP.

- 5. Positions Classified Non-Exempt to Exempt 2007 to Present:** Staff compiled a table showing various departments and the number of positions classified non-exempt to exempt. Staff will update the table as the Personnel Classification Unit submits reports. The table will be included in the next Commission Annual Report.

- 6. Old/New Business:**
 - **Legislation Update:** Ms. Graham-Walton notified the Commission that the Personnel Director plans to meet with the Mayor regarding Personnel co-sponsoring the proposed legislation.

Adjourn—The meeting adjourned at 10:05 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 6/18/08

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/18/08

Steven A. Jewell
Commission Chair

Date