

# Civil Service Commission Candidate and Election Information Session

City Clerk and Civil Service Commission

September 2023



City of Seattle

# Introductions:

## Agenda:

- Overview
- Civil Service Commission
- Commissioner Election
- Questions?



**City of Seattle**

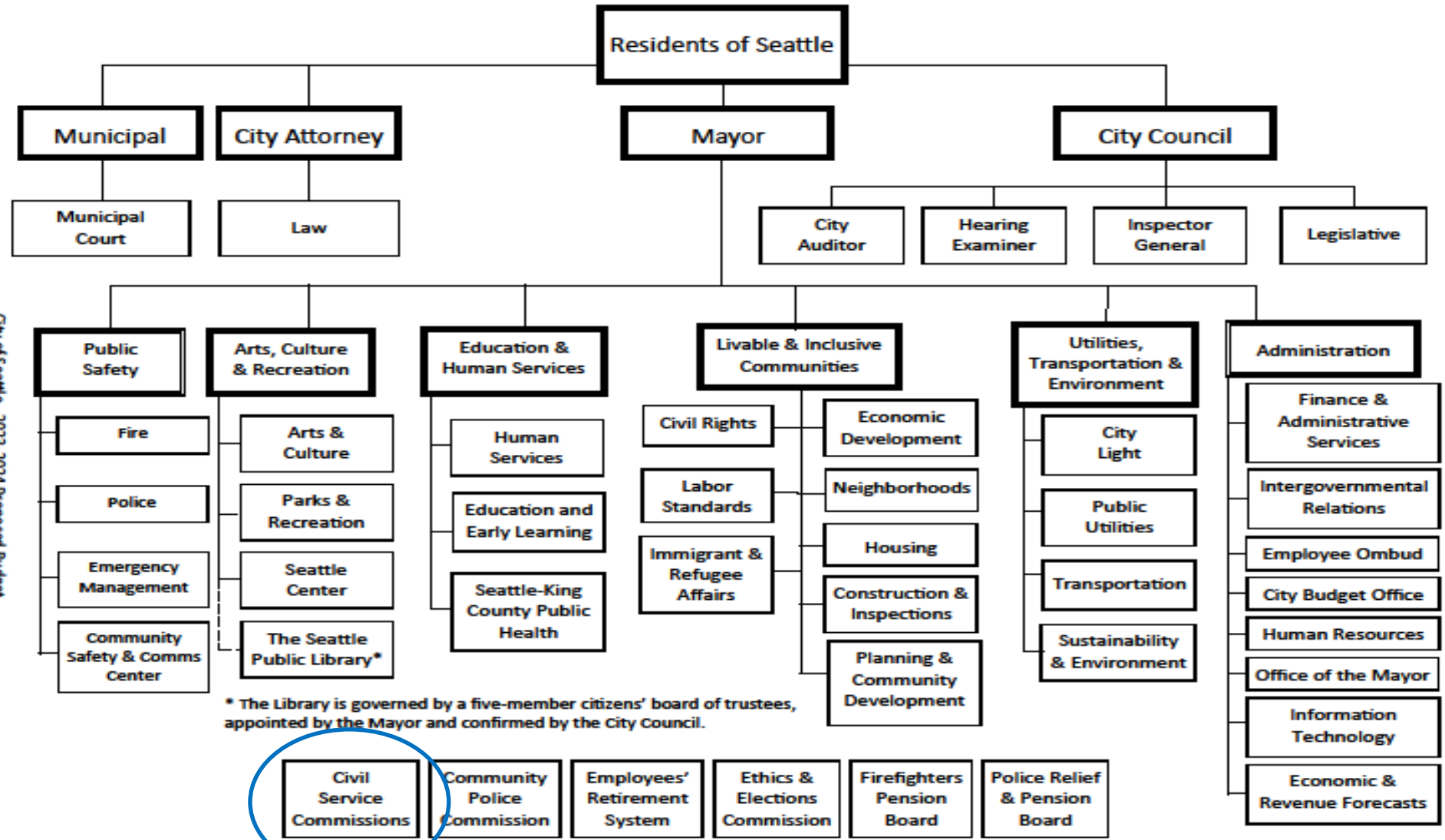
# Overview



# History and Organization

- Established in 1896, re-organized in 1977
- Creates a merit-based system of City employment to hire/retain qualified employees
- Two systems
  - Civil Service – most City employees (City Charter)
  - Public Safety Civil Service - "uniformed" police and fire (State law)
- Housed in Civil Service Commissions or "CIV" Department
  - Staffed by three FTE



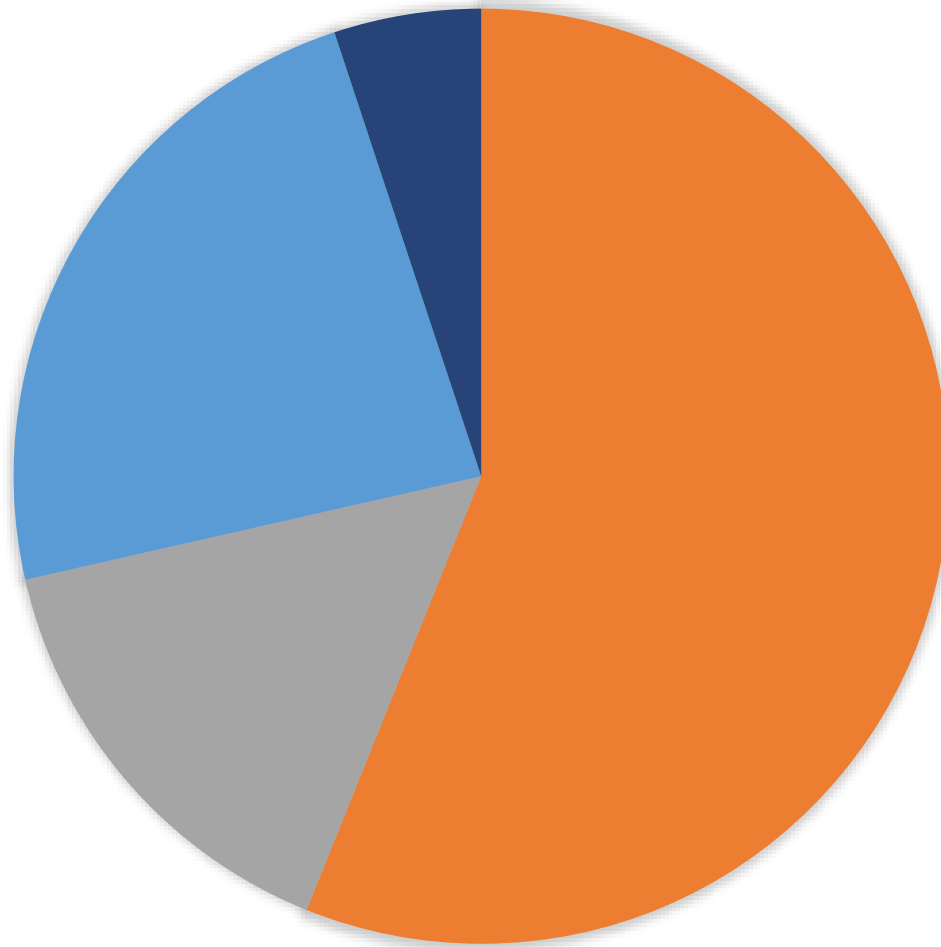


\* The Library is governed by a five-member citizens' board of trustees, appointed by the Mayor and confirmed by the City Council.





# COS Employees' Civil Service Status



**Total # Employees: 13,392**

■ Civil Service (7,512)

■ Public Safety Civil Service (2,056)

■ Exempt, incl. temporary (3,143)

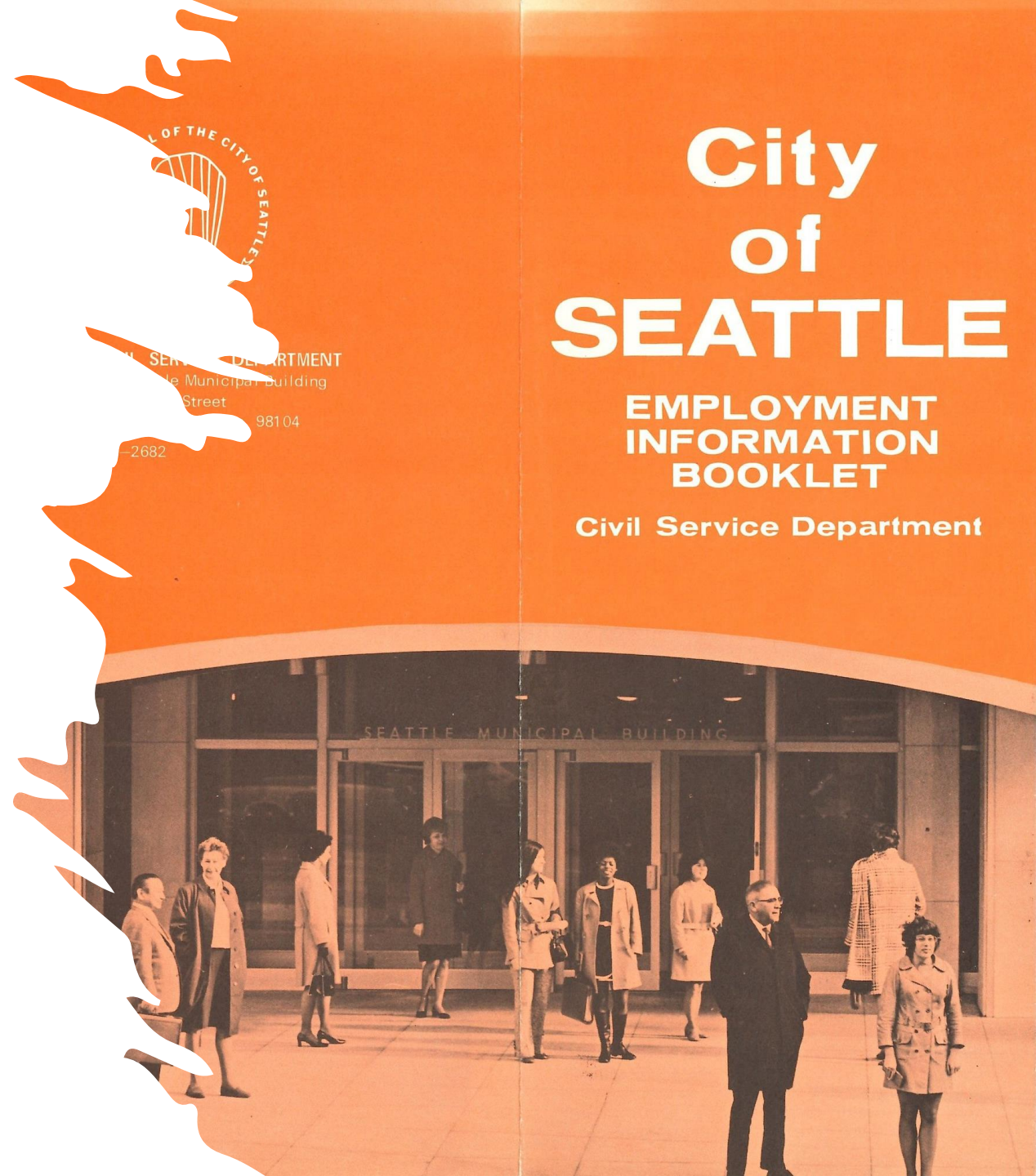
■ SPL, not in civil service system (681)

Source: City of Seattle 1/19/2023



**City of Seattle**

# The Role of the Civil Service Commission (CSC)



# CSC Commissioners

Jointly, commissioners work to ensure a merit-based employment system for covered City employees


- Commission Chair Mary Wideman-Williams (Mayor appointee)
- Commissioner Charlene MacMillan (City Council appointee)
- Commissioner Joshua Werner (Employee elected)





# What does the Commission do?

## Make Decisions on Employee Appeals:

- Alleged violations of the City Charter, Personnel Ordinance (SMC 4.04), and applicable Personnel Rules
  - Most commonly, disciplinary suspensions, terminations, and demotions
  - Conduct hearings - administer oaths, issue subpoenas, receive evidence, compel the production of documents, questions witnesses at hearings
  - Issue remedies, such as reinstatement, backpay, reversal of discipline
  - Rulings may be appealed to Superior Court
- 

# What does the Commission do? (cont.)

## Advocate for a Fair Employment System

- Consider opinions and interests of City employees and stakeholders on matters of the personnel system
- Submit recommendations to the Mayor and City Council related to the City's personnel system
- Review and comment on proposed Personnel Rule changes

## Respond to Political Patronage Complaints

- Investigate allegations of inappropriate pressure in hiring applied by elected officials in hiring



# What does the Commission do? (cont.)

## Oversee Department Business and Collaborate with CIV Staff

- Attend monthly meetings and receive updates about department operations
- Appoint and supervise the Executive Director (jointly with the Public Safety Civil Service Commission)



# Attributes of a successful commissioner:

- Ability to put aside personal opinions and apply Civil Service Rules, Personnel Rules, etc.
- Ability to work collaboratively with people from diverse backgrounds and perspectives
- Commitment to objectively review decisions made by higher-level authority
- Willingness to learn about and implement City RSJ and anti-racist practices
- Willingness to collaborate with CIV staff
- Availability to participate in several trainings and workshops





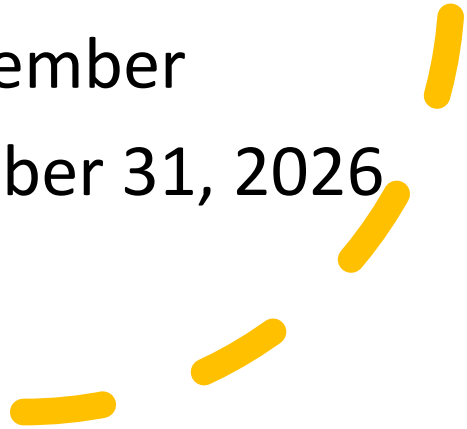
# Attributes of a successful commissioner (cont.):

- Ability to remain neutral and exercise independence when making decisions that impact City employees
  - Recognize conflicts of interest and recuse self from such matters as appropriate
  - Observe Appearance of Fairness doctrine
  - Uphold Civil Service Commission as an independent decision-making body
- Understanding or willingness to learn the principles of due process

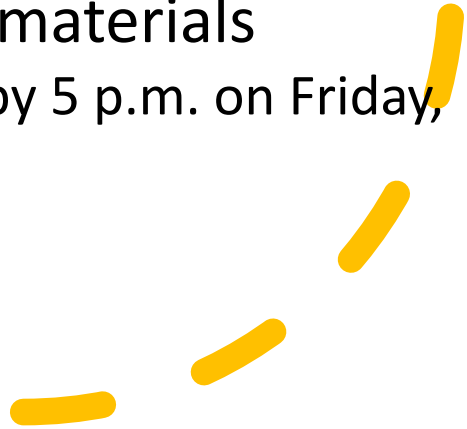
# Commissioner Election



# Commissioner Election & Timeline:

- Election Rules were updated August 28, 2023  
<https://www.seattle.gov/cityclerk/city-clerk-services/employee-elections>
  - Any member of the civil service system may declare candidacy and/or vote
  - Election is administered by the City Clerk's Office
  - Candidacy filing week is October 2 - 6
  - Voting occurs November 6 - 13
  - Results will be certified mid-November
  - Term is January 1, 2024 – December 31, 2026
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# Declaring Candidacy:

- Complete and submit the Notice of Candidacy form
  - The form must be signed in the presence of a notary public, or the City Clerk or her designee
  - The form must be submitted to the Office of the City Clerk in person, or by mail. The form will not be accepted via email or fax.
  - Forms must be received by the Office of the City Clerk no later than 5 p.m. on Friday, October 6.
  - Candidates may, if they choose, submit a statement of up to 200 words and a 2x3 in. black and white photo to be included with election materials
    - These must be received by the Clerk by 5 p.m. on Friday, October 6.
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# Voting



- Voting takes place November 6 – 13
  - Online
  - Paper ballots
- Election vendor
- Ranked choice voting



# Questions



- What questions do you have about the process?
- What questions do you have for Commissioners or CIV staff?



# Questions (cont.)



- For questions about the civil service system, or role of commissioners:  
[sarah.butler@seattle.gov](mailto:sarah.butler@seattle.gov), (206)586-1991
- For questions about the election process, including declaring candidacy and voting:  
[janet.polata@seattle.gov](mailto:janet.polata@seattle.gov), (206)386-4087
- Additional information
  - Commission <https://www.seattle.gov/civil-service-commission>
  - Election: <http://clerk.seattle.gov/public/clerk/civil-service-elections/>

