

Public Safety Civil Service Commission Candidate and Election Information Session

City Clerk, Public Safety Civil Service Commission

September 2023



City of Seattle

Introductions:

Agenda:

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



City of Seattle

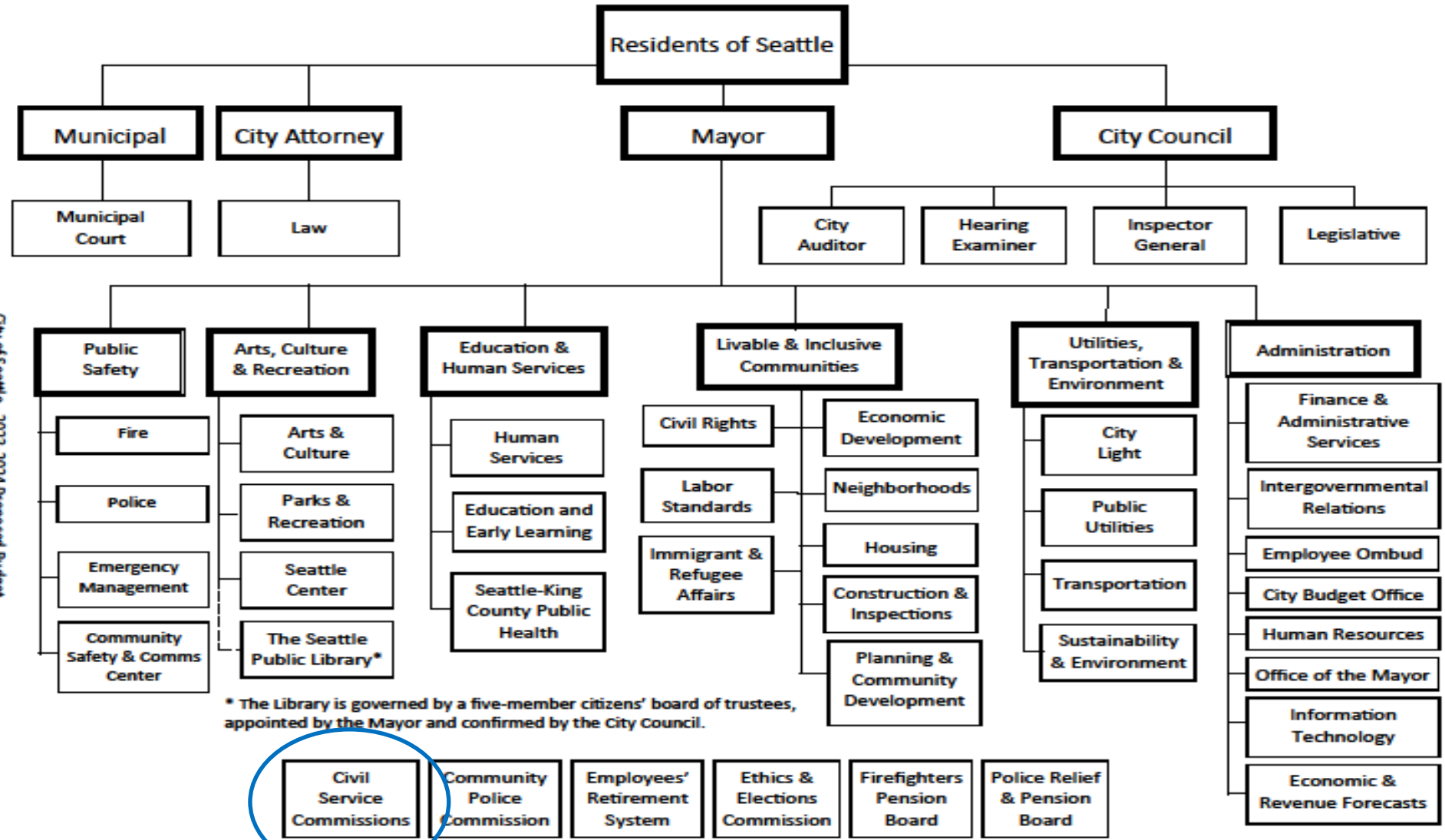
Overview



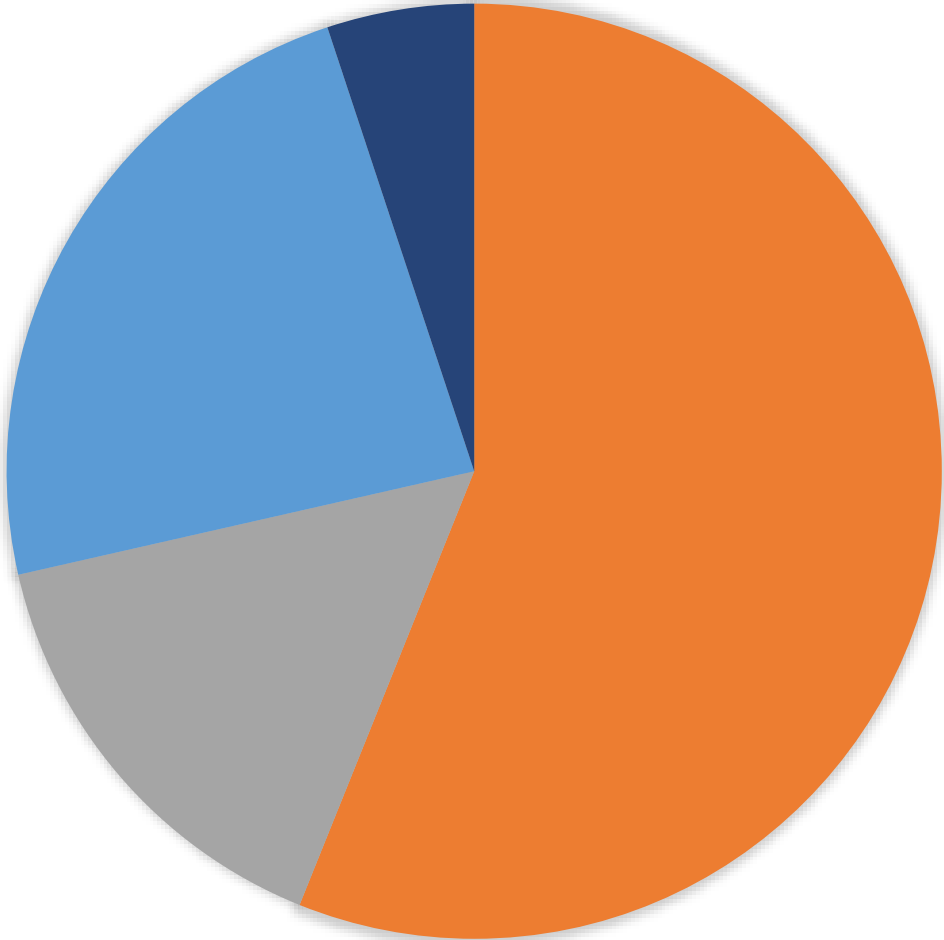
History and Organization

- 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, SMC 4.04)
 - Public Safety Civil Service - "uniformed" police and fire (State law requires the work PSCSC to be separate from executive branch), City Charters, SMC 4.08
- Housed in Civil Service Commissions or "CIV" Department
 - Staffed by three FTE





COS Employees' Civil Service Status

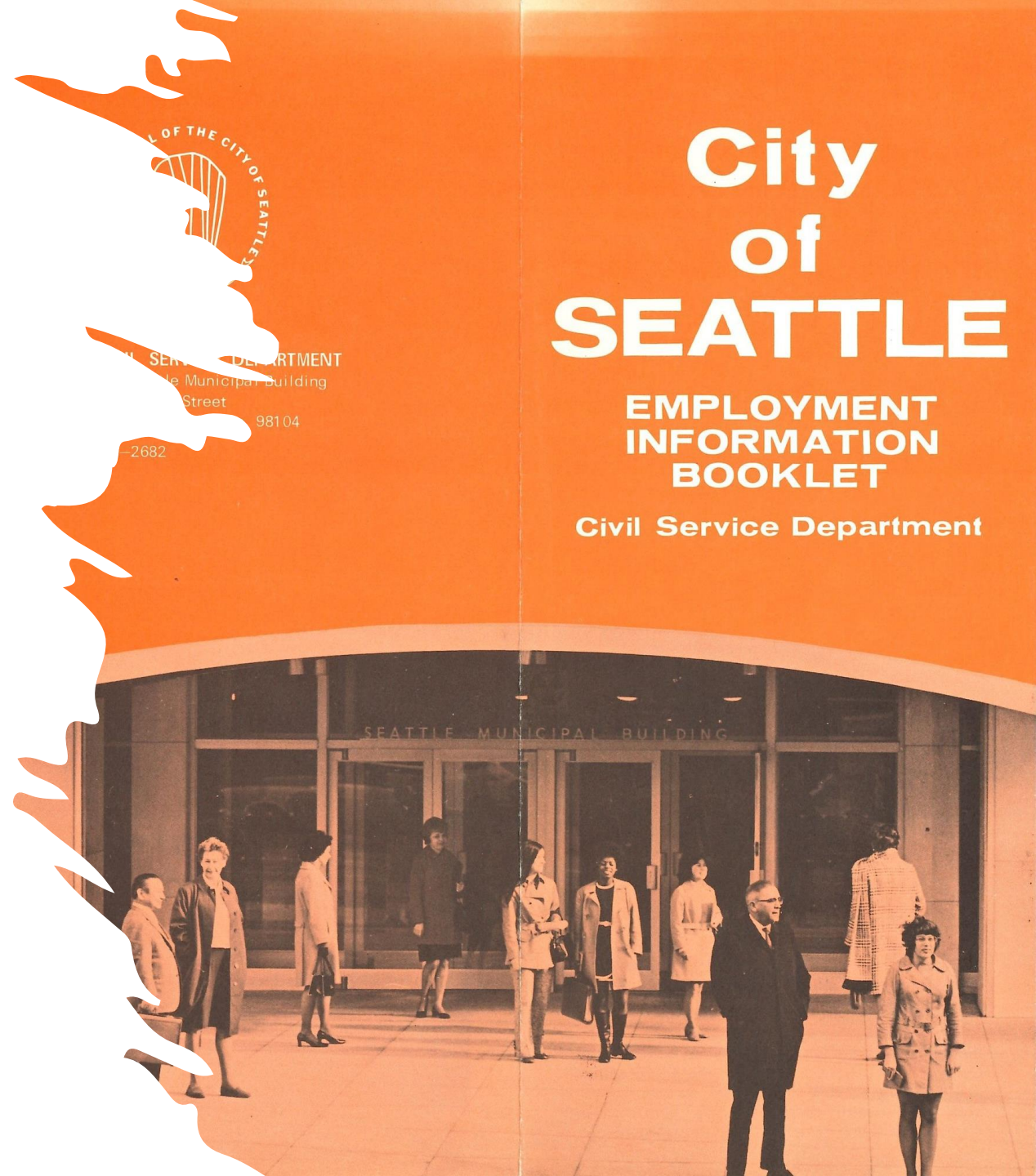


Total # Employees: 13,392

- 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

The Public Safety Civil Service System, and the Commission (PSCSC)



City
of
SEATTLE

**EMPLOYMENT
INFORMATION
BOOKLET**

Civil Service Department

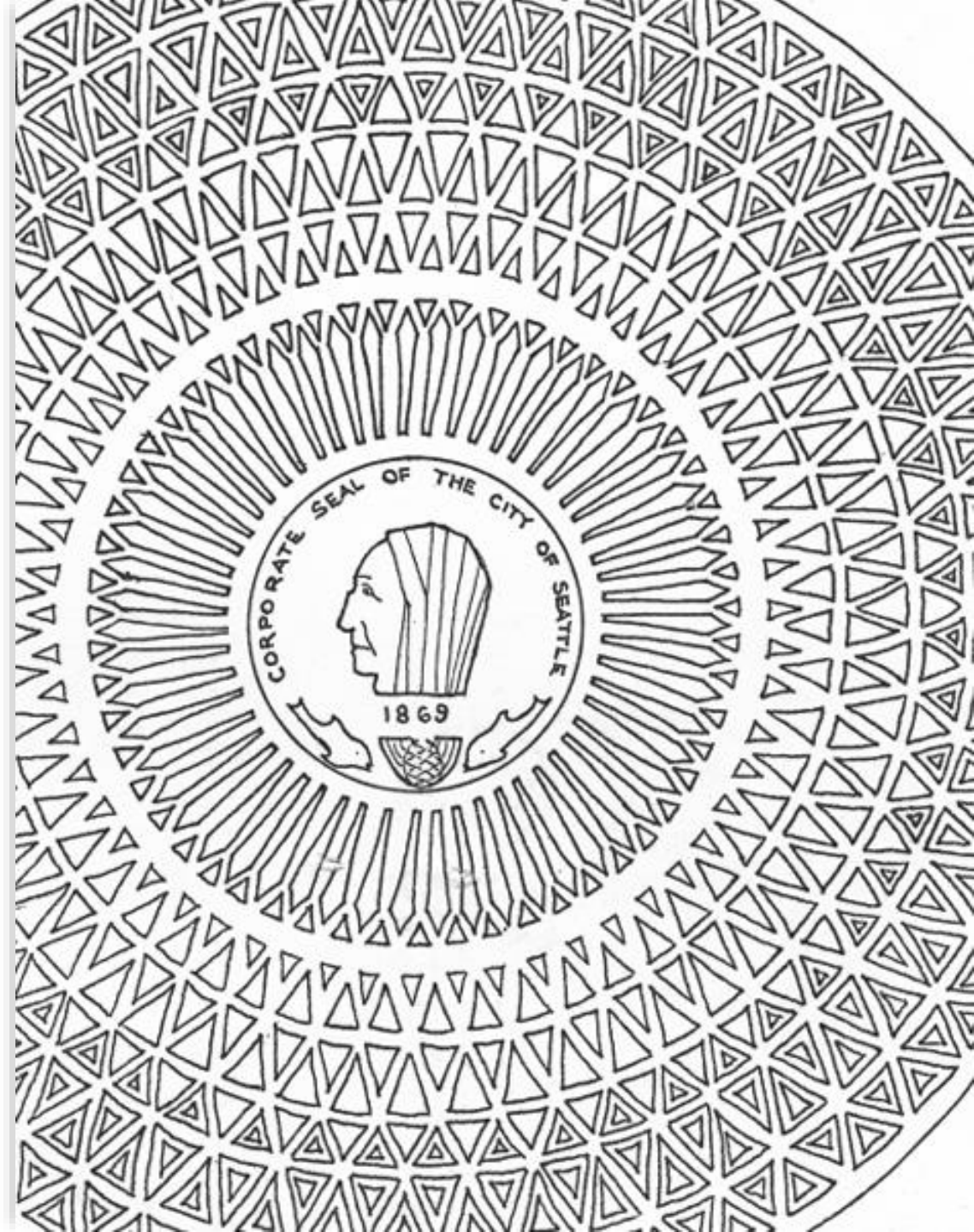
Purposes: Public Safety Civil Service System

- Civil service in local government exists to curb favoritism and remove the coercive pressures that once caused public employees to contribute money, time and loyalty to partisan political candidates, to the detriment of the important work they do.
- Civil service laws and rules help assure that firefighters and law enforcement officers are recruited through open competition, hired and promoted because of their aptitude, skills, and knowledge, and are demoted, suspended, removed from office, or discharged only for cause.

PSCSC Commissioners

Jointly, commissioners take actions to ensure a merit-based employment system for covered City employees. Other than appeals, most of the work is carried out by CIV staff, including the Executive Director.

- Commission Chair Stacy Connole (Mayor appointee)
- Commissioner Richard Greene (City Council appointee)
- Commissioner Joel Nark (Employee elected)



What does
the
Commission
do?

Make and enforce Rules regarding the functioning of the public safety personnel system:

- Examination
- Appointments
- Promotions
- Transfers
- Demotions
- Reinstatements
- Suspensions
- Layoffs
- Discharges
- Other employment matters



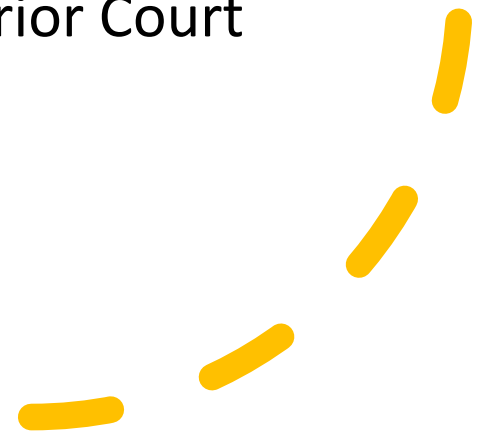
What does the Commission do? (cont.)

Direct and Administer Merit-based Exams

- Entry level and promotional
- Police and Fire Department
- Staff support from SDHR

Hear and Decide Appeals

- Serious disciplinary concerns
- Examination and testing
- Decisions may be appealed to Superior Court



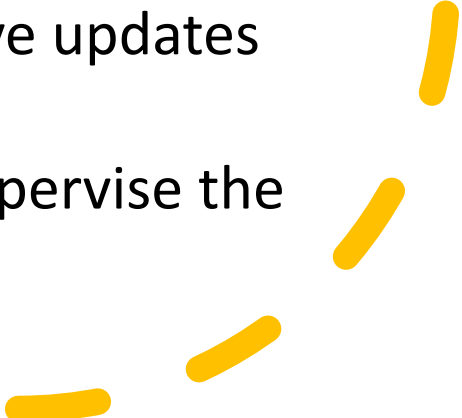
What does the Commission do? (cont.)

Position Classification

- Analysis by SHR staff
- Executive Director is decisionmaker on classification

Investigate Alleged Violations of Rules and Authorizing Legislation

Oversee Department Business and Collaborate with CIV Staff

- Attend monthly meetings and receive updates about department operations
 - With the CSC, jointly appoint and supervise the Executive Director.
- 

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 commanders
- 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.):

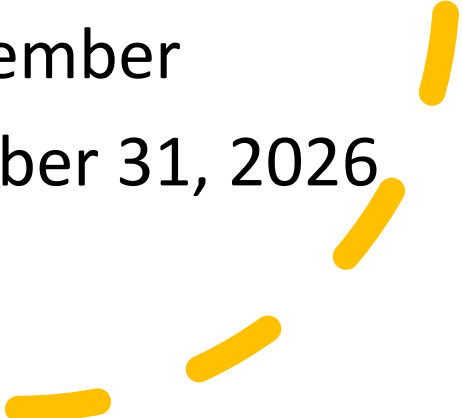
- Ability to remain neutral and exercise independence when making decisions that impact City employees
 - Recognize conflicts of interest and recuse self from such matters as appropriate
 - Observe Appearance of Fairness doctrine
 - Uphold Public Safety Civil Service Commission as an independent decision-making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



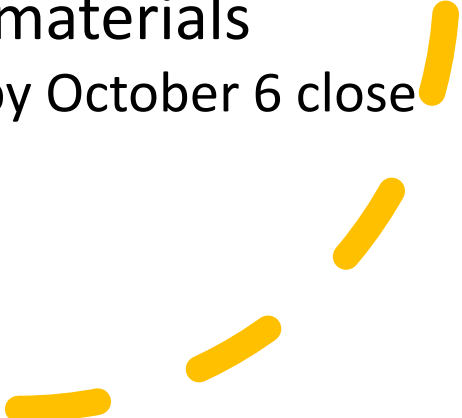
Commissioner Election



Commissioner Election & Timeline:

- Election Rules were updated August 28, 2023
<https://www.seattle.gov/cityclerk/city-clerk-services/employee-elections>
 - Any member of the public safety 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 by email or by 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 October 6 close of business (5 p.m.)
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Voting



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



Commissioner comments and Questions



- Commissioners share perspectives
- Questions about the process?
- Questions for Commissioners?



Questions (cont.)



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

