

# Civil Service Commissions

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<http://www.seattle.gov/CivilServiceCommissions/>

## Department Overview

The **Civil Service Commissions** is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission. The Commissions are quasi-judicial bodies charged with providing fair and impartial hearings on disciplinary actions and other employment related issues. Each commission is governed by a separate three-member board, with one member appointed by the Mayor, one appointed by the City Council, and one elected by, and representing, the employees. The term of each commissioner is three years.

The **Civil Service Commission (CSC)** provides fair and impartial hearings of alleged violations of the City's personnel rules. Employees may file appeals with the CSC regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as related rules and policies. The CSC may issue orders to remedy violations and may also make recommendations to the Mayor and the City Council regarding the administration of the personnel system.

In addition, the CSC investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter. The CSC conducts public hearings on personnel related issues and may propose changes to personnel rules, policies, and laws to the Mayor and the City Council.

The purpose of the **Public Safety Civil Service Commission (PSCSC)** is to implement, administer, and direct a civil service system for sworn personnel of the Seattle Police Department and uniformed personnel of the Seattle Fire Department. The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues.

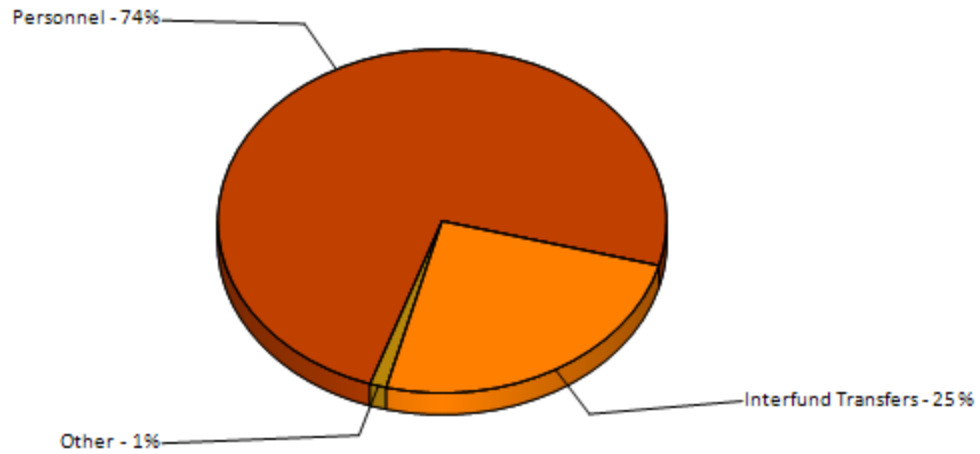
## Budget Snapshot

Department Support	2018 Adopted	2019 Proposed	2020 Proposed
General Fund Support	\$487,369	\$493,186	\$492,324
<b>Total Operations</b>	<b>\$487,369</b>	<b>\$493,186</b>	<b>\$492,324</b>
<b>Total Appropriations</b>	<b>\$487,369</b>	<b>\$493,186</b>	<b>\$492,324</b>
Full-time Equivalent Total*	2.60	2.00	2.00

\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

# Civil Service Commissions

## 2019 Proposed Budget - Expenditure by Category



### **Budget Overview**

The 2019-2020 Proposed Budget maintains the Civil Service Commissions' (CIV) funding level while removing a long-term vacancy. Removing this vacancy will not impact the department's ability to maintain the same service levels to the Commissions. There are also minor Citywide technical changes proposed to the CIV budget as described below.

## Civil Service Commissions

### Incremental Budget Changes

#### Civil Service Commissions

	2019		2020	
	Budget	FTE	Budget	FTE
<b>2018 Adopted Budget</b>	<b>\$ 487,369</b>	<b>2.60</b>	<b>\$ 487,369</b>	<b>2.60</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 5,817	0.00	\$ 4,955	0.00
<b>Proposed Changes</b>				
Remove Vacant Position	\$ 0	-0.60	\$ 0	-0.60
<b>Total Incremental Changes</b>	<b>\$ 5,817</b>	<b>-0.60</b>	<b>\$ 4,955</b>	<b>-0.60</b>
<b>2019 - 2020 Proposed Budget</b>	<b>\$ 493,186</b>	<b>2.00</b>	<b>\$ 492,324</b>	<b>2.00</b>

### Descriptions of Incremental Budget Changes

#### Baseline Changes

##### Citywide Adjustments for Standard Cost Changes - \$5,817

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, health care, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. This technical adjustment also transfers internal services costs for Human Resources, Finance and Administrative Services, and Information Technology from Finance General to the department. With this change, department budgets will better reflect support costs. Previously these costs were included in the Finance General budget.

#### Proposed Changes

##### Remove Vacant Position/ (.60) FTE

As part of the Mayor's initiative to improve efficiencies across City agencies, the department reviewed vacant positions and has removed a vacant Administrative Staff Assistant position while retaining the funding. Removing this vacancy will not impact delivery of core services and allows the department to align the budget with actuals for ongoing operational costs.

## Civil Service Commissions

### Expenditure Overview

Appropriations	2018 Adopted	2019 Proposed	2020 Proposed
<b>Civil Service Commissions Budget Summary Level</b>			
General Fund	487,369	493,186	492,324
<b>Total for BSL: BO-VC-V1CIV</b>	<b>487,369</b>	<b>493,186</b>	<b>492,324</b>

<b>Department Total</b>	<b>487,369</b>	<b>493,186</b>	<b>492,324</b>
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<b>Department Full-time Equivalents Total*</b>	<b>2.60</b>	<b>2.00</b>	<b>2.00</b>
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*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

### Budget Summary by Fund for Civil Service Commissions

	2018 Adopted	2019 Proposed	2020 Proposed
00100 - General Fund	487,369	493,186	492,324
<b>Budget Totals for CIV</b>	<b>487,369</b>	<b>493,186</b>	<b>492,324</b>

### Appropriations By Budget Summary Level (BSL) and Program

#### Civil Service Commissions Budget Summary Level

The purpose of the Civil Service Commissions Budget Summary Level is to provide administrative support to the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues. The CSC directs the civil service system for all other employees of the City.

Program Expenditures	2018 Adopted	2019 Proposed	2020 Proposed
Civil Service Commissions	487,369	493,186	492,324
<b>Total</b>	<b>487,369</b>	<b>493,186</b>	<b>492,324</b>
Full-time Equivalents Total*	2.60	2.00	2.00

*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*