



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

AGENDA*

PUBLIC SAFETY CIVIL SERVICE COMMISSION

The Agenda is subject to change to address immediate Commission concerns.

DATE: Thursday, September 17, 2020

TIME: 10:00 am

LOCATION: Skype

Link: <https://meet.seattle.gov/teresa.jacobs/9LJSPK5F>

Conference ID: 422938

206-386-1200,,422938# (US)

844-386-1200,,422938# (US)

206-684-5900,,422938# (US)

Meeting documents will be posted to the commission website the morning of the meeting. <http://www.seattle.gov/public-safety-civil-service-commission/monthly-meetings>

CALL TO ORDER-INTRODUCTIONS

1. APPROVAL OF MEETING MINUTES
 - July 30, 2020-PSCSC Special Meeting
 - August 21, 2020-PSCSC Special Meeting
2. EXAM UNIT UPDATES
 - Yoshiko Grace Matsui, Fire Exams Analyst
 - Rachael Schade, Police Exams Analyst

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request

3. EXECUTIVE DIRECTOR REPORT

- **COVID-19-Update**
- **Budget Update**
- **Planned Wage Increases for Non-Represented APEX/SAM Positions**
- **PSCSC Commissioner Appointment**
- **Save the Date-39th Annual Civil Service Conference**

4. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update**
- **Crawford-Writ of Review-King County Superior Court**

5. EXECUTIVE SESSION ON ACTUAL/ANTICIPATED LITIGATION

ADJOURN

Next Meeting **October15, 2020-10:00 am**

*You may sign up at the PSCSC website <http://www.seattle.gov/public-safety-civil-service-commission> to receive regular and special meeting notices and agendas.

Request for public records can be made through the City Public Records Request Center:
<http://www.seattle.gov/public-records>

1. APPROVAL OF MINUTES

- **July 30, 2020-PSCSC Special Meeting**
- **August 21, 2020-PSCSC Special Meeting**

July 30, 2020 Special Meeting Minutes



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Public Safety Civil Service Commission

July 30, 2020-Special Meeting

Approved: September 17, 2020

Call to Order: Commission Chair Joel Nark called the July 30, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. APPROVAL OF MINUTES

Approval of Minutes-June 18, 2020 -Monthly Meeting

The Commission reviewed the minutes of the June 18, 2020 Special Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

Approval of Minutes-July 2, 2020 -PSCS Special Meeting

The Commission reviewed the minutes of the July 2, 2020 Special Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM PROTEST APPEAL

• Fireboat Pilot Exam Protest Appeal-PSCSC No. 20-04-015

The commission heard the protest appeal of Fire candidate Lt. Wynn who took the written exam for Fireboat Pilot. The candidate stated that a portion of the exam (Chartlet) was not made available to

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study 90 days prior to the taking of the exam and requested the commission to throw out that portion of the exam. There was one counter protest to the appeal. Lt. Bocchetti who was also a candidate stated that he did receive all the study materials and had ample time to study and stated that if the commission were to throw out the portion of the exam, he and other candidates would have lost time to study for other portions of the exam.

3. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst:** Ms. Grace Matsui stated the exams unit is currently administering scores with the assessors for Sergeant Oral Boards. The register will be released in the next two weeks. Ms. Grace Matsui also stated the unit is awaiting administering entry level exams.
- **Rachael Schade, Police Exams Analyst:** Ms. Schade was not present at the meeting.

4. EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave her report to the commission on the following:

- **COVID-19 Update:** Staff will continue to telework through January 8, 2021.
- **Budget Update:** The City has not requested any additional budget cuts. Ms. Scheele stated she is awaiting budget changes for 2021-2022 and the CIV budget is currently at 50%.
- **WebEx:** The Commission will be notified when the meetings will be switched permanently from Skype to the WebEx platform.

5. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update:** The 1st Prehearing has been scheduled for August 18. Executive Director Scheele will preside. The Commission will be provided multiple dates to determine the dates to hold the hearing.
- **Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference):** Lt. Crawford was present with his attorney to address the commission on a decision of the Executive Director to deny his request for removal of Veteran's Preference points awarded for second time on the Fire Captain's Promotional register.

6. EXECUTIVE SESSION: The Commission went into Executive Session at 11:50 am. to discuss Written Exam Protest and Potential Litigation. The Executive Session ended at 12:24 pm.

- **Written Exam Protest:** Commissioner Connole moved to deny the request of Lt. Wynn to throw out the Chartlet portion of the Fireboat Pilot Exam . Commission Chair Nark seconded the motion. The motion passed and the appeal was denied.
- **Potential Litigation:** Commissioner Connole moved to uphold the decision of the Executive Director, denying Lt. Crawford's request for removal of Veteran's Preference Points. Commission Chair Nark seconded the motion. The motion passed and the appeal was denied.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 12:30 pm.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 9/17/2020

/s/ Joel A. Nark 9/17/2020

Date:

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Joel A. Nark
Commission Chair

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August 21, 2020 Special Meeting Minutes



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

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Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

August 21, 2020-Special Meeting

Approved: September 17, 2020

Call to Order: Commission Chair Joel Nark called the August 21, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. EXECUTIVE SESSION

Discussion Re: Litigation or Pending Litigation: The Commission went into Executive Session at 12:05 pm to discuss litigation or pending litigation. The Executive Session ended at 12:50 pm.

- ### 2. EXECUTIVE DIRECTOR REPORT:
- Ms. Scheele informed the commission that there are no protest appeals to review at the August 24th Special Meeting. Commissioner Nark moved to cancel the meeting. Commissioner Connoles seconded the motion. The motion passed. The Commission will hold its regular meeting in September.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 12:53 pm.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 9/17/2020

/s/ Joel A. Nark 9/17/2020

Date:

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Joel A. Nark
Commission Chair

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2. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst**
- **Rachael Schade, Police Exams Analyst**

3. EXECUTIVE DIRECTOR REPORT

- **COVID-19-Update**
- **Budget Update**
- **Planned Wage Increases for Non-Represented APEX/SAM Positions**
- **PSCSC Commissioner Appointment**
- **Save the Date-39th Annual Civil Service Conference**

- **COVID-19-Update**

- **Budget Update**

**CIV BUDGET
SEPTEMBER 2020**

Sum of AMOUNT					TRANS_TYPE										
BSL_DESCR	FUND_DESCR	BUDGET_PROGRAM_DES	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Supplemental Budget	Actuals	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)				
BO-VC-V1CIV - Civil Service Commissions	00100 - General Fund	PO-VC-V1CIV - Civil Serv	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00		328.46	2,371.54	2,371.54	12.2%	87.8%				
				549020 - Isf-Fas Alloc	92,568.00		69,426.09	23,141.91	23,141.91	75.0%	25.0%				
				541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%	100.0%				
				541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%	100.0%				
				541550 - Services-Parking	200.00			200.00	200.00	0.0%	100.0%				
				542900 - Rentals-Other	3,350.00		2,479.44	870.56	870.56	74.0%	26.0%				
				544010 - Reimburse-Conf,Seminar,Reg Fee	600.00			600.00	600.00	0.0%	100.0%				
				544050 - Reimburse-Meetin Refresh&Meals	500.00			500.00	500.00	0.0%	100.0%				
				545010 - Travel Costs-Out-Of-City	2,100.00			2,100.00	2,100.00	0.0%	100.0%				
				545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%	100.0%				
				546010 - Fees-Dues & Memberships	1,000.00			1,000.00	1,000.00	0.0%	100.0%				
				549070 - Isf-Itld Alloc	26,567.00		19,881.00	6,686.00	6,686.00	74.8%	25.2%				
				549080 - Isf-Itld Billed	2,305.00		3,190.30	(885.30)	(885.30)	138.4%	-38.4%				
				549100 - SDHR Allocation	6,421.00		4,280.64	2,140.36	2,140.36	66.7%	33.3%				
				550070 - Intergov-Licenses & Permits	50.00			50.00	50.00	0.0%	100.0%				
				542020 - Rentals-Parking				700.00	(700.00)	(700.00)					
				541120 - Services-Technology				3,750.85	(3,750.85)	(3,750.85)					
				532020 - Equipment-Software Purchases				107.12	(107.12)	(107.12)					
				541300 - Services-Advertising				1,200.48	(1,200.48)	(1,200.48)					
				532900 - Equipment-Other				1,029.66	(1,029.66)	(1,029.66)					
				541340 - Services-Copying & Printing				70.64	(70.64)	(70.64)					
				531010 - Supplies-Subscrips/Pubs/Books				9.90	(9.90)	(9.90)					
				533900 - Inventory-Other				80.00	(80.00)	(80.00)					
				VCCIVILSV - Civil Serv				541310 - Services-Legal Notices			484.65	(484.65)	(484.65)		
									140,894.00		107,019.23	33,874.77	33,874.77	76.0%	24.0%
							VCADMIN - Leadersh	510010 - Salaries & Wages	245,645.00	8,951.83	21,309.28	233,287.55	233,287.55	8.4%	91.6%
								510020 - Holiday			551.36	(551.36)	(551.36)		
								510070 - Part Time-Salaries & Wages	33,615.00			33,615.00	33,615.00	0.0%	100.0%
								520010 - Fica	19,157.00	555.01	725.81	18,986.20	18,986.20	3.7%	96.3%
								520020 - Medicare	4,794.00	129.80	169.75	4,754.05	4,754.05	3.4%	96.6%
								520070 - Insurance Prem-Health & Dental	33,852.00		25,389.00	8,463.00	8,463.00	75.0%	25.0%
								520090 - Insurance-Group Fund Life	263.00			263.00	263.00	0.0%	100.0%
								520100 - Insurance-Longterm Disability	50.00			50.00	50.00	0.0%	100.0%
								520300 - Pension-City Retirement Sys	46,230.00	1,363.36	1,874.57	45,718.79	45,718.79	3.9%	96.1%
				520080 - Insurance-Wash St FML	374.00		(215.85)	589.85	589.85	-57.7%	157.7%				
				510110 - Salaries & Wages-Temp/Intermit	1,151.00			1,151.00	1,151.00	0.0%	100.0%				
				520110 - Insurance-Death Benefit Pay	24.00		12.00	12.00	12.00	50.0%	50.0%				
				520320 - Employee Assistance Premium	48.00		47.12	0.88	0.88	98.2%	1.8%				
				510030 - Sick Leave			432.05	(432.05)	(432.05)						
				510040 - Vacation			773.61	(773.61)	(773.61)						
				510060 - Termination Pay-Other			251.27	(251.27)	(251.27)						
				510170 - Overtime			40.47	(40.47)	(40.47)						
				510240 - Executive Leave Used			369.12	(369.12)	(369.12)						

**CIV BUDGET
SEPTEMBER 2020**

BO-VC-V1CIV - Civil Service Commissions	00100 - General Fund	PO-VC-V1CIV - Civil Serv	VCADMIN - Leadersh	510300 - Other Paid Time Off	19.92	(19.92)	(19.92)		
				520011 - Fica Fsa Dcap & Health	269.76	(269.76)	(269.76)		
			VCCIVILSV - Civil Ser	510010 - Salaries & Wages	116,922.31	(116,922.31)	(116,922.31)		
				510020 - Holiday	3,680.32	(3,680.32)	(3,680.32)		
				510070 - Part Time-Salaries & Wages	16,600.00	(16,600.00)	(16,600.00)		
				520010 - Fica	8,956.04	(8,956.04)	(8,956.04)		
				520020 - Medicare	2,094.58	(2,094.58)	(2,094.58)		
				520090 - Insurance-Group Fund Life	76.25	(76.25)	(76.25)		
				520100 - Insurance-Longterm Disability	29.05	(29.05)	(29.05)		
				520300 - Pension-City Retirement Sys	21,191.85	(21,191.85)	(21,191.85)		
				520080 - Insurance-Wash St FML	217.77	(217.77)	(217.77)		
				510110 - Salaries & Wages-Temp/Intermit	45.37	(45.37)	(45.37)		
				520110 - Insurance-Death Benefit Pay	12.00	(12.00)	(12.00)		
				510030 - Sick Leave	1,107.22	(1,107.22)	(1,107.22)		
				510040 - Vacation	4,883.27	(4,883.27)	(4,883.27)		
				510170 - Overtime	1,088.13	(1,088.13)	(1,088.13)		
				510240 - Executive Leave Used	3,775.76	(3,775.76)	(3,775.76)		
				510300 - Other Paid Time Off	536.72	(536.72)	(536.72)		
					385,203.00	11,000.00	233,235.88	162,967.12	162,967.12
BO-VC-V1CIV - Civil Service Commissions Total					526,097.00	11,000.00	340,255.11	196,841.89	196,841.89
Grand Total					526,097.00	11,000.00	340,255.11	196,841.89	196,841.89
								58.9%	41.1%
								63.4%	36.6%

- **Planned Wage Increases for Non-Represented APEX/SAM Positions**

From: Email Broadcast <Email_Broadcast@seattle.gov>
Sent: Friday, September 11, 2020 1:29 PM
To: Email Broadcast <Email_Broadcast@seattle.gov>
Subject: BROADCAST: Decision Regarding Planned Wage Increases for Non-Represented Employees

The following email has been approved for Citywide Broadcast by the Mayor's Office

Point of contact for this broadcast: Department HR contacts

Dear City employees,

This has been a difficult and challenging year for all of us. The public health crisis created by COVID-19, the financial impacts of the associated economic downturn, and the renewed fight for racial justice have created challenges and opportunities that have been both daunting and inspiring. Thank you again for all your work in this very dynamic year.

We are writing to communicate an important decision regarding planned wage increases for non-represented APEX/SAM positions (e.g., strategic advisors, managers, and executives). These non-represented employees were eligible to receive a 2.9 percent wage increase for 2021. This represented an inflationary adjustment (1.9 percent) plus one percent, and was consistent with the wage increases negotiated with the Coalition of City Unions. Given the dire City's financial condition and the growing needs of our communities, the Mayor has determined that we will need to forego such increases for next year and hold the funding for these positions at current levels. This is the first of many decisions under review which enable the City to address the current financial situation.

We realize that we have been asking a great deal of you all over the past year, and will continue to do so over the months to come. In this context, this was not an easy decision to reach, but one that we feel is necessary to help our financial situation and to provide the resources needed to address growing community needs. By making this smaller sacrifice now, we are hopeful that we can help mitigate the need for more significant cuts.

Ultimately, our City budget is facing a \$300 million shortfall due to COVID-19, and that reality, coupled with the immense needs in our communities, will force all of us to make difficult decisions over the course of the next several months. Our decision-making must center the needs of the most vulnerable and must not exacerbate existing harm and inequities.

If you have any questions, please don't hesitate to reach out to your manager or supervisor, or your department's human resources representative.

Thank you,

Mike

Mike Fong
Senior Deputy Mayor
City of Seattle

- **PSCSC Commissioner Appointment**

- **Save the Date-39th Annual Civil Service Conference**



39th Annual Civil Service Conference

Please join us for the 39th Annual Civil Service Conference, which will be held virtually on Tuesday, October 13 and Wednesday, October 14.

Who should attend? The conference provides the Civil Service Commissioner, Secretary and Examiner, other local human resources officials and legal counsel with practical information on best practices and emerging issues they face every day.

Agenda: The conference will offer a condensed version that includes:

- Tuesday, October 13, 9:00 a.m. to noon: Basic Training for New Commissioners & Essentials Refresher for Commissioners and Staff - Steve DiJulio, Foster Garvey
- Wednesday, October 14:
 - 9:00 to 10:30 a.m.: "Bias, Racism and Hiring: What we know, What we don't and What we need," Panel discussion with experts
 - 10:30 a.m. to noon: Public Safety Testing Annual All-Agency Business Meeting

The conference will be complimentary for our guests and hosted via the Zoom platform.

Registration. Please [click here](#) to register for the Civil Service Conference.

Credits. We are pleased to offer both CLE and SHRM credits. We will also offer certificates of completion by request. Credit hours pending.

Questions? For questions related to registration, please contact events@foster.com. For questions about Public Safety's Annual All-Agency meeting, please contact Jon Walters at contact@PublicSafetyTesting.com or 1.866.HIRE.911.

Tuesday, October 13
9:00 a.m. to noon

Wednesday, October 14
9:00 a.m. to noon

4. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update**
- **Crawford-Writ of Review-King County Superior Court**

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
SEPTEMBER 2020**

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
A	20-01-011	Novisedlak	Police	2-21-2020	Discharge		1 st Prehearing was held August 17, 2020- Andrea Scheele, Executive Director, presided. Discovery and Hearing Dates TBD	PSCSC
E	20-04-012	Wynn	Fire	7-22-2020	Chartlet/Bibliography	Fireboat Pilot Exam	Lt. Wynn filed a Request for Reconsideration of the Commissions July 30 Decision. RFR was not timely, Executive Director Dismissed.	PSCSC
RFD	20-03-014	Crawford	Fire	7-1-2020	Veteran's Preference	Captain	Points Awarded from a Second Promotion Removed from the Current List/Commission Denied at its July 30 meeting. Appellant filed a Writ with KCSC	PSCSC

A=Appeal

E=Exam Protest

RFD=Request for Decision

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
SEPTEMBER 2020**

DISMISSED/CLOSED:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
RFD	20-03-010	Holtman	Fire	3-24-2020	Veteran's Preference Points	Remove Lt. Pyle's VPP and Republish Fire Captain Register	Executive Director Denied RFD April 14, 2020	EXECUTIVE DIRECTOR
RFD	20-03-012	Geoghagan	Police	3-5-2020	Service Credit Miscalculation	2017 & 2019 Police Promotional Exam	Appellant Withdrew RFD. Dismissal Order Sent April 15, 2020	EXECUTIVE DIRECTOR
RFD	20-03-001	Adams	Fire	1-9-2020	Request for Decision/Veteran's Preference Points	Remove VPP from Lt. Pyle Fire Captain Register	Request denied by the Commission 1-16-2020	PSCSC
A	19-01-032	Goodman	Police	11-26-2019	Appellant Alleges Chief Changed OPA Reprimand to Termination	Termination	Appellant Withdrew Appeal Dismissed 1-31-2020	PSCSC

A=Appeal

E=Exam Protest

RFD=Request for Decision