



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

### Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angellique M. Davis

Commissioner Mary Wideman-Williams

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

## Joint Special Meeting of the Public Safety Civil Service Commission and Civil Service Commission

December 19, 2019

*Approved January 16, 2020 (PSCSC)*

*Approved February 24, 2020 (CSC)*

**Call to Order:** Civil Service Commission Chair Amy Bonfrisco called the Special Joint meeting to order at 10:05 am. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

### In Attendance:

Commission Chair Amy S. Bonfrisco (CSC)

Commission Chair Joel Nark (PSCSC)

Commission Chair Angellique M. Davis (CSC)

Commissioner Eric de los Santos (CSC)

Teresa Chen, Assistant City Attorney

Jeff Slayton, Assistant City Attorney

Andrea Scheele, Interim Executive Director

Teresa Jacobs, Administrative Staff Assistant

### In Attendance by Phone:

Commissioner Stacy Connole (PSCSC)

### Not in Attendance:

Commissioner Sam Pailca (PSCSC)

**Public Comment:** No one signed up to speak.

### Items were taken out of order

- 2. Evaluation of Executive Director Proposed PDQ, Review Job Posting & Description-Pam Inch, Sr. Executive Recruiter:** Ms. Inch was present to provide information to the Commission regarding the proposed PDQ, Job Posting and Description for the Executive Director position. The commissioners reviewed the job posting and agreed the posting should include Juris Doctorate Degree in the qualification. The commission approved the posting to go live on December 20<sup>th</sup>.

The commissioners agreed to hold a special joint telephonic meeting on January 22 to review applicant materials and interviews will be scheduled for a joint special meeting on January 27. Commissioner Bonfrisco moved for the matters reviewed and agreed upon. Commissioner Nark seconded the motion. The motion passed.

**3. Old/New Business/Update:** None

**1. 2019-2020 Annual Wage Increase OOC Interim Executive Director:** The Commissions went into Executive Session at 10:55 am to discuss the Annual Wage Increase for the Out of Class Interim Executive Director. The Executive Session ended at 11:00 am.

The commissions approved the 2019 4% and 2020 3.6% Annual Wage Increase for the OOC Executive Director.

**Adjourn:** No other business was before the Commissions. Commission Chair Bonfrisco adjourned the meeting at 11:01 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/16/2020

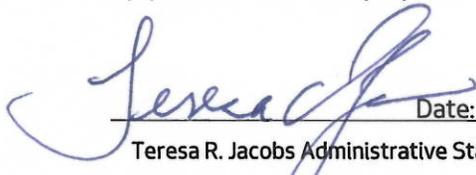
  
Date: 1-16-2020  
Teresa R. Jacobs, Administrative Staff Assistant

/s/ Joel A. Nark 1/16/2020

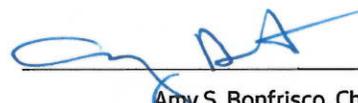
  
Date: 1/16/2020  
Joel A. Nark, Chair  
Public Safety Civil Service Commission

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/24/2020

  
Date: 2-24-20  
Teresa R. Jacobs Administrative Staff Assistant

/s/ Amy S. Bonfrisco 2/24/2020

  
Date: 2/24/20  
Amy S. Bonfrisco, Chair  
Civil Service Commission

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**City of Seattle Civil Service Commissions**

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