



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton

Commissioner Joel A. Nark

Commissioner Sam Pailca

Public Safety Civil Service Commission

January 17, 2019

Approved March 21, 2019

Call to Order: Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian M. Halliburton

Commissioner Joel Nark

Jeff Slayton Assistant City Attorney

Jennifer A. Greenlee, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by Phone

Commissioner Sam Pailca

1. Approval of Minutes:

December 20, 2018 PSCSC Special Meeting: The Commission reviewed the minutes of the December 20, 2018 special meeting. Commissioner Pailca moved to accept the minutes as written. Commission Chair Halliburton seconded the motion. The minutes were approved by acclamation and signed by the chair.

December 20, 2018 Joint PSCSC/CSC Meeting: The Commission reviewed the minutes of the December 20, 2018 Joint PSCSC/CSC meeting. Commissioner Pailca moved to accept the minutes as written. Commission Chair Halliburton seconded the motion. The minutes were approved by acclamation and signed by the chair.

City of Seattle Civil Service Commissions

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2. **2019 Chair:** Commissioner Pailca moved to nominate Commissioner Halliburton to serve as the 2019 Chair of the Public Safety Civil Service Commission. Commissioner Halliburton accepted the nomination. Commissioner Nark seconded the motion. The motion was passed.
3. **E3 Presentation - Bailey Spingola, SDHR:** Bailey Spingola of the Seattle Department of Human Resources presented to the Commission the E3 Performance Management Program as a possible option for the Civil Service Commissions. The City is implementing this system in phases throughout departments for employee performance evaluations. Ms. Spingola outlined the components of E3 and notified the commission that they would have access online to perform the annual review of the Executive Director. The annual cycle begins in January with goal setting and concludes with the performance appraisal at the end of the year.
4. **PSCSC Rule for Language Preference Points:** The Commission reviewed the December 6, 2018 letter received from the Community Police Commission (CPC). Karen Chung, Policy Advisor with CPC was present to address the commission. Ms. Chung stated that a significant aspect of the rule does not sufficiently or accurately, capture the mandate of the ordinance. The Commission took into consideration and provided motions for the following points that were included in the rule language/CPC comments:

Commissioner Halliburton moved to adopt the language previously published and open to public comment.

- the Commission "may" implement a language preference points program
Changed to: the commission shall implement a language preference points program.
- Remove Ordinance 118969
Corrected to: Ordinance 125315.

Greg Doss, Council Central Staff was present and stated the councilmembers would agree to the language change proposed by CPC of "may" to "shall" granting it proposes no risk to the City.

Michelle Chen, Counsel to the Mayor was present and stated the mayor is in support of the language/rule change and looks forward to working with the PSCSC to implement the rule.

Dave Wright, SDHR Workforce Development Manager, stated the rule could be implemented for the SPD summer hiring cycle.

Commissioner Nark seconded the motion. The motion was passed.

5. Exam Unit Updates: Yoshiko Grace Matsui, Fire Exams Analyst and Dave Wright, SDHR Workforce Development Manager were present to provide an update to the Commission. The Commission reviewed the memo provided by SDHR outlining changes to the entry fire exam. The changes will begin with the next cycle:

- **Scheduling:** Maintain the current bi-annual entry fire-testing schedule occurring on odd numbered years (beginning again in Fall 2019). SDHR recently asked the PSCSC to approve annual testing; however, after additional research, SDHR realized that this is not financially feasible given the high-cost of administering oral boards and their staffing resources.
- **FireTEAM Score Transfers:** In addition to offering free testing to candidates during the exam window, the City will accept FireTEAM score transfers from exams taken within the state and within a 6-month window of the last day of the video exam period. These transfers will be at no cost to the test taker.
- **Additional Process Improvements:** SDHR worked with numerous stakeholders to identify a variety of other smaller process improvements that will be implemented based on capacity and resources.

Rachael Schade, Police Exams Analyst will provide SPD updates at the next meeting.

6. Executive Director's Report:

- **Case Status Report:** The Commission reviewed the monthly Case Status Report. The Executive Director reported there were no new appeals filed.
- **Budget:** Ms. Greenlee notified the commission that she is awaiting the budget load and finalized budget book for 2019.

7. Old Business/New Business: None

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:20 am

Respectfully Submitted by:

/s/ Teresa R. Jacobs 3/21/2019

/s/ Christian M. Halliburton 3/21/2019

Date:

Teresa R. Jacobs

Administrative Staff Assistant

Date:

Christian M. Halliburton

Commission Chair