



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Mary Wideman-Williams

Commissioner Evan Chinn

Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION MEETING AGENDA

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

DATE: Monday, July 18, 2022

TIME: 2:00 p.m.

LOCATION: WebEx and CSC Hearing Room, 16th floor of Seattle Municipal Tower. To attend in person, request access to the 16th floor from SMT security at building entry and follow the signs on 16.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=mc35457d5a175440fd3c86a288834e49a>

Join by meeting number

Meeting number (access code): 2489 793 3599

Meeting password: xeQGxNJq637

Tap to join from a mobile device (attendees only)

[+1-206-207-1700](tel:+12062071700), [24897933599###](tel:+12062071700) United States Toll (Seattle)

[+1-408-418-9388](tel:+14084189388), [24897933599###](tel:+14084189388) United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle)

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial 24897933599@seattle.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755

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

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com

**CIVIL SERVICE COMMISSION
MEETING AGENDA
July 18, 2022 @ 2:00 p.m.**

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION/DISCUSSION ITEMS

5. GUEST SPEAKER/ Q & A (*approx. 30 mins.*), Amarah Khan, Ph.D., Director, Office of the Ombud
6. APPROVAL OF MEETING MINUTES (*may be postponed if not available*)
 - May 16, 2022-CSC Monthly Meeting

STANDING ITEMS

7. CASE STATUS REPORT and APPEALS UPDATE
 - *Griffith v. SPU*- CSC No. 22-01-013
 - *Sivage v. SDOT*, CSC 22-01-014
8. DEPARTMENTAL AND BUDGET UPDATE
9. EXECUTIVE SESSION (May be cancelled if not needed)
10. OLD/NEW BUSINESS
11. ADJOURN

**NEXT CSC MEETING: August 15, 2022, 2 pm
END OF AGENDA**

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION/DISCUSSION ITEMS

5. GUEST SPEAKER/ Q & A (*APPROX. 30 MINS.*), AMARAH KHAN, PH.D.,
DIRECTOR, OFFICE OF THE OMBUD

What is the Employee Ombud Office?

The Office of the Employee Ombud provides a safe space for you to report workplace issues, discuss concerns, and explore options. Our goal is to help you develop constructive strategies for dealing with conflict and find answers to questions about available programs and resources. We use a trauma-informed approach to provide support, validation, and de-escalation to City employees.

Who can use the Ombud Office?

The Office of the Employee Ombud is offered as a no-charge service to the entire City of Seattle Employee community.

What is an ombudsperson?

An ombudsperson is a neutral person who can assist in resolving concerns in an informal, confidential, impartial, and nonescalating manner. The ombudsperson provides services designed to support individuals and groups, optimize the effectiveness of programs and services, and enhance the overall learning and workplace environments. The ombudsperson does not provide legal advice or psychological counseling.

What procedures or approaches does the ombudsperson use to provide help?

To assist a visitor, the ombudsperson employs a wide variety of informal approaches, including but not limited to:

- Listening
- Informal consulting
- Informal mediation
- Suggesting referrals to existing services
- Coaching
- Facilitated dialogue
- Shuttle diplomacy

How is the Ombud Office different from other Employee services?

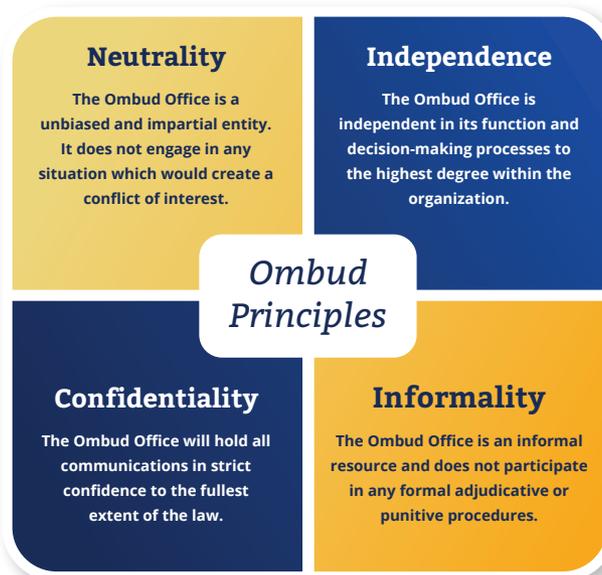
The Office of the Employee Ombud is a designated confidential resource for all employees. Additionally, the services provided by the Ombud Office are designed to complement rather than replace other services such as formal investigative processes. We are

an informal and confidential resource here to help amicably manage conflict with an intention to deescalate, or to identify other available options.

The Ombud Office offers a good alternative if you:

- Would appreciate a confidential sounding board
- Want help thinking through how to deal directly with a concern
- Are uncertain about taking a problem through other established channels
- Are unsure who to talk to about a problem or concern
- Want to strategize how to avoid a small problem becoming a big problem
- Want an informal non-escalating approach where the next steps remain within your control
- Need a fresh, impartial perspective
- Want to discuss strategies or possible options and resources for resolving a concern
- Want to maintain the greatest flexibility in addressing a concern
- Would like help communicating with another person or group (e.g., supervisor, co-workers, etc.)

Note: The OEO will not conduct investigations.



City of Seattle

Office of the Employee Ombud

Frequently Asked Questions

OFFICE OF THE EMPLOYEE OMBUD

City Hall
 600 4th Ave
 L-290 (next to Board & Commissions room)
 Seattle, WA 98124
 Phone: 206-684-4873
 Email: ombud@seattle.gov

Am I required to visit the Ombud Office before I contact other services?

The Office of the Employee Ombud is an entirely voluntary service and you are never required to contact the ombudsperson before seeking the assistance of other programs. If you are not sure which other programs may be available to help you resolve a particular issue or concern, you may visit the ombudsperson, who can discuss your concern and we will suggest options, approaches, and other resources.

Does visiting the Ombud Office put the City on notice?

No. Because of its confidentiality, impartiality, and independence, the Ombud Office is not an "office of notice" for reporting discrimination, crimes, or allegations of violations of law (such as a Title IX violation). If you want to put something on the record or obligate the City administration to respond in some way, you must pursue alternative avenues. We can work with you to figure out what those alternative avenues might be, given the situation.

Are there exceptions to Ombud Office confidentiality?

Confidentiality is an important principle for the Ombuds. The Standards of Practice and Code of Ethics of the International Ombuds Association provide standards for operating the Ombuds Office. These standards establish an important exception to confidentiality: when, in the judgment of the ombudsperson, failure to disclose information creates an imminent risk of serious harm to the visitor or to others. Additionally, the Ombuds Office will disclose information where expressly required by state or federal law (e.g., in cases of child abuse or neglect) or if ordered by a court with appropriate authority. Confidentiality extends not only to the spoken word but to all other forms of communication to and with an Ombud in their works. This includes information regarding whether someone did or did not contact the Ombud office. Such information may be shared if the complainant chooses not to request anonymity, according to State of Washington Legislation HB 2020.

Can I remain anonymous?

Confidentiality is an essential characteristic of ombud work. An ombud will not voluntarily disclose outside the ombud office information provided by visitors (including the visitor's identity) if the complainant actually requests his or her identity or any identifying information not be disclosed. According to State of Washington Legislation HB 2020, without this explicit request, the information provided is disclosable. At OEO, our standard of practice will be to offer every complainant a chance to decide if they wish to keep their identifying information private. If you wish to remain anonymous, the best way to communicate with OEO is in-person or via phone. Please note that if you send an email, ensure that you do not include confidential information.

Is the ombudsperson a "mandatory reporter" for Title IX or prohibited discrimination?

No. The ombudsperson is a designated confidential resource at the City of Seattle and is therefore not obligated to report situations that may implicate Title IX or prohibited discrimination. Additionally, the ombudsperson is not a "security authority," and thus does not pass along information about crimes that may have been committed. The only exceptions to confidentiality of the Ombud are child abuse or neglect; imminent risk of serious harm to the visitor or another person; or the order of a court with appropriate authority.

Can the ombudsperson come with me to my performance review?

No. The ombudsperson does not participate in formal processes, such as performance reviews or disciplinary action. Additionally, the ombudsperson will not participate as a "witness" in a meeting, because the ombudsperson cannot be called upon afterward to verify that something was or was not said. This is not to say that you must face all these processes and meetings alone. Come talk with us about your options in these situations.

Does the ombudsperson maintain records?

We will keep short-term working notes as necessary to keep track of commitments and follow-up activities. The ombudsperson does keep limited non-identifiable

information so that the program can track general trends and work with Employee governance and administration to identify opportunities for systemic improvements.

Whom do I contact if I have other questions about the Ombud Office?

You may call the Office of the Employee Ombud at **206-684-4873** or send an e-mail at **ombud@seattle.gov**. Please do not send confidential information via email.

What happens in a visit?

The Ombud will open the visit with a description of what the office does, and the principles of confidentiality, independence, informality, and impartiality to ensure that you are aware of what the office can and cannot do. We will then ask you to describe the issue you wish to discuss. You are free to disclose as much or as little as you want, although we find that the more information one can provide the better. We are here to support you in finding a solution.

What should I bring with me to visit?

There is nothing that you are required to bring. However, you are welcome to bring documentation that helps you explain the issue you wish to discuss. The Ombud will not keep any of the documents you bring with you.

How long is a visit? How many will there be?

Visits are scheduled for 30 minutes. There is no limit to how many visits you can schedule and you may see the Ombuds until the matter is resolved. We generally schedule a 30 minute consult; mediation and other processes take longer and will be scheduled as needed on a case-by-case basis.

See the full OEO FAQs on our InWeb for more information!

seattle.gov.sharepoint.com/Ombuds/

6. APPROVAL OF MEETING MINUTES

- MAY 16, 2022-CSC MONTHLY MEETING



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Evan Chinn
Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

May 16, 2022
Civil Service Commission Monthly Meeting Minutes
Approved: July 18, 2022

1. CALL TO ORDER:

Commission Chair Mary Wideman-Williams called the meeting to order at 2:00 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

2. LAND ACKNOWLEDGEMENT:

Commission Chair Wideman-Williams opened the meeting with the Land Acknowledgment-*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*

3. INTRODUCTIONS (In Attendance)

Commission: Commission Chair Mary Wideman-Williams, Commissioner Evan Chinn

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Legal Counsel

Guests: none

4. PUBLIC COMMENT: No members of the public requested to give comment.

5. APPROVAL OF MINUTES

- **April 18, 2022:** The commission reviewed the minutes of the April 28, 2022, CSC meeting. Commissioner Chinn moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

6. CASE STATUS REPORT AND APPEALS UPDATE

Griffith v. SPU, CSC no. 22-01-013- Director Scheele provided an update on this matter, which was delegated to the Office of Hearing Examiner. OHE is scheduling a prehearing conference and hearing dates to hear the matter.

Garza v. SDOT, CSC No. 22-01-015- Director Scheele reported that she was issuing a scheduling order for the prehearing conference in this matter.

Sivage v. SDOT, CSC no. 22-01-014- Director Scheele reported that this appeal was filed and is under review to determine jurisdiction.

Director Scheele noted that there are a number of grievances at Step 3 that may be appealed ultimately to the CSC.

7. EXECUTIVE DIRECTOR REPORT

Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. There are several disciplinary appeals before the CSC and the PSCSC at the time of this meeting. There is much discussion and work for PSCSC on entry police officer and police fire fighter exams. Budgetary and administrative work for the commissions is ongoing, and Director Scheele requested that specific questions can be directed to her at any time. CIV's budget to actual reports for May 2022 reflects that funds that were allocated in the 2022 budget have been removed to correct for a mistake in the 2021 budget process. Otherwise, spending is as expected. CIV may need to request supplemental budget authority in Q3 or Q4.

Update on CSC Special Election for Employee-Elected Member: Director Scheele reported that voting closed on April 29, but since no candidate received a majority of the votes. Pursuant to SMC election code, the City Clerk's Office will conduct a runoff election between the two top candidates, with an anticipated commissioner to be determined by June 17, 2022.

8. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED): There was no Executive Session.

9. OLD/NEW BUSINESS

Ms. Chen provided an update on the OPMA. Commissioner Wideman-Williams asked if CSC and the office staff were ready for the return to open a physical location for open public meetings. Director Scheele stated that she had communicated with building staff about access to CSC meetings, and that the CSC would comply with the law. Commissioner Wideman-Williams requested that instruction on attending in-person meetings be included in the agenda materials for meetings.

10. ADJOURN:

All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:22 pm

Respectfully submitted on July 18, 2022, for the CSC:

Andrea Scheele, Executive Director

Approved July 18, 2022

Mary Wideman-Williams, Chair

7. FIRE AND POLICE EXAM UNIT

- Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
- Police Update-Rachael Schade, Police Exams Administrator

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
July 2022**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
20-01-014	Sivage	SDOT	4-2-2022	5.01B, Personnel Rules (multiple), SMC 4.04.070	Discharge	Under review by ED for jurisdiction and timeliness	TBD

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION
22-01-013	Griffith	SPU	3-28-2022	5.01B	Discharge	Settled / Dismissed
21-01-041	LaBelle	Parks	10-15-2021	5.01B	Discharge	1 st Prehearing held December 10, 2021 Respondent filed a Motion to Dismiss. ED sent an Order Granting Motion Dismiss-1-28-2022
22-05-001	Garza	SDOT	1-13-2022	P.R. 1.4, 1.5, 2.1, 2.2, 2.3, 3.2, 3.3, 3.5, 4.1, 4.3, 11; SMC 4.04.260(A) & PR 5.8.100 Abuse of Employee Evaluation Procedures, retaliation for concerted and protected employment activity	Performance Evaluation	Withdrawal requested. Dismissed



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Mary Wideman-Williams, Chair

Commissioner Evan Chinn

Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

June 30, 2022

Delivery by email only

Thomas Griffith
c/o Anne E. Silver & Joyce L. Thomas, Attorneys at Law
Frank, Freed, Subit & Thomas
ithomas@frankfreed.com
asilver@frankfreed.com

Seattle Public Utilities
c/o Tamara Gerrard, Seattle City Attorney's Office

Re: Thomas Griffith v. Seattle Public Utilities (SPU), CSC No. 22-01-013

Dear Parties:

On June 29, 2022, the CSC received the Order of Dismissal in this matter, issued by the Hearing Examiner. The Order included a reminder that the CSC "retained the right to review and affirm, modify, or remand all or part of the decision," and additional action on the part of the Commission may result.

As the parties jointly stipulated that the matter was settled and requested dismissal with prejudice, there is no need for additional action by the Commission. The matter before the CSC is closed by the Hearing Examiner's Order.

Notwithstanding the above, the parties are reminded that they may jointly or separately submit a copy of the executed settlement agreement for the case record.¹ A copy may be directed to andrea.scheele@seattle.gov, with the CSC case name and number in the subject line.

Sincerely,

Andrea Scheele, Executive Director

cc: Office of Hearing Examiner

¹ CSC Rule of Practice and Procedure 5.22.E, states, "[i]f an appeal is withdrawn after parties decide on a settlement and there is a signed settlement agreement, a copy of the agreement may be submitted to the Commission, to be included in the record."

City of Seattle Civil Service Commissions

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

Tel (206) 437-5425, Fax: (206) 684-0755- <http://www.seattle.gov/CivilServiceCommissions/>

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8. EXECUTIVE DIRECTOR REPORT

- Departmental Work and Budget Update

CIV Budget to Actuals 7-13-2022

Project	Account Group	Account	Sum of	Sum of Total	Sum of Available	% Spent After	% Available After	
			Revised Budget		Balance [d]-[e]-	Encum ([e] +		
			[d]=[a]+[b]+[c]	[e]	[f]	[f])/[d]	Encum	
VCADMIN - Leadership and	Labor	510010 - Salaries & Wages	282,769.00	53,215.46	229,553.54	18.82%	81.18%	
		510020 - Holiday	15,625.00	3,389.50	12,235.50	21.69%	78.31%	
		510030 - Sick Leave	-	1,355.81	(1,355.81)	No Budget	No Budget	
		510040 - Vacation	-	1,016.86	(1,016.86)	No Budget	No Budget	
		510070 - Part Time-Salaries & Wages	34,590.00	-	34,590.00	0.00%	100.00%	
		510110 - Salaries & Wages-Temp/Intermit	1,184.00	13,810.40	(12,626.40)	1166.42%	-1066.42%	
		510140 - Sick Leave-Temp/Interm Emp	-	448.00	(448.00)	No Budget	No Budget	
		510240 - Executive Leave Used	-	2,711.62	(2,711.62)	No Budget	No Budget	
		520010 - Fica	19,713.00	4,532.63	15,180.37	22.99%	77.01%	
		520011 - Fica Fsa Dcap & Health	-	264.66	(264.66)	No Budget	No Budget	
		520020 - Medicare	5,318.00	1,060.05	4,257.95	19.93%	80.07%	
		520070 - Insurance Prem-Health & Dental	38,760.00	19,380.00	19,380.00	50.00%	50.00%	
		520080 - Insurance-Wash St FML	-	122.01	(122.01)	No Budget	No Budget	
		520090 - Insurance-Group Fund Life	263.00	32.63	230.37	12.41%	87.59%	
		520100 - Insurance-Longterm Disability	50.00	3.89	46.11	7.78%	92.22%	
		520110 - Insurance-Death Benefit Pay	24.00	13.20	10.80	55.00%	45.00%	
		520300 - Pension-City Retirement Sys	47,055.00	9,993.62	37,061.38	21.24%	78.76%	
		520320 - Employee Assistance Premium	48.00	46.08	1.92	96.00%	4.00%	
		Non-Labor	531010 - Supplies-Subscrips/Pubs/Books	1,200.00	2,299.55	(1,099.55)	191.63%	-91.63%
			531030 - Supplies-Office Supplies	-	198.94	(198.94)	No Budget	No Budget
	532020 - Equipment-Software Purchases		-	-	-	No Budget	No Budget	
	541120 - Services-Technology		-	770.65	(770.65)	No Budget	No Budget	
	541140 - Services-Legal Services		115,000.00	-	115,000.00	0.00%	100.00%	
	541250 - Services-Recycling		50.00	-	50.00	0.00%	100.00%	
	541260 - Services-Disposal Of Materials		50.00	-	50.00	0.00%	100.00%	
	541280 - Services-Courier And Delivery		-	-	-	No Budget	No Budget	
	541310 - Services-Legal Notices		120.00	-	120.00	0.00%	100.00%	
	541320 - Services-Court Reporters		-	-	-	No Budget	No Budget	
	541380 - Services-Admin Charges		-	-	-	No Budget	No Budget	
	541550 - Services-Parking		-	-	-	No Budget	No Budget	
	542900 - Rentals-Other		-	590.45	(590.45)	No Budget	No Budget	
	544050 - Reimburse-Meetin Refresh&Meals	-	-	-	No Budget	No Budget		
	544070 - Reimburse-Dues & Membership	-	25.00	(25.00)	No Budget	No Budget		
545010 - Travel Costs-Out-Of-City	-	-	-	No Budget	No Budget			
545020 - Travel Costs-Training Classes	-	-	-	No Budget	No Budget			
545030 - Travel Costs-Conf, Conv, Sem	-	-	-	No Budget	No Budget			

CIV Budget to Actuals 7-13-2022

Project	Account Group	Account	Sum of Revised Budget	Sum of Total Expenses [e]	Sum of Available Balance [d]-[e]- [f]	% Spent After Encum ([e] + [f])/[d]	% Available After Encum
			[d]=[a]+[b]+[c]				
VCADMIN - Leadership and	Non-Labor	545040 - Travel Costs-In City	-	-	-	No Budget	No Budget
		546010 - Fees-Dues & Memberships	-	-	-	No Budget	No Budget
		549020 - Isf-Fas Alloc	108,850.00	54,424.92	54,425.08	50.00%	50.00%
		549070 - Isf-Itld Alloc	25,297.00	12,636.00	12,661.00	49.95%	50.05%
		549080 - Isf-Itld Billed	354.00	559.76	(205.76)	158.12%	-58.12%
		549100 - SDHR Allocation	35,862.00	17,930.94	17,931.06	50.00%	50.00%
VCCIVILSV - Civil Service Cc	Labor	510010 - Salaries & Wages	-	46,475.52	(46,475.52)	No Budget	No Budget
		510020 - Holiday	-	2,292.43	(2,292.43)	No Budget	No Budget
		510030 - Sick Leave	-	5,134.51	(5,134.51)	No Budget	No Budget
		510040 - Vacation	-	2,040.49	(2,040.49)	No Budget	No Budget
		510070 - Part Time-Salaries & Wages	-	13,400.00	(13,400.00)	No Budget	No Budget
		510240 - Executive Leave Used	-	3,669.68	(3,669.68)	No Budget	No Budget
		510300 - Other Paid Time Off	-	8,222.40	(8,222.40)	No Budget	No Budget
		520010 - Fica	-	4,951.90	(4,951.90)	No Budget	No Budget
		520020 - Medicare	-	1,158.12	(1,158.12)	No Budget	No Budget
		520080 - Insurance-Wash St FML	-	130.42	(130.42)	No Budget	No Budget
		520090 - Insurance-Group Fund Life	-	43.93	(43.93)	No Budget	No Budget
		520100 - Insurance-Longterm Disability	-	7.51	(7.51)	No Budget	No Budget
		520110 - Insurance-Death Benefit Pay	-	22.80	(22.80)	No Budget	No Budget
		520300 - Pension-City Retirement Sys	-	10,989.23	(10,989.23)	No Budget	No Budget
			732,182.00	299,371.57	432,810.43	40.89%	59.11%

9. EXECUTIVE SESSION (May be cancelled if not needed)

10. OLD/NEW BUSINESS

11. ADJOURN