



Seattle Civil Service Department

CIVIL SERVICE COMMISSION MEETING AGENDA

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

DATE: Monday, May 12, 2025

TIME: 2:00 p.m.

LOCATION: In person @ **SMT Room 1679** and Remote Attendance via **Teams**

Directions to SMT 1679-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.

Teams Meeting Public Login:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmQ1NWVIMjYtMjFhMi00YzViLWE3NjgtYTM4M2VINzg4YjZi%40thread.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d

Commissioners, staff, and guests Login:

Please JOIN via the Teams invitation.

Subscribe to receive CSC Meeting Agendas, Notices, and News: <https://www.seattle.gov/civil-service-commission>

Civil Service Commission
Monthly Meeting Agenda
May 12, 2025 @ 2:00 p.m.
Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC 2.05)
2.	PARTICIPANT INTRODUCTIONS	
3.	PUBLIC COMMENT	
4.	APPROVAL OF MINUTES	April 14, 2025, CSC Monthly Meeting
5.	GUEST SPEAKER	Mike Chin, Civil Rights Enforcement Director Seattle Office for Civil Rights
6.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES Brown v. Parks-CSC No. 25-01-005A
7.	ACTION ITEMS	
7.	EXECUTIVE SESSION	May be cancelled if not needed
8.	OLD/NEW BUSINESS	
9.	ADJOURNMENT	Next Meeting Date: Monday June 9, 2025-Monthly Meeting



CITY OF SEATTLE
CIVIL SERVICE COMMISSION

Minutes

April 14, 2025 @ 2:00 PM (Monthly Meeting)

Location: Teams and SMT 1679

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Commission Chair Ray Ceaser called the meeting to order at 2:03 p.m.
2.	ATTENDEE INTRODUCTIONS	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan and Anne Vold. Not in Attendance: Sarah Butler, Operations & Policy Advisor
3.	PUBLIC COMMENT	There was no written comment, and no members of the public requested to give public comment.
4.	APPROVAL OF MINUTES	March 10, 2025-CSC Monthly Meeting Commissioners reviewed the minutes from the March 10, 2025, meeting. Commissioner Ceaser moved to accept the minutes as written. Commissioner Wells seconded the motion. The minutes were approved by acclamation.
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES 3. Brown v. Parks-CSC No. 25-01-005A 4. Reichenbach v. SPU-CSC No. 23-03-002 <i>Delegated the Office of the Hearing Examiner (CSC 5.08)</i>
6.	ACTION ITEMS	Updating July 14, 2025, monthly meeting to a Commission Retreat (special meeting) from 10 am until 2 pm for hearing preparation training. Commissioner Wells moved to accept the meeting change. Commissioner Ceaser seconded the motion. The meeting change was approved by acclamation.
7.	EXECUTIVE SESSION	The commission did not go into Executive Session.

8. **OLD/NEW BUSINESS**

There was no old/new business.

9. **ADJOURNMENT**

The meeting ended at 2:25 p.m.

Minutes submitted **May 12, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

May 12, 2025, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

Monthly meetings are recorded; after January 1, 2024, they may be found at:

<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>

ATTORNEY-CLIENT PRIVILEGED WORK PRODUCT – PREPARED IN ANTICIPATION OF LITIGATION

Civil Rights Investigations

Public Safety Civil Service Commission

May 12, 2025



Seattle
Office for Civil Rights



City of Seattle

Department Overview

The Seattle Office for Civil Rights provides **citywide leadership** in the areas of civil rights and equal opportunity and works to **eliminate discrimination** in housing, employment, and public accommodations.

We also provide civil rights **trainings and education, propose legislation and policies**, oversee the City's **Race & Social Justice Initiative**, and support four commissions.

Civil Rights Enforcement

Policy

Race & Social Justice Initiative (RSJI)

Community Investments

Commissions



Civil Rights Enforcement

Ensure equitable access in employment, housing, public places, and contracting by enforcing the City's antidiscrimination and civil rights protections.

Investigations

- Intake
- Investigations
- Early resolution
- Mediation services

Outreach and Community Engagement

- Education
- Engagement
- Outreach
- Training

Code Compliance and Testing

- Testing
- Code compliance
- Technical assistance

Citywide Title VI Program

- Compliance
- Training
- Coordination



Laws We Enforce



Employment

Fair Employment

ADA

ADEA

Title VII

GINA

PWFA



Housing

Open Housing

Fair Chance
Housing and
Eviction Records



Public Places

Public
Accommodations

Closed Captioning*

All-gender Restroom*

Ban on Conversion
Therapy*

ADA*

Title VI*



Contracting

Fair Contracting

Title VI*

Note: Federal laws identified in gray

** No appeal rights to the SHRC*



Seattle
Office for Civil Rights

May 12, 2025



City of Seattle

What is Discrimination?



Protected Class(es)

Federal	State	Local (Seattle)
Race	Creed	Ancestry
Color	Sexual Orientation	Marital Status
National Origin	Gender Identity	Political Ideology
Sex	Veteran/Military Status	Pregnancy Outcomes
Religion	Citizenship Status	Caste
Disability	Immigration Status	Breastfeeding (Public Acc)
Age (Employment)	Use of a Service Animal	
Genetic Information (Employment)	Section 8 and Housing Subsidy (Housing)	
Familial Status/Parental (Housing)	Alternative Sources of Income (Housing)	



A Step by Step Guide to

» Filing a Claim of Discrimination

1. Charging party contacts us

2. Intake meeting with charging party

3. File a charge

4. We investigate the case

The charging party signs the complaint.



SOCR contacts the Respondent



An investigator meets with the charging party to go over the case in detail.



The investigator conducts interviews and gathers evidence.

5. Possible case outcomes

» "Reasonable Cause"

» Conciliation

» Settlement

» Withdrawal

» "No Reasonable Cause"

» Administrative closure



File a Complaint: Legal Requirements

- Occurred in Seattle
- Issue covered under the laws we enforce
- Incident occurred within
 - 1.5 years for employment and contracting
 - 1 year for housing and public places
 - 180 days for other civil rights laws
- Jurisdiction over the entity



Discrimination Referrals to SOCR

1. PSCSC refers complaints to OCR.
2. PSCSC considers whether it retains jurisdiction over any claims
3. OCR contacts complainant to schedule an intake interview.
4. If OCR has jurisdiction, OCR will draft a discrimination charge for complainant's signature.
5. If OCR does not have jurisdiction, OCR will send a letter rejecting the complaint and a copy is sent to PSCSC.

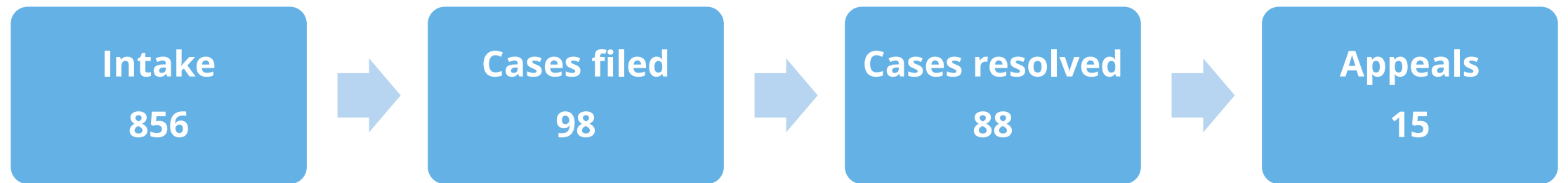


Case Resolutions to PSCSC

1. SOCR will send a copy of the finding to PSCSC.
2. PSCSC will review the finding and determine if the finding addresses the discrimination issue in the civil service grievance.



Investigations - 2024



Questions

**Michael Chin, Civil Rights
Enforcement Director**

Mike.chin@seattle.gov

(206) 684-8063

**Seattle.gov/civilrights/
discrimination@seattle.gov**

(206) 684-4500



Civil Rights Analyst, Mamadou Jawo tables at a community event with Civil Rights Enforcement Director, Mike Chin.



Seattle
Office for Civil Rights

May 12, 2025



City of Seattle

CIV Department 2025 Monthly Expenditures

2025
VC000 - Civil Service Commissions Dept
All
All

#REF!

Values															
Account Grouping Level	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expens	07 - Expen	08 - Expen	09 - Expen	10 - Expen	11 - Expen	12 - Expen	
Two															
Labor	2,098,041	2,098,041	151,145	167,261	154,104	159,235	19,780	-	-	-	-	-	-	-	651,524
Non-Labor	719,609	719,609	16,325	40,640	121,730	95,422	45,866	-	-	-	-	-	-	-	319,983
	2,817,650	2,817,650	167,469	207,902	275,834	254,657	65,646	-	-	-	-	-	-	-	971,507
	</														

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
May 2025**

FILED/OPEN

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
25-01-005A	Brown	Parks	2-15-2025	City of Seattle Personnel Rules Violations: PR 1.3.2.D.3; PR 1.3.2.D.5; PR 1.3.3.A.	Whether suspension was justified.	1 st Prehearing was held April 22, 2025. Hearing Dates TBD	Executive Director

CLOSED

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
23-03-002	Reichenbach	SPU	4-5-2023	City of Seattle Personnel Rules Violations: PR 1.1.2; PR 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	Appellant requested to withdraw appeal. A Dismissal Order was Issued March 3, 2025.	OHE