



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

Special Meeting AGENDA*

Work Retreat of the Civil Service Commission

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

DATE: Monday, April 19, 2021

TIME: 1:00 pm-3:30 pm

LOCATION: WebEx

Meeting Link:

<https://seattle.webex.com/seattle/j.php?MTID=mdcca24c8cee17a4d783b9d09c88930fd>

Meeting number (access code): **146 084 9290** Meeting password: **tDUkk7bsU42**

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1460849290## United States Toll (Seattle)

+1-408-418-9388,,1460849290## 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 1460849290@seattle.webex.com

You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 1460849290.seattle@lync.webex.com

Need help? Go to <https://help.webex.com>

Special Meeting

AGENDA

Work Retreat of the Civil Service Commission

April 19, 2021

Meeting documents will be posted to the commission website the day of the meeting.

<http://www.seattle.gov/civil-service-commission/monthly-meetings>

AUDIO/VIDEO TECH CHECK

CALL TO ORDER- LAND ACKNOWLEDGMENT, INTRODUCTIONS

- 1. OPENING, LIBERATING STRUCTURE EXERCISE
(Andrea and Teresa)**
- 2. CSC'S MISSION/NORTH STAR (Commissioner Mary Wideman-Williams)**
- 3. ANTI-RACISM (Commissioner Angelique Davis)**
- 4. ROLES AND RESPONSIBILITIES (Chair Amy Bonfrisco)**
- 5. CLOSING**
- 6. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)**

ADJOURN

NEXT MEETING: May 17, 2021 @ 2:00 pm

***Agendas and Special Meeting Notices**

You may sign up at the CSC website <http://www.seattle.gov/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>

Civil Service Commission 2021 Work Retreat

April 19, 2021



City of Seattle

Overview

- Welcome and opening activity
- Mission and North Star
- Break
- Anti-racism and CSC
- Break
- Roles and Responsibilities
- Close



Land Acknowledgement

We want to acknowledge that the city of Seattle and its greenspaces are on stolen Coast Salish land, specifically the ancestral land of the

Duwamish, Suquamish, Stillaguamish, and Muckleshoot Tribes

We honor the traditional stewards of these lands and leaders of racial justice who continue to build vibrant communities here today.

Pledge: As a step toward honoring the truth and achieving healing and reconciliation, our organization commits to open all public events and gatherings with a statement acknowledging the traditional Native lands on which we stand. Such statements become truly meaningful when coupled with authentic relationships and sustained commitment. We therefore commit to move beyond words into programs and actions that fully embody a commitment to Indigenous rights and cultural equity.



Liberating Structures Exercise

TBD

CSC's Mission/ North Star (Commissioner Wideman-Williams, 35 min.)

- **Who Are We?**



Civil Service Commission

- **Who We Are**

Civil Service Commission is an independent board that was established by an amendment to the Seattle City Charter in 1979. The Commission has three members. The Mayor and City Council each appoint one Commissioner and City employees in the classified service elect a Commissioner. Each Commissioner serves a three-year term. The Commission staff includes an Executive Director and an Executive Assistant. Commission meetings are held monthly and are open to the public.

- **What We Do**

The Commission hears appeals regarding personnel actions and decisions. The Commission ensures that the action or decision follows City rules, policies, laws and procedures. The Commission has the authority to reverse personnel actions and decisions if it determines the Personnel Rules or City Policies were not followed. [Personnel Rules - Human Resources | seattle.gov](https://seattle.gov/humanresources/personnelrules)

The Commission investigates charges of undue influence by elected officials on hiring decisions and reviews rules, policies, programs, and legislation related to the City's personnel system. The Commission may also make recommendations regarding the personnel system to the Mayor and City Council.

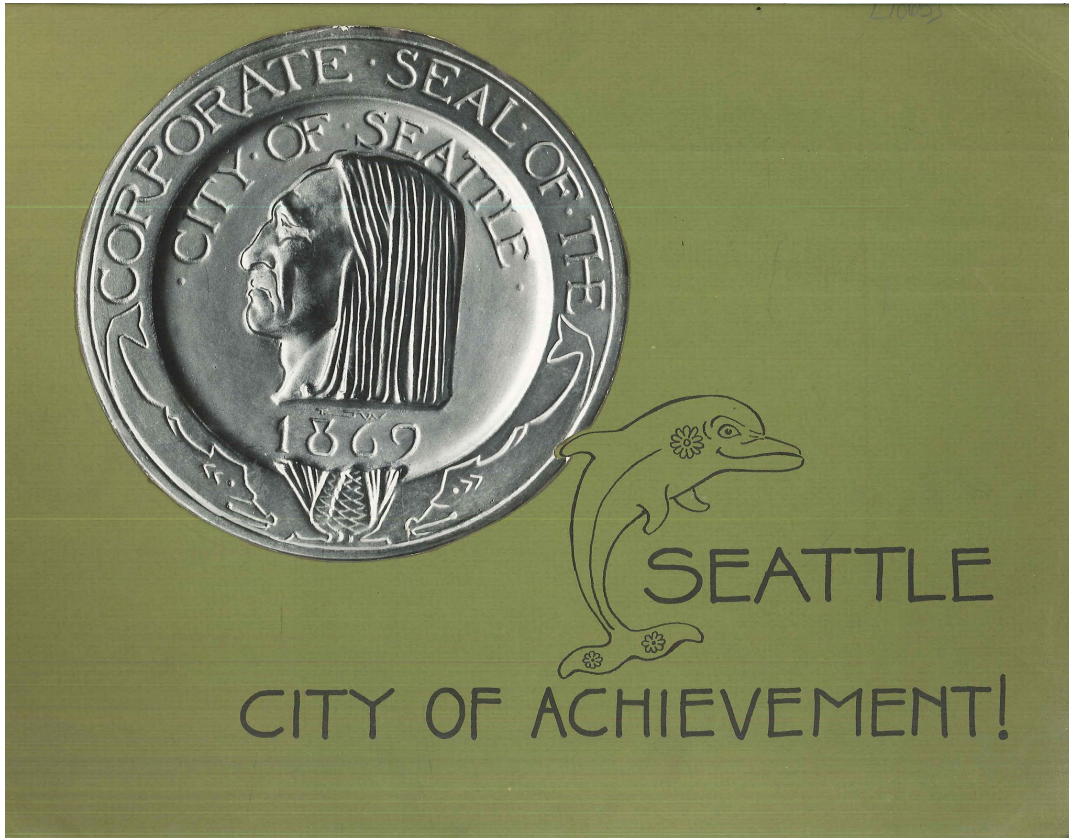
- **Who We Serve**

Most regular City employees are members of civil service and served by the Commission. Some employees are exempt from Civil Service, including Department Heads, Superintendents, and other positions in the Executive series. Exemptions are listed in SMC 4.13 [Exemptions from Civil Service](#).



Break #1

15 minutes



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Embedding anti-racism into the CSC's work (Commissioner Davis, 35 mins.)

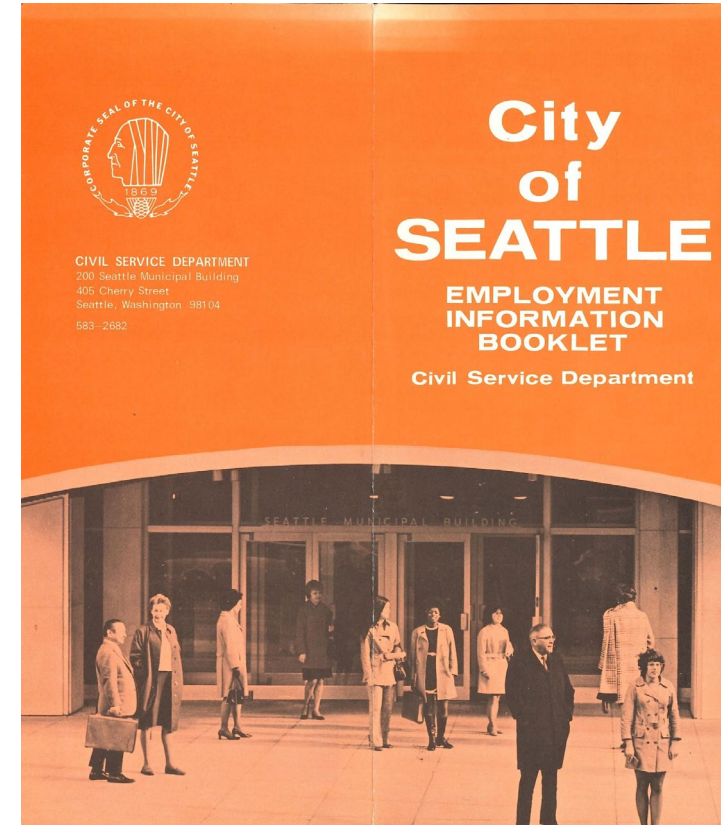
Recognizing CSC's role as part of a racist institution, and actively working to:

- Undo past harm;
- Embed equity in every aspect of the CSC's function;
- Help dismantle existing racist structures and practices.



Break #2

15 minutes



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Roles and Responsibilities (Chair Bonfrisco, 35mins.)

- How you see your role as a Commissioner?
- What is your capacity?
- How do you see the Chair's role?
- How do you see the Executive Director and Executive Assistant's roles?
 - Roles in hearings
 - Communication during the hearing;
 - Deliberations, before, during, after hearing;
 - Drafting the decision.



Close out, next steps (15 mins.)



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