

Civil Service Commission

Ellis H. Casson, Chair of the Commission

Contact Information

Department Information Line: (206) 386-1301

City of Seattle General Information: (206) 684-2489 TTY: (206) 615-0476

On the Web at: <http://www.seattle.gov/csc>

Department Description

The Civil Service Commission serves as a quasi-judicial body, providing fair and impartial hearings of alleged violations of the City's personnel system. Employees may file appeals with the Commission regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as its related rules and policies. The Commission may issue orders to remedy violations and may also make recommendations to the Mayor and City Council regarding the administration of the personnel system. In addition, the Commission investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter.

Policy and Program Changes

The Civil Service Commission begins to refer cases to the City's Office of Hearing Examiner in lieu of using a roster of independent examiners, who are paid out of the Commission's budget. For those few cases in which a conflict exists between an appellant and the Office of Hearing Examiner, the Commission will use an examiner from the roster. The Commission continues to hear appeals of Hearing Examiner decisions on civil service issues. As a result of this change and a decline in the number of cases coming before the Commission, one staff position is reduced by 50%.

City Council Budget Changes and Provisos

The City Council adopted the Mayor's 2003-2004 Proposed Budget with some minor amendments.

Resources	Summit Code	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
Civil Service Commission Budget Control Level					
Appropriation	V1C00	182,792	211,226	144,615	147,587
Department Total		182,792	211,226	144,615	147,587
Department Full-time Equivalents Total*		2.00	2.00	1.50	1.50

**The department FTE total is provided for information only. All authorized positions are listed in Appendix A.*

Civil Service

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Purpose Statement

The mission of the Civil Service Commission is threefold: 1) to provide employees and departments with a quasi-judicial process wherein they can appeal disciplinary actions and alleged violations of the City Charter, personnel code, or other personnel rules; 2) to submit legislation and recommendations to the Mayor and City Council intended to improve the City's personnel system; and 3) to investigate allegations of political patronage to ensure the City's hiring process conforms to the merit system set forth in the City Charter.

Program Summary

Reclassify the Executive Director and reduce the position to half-time to reflect an overall decrease in the Commission's caseload, the transfer of some work to the Office of Hearing Examiner, and changes in the position's duties.

Refer cases to the City's Office of Hearing Examiner instead of the Commission's roster of independent examiners, who are paid out of the Commission's budget. For those few cases in which a conflict exists between an appellant and the Office of Hearing Examiner, the Commission continues to use its roster of outside examiners. The Commission will also hear appeals of decisions made by the Office of Hearing Examiner on civil service issues. The Office of Hearing Examiner expects to be able to absorb civil service case referrals within its existing resources.

Resources	2001 Actual	2002 Adopted	2003 Adopted	2004 Endorsed
General Subfund	182,792	211,226	144,615	147,587
Total	182,792	211,226	144,615	147,587
Full-time Equivalents Total*	2.00	2.00	1.50	1.50

**The program FTE total is provided for information only. All authorized positions are listed in Appendix A.*