

# **Civil Service Commission**

## **Ellis H. Casson, Commission Chair**

### **Contact Information**

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### **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 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. The Commission conducts public hearings on personnel related issues and may propose changes to Personnel rules, policies, and laws to the Mayor and City Council.

### **Policy and Program Changes**

In developing the 2011 Adopted Budget, the City of Seattle's General Fund was facing a \$67 million shortfall. The 2011 Adopted Budget includes reductions for all General Fund-dependent functions. The Seattle Civil Service Commission's 2011 Adopted Budget reflects reductions in order to help close the General Fund gap. This includes administrative savings such as freezing salary levels for City employees in certain classifications.

### **City Council Provisos**

There are no Council provisos.

## Civil Service

	Summit	2009	2010	2011	2012
<b>Appropriations</b>	<b>Code</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Endorsed</b>
Civil Service Commission Budget Control Level	VIC00	223,401	221,282	233,080	238,421
<b>Department Total</b>		<b>223,401</b>	<b>221,282</b>	<b>233,080</b>	<b>238,421</b>
<b>Department Full-time Equivalents Total*</b>		<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

	2009	2010	2011	2012
<b>Resources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Endorsed</b>
General Subfund	223,401	221,282	233,080	238,421
<b>Department Total</b>	<b>223,401</b>	<b>221,282</b>	<b>233,080</b>	<b>238,421</b>

**Civil Service Commission Budget Control Level**

**Purpose Statement**

The purpose of the Civil Service Commission Budget Control Level 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 so the City's hiring process conforms to the merit system set forth in the City Charter.

**Summary**

Reduce budget by \$2,000 in accordance with Executive Order 2010-01, which directed departments to withhold base salary increases for City officers and employees in certain classifications.

The Mayor and the Council worked with the Coalition of City Labor Unions to identify mechanisms for reducing labor costs in the face of the City's strained financial situation. As a result of ratified agreements with represented employees and commensurate savings for non-represented positions in 'step-in-grade' classifications, this program will achieve \$1,000 in savings.

Increase budget by \$15,000 for citywide adjustments to labor and other operating costs due to inflation, health care, and similar changes, for a net increase from the 2010 Adopted Budget to the 2011 Adopted Budget of approximately \$12,000.

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Expenditures/FTE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Endorsed</b>
Civil Service Commission	223,401	221,282	233,080	238,421
Full-time Equivalents Total*	1.80	1.80	1.80	1.80

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*