

# Civil Service Commissions

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<http://www.seattle.gov/civil-service-commission>  
<http://www.seattle.gov/public-safety-civil-service-commission>

## Department Overview

The **Civil Service Commissions** is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission. The Commissions are quasi-judicial bodies charged with providing fair and impartial hearings on disciplinary actions and other employment related issues. Each commission is governed by a separate three-member board, with one member appointed by the Mayor, one appointed by the City Council, and one elected by, and representing, the employees. The term of each commissioner is three years.

The **Civil Service Commission (CSC)** provides fair and impartial hearings of alleged violations of the City's personnel rules. Employees may file appeals with the CSC regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as related rules and policies. The CSC may issue orders to remedy violations and may also make recommendations to the Mayor and the City Council regarding the administration of the personnel system.

In addition, the CSC 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 CSC conducts public hearings on personnel related issues and may propose changes to personnel rules, policies, and laws to the Mayor and the City Council.

The purpose of the **Public Safety Civil Service Commission (PSCSC)** is to implement, administer, and direct a civil service system for sworn personnel of the Seattle Police Department and uniformed personnel of the Seattle Fire Department. The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues.

## Budget Snapshot

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
<b>Department Support</b>				
General Fund Support	442,989	492,850	491,802	526,097
<b>Total Operations</b>	<b>442,989</b>	<b>492,850</b>	<b>491,802</b>	<b>526,097</b>
<b>Total Appropriations</b>	<b>442,989</b>	<b>492,850</b>	<b>491,802</b>	<b>526,097</b>
Full-Time Equivalents Total*	2.60	2.00	2.00	2.00

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

# Civil Service Commissions

## Budget Overview

The 2020 Proposed Budget for the Civilian Service Commissions (CIV) makes no significant changes and includes minor Citywide technical changes which are described below.

## Incremental Budget Changes

### Civil Service Commissions

	2020 Budget	FTE
<b>Total 2020 Endorsed Budget</b>	<b>491,802</b>	<b>2.00</b>
<b>Baseline</b>		
2020 Coalition and Non-Rep Annual Wage Increase Base Budget	25,186	-
2020 State Paid Family Medical Leave Increase Base Budget	374	-
Citywide Adjustments for Standard Cost Changes	8,735	-
<b>Total Incremental Changes</b>	<b>\$34,295</b>	<b>-</b>
<b>Total 2020 Proposed Budget</b>	<b>\$526,097</b>	<b>2.00</b>

## Description of Incremental Budget Changes

### Baseline

#### **2020 Coalition and Non-Rep Annual Wage Increase Base Budget**

Expenditures \$25,186

This centrally administered change adjusts appropriations to reflect the Annual Wage Increase, as outlined in the tentative agreement between the City and the Coalition of Unions, for personnel costs included in this department's baseline budget. This includes increases to salary, FICA, Medicare, retirement, overtime and temporary labor.

#### **2020 State Paid Family Medical Leave Increase Base Budget**

Expenditures \$374

Starting in January 2020, Washington State will offer paid family and medical leave benefits to all workers in the State of Washington, including City of Seattle employees. In 2020, the tentative agreement with the Coalition of Unions moves a portion of the cost responsibility to the employee in 2020, with the City paying the remainder. This item increases appropriations to account for the City's obligation for all employees.

## Civil Service Commissions

### Citywide Adjustments for Standard Cost Changes

Expenditures \$8,735

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including the Department of Finance & Administrative Services rates, Information Technology rates and Human Resources rates, health care, retirement and industrial insurance charges for the department. This adjustment also includes a transfer of resources from the department to the Human Resources Investigations Unit (HRIU) as part of the City's efforts to improve investigative processes and practices across the City departments. While the internal service rates are final for 2020, some of the other adjustments reflect initial assumptions about these costs and inflators early in the budget process.

### Expenditure Overview

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
<b>Appropriations</b>				
<b>CIV - BO-VC-V1CIV - Civil Service Commissions</b>				
00100 - General Fund	442,989	492,850	491,802	526,097
<b>Total for BSL: BO-VC-V1CIV</b>	<b>442,989</b>	<b>492,850</b>	<b>491,802</b>	<b>526,097</b>
<b>Department Total</b>	<b>442,989</b>	<b>492,850</b>	<b>491,802</b>	<b>526,097</b>
<b>Department Full-Time Equivalent Total*</b>	<b>2.60</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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

### Budget Summary by Fund Civil Service Commissions

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
00100 - General Fund	442,989	492,850	491,802	526,097
<b>Budget Totals for CIV</b>	<b>442,989</b>	<b>492,850</b>	<b>491,802</b>	<b>526,097</b>

## Civil Service Commissions

### Appropriations by Budget Summary Level and Program

#### **CIV - BO-VC-V1CIV - Civil Service Commissions**

The purpose of the Civil Service Commissions Budget Summary Level is to provide administrative support to the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues. The CSC directs the civil service system for all other employees of the City.

<b>Program Expenditures</b>	<b>2018 Actuals</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>	<b>2020 Proposed</b>
Civil Service Commissions	442,989	492,850	491,802	526,097
<b>Total</b>	<b>442,989</b>	<b>492,850</b>	<b>491,802</b>	<b>526,097</b>
Full-time Equivalent Total*	2.60	2.00	2.00	2.00

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