

# Civil Service Commissions

Andrea Scheele, Executive Director

(206) 233-7118

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

## Department Overview

The **Civil Service Commissions** is the small department that houses two City Charter-mandated commissions, the Seattle Civil Service Commission and the Seattle Public Safety Civil Service Commission. The two commissions exist to oversee the organized and fair operation of the City's two civil service systems, of which almost 10,000 of the City's 13,000 employees are members. The Seattle Municipal Code and Washington law charge both commissions with providing fair and impartial appeal hearings on serious disciplinary decisions and other civil service issues. Each commission is governed by its own three-member board, with one member appointed by the Mayor, one appointed by the City Council, and one elected by the employees.

The **Civil Service Commission (CSC)** conducts appeal hearings of alleged violations of the City's personnel rules, disciplinary actions, and alleged violations of the Personnel Ordinance. The CSC makes recommendations to the Mayor and the City Council regarding the administration of the personnel system. The CSC is authorized to investigate allegations of political patronage in hiring and promotion for positions within the civil service to ensure that they are in accordance with civil service merit principles described in the City Charter.

The **Public Safety Civil Service Commission (PSCSC)** oversees and directs a civil service system for sworn personnel of the Seattle Police Department (SPD) and uniformed personnel of the Seattle Fire Department (SFD). The Public Safety Civil Service system includes appointments, promotions, promotional testing, layoffs, recruitment, retention, classifications, removals, and discipline, pursuant to Charter Article XVI and in substantial compliance with RCW chapters 41.08, 41.12, and 41.56. The PSCSC directs and oversees entry-level and promotional civil services exams for ten ranks in the Police and Fire service. The PSCSC also conducts quasi-judicial appeals related to serious disciplinary decisions, examination and testing, and related issues.

## Budget Snapshot

	2021 Actuals	2022 Adopted	2023 Proposed	2024 Proposed
<b>Department Support</b>				
General Fund Support	550,538	601,557	895,020	919,137
<b>Total Operations</b>	<b>550,538</b>	<b>601,557</b>	<b>895,020</b>	<b>919,137</b>
<b>Total Appropriations</b>	<b>550,538</b>	<b>601,557</b>	<b>895,020</b>	<b>919,137</b>
Full-Time Equivalent Total*	2.00	2.00	3.00	3.00

\* 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 2023-24 Proposed Budget furthers the Mayor’s commitment to the Civil Service Commissions and the growth necessary to carry out the office’s purpose. The department has been operating with two staff and needs an additional position to balance the additional workload associated with the increased hiring and testing of Seattle Police Department recruits to address a staffing shortage.

The 2023-24 Proposed Budget also includes Citywide technical adjustments related to Annual Wage Increases (AWI), internal services costs, and personnel costs.

## Incremental Budget Changes

### Civil Service Commissions

	Dollars	FTE
<b>2022 Adopted Budget</b>	<b>601,557</b>	<b>2.00</b>
<b>Baseline</b>		
Citywide Adjustments for Standard Cost Changes	65,346	-
Appropriations for 2022 Annual Wage Increase (AWI)	15,625	-
Correction to Retirement Account Appropriation	23,363	-
Increase to Salary and Benefits	13,918	-
<b>Proposed Operating</b>		
Add Strategy and Policy Position	175,212	1.00
<b>Proposed Technical</b>		
General Fund Revenue Adjustment	-	-
<b>Total Incremental Changes</b>	<b>\$293,463</b>	<b>1.00</b>
<b>Total 2023 Proposed Budget</b>	<b>\$895,020</b>	<b>3.00</b>

## Description of Incremental Budget Changes

### Baseline

#### Citywide Adjustments for Standard Cost Changes

Expenditures \$65,346

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

## Civil Service Commissions

### Appropriations for 2022 Annual Wage Increase (AWI)

Expenditures \$15,625

This centrally administered change adjusts appropriations to reflect an annual wage increase in 2022, as outlined in the agreements between certain City unions, for personnel costs included in this department. These agreements were not finalized until after the 2022 budget had been adopted. This change includes ongoing cost increases to salary, FICA, Medicare, retirement, overtime and temporary labor. There is no increase assumed from 2022 to 2023.

### Correction to Retirement Account Appropriation

Expenditures \$23,363

This item reverses a reduction to CIV's retirement account by \$23,363 in CIV's BO-VC-VCIV BSL. The \$23,363 was reduced in the 2021 budget and left CIV underbudgeted for retirement. This corrects the on-going reduction and maintains the department's appropriate level of funding for retirement.

### Increase to Salary and Benefits

Expenditures \$13,918

This item increases salary and benefits appropriation authority by \$13,918 to the Civil Service Commission's CIV-BO-VCV1CIV BSL. This increase provides the department with sufficient budget authority to cover pay raises in the 2023-24 budget.

## Proposed Operating

### Add Strategy and Policy Position

Expenditures \$175,212

Position Allocation 1.00

This item creates a five-year sunseting 1.0 FTE Strategic Advisor 2 position in the Civil Service Commission and increases appropriation by \$175,212 to the CIV-BO-VC-V1CIV Civil Service Commission BSL. CIV has an increased workload associated with the hiring and testing of Seattle Police Department to address the staffing shortage. The body of work for this position is project management and development of policies and rule making and will provide additional capacity for CIV to balance the needs of the commissions and employee members of the civil services.

## Proposed Technical

### General Fund Revenue Adjustment

Revenues \$121,187

This is a technical adjustment to capture centrally projected and forecast General Fund revenue increments for this department.

## Civil Service Commissions

### Expenditure Overview

	2021 Actuals	2022 Adopted	2023 Proposed	2024 Proposed
<b>Appropriations</b>				
<b>CIV - BO-VC-V1CIV - Civil Service Commissions</b>				
00100 - General Fund	550,538	601,557	895,020	919,137
<b>Total for BSL: BO-VC-V1CIV</b>	<b>550,538</b>	<b>601,557</b>	<b>895,020</b>	<b>919,137</b>
<b>Department Total</b>	<b>550,538</b>	<b>601,557</b>	<b>895,020</b>	<b>919,137</b>
<b>Department Full-Time Equivalents Total*</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</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

	2021 Actuals	2022 Adopted	2023 Proposed	2024 Proposed
00100 - General Fund	550,538	601,557	895,020	919,137
<b>Budget Totals for CIV</b>	<b>550,538</b>	<b>601,557</b>	<b>895,020</b>	<b>919,137</b>

### 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>2021 Actuals</b>	<b>2022 Adopted</b>	<b>2023 Proposed</b>	<b>2024 Proposed</b>
Civil Service Commissions	550,538	601,557	895,020	919,137
<b>Total</b>	<b>550,538</b>	<b>601,557</b>	<b>895,020</b>	<b>919,137</b>
Full-time Equivalents Total*	2.00	2.00	3.00	3.00

*\*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*