

Civil Service Commissions

Andrea Scheele, Executive Director

(206) 233-7118

<https://www.seattle.gov/civil-service-department>

Department Overview

The **Civil Service Department** (CIV) administers civil service exams and appeals, supports two independent commissions overseeing civilian and public safety civil service systems, and advises lawmakers on related policies. This work ensures that public employees are qualified to perform the work of their position, and that they have fair access and opportunity for hire/promotion and fair employment.

The Civil Service Commission (CSC) hears employee appeals of alleged violations of the City's personnel rules, disciplinary actions, and alleged violations of the City of Seattle Personnel Ordinance. The Public Safety Civil Service Commission (PSCSC) directs the civil service system for sworn personnel of the Seattle Police Department (SPD) and uniformed personnel of the Seattle Fire Department (SFD). The PSCSC also conducts appeals related to serious disciplinary decisions, examination and testing, has authority over classification for public safety classifications, other civil service issues. CSC and PSCSC are required by the City Charter, and the PSCSC is required by state law.

Budget Snapshot

	2024 Actuals	2025 Adopted	2026 Endorsed	2026 Adopted
Department Support				
General Fund Support	997,509	2,817,650	2,883,313	3,038,328
Total Operations	997,509	2,817,650	2,883,313	3,038,328
Total Appropriations	997,509	2,817,650	2,883,313	3,038,328
Full-Time Equivalent Total*	3.00	10.00	10.00	10.00

* 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

Budget Overview

The 2026 Adopted Budget maintains core services for the Civil Service Department (CIV).

The 2026 Adopted Budget makes technical adjustments to the CIV budget including wage and retirement adjustments and a reallocation to align budget with actuals. The budget increases nearly 8% over 2025, due in part to an increase in central costs that support the civil service exam staff transferred from the Seattle Department of Human Resources in 2025.

City Council Changes to the Proposed Budget

The City Council made no changes to the 2026 Proposed Budget.

Civil Service Commissions

Incremental Budget Changes

Civil Service Commissions

	2026 Budget	FTE
Total 2026 Endorsed Budget	2,883,313	10.00
Baseline		
Citywide Adjustments for Standard Cost Changes	176,595	-
Adopted Technical		
Bargained Annual Wage Adjustment to Base Budget	(19,851)	-
SCERS Retirement Contribution Rate Reduction	(1,729)	-
Reallocation of Commissioner Stipend Budget	-	-
Total Incremental Changes	\$155,015	-
Total 2026 Adopted Budget	\$3,038,328	10.00

Description of Incremental Budget Changes

Baseline

Citywide Adjustments for Standard Cost Changes

Expenditures \$176,595

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 and other central cost factors. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Adopted Technical

Bargained Annual Wage Adjustment to Base Budget

Expenditures \$(19,851)

This centrally administered change adjusts base budget appropriations to reflect the proper Annual Wage Increase (AWI) increment for 2026, as outlined in the agreements between the City and the Coalition of City Unions for personnel costs. AWI increments are determined based on the average change in the local Consumer Price Index (CPI). This change represents a true-up between the forecasted CPI assumption included in the Endorsed Budget and the actual CPI data.

SCERS Retirement Contribution Rate Reduction

Expenditures \$(1,729)

The City's employee retirement system, the Seattle City Employees Retirement System (SCERS) is a defined benefit pension program funded by a combination of salary-based employer (i.e., the City) and employee contributions, and

Civil Service Commissions

investment earnings. Based on the updated actuarial valuation for 2025, this item reduces the employer contribution rate from the endorsed rate of 15.17% to the SCERS minimum actuarial required rate of 15.06%.

Reallocation of Commissioner Stipend Budget

Expenditures -

Each Civil Service Commissioner receives a stipend for being a member. This item is a cost-neutral reallocation of the budget to align with actual expenditures for these stipends.

Civil Service Commissions

Expenditure Overview

	2024 Actuals	2025 Adopted	2026 Endorsed	2026 Adopted
Appropriations				
CIV - BO-VC-V1CIV - Civil Service Commissions				
00100 - General Fund	997,509	2,817,650	2,883,313	3,038,328
Total for BSL: BO-VC-V1CIV	997,509	2,817,650	2,883,313	3,038,328
 Department Total	 997,509	 2,817,650	 2,883,313	 3,038,328
 Department Full-Time Equivalents Total*	 3.00	 10.00	 10.00	 10.00

** 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*

Budget Summary by Fund Civil Service Commissions

	2024 Actuals	2025 Adopted	2026 Endorsed	2026 Adopted
00100 - General Fund	997,509	2,817,650	2,883,313	3,038,328
Budget Totals for CIV	997,509	2,817,650	2,883,313	3,038,328

Revenue Overview

2026 Estimated Revenues

Account Code	Account Name	2024 Actuals	2025 Adopted	2026 Endorsed	2026 Adopted
341900	General Government-Other Rev	269,676	247,422	258,553	258,553
Total Revenues for: 00100 - General Fund		269,676	247,422	258,553	258,553
 Total CIV Resources		 269,676	 247,422	 258,553	 258,553

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 fund the work of two independent commissions, the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC develops and administers entry and promotional civil service exams for ranks in the Seattle Police and Fire Departments and conducts hearings on employee appeals of discipline and other employment matters. The CSC conducts hearings on employment-related appeals filed by covered employees, investigates allegations of political patronage in hiring, and advises on the administration of the City's personnel system.

Program Expenditures	2024	2025	2026	2026
	Actuals	Adopted	Endorsed	Adopted
Civil Service Commissions	997,509	2,817,650	2,883,313	3,038,328
Total	997,509	2,817,650	2,883,313	3,038,328
Full-time Equivalents Total*	3.00	10.00	10.00	10.00

**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*