



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Dorothy Y. Leggett

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

AGENDA*

PUBLIC SAFETY CIVIL SERVICE COMMISSION

The Agenda is subject to change to address immediate Commission concerns.

DATE: Wednesday, February 17, 2021

TIME: 10:00 am

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=ma084a6e29e66eb0ec523d69b36eb7687>

Meeting number (access code): 146 829 3915 Meeting password: 75D3w2qG2TU

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1468293915## United States Toll (Seattle)

+1-408-418-9388,,1468293915## United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle)

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial [1468293915@seattle.webex.com](tel:1468293915@seattle.webex.com)

You can also dial **173.243.2.68** and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1468293915.seattle@lync.webex.com](tel:1468293915.seattle@lync.webex.com)

Need help? Go to <https://help.webex.com>

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request

AGENDA

Public Safety Civil Service Commission

February 17, 2021

Meeting documents will be posted to the commission website the day of the meeting.

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

CALL TO ORDER-INTRODUCTIONS-PUBLIC COMMENT

% APPROVAL OF MEETING MINUTES

- December 16, 2020-Joint Meeting
- December 16, 2020-PSCSC Special Meeting

&" CASE STATUS REPORT

- Jones v. SPD-PSCSC No. 20-01-019-Update
- Novisedlak v. SPD-PSCSC No. 20-01-011-Update
- Crawford-Writ of Review-KCSC-Update

' " FIRE AND POLICE EXAM UNIT

- Yoshiko Grace Matsui, Fire Exams Analyst
- Rachael Schade, Police Exams Analyst

(" EXAM PROTESTS

- None were filed

)" PSCSC ADMINISTRATION AND LEADERSHIP

- 2021 Commission Chair
- 2021 Meeting Dates

*" EXECUTIVE DIRECTOR REPORT

- Budget
- Departmental Work Update

+ " POSSIBLE EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING: TBD



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Dorothy Leggett

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

December 16, 2020

Special Joint Meeting of the

Civil Service Commission and Public Safety Civil Service Commission

Approved: January 11, 2021 (CSC)

February 17, 2021 (PSCSC)

Call to Order: CSC Chair Amy Bonfrisco called the meeting to order at 10:14 am. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

In Attendance:

CSC Commission Chair Amy S. Bonfrisco
CSC Commissioner Angelique M. Davis
CSC Commissioner Mary Wideman-Williams
PSCSC Commissioner Stacy Connole
PSCSC Commissioner Dorothy Leggett
Andrea Scheele, Executive Director
Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

In Attendance:

PSCSC Commission Chair Joel Nark

Commission Chair Bonfrisco opened the meeting with the Land Acknowledgement:

The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish, Stillaguamish, and Coast Salish peoples. We honor with gratitude the land, and the native peoples, past and present.

PUBLIC COMMENT: No one signed up to speak

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov>

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

1. EXECUTIVE DIRECTOR REPORT

- **2020 Civil Service Commissions Year-End Review:** Ms. Scheele gave an update on the commissions' work in 2020. Ms.; Scheele provided information on disciplinary appeals that will be heard by each commission, the appointments of CSC Commissioner Wideman-Williams and PSCSC Commissioner Dorothy Leggett, Public Disclosure Requests, Civil Service outreach, the possibility of out of order layoff in SPD, and Fire and Police Exams.
- **2021 Budget Update:** Ms. Scheele updated the commissions that the commissions budget analyst would seek a carryover for the reclassification and change in salaries of the Executive Director and Executive Assistant.

2. EXECUTIVE SESSION

- **Executive Director Merit Leave:** The commissioners went into Executive Session at 10:45 am. The commissioners came out of Executive Session at 11:05 and announced an extension of the Executive Session at 11:05. The Executive Session ended at 11:12 am. Commissioner Connole moved to award Ms. Scheele five (5) days of the Merit Leave. Commissioner Wideman-Williams and Commission Chair Bonfrisco seconded the motion. The motion was approved by acclamation.

3. OLD/NEW BUSINESS: There was no Old/New Business.

ADJOURN: All other business before the Commissions having been considered, CSC Chair Bonfrisco adjourned the meeting at approximately 11:14 am

Respectfully Submitted By:
/s/ Teresa R. Jacobs 1/11/2021

/s/ Amy S. Bonfrisco 1/11/2021

Teresa R. Jacobs Date: 1-11-2021

Amy S. Bonfrisco Date: 1-11-2021

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
CSC Chair

Respectfully Submitted By:
/s/ Teresa R. Jacobs 2/17/2021

/s/ Joel Nark 2/17/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Joel Nark
PSCSC Chair

DRAFT

*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Dorothy Y. Leggett

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

Public Safety Civil Service Commission

December 16, 2020-Monthly Meeting

Approved: February 17, 2021

Call to Order: Commission Chair Joel Nark called the November 18, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via WebEX.

In Attendance

Commission Chair Joel Nark

Commissioner Stacy Connole

Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

1. APPROVAL OF MINUTES

Approval of Minutes-November 18, 2020 -PSCSC Meeting Minutes

The Commission reviewed the minutes of the November 18, 2020 PSCSC Meeting. Commissioner Connole moved to approve the minutes as corrected. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM UNIT UPDATES

Yoshiko Grace Matsui, Fire Exams Analyst: Ms. Grace Matsui reported, Fire administration is currently in the development process for the 2021 Fire Lieutenant written exam. The exam is scheduled tentatively for the first weekend in March. Development for the Fireboat Engineer written exam is scheduled for June 16.

Rachael Schade, Police Exams Analyst: Ms. Schade reported that Police administration is currently in the development process for the 2021 Police Lieutenant written exam. The exam is scheduled for March 5. The Police Captain is scheduled for July. The suggested list for reading will be sent out at the

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request

end of December or beginning of January. The application period is January 5 through January 19 and will be advertised via Police and Fire with hiring needs of SPD for 2021 and for candidates to test safely from their homes.

3. **FIRE AND POLICE EXAM ADMINISTRATION TRAINING:** Ms. Schade and Ms. Grace Matsui provided a brief training the Commission on the Fire and Police exams application process and the NeoGov platform for the intake of applications.
4. **COMMISSION DISCUSSION AND VOTE FOR PRO TEM COMMISSIONER TO PRESIDE AT DISCIPLINARY HEARING (PSCSC Rule 2.08-SMC 4.08.200):** Ms. Scheele introduced Judge Terry Carroll as a Pro Tem for a disciplinary matter before the PSCSC. Commissioner Leggett moved to appoint. Commissioner Connole seconded the motion. The motion passed.
5. **EXECUTIVE DIRECTOR REPORT:** Andrea Scheele, Executive Director gave her report to the commission on the following:

Community Preference Points: Ms. Scheele continues to meet with the committee on the community preference points.

CSC: The Civil Service Commission is in preparation for hearing a disciplinary matter.

Budget Update Ms. Scheele reported she is working on the year end budget and that the hearings and appeals process is being reviewed.

January Meeting Date and Reminder: 2021 PSCSC Chair Nomination and vote to take place after certification of the employee-elected commissioner.

6. **CASE STATUS REPORT**

Nina Jones-PSCSC No. 20-01-019-New Appeal: Ms. Scheele reported the appeal is stayed until the union decides on representation.

Novisedlak v. SPD-PSCSC No. 20-01-011-Update: The parties have been provided a range of dates for hearing in January.

Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference): A writ filed by the appellant with King County Superior Court is moving forward.

7. **EXECUTIVE SESSION:** There was no Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:00 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 2/17/2021

/s/ Joel A. Nark 2/17/2021

Date:

Date:

Teresa R. Jacobs

Administrative Staff Assistant

Joel A. Nark

Commission Chair

*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>

DRAFT

PUBLIC SAFETY CIVIL SERVICE COMMISSION

CASE STATUS REPORT

JANUARY 2021

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
A	20-01-019	Jones	Police	10-14-2020	Discharge		1st Prehearing Held February 3. Commission to determine hearing dates at its 2/17 meeting.	PSCSC
A	20-01-011	Novisedlak	Police	2-21-2020	Discharge		Pending Decision of the Commission	PSCSC
RFD	20-03-014	Crawford	Fire	7-1-2020	Veteran's Preference	Captain	Appellant filed a Writ with KCSC	PSCSC

DISMISSED/CLOSED:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
-------------	--------------------	------------------	------------------------------	-------------------	---------------	--------------------------------	--------------------------------	------------------

A=Appeal

E=Exam Protest

RFD=Request for Decision

Civil Service Commissions- BTA February 12, 2021

ACCOUNT_TYPE	Expenditure
BSL	(All)

Sum of AMOUNT				TRANS_TYPE				
BSL_DESCR	EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals			
BO-VC-V1CIV - Civil Service Cor	Nonpersonnel Svcs	VCADMIN - Leadership	531030 - Supplies-Office Supplies	2,700.00	-			
			549020 - Isf-Fas Alloc	108,285.00	18,047.42			
			541310 - Services-Legal Notices	500.00				
			541320 - Services-Court Reporters	500.00				
			541550 - Services-Parking	500.00				
			542900 - Rentals-Other	2,000.00	199.07			
			544050 - Reimburse-Meetin Refresh&Meals	200.00				
			545010 - Travel Costs-Out-Of-City	1,500.00				
			545030 - Travel Costs-Conf, Conv, Sem	1,533.00				
			546010 - Fees-Dues & Memberships	1,000.00				
			549070 - Isf-Itd Alloc	20,698.00	3,454.00			
			549080 - Isf-Itd Billed	353.00	118.05			
			549100 - SDHR Allocation	10,287.00				
			542020 - Rentals-Parking	600.00				
			541120 - Services-Technology		769.60			
			532020 - Equipment-Software Purchases	1,000.00				
			533900 - Inventory-Other		115.83			
			545040 - Travel Costs-In City	600.00				
			541280 - Services-Courier And Delivery	500.00				
			541380 - Services-Admin Charges	1,550.00				
			541140 - Services-Legal Services		35.00			
			VCCIVILSV - Civil Service	541250 - Services-Recycling	50.00			
				541260 - Services-Disposal Of Materials	50.00			
			Nonpersonnel Svcs Total			154,406.00	22,738.97	
				Personnel Svcs	VCADMIN - Leadership	510010 - Salaries & Wages	248,874.00	
						510020 - Holiday		1,855.36
						520010 - Fica	19,409.00	131.38
						520020 - Medicare	4,857.00	30.73
						520070 - Insurance-Prem-Health & Dental	12,876.00	6,040.00
						520090 - Insurance-Group Fund Life	263.00	1.52
						520100 - Insurance-Longterm Disability	50.00	0.24
						520300 - Pension-City Retirement Sys		355.95
						520080 - Insurance-Wash St FML	379.00	3.22
						520110 - Insurance-Death Benefit Pay	24.00	3.15
						520320 - Employee Assistance Premium	48.00	44.88
510030 - Sick Leave		341.74						
520011 - Fica Fsa Dcap & Health		41.82						
VCCIVILSV - Civil Service	510010 - Salaries & Wages					10,174.74		
	510070 - Part Time-Salaries & Wages	34,057.00				2,800.00		
	520010 - Fica					785.06		
	520020 - Medicare					183.61		
	520090 - Insurance-Group Fund Life					9.78		
	520100 - Insurance-Longterm Disability					1.66		
	520300 - Pension-City Retirement Sys	46,322.00				1,648.31		
	520080 - Insurance-Wash St FML					18.99		
	510110 - Salaries & Wages-Temp/Intermit	1,166.00						
	520110 - Insurance-Death Benefit Pay					20.85		
Personnel Svcs Total						368,325.00	24,492.99	
BO-VC-V1CIV - Civil Service Commissions Total						522,731.00	47,231.96	
Grand Total						522,731.00	47,231.96	

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
RULES OF PRACTICE AND PROCEDURE**

Approved December 20, 2013
Amended November 20, 2014

- 2.03 SELECTION OF CHAIR. The Chair shall be elected from among the Commissioners by majority vote for a one- year term.
- 2.04 DUTIES OF THE CHAIR - The Chair:
- A. Shall preside over Commission meetings.
 - B. Shall rule on matters of parliamentary procedure.
 - C. Shall act as hiring authority and primary supervisor for the Executive Director.
 - D. May sign correspondence on behalf of the Commission.
- 2.05 ACTIONS OF THE CHAIR
The Chair's actions are subject to review and modification by a majority vote of the full Commission.
- 2.06 DELEGATION OF CHAIR'S DUTIES
In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.