



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

## PUBLIC SAFETY CIVIL SERVICE COMMISSION MEETING AGENDA

*The agenda is subject to change to address immediate Commission concerns.*

**DATE:** Monday, June 27, 2022

**TIME:** 10:00 a.m.

**LOCATION:** Hybrid meeting- Attendance via WebEx or in person at Commission offices, Seattle Municipal Tower, 700 5th Ave #1670, Seattle, WA 98104. To attend in person, request **access to the 16th floor from SMT security at building entry and follow the signs on 16.**

For WebEx join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m762f5ee19bbe7ec5cf67aba24f2baa6a>

Join by meeting number

Meeting number (access code): 2498 181 2898

Meeting password: V5a8F8XFSA5

Tap to join from a mobile device (attendees only)

[+1-408-418-9388](tel:+14084189388), [24981812898##](tel:+14084189388) United States Toll

Join by phone

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [24981812898@seattle.webex.com](mailto:24981812898@seattle.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

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### City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755

<http://www.seattle.gov/CivilServiceCommissions/>

*The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact [Teresa.jacobs@seattle.com](mailto:Teresa.jacobs@seattle.com)*

**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**Special MEETING AGENDA**  
**June 27, 2022 @ 10:00 a.m.**

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Meeting materials are posted to the PSCSC website prior to the scheduled meeting time.

**AUDIO/VIDEO TECH CHECK**

**CHAIR (PSCSC 2.04)**

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

**ACTION ITEMS**

5. PSCSC ADVISORY OPINION 22-01- This Advisory Opinion states the conditions under which the PSCSC may issue a certification for promotional consideration. (See 5-8 of meeting materials.)
6. 2022 FIRE CAPTAIN WRITTEN ORAL BOARD PROTEST APPEALS (See 9-53 of meeting materials)
  - Appeal 1, Board C, Rating 4
  - Appeal 2, Boards A, B, and C

**DISCUSSION ITEMS**

7. FIRE AND POLICE EXAM UNIT
  - Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
  - Police Update-Rachael Schade, Police Exams Administrator
8. EXECUTIVE DIRECTOR REPORT
  - Departmental Work and Budget Update
9. CASE STATUS REPORT
10. EXECUTIVE SESSION- To discuss Pending, Potential, or Actual Litigation (May be cancelled if not needed)

11. ADJOURNMENT

**NEXT PSCSC MEETING**  
**July 20, 2022 @ 10:00 a.m.**

**END OF AGENDA**

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**CHAIR (*PSCSC 2.04*)**

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. INTRODUCTIONS

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5. PSCSC ADVISORY OPINION 22-01- This Advisory Opinion states the conditions under which the PSCSC may issue a certification for promotional consideration.



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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Stacy Connole

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City of Seattle  
Public Safety Civil Service Commission (PSCSC)  
Advisory Opinion 22-01  
Issued: \_\_\_\_\_

## SUMMARY

### 1. Purpose

The PSCSC issues this advisory opinion regarding when the Executive Director of the Public Safety Civil Service Commission is authorized to issue a certification to an appointing authority (Fire Chief or Chief of Police) for promotional consideration.

### 2. Determination

The PSCSC concludes that, pursuant to PSCSC Rule 11, the Executive Director is authorized to issue a certification if: (a) the Fire Chief or Chief of Police makes a Request for Certification to fill a vacancy or new position, **and** (b) the Request includes information supporting the existence of a vacancy at the rank for which the certification is requested, which is an existing or newly created position which is not occupied, and for which funds are budgeted to the employing department.

## DISCUSSION

### 1. Public Safety Civil Service employees have the right to openly compete for positions and to be eligible for promotions based on merit.

The Seattle Municipal Code establishes a Public Safety Civil Service system to govern appointments, promotions, promotional testing, layoffs, recruitment, retention, classifications, removals, and discipline. SMC Chapter 4.08. This power is pursuant to the Charter of the City of Seattle and the Revised Code of Washington (RCW).<sup>1</sup> The system includes specific positions within the Police Department and Fire Department.<sup>2</sup> For positions within the Public

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<sup>1</sup> Seattle Municipal Code (SMC) 4.08.020.

<sup>2</sup> SMC 4.08.060.A says the system includes “police special recruits, police recruits, police officers, police sergeants, police lieutenants, and police captains; and fire fighter pre-recruits, fire fighters, fire

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Safety Civil Service system, all appointments and promotions “shall be based on merit” and in accordance with the policies and procedures set by the SMC, PSCSC Rules, or applicable collective bargaining agreements.<sup>3</sup> Within the Public Safety Civil Service system, employees have enumerated rights including “the right to compete openly for positions on the basis of knowledge, skills, and abilities.”<sup>4</sup>

## 2. The Role of the City of Seattle’s Public Safety Civil Service Commission

The City of Seattle created the Public Safety Civil Service Commission (PSCSC), which is composed of three members.<sup>5</sup> The Commission’s powers and duties are established by the SMC, and include the authority and duty to:

- A. Ensure that appointments and promotions are made in a manner consistent with SMC Chapter 4.08;<sup>6</sup> and
- B. Certify the names of employees eligible for appointment or promotion, so that the appointing authority can select an employee (from the certification) to fill a vacant position.<sup>7</sup>

Under PSCSC’s Rule 11 (Certification and Appointment), the Executive Director of the Public Safety Civil Service Commission has certification authority.<sup>8</sup>

Pursuant to Rule 11, if an appointing authority wishes to fill a vacancy, then the appointing authority submits a Request for Certification to the Executive Director of the PSCSC. The Request shall show the number of positions or vacancies to be filled, the class title, tenure of work to be performed, cause of the vacancy, and any other details necessary for full description of the position to be filled. If the vacancy is a new position, the Request must also state the authority for appointment. If this information is submitted, the Executive Director certifies the names of those eligible to fill the vacancy.

The certification process and requirements include relevant terms as defined in PSCSC Rule 3 as follows:<sup>9</sup>

- An “*appointing authority*” is a person who is authorized to employ others on behalf of the City. With respect to Seattle Fire Department *positions* included in the Public Safety Civil Service system, the appointing authority is the Fire Chief. With respect to Seattle Police Department *positions* in the system, the appointing authority is the Chief of Police.
- A “*position*” is any group of duties and responsibilities in the service of the City, which one person is required to perform as his or her full or part-time employment.
- “*Position, Regular*” means a position included in the official annual budget that is neither specified as seasonal employment, nor limited for a period of less than the budget year; also, any such position established during a given budget year, unless the appointing authority certifies to the Public Safety Civil Service Commission that such position will not be continued in the succeeding year’s budget.

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lieutenants, fire captains, fire battalion chiefs, and fireboat pilots, fireboat engineers, and assistant fireboat engineers.”

<sup>3</sup> SMC 4.08.020 and SMC 4.08.070.

<sup>4</sup> SMC 4.08.140.A.

<sup>5</sup> SMC 4.08.040.

<sup>6</sup> SMC 4.08.070.B.

<sup>7</sup> SMC 4.08.070.G and SMC 4.08.110.

<sup>8</sup> SMC 4.08.070.A, SMC 4.08.110, and PSCSC Rule 11.

<sup>9</sup> SMC 4.08.030 and PSCSC Rule 3.

- “A “*register*” is a list of candidates for employment or promotion who have passed an examination, whose names may be *certified* by the Commission for and submitted to the appointing authority for employment or promotional consideration.”
- for submission to the appointing authority for consideration for employment.<sup>10</sup>
- To “*certify*” means to verify, to an appointing authority, that a list of names of candidates for employment has been selected from the list of persons tested and found eligible for employment.
- A “*certification*” is a list of names from an eligible register transmitted by the Public Safety Civil Service Commission to an appointing authority from which such appointing authority may fill a vacancy.

Neither the SMC nor the PSCSC Rules define “vacancy”; however, based on the plain language of SMC and Rules and the context provided by the definitions above, “vacancy” means an existing or newly creation position which is not occupied, and for which funds are budgeted to the employing department.

## **CONCLUSION**

The Public Safety Civil Service system protects the rights of employees within the system, including the right to openly compete for positions, with the assurance that promotions are based on merit. The PSCSC abides by the SMC and PSCSC Rules, which require that the Executive Director’s certification of names of candidates eligible for promotion must be preceded by a Request for Certification from the Fire Chief or Chief of Police. The request must include the information required by Rule 11, including identification of vacant positions to be filled by persons on the certification, with “vacancy” as defined above.<sup>11</sup>

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<sup>10</sup> This definition describes a hiring register.

<sup>11</sup> The PSCSC will engage in the rulemaking process to amend the PSCSC Rules to include a definition of “vacancy.”



6. 2022 FIRE CAPTAIN WRITTEN ORAL BOARD PROTEST  
APPEALS

- Appeal 1, Board C, Rating 4
- Appeal 2, Boards A, B, and C

# Memo

**Date:** June 22, 2022  
**To:** Public Safety Civil Service Commission  
**From:** Yoshiko Grace Matsui, Fire Exams Administrator  
**Subject:** 2022 Fire Captain Oral Boards- Development Committee Responses

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The purpose of this confidential memo is to provide the Development Committee's response to the two appeals of exam protest decisions that were filed for the 2022 Fire Captain Oral Boards.

The Committee's response includes background information about 1) how these boards were developed, 2) the exam and protest process that preceded the June 27, 2022, 10:00 a.m. meeting at which the appeals will be heard, and 3) make recommendations regarding the two appeals. As the Fire Exams Administrator, I am a subject matter expert on the exam, and represent the development committee. Please ask me any exam or appeal related questions. I respectfully remind the Commission that all exam materials contained in and attached to this memo are confidential and not covered by Washington's Public Records Act, so they should not be shared or disseminated.

## **Background on Test Development**

The 2022 Fire Captain Exam Development Committee includes seven subject matter experts (SMEs): an exam consultant from Testing for Public Safety, one SFD Battalion Chief who is the Chair of the Promotional Development Committees, three SFD Fire Captains, and Fire & Police Exams Administrators Yoshiko Grace Matsui and Adelaide Alderks. The SMEs from SFD provide critical insight regarding the relevancy of test content to the job of a SFD Captain. The SMEs from Testing for Public Safety and the Fire & Police Exams Unit provide technical expertise regarding test development, administration, and compliance with PSCSC rules and industry best practices. Over the course of approximately eight months the committee met many times to develop, edit, and complete the written and Oral Board exam components.

*Test validity* is a central focus of the committee while developing the written and oral board components. A valid promotional exam has a strong nexus between the demands of the job and exam's content. The validation process for the Seattle Fire Captain exam involves:

1. Conducting a job task analysis<sup>1</sup> to document the tasks that comprise the role of a Seattle Fire Captain, as well as the knowledge, skills, and abilities (KSAs) needed to successfully perform those tasks.
2. Developing exam content that links directly to the tasks and KSAs identified in the job task analysis.
3. Relying on committee members from SFD – who serve as SMEs/job experts – to provide judgements regarding if and how well the exam represents and measures the important parts of the job.

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<sup>1</sup> The job analysis is developed through a survey of incumbents at the rank being tested, wherein they rate the frequency and criticality of their job responsibilities. The results are used by the committee and vendor to ensure that the exam is testing candidates on what Seattle Fire Captains actually do, and the knowledge and skills needed to perform those tasks. This type of "job task analysis/job analysis," should not be confused with a "JA" or functional job analysis, which are used by employers to determine a job's essential functions, as part of the disability accommodation process.

### **Source Materials for Fire Captain Oral Boards**

All Oral Board exercises are developed to assess each candidate's knowledge, skills, and abilities to perform the work of the job/rank that is being tested. While written exam questions are directly sourced from the exam bibliography, the Oral Board exercises are "based on the 1) skills and abilities identified by the job analysis as critical for successful job performance as a Captain, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography"<sup>2</sup>.

Oral Board scenarios and questions are not, and have never been, restricted to source materials listed in the bibliography, but are based on the entire body of knowledge, skills, and abilities that may be called upon by a successful Seattle Fire Captain. Candidates were informed that the scope of the Oral Board would exceed the written exam bibliography sources multiple times in advance of the exam, in accordance with PSCSC Rules. The scope of the oral board is the scope of the rank being tested. Candidates are on notice of this fact, particularly those who have tested previously and been promoted to any rank above Firefighter or Police Officer.

The proposed bibliography was sent to SFD\_ALL, an all-department email list with the Seattle Fire Department on November 30, 2021. That email contained two attachments – the proposed bibliography for Fire Captain and the Outline of Command Job for the rank of Fire Captain (APPENDIX A – Proposed Bibliography).

The source content for Oral Boards was communicated several more times in the Final Bibliography (APPENDIX B – Final Bibliography), and 2022 Information Booklet – Fire Captain (APPENDIX C – Page 4 Information Booklet), and during the Candidate Orientation workshop (APPENDIX D – Workshop).

### **Protest/Appeal Process**

Fire Captain Oral Boards were administered the week of May 16, 2022. There were 37 Lieutenants who participated in the exam. The three-day protest period was held May 23 - 25, 2022, during which candidates were allowed to review blank behaviorally-anchored rating sheets, and to file any protests to exam scope, content, and practicality in compliance with Rule 9.22 – KEY COPY INSPECTION AND EXAMINATION PROTEST. There were 6 protests filed on Oral Board exercises. The Development Committee met on May 26, 2022, to review the protests. All 6 were denied. All Fire Captain candidates were sent a notice outlining the decisions on protest and the Appeals process. (APPENDIX E – Protest Email).

Two candidates filed timely Appeals; one Appeal on Board C, Rating 4, and the second Appeal challenges the entire Oral Board component (See APPENDIX F – CANDIDATE APPEALS).

### **Oral Board Structure**

There were three oral boards for this Fire Captain exam, A, B, and C. For each Board, there were one or more exercises/questions presented to the candidate. Candidates had up to 20 minutes for each Board. They were evaluated on 7-10 ratings for each Board. Types of exercises included preparing and giving a presentation, addressing scenarios related to personnel issues, and tactical scenario exercises. Candidates had a sixty-minute preparation period for the presentation and problem-solving scenarios, but were not given advance information regarding the tactical scenarios.

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<sup>2</sup> This description of the Oral Board/Assessment Center comes directly from the Proposed the Final Bibliography.

[This description of the 2022 Fire Captain oral boards is also an accurate general description of how Seattle has administrated oral boards for approximately twenty years.]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

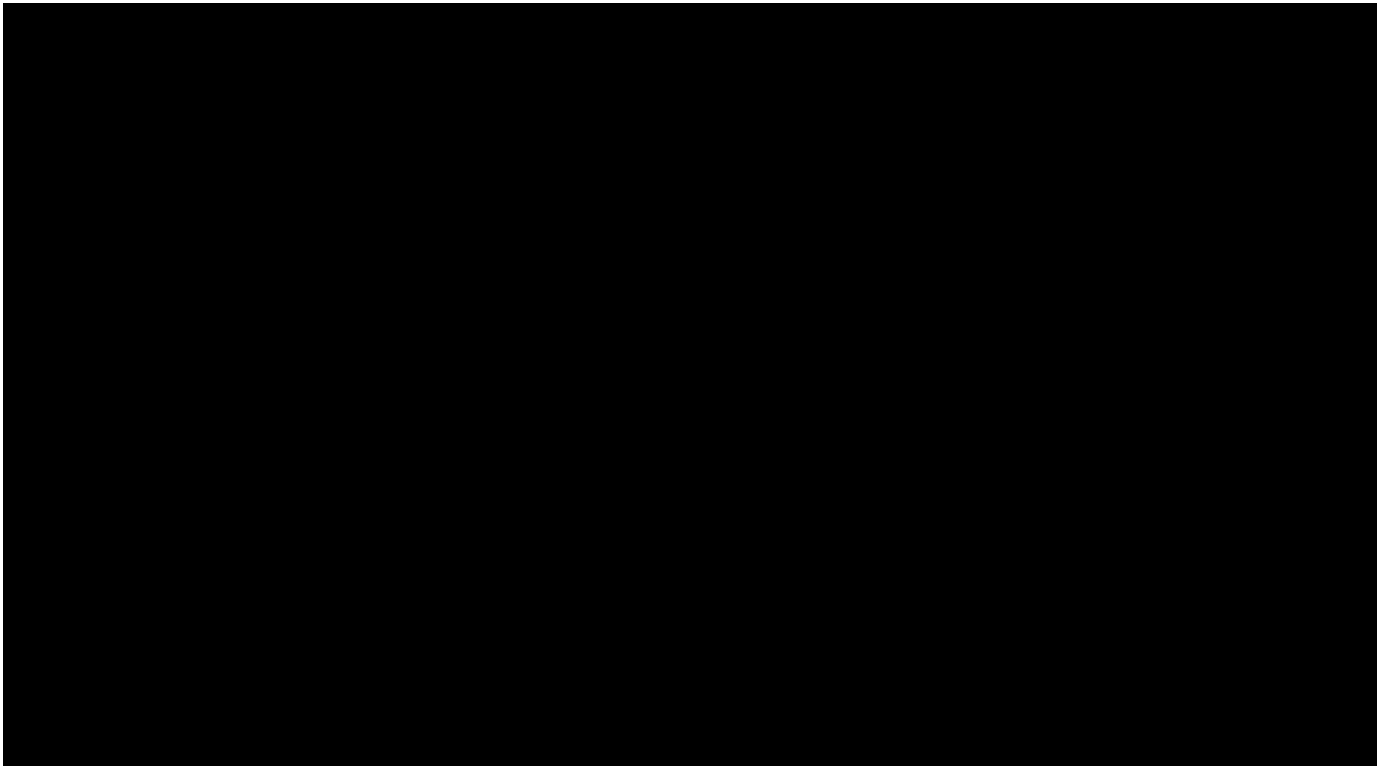
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<b>TABLE OF APPENDICES</b>	
APPENDIX A	PROPOSED FIRE CAPTAIN BIBLIOGRAPHY (11-20-23021)
APPENDIX B	FINAL FIRE CAPTAIN BIBLIOGRAPHY (12-30-2021)
APPENDIX C	PAGE 4 FROM 2022 INFORMATION BOOKLET- FIRE CAPTAIN
APPENDIX D	PAGE FROM 2022 FC BC ORIENTATION WORKSHOP
APPENDIX E	PROTEST DECISIONS EMAIL
APPENDIX F	APPEAL 1, BOARD C RATING 4
APPENDIX F	APPEAL 2, BOARDS A, B, C
APPENDIX G	OUTLINE OF COMMAND EMAILS AND OUTLINE OF COMMAND- FIRE CAPTAIN
APPENDIX H	EXAM PROTEST APPEALS, FILED WITH DEVELOPMENT COMMITTEE

APPENDIX A PROPOSED FIRE CAPTAIN BIBLIOGRAPHY (11-20-23021)

**SEATTLE HUMAN RESOURCES  
2022 EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN**

Proposed: 11/30/2021

The written examination for Fire Captain will be held on Friday, April 1, 2022, at a location to be determined. The exam application filing dates will be January 3-19, 2022.

Please see the “Outline of the Command Job” for the general scope of the promotional examination. The proposed bibliography of study materials on which the written examination and/or oral boards will be based is outlined below. Interested parties have 30 days from the date of this notice to review the proposed bibliography and submit comments by 1000 on December 30, 2021. Please submit comments to the Fire & Police Exams Unit via email to: [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov).

NOTE: New reference material issued after December 30, 2021, will NOT be included in this examination.

Candidates who pass the written examination will be scheduled for the oral board portion of the examination (assessment center), tentatively scheduled for May 16 -20, 2022. Candidates may need to attend more than one day during this period. The assessment center examination exercises will be based on the 1) skills and abilities identified by the job analysis as critical for successful job performance as a Captain, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography.

Dates are tentative as exam administration may be changed due to COVID-19 public health guidelines.

Please contact the Seattle Department of Human Resources Fire and Police Exams Unit at (206) 615-0581 if you have any questions on the bibliography or the exam process.

A bibliography of study material on which the written examination will be based includes the following:

SOURCE TITLE	CONTENTS
<a href="#">A Big Picture Approach to Personnel Issues</a> , by Paul Atwater	All, excluding Section G.  Note: if there are conflicts between information in this source and the POG, the POG will prevail.
<a href="#">Addicted to Awake: Sleep Deprivation in the Fire Service</a> , by Jacqueline and Sean Toomey	All



<u>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan	Chapters 2, 3, Chapter 5 - pages 104 - 122 "Fire Protection Systems." (Excluding all case studies, wrap-ups, tactical considerations, tables, figures, words from Brannigan, and the Appendices.)
<u>Building Construction Illustrated</u> , 6 <sup>th</sup> Edition, by Francis D. K. Ching, Wiley Publishing	Chapters: 1 (1.13, 1.28, 1.29) 2 (2.02 – 2.04, 2.07 – 2.23, 2.26 – 2.28, 2.31 – 2.36) 3 (3.02 – 3.05, 3.08 – 3.26) 4 (4.02 – 4.42), 5 (5.02 – 5.26, 5.28, 5.34 – 5.52) 6 (6.02 – 6.09, 6.12 – 6.32) 7 (7.03 – 7.16, 7.24 – 7.37) 9 (9.14 – 9.17) 11 (11.25, 11.30 – 11.34) 12 (12.04 – 12.16) Appendix (A.07)
<u>Crucial Conversations - Tools for Talking When Stakes are High</u> , 2 <sup>nd</sup> Edition, by Patterson, Grenny, McMillan, and Switzler	All
<u>Emergency Response Guidebook</u> , 2016	Inside cover, pages 1 -4, 14 -16, 20 -24, 26, 92, 289 -295, 358-373 (excluding tables). Page numbers taken from printed book.
<u>Fire and Emergency Services Company Officer</u> , IFSTA 6 <sup>th</sup> Edition (2019)	Chapters 3, 4, 6, 9, 10, 11, and 14

SOURCE TITLE	CONTENTS
<a href="#">Fire Safety Academy ULS</a>	
	Water Mapping in Residential Structures
	Suppression Tactics in Single-Family Homes
	Residential Attic and Exterior Fires
	Understanding and Fighting Basement Fires
	Impact of Horizontal Ventilation on Fire Behavior
	Vertical Ventilation and Suppression Tactics in Residential Structures
Fireground Strategies, 2 <sup>nd</sup> Edition, by Anthony Avillo	Chapters 1 (up to and excluding "Size-up"), 2, 5, 6 (excluding pages 265-266 "Pump Pressures for attack lines"), 7 (excluding pages 331-345), 8-13. (Excluding all Case Studies, Scenarios, Questions for Discussion, Exhibits, figures, graphics, and the Conclusion on pages 661-669).
How to be an Antiracist. 1 <sup>st</sup> Edition, by Ibram X. Kendi, One World Publishing (2019)	All
Is Everyone Really Equal?, 2 <sup>nd</sup> Edition, by Sensoy, DiAngelo, and Banks (2017)	Chapters 3, 4, 5, 6, 7, 8, Excluding "Discussion Questions" and "Extension Activities"
Local 27 Union Contract (Effective Jan 1 2019 through December 31, 2021)	Articles 5, 6, 7, 8, 10, 13, 15, 20
Policies and Operating Guidelines, SFD (11/23/2020)	All Policies that relate to the Guidelines listed below:
	<b>Volume I:</b>
	1000 – 1002
	1005 – 1007
	2001 (Excluding 2001.88 starting at "Company Inspection Assignments" – 2001.19)
	2002
	3000 All (Excluding 3001, 3006, 3010.8 funeral support matrix, 3014)
	4000, All (Excluding 4004-4005)

SOURCE TITLE	CONTENTS
Policies and Operating Guidelines, SFD (11/23/2020)	
	<b>Volume II:</b> 5001, 5003-5005, 5007.1-5007.5 (up to and excluding "Implementation of Authority), 5010, 5011, 5012-5016, 5018 5501, 5502, 5505-5509 6002-6011 7002 7004.1-7004.3 (excluding all charts) 7005-7007 9000, All
Post Incident Analysis Reports	
	Ballard Fatality House Fire 2/24/2019 Greenwood Natural Gas Explosion 3/9/2016 Harborview Radiological Incident 5/2/2019 Mount Baker 2-11 7-30-2019 Spear Place Fatality Fire 12/31/2018
Race and Social Justice Initiative, SFD – RSJI Materials	
	Tab D: Why Lead with Race? Tab E: Race Inequity Definitions
Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 5-57, 68 -70, 75-76, 79 – 113
<a href="#">Sexual Harassment Prevention Training Manual for Managers and Supervisors, 3<sup>rd</sup> Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D.</a>	All

SOURCE TITLE	CONTENTS
SOGS, SFD	Including all command sheets, diagrams, and indicated reference docs/materials.
	Defensive Fire Derelict Building (Including Vacant Building Fact Sheet) Electrical Vault Fireground Communications (Including SOGRD Fireground Comms – Reference Document) General Command Operations Hazardous Materials (Including SOGRD Hazardous Materials – Reference Document) High-Rise Low- Rise Rise (Including SOGRDs Low-Rise Engine Ops – Reference Document and Low-Rise – Ladder Ops Reference Document) Mayday (Including MAYDAY – Reference Document) Natural Gas Rapid Intervention Team (Including RITRD – Rapid Intervention Team – Reference Document) Rescue - Elevator (Including SOGRD – Rescue – Elevator Reference Document, LOTO Kit Contents) Rescue Extrication
<a href="#">Strategies for Increasing Diversity, Equity, and Inclusion in Fire and Emergency Services (King County Fire Chiefs Association), prepared by Plumb Research Services LLC</a>	All
Training Guides Manual, SFD	
	#08-04 - Limited Access Roadways #09-02 - Hydrant Supplies #10-13 Emergency Elevator Operations #18-08 - Search – Single Family Residence
<a href="#">True Leadership: Twelve Principles Public Safety Leaders Must Adopt to Be Successful in the 21st Century</a> , by P. Lamont Ewell	All

SOURCE TITLE	CONTENTS
SFD Standing Orders	
	IM EPI Training ppt
	Spinal Immobilization Guideline
	Stroke Guideline
	BLS Cardiac Arrest Standing Orders
	Stroke Flowsheet
<a href="#">Work-Life Balance in the Fire Service,</a> by Firefighter Nation Content Directors	All

Please contact the Seattle Department of Human Resources Fire and Police Exams Unit at 615-0581 if you have any questions on the bibliography or the exam process.

APPENDIX B FINAL FIRE CAPTAIN BIBLIOGRAPHY (12-30-2021)

**SEATTLE HUMAN RESOURCES  
2022 EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN**

Final: December 30, 2021

The exam application filing dates will be January 3-19, 2022. The written examination for Fire Captain will tentatively be held on Friday, April 1, 2022, at a location to be determined.

Please see the “Outline of the Command Job” for the general scope of the promotional examination.

NOTE: New reference material issued after December 30, 2021, will NOT be included on the written examination.

Candidates who pass the written examination will be scheduled for the oral board portion of the examination (assessment center), tentatively scheduled for May 16 -20, 2022. Candidates may need to attend more than one day during this period. Candidates must attend all portions of the Oral Board/Assessment Center to be placed on the Register. The assessment center examination exercises will be based on the 1) skills and abilities identified by the job analysis as critical for successful job performance as a Captain, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography.

All examination dates, times, and locations are tentative and may be changed in compliance with the current COVID-19 public health guidelines.

Please contact the Seattle Human Resources Fire & Police Exams Unit at [Yoshiko.gracematsui@seattle.gov](mailto:Yoshiko.gracematsui@seattle.gov) if you have any questions on the bibliography or the exam process.

A bibliography of study material on which the written examination will be based includes the following:

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<u>Emergency Response Guidebook</u> , 2020	Inside cover, pages 1 -4, 10 -14, 18 -27, 92, 289 -295, 354-373 (excluding tables). Page numbers taken from printed book.
<u>Fire and Emergency Services Company Officer</u> , IFSTA 6 <sup>th</sup> Edition (2019)	Chapters 3, 4, 6, 9, 10, 11, and 14
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<u>How to be an Antiracist</u> . 1 <sup>st</sup> Edition, by Ibram X. Kendi, One World Publishing (2019)	All
<u>Is Everyone Really Equal?</u> , 2 <sup>nd</sup> Edition, by Sensoy, DiAngelo, and Banks (2017)	Chapters 3, 4, 5, 6, 7, 8, Excluding "Discussion Questions" and "Extension Activities"
Local 27 Union Contract (Effective Jan 1 2019 through December 31, 2021)	Articles 5, 6, 7, 8, 10, 13, 15, 20
Policies and Operating Guidelines, SFD (11/23/2020)	All Policies that relate to the Guidelines listed below:
	<b>Volume I:</b>
	1000 – 1002



	1005 – 1007
	2001 (Excluding 2001.88 starting at “Company Inspection Assignments” – 2001.19)
	2002
	3000 All (Excluding 3001, 3006, 3010.8 funeral support matrix, 3014)
	4000 All (Excluding 4004-4005)
Policies and Operating Guidelines, SFD (11/23/2020)	All Policies that relate to the Guidelines listed below:
	<b>Volume II:</b>
	5001, 5003-5005, 5007.1-5007.5 (up to and excluding “Implementation of Authority), 5010, 5011, 5012-5016, 5018
	5501, 5502, 5505-5509
	6002-6011
	7002
	7004.1-7004.3 (excluding all charts)
	7005-7007
	9000, All
Post Incident Analysis Reports	
	Ballard Fatality House Fire 2/24/2019
	Greenwood Natural Gas Explosion 3/9/2016
	Harborview Radiological Incident 5/2/2019
	Mount Baker 2-11 7-30-2019
	Spear Place Fatality Fire 12/31/2018
Race and Social Justice Initiative, SFD – RSJI Binder Materials	
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
<u>Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle &amp; King County</u>	Pages 5-57, 68 -70, 75-76, 79 – 113
<a href="#">Sexual Harassment Prevention Training Manual for Managers and Supervisors, 3<sup>rd</sup> Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D.</a>	All
SOGS, SFD	Including all command sheets, diagrams, and indicated reference docs/materials.
	Defensive Fire
	Derelict Building

	Electrical Vault
	Fireground Communications (Including SOGRD Fireground Comms – Reference Document)
	General Command Operations
	Hazardous Materials (Including SOGRD Hazardous Materials – Reference Document)
	High-Rise
	Low- Rise Rise (Including SOGRDs Low-Rise Engine Ops – Reference Document and Low-Rise – Ladder Ops Reference Document)
	Mayday (Including MAYDAY – Reference Document)
	Natural Gas
	Rapid Intervention Team (Including RITRD – Rapid Intervention Team – Reference Document)
	Rescue - Elevator (Including SOGRD – Rescue – Elevator Reference Document, LOTO Kit Contents)
	Rescue Extrication
Standing Orders, SFD	
	IM EPI Training ppt
	Spinal Immobilization Guideline
	Stroke Guideline
	BLS Cardiac Arrest Standing Orders
	Stroke Flowsheet
<a href="#">Strategies for Increasing Diversity, Equity, and Inclusion in Fire and Emergency Services (King County Fire Chiefs Association), prepared by Plumb Research Services LLC</a>	All
Training Guides Manual, SFD	
	#08-04 - Limited Access Roadways
	#09-02 - Hydrant Supplies
	#10-13 Emergency Elevator Operations
	#18-08 - Search – Single Family Residence
<u>True Leadership: Twelve Principles Public Safety Leaders Must Adopt to Be Successful in the 21st Century</u> , by P. Lamont Ewell	All
<a href="#">Work-Life Balance in the Fire Service</a> , by Firefighter Nation Content Directors	All

Please contact the Seattle Human Resources Fire and Police Exams Unit at [Yoshiko.gracematsui@seattle.gov](mailto:Yoshiko.gracematsui@seattle.gov) if you have any questions on the bibliography or the exam process.

APPENDIX C PAGE 4 FROM 2022 INFORMATION BOOKLET- FIRE CAPTAIN

**Oral Examination/Assessment Center** -----

A second component of the promotion process will be the oral examination/assessment center. The oral examination/assessment center components of the promotion process will tentatively be administered on **May 16 - 20, 2022**.

Once the written examination scores have been tabulated, candidates who pass the written exam will be assigned and notified of their specific scheduled oral examination/assessment center date(s), time(s) and location(s).

While a written test measures how well a candidate knows certain facts and principles, the oral examination/assessment center will allow a panel of professionals to assess other facets of a candidate's skills and abilities.

The oral examination/assessment center will include practical exercises. The practical exercises will be a series of job-related tasks that require a promotion candidate to respond to questions or discuss job-related issues for the interview boards. More information regarding the practical exercises is presented later in this booklet.

The oral examination/assessment center will be developed by the consulting company, IPSP, with the help of the Development Committee. The sources for these materials will be a job analysis that has identified the skills and abilities that are critical for successful job performance as a Captain with the Seattle Fire Department, information from members of the Department's Promotion Development Committee, and the reading materials in the bibliography.

Candidates should, therefore, be familiar with the reading materials listed in the bibliography for both the written test and for the oral examination/assessment center.

**There will not be a make-up session for the oral examination/assessment center portions of the promotion process. Any conflicts with a scheduled written or oral examination/assessment center time must be resolved prior to the start of the examination process (call 206.615.0581).**

**WHAT ARE THE ORAL EXAMINATION/ASSESSMENT CENTER PROCEDURES?**

The oral examination/assessment center will be "structured." This means that each candidate will complete the same exercises and answer the same questions, in the same order, as all other candidates. The procedures used during the oral examination/assessment center will be rigid and consistent to maintain the fairness and objectivity of final scores. The oral examination/assessment center may be recorded for later scoring by a board.

APPENDIX D PAGE FROM 2022 FC BC ORIENTATION WORKSHOP

# SCORING PROCEDURES

- Numerical scale for each rating will range from 1 to 9
  - Based on both quantity and quality of candidates' responses
- Effective and ineffective responses are defined by Subject Matter Experts
- Performance dimensions are defined PRIOR to the administration of the assessment exercises
- Consistent procedures for all candidates
- Positive answers are defined in the highest category of the anchor
  - Positive answers are only *guidelines*
- Raters compare scores; any score discrepancy greater than two requires discussion between raters to ensure each answer is scored on the same criteria

## APPENDIX E PROTEST DECISIONS EMAIL



**Matsui, Yoshiko**

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**From:** Matsui, Yoshiko  
**Sent:** Friday, June 3, 2022 8:54 AM  
**To:** Matsui, Yoshiko  
**Subject:** Fire Captain Assessment Center/Oral Boards - Protest Dispositions

Dear Fire Captain Candidates,

Six protests were received on the Assessment Center/Oral Board exercises. Protest dispositions were sent to candidates who protested and candidates have until June 6, 2022 at 12:00pm to appeal protest dispositions. If appeals are filed, they will be heard by the PSCS Commission at their meeting on Monday, June 27 at 10am. The PSCS Commission meeting schedule and agendas can be found here: <https://www.seattle.gov/public-safety-civil-service-commission/agendas-and-minutes>

Please let me know if you have any questions.

Thank you,  
Yoshiko

**Yoshiko Grace Matsui**

Fire Exams Administrator  
City of Seattle, Seattle Human Resources  
O: 206-615-0581 | [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)

APPENDIX F APPEAL 1 BOARD C RATING 4

[Redacted]

June 6, 2022

Public Safety Civil Service Commission,

I would like to protest the following questions from the 2022 Captain Oral Board Interview

Board C Rating 4

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

APPENDIX F APPEAL 2    BOARDS A, B, C

31 May, 2022

Public Safety Civil Service Commission  
Seattle Department of Human Resources - Fire Exams  
Seattle Municipal Tower, Floor 55  
700 5 Ave  
Seattle, WA 98104

Dear Commissioners,

I am requesting to appeal the denial of my protest regarding the Fire Captain Assessment Center/Oral Board.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

APPENDIX G OUTLINE OF COMMAND EMAILS AND OUTLINE OF COMMAND- FIRE  
CAPTAIN

## Matsui, Yoshiko

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**From:** Matsui, Yoshiko  
**Sent:** Tuesday, November 30, 2021 4:00 PM  
**To:** SFD\_ALL  
**Subject:** 2022 Fire Captain Exam Proposed Bibliography  
**Attachments:** Proposed 2022 Fire Captain Bibliography (11-30-2021).pdf; Outline of the Command Job - Fire Captain.pdf

2022 Fire Captain Exam Proposed Bibliography

Please review the two attachments.

Questions regarding the attachments should be directed to Yoshiko Grace Matsui via email ([yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)) by 10:00am, December 30, 2021.

The proposed bibliographies and more exam information is posted on the Fire Exams Sharepoint here: [https://seattlegov.sharepoint.com/sites/SFD\\_HR/SitePages/Fire-Exams.aspx](https://seattlegov.sharepoint.com/sites/SFD_HR/SitePages/Fire-Exams.aspx)  
There is also information posted on the Public Safety Civil Service Commission's Exams and Registers page: <https://www.seattle.gov/public-safety-civil-service-commission/exam-and-registers>

Thank you,

Yoshiko Grace Matsui

### **Yoshiko Grace Matsui**

Fire Exams Administrator  
City of Seattle, Seattle Human Resources  
O: 206-615-0581 | [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)

*Approved for SFDALL distribution by Helen Fitzpatrick, Executive Director of Administration.*

## Matsui, Yoshiko

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**From:** Brooks, Debbie  
**Sent:** Tuesday, December 5, 2017 3:47 PM  
**To:** SFD\_ALL  
**Cc:** Matsui, Yoshiko  
**Subject:** 2018 Fire Captain Exam Proposed Bibliography  
**Attachments:** Outline of the Command Job - Fire Captain.pdf; Proposed Fire Captain Bibliography Announcement (12-5-2017) .pdf

2018 Fire Captain Exam Proposed Bibliography

Please review the two attachments.

Questions regarding the attachments should be directed to Yoshiko Grace Matsui via email ([yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)) by January 5<sup>th</sup>, 2018.

Thank you.



## Matsui, Yoshiko

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**From:** Hutchings, Cindy  
**Sent:** Thursday, December 5, 2019 3:28 PM  
**To:** SFD\_ALL  
**Cc:** Matsui, Yoshiko  
**Subject:** Proposed bibliography - Fire Captain - 2020 Civil Service Exam  
**Attachments:** Proposed Fire Captain Bibliography Announcement (12-5-19).pdf; Outline of the Command Job - Fire Captain (10-25-2017).pdf

2020 Fire Captain Exam Proposed Bibliography

Please review the two attachments.

Questions regarding the attachments should be directed to Yoshiko Grace Matsui via email ([yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)) by 12:00pm, January 5<sup>th</sup>, 2020.

The proposed bibliographies and more exam information is posted on the Fire Exam Sharepoint here: <https://seattlegov.sharepoint.com/sites/sfd/HR/SitePages/Fire-Exams.aspx>  
There is also information posted on the Public Safety Civil Service Commission's Exams and Registers page: <https://www.seattle.gov/public-safety-civil-service-commission/exam-and-registers>

Thank you,

Yoshiko Grace Matsui

**Yoshiko Grace Matsui**

Fire Exams Administrator  
City of Seattle, Seattle Department of Human Resources  
O: 206-615-0581 | [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)

## **OUTLINE OF THE COMMAND JOB - FIRE CAPTAIN**

### **Emergency Scene knowledge and performance**

- Knowledge and use of Department tactics cited in POG, SOG's, Training Guides and other reference materials as it relates to fires, hazardous materials incidents, marine responses, MCI's, rescue incidents, and EMS calls.
- Understands, implements and works within an effective Incident Command System (ICS) in line with national standards for IMS and SOG's.
- Familiar with structural and tactical problems in residential and commercial structures.
- Knowledge of building construction.
- Knowledge of problems and recommendations cited in Post Incident Analysis of past incidents.
- Knowledge and use of proper radio procedures.
- Ability to develop, implement and carry out appropriate emergency scene strategies and tactics.
- Complete a size-up, communicate a radio report and make initial decisions while operating as a first-in company to an emergency scene.
- Manage assigned resources and order additional resources as needed.
- Complete an independent size-up and Risk Benefit Analysis, and if needed, take over for the initial IC in line with Department Policy, Operating Guideline or Department training.
- Give clear and concise commands to subordinates.
- Demonstrate the ability to support a first-in company through communication, actions and recommend necessary adjustments.
- Account for assigned personnel through the Personnel Accountability System and proper radio procedures.
- Provide for safety of personnel by recognition of risk, understanding the limitations of personnel, equipment, and training.
- Ability to develop a Risk benefit analysis at the initial stages and throughout an incident and make decisions based on that assessment.
- Demonstrate the ability to adapt to changing situations at an emergency scene by addressing tactics, radio procedures and adjustment to the Risk Benefit Analysis.

### **Station Policy and Management**

- Develop, maintain and revise Station policy to ensure safe and effective use of personnel, equipment and apparatus.
- Organize, schedule and monitor completion of required work, maintenance and duties to ensure apparatus, equipment and the station are ready and safe for use.
- Document monthly safety inspections and resolve outstanding issues.
- Report and monitor quarterly station performance and address work that is incomplete or below standard.
- Motivate personnel to accomplish assigned work on time.

### **Supervision of Personnel**

- Train personnel to work effectively and efficiently.
- Assign or delegate work based on employee strengths, weaknesses or training needs.
- Promote effective station leadership through mentoring and leading by example.
- Motivates personnel to work as a team.

- Gives clear, understandable instructions, explaining objectives and expectations.
- Communicates expectations clearly and resolves performance issues through communication, training and progressive discipline.
- Consistent support of Department Policies and Operating Guidelines.
- Expresses concerns of subordinates to upper management.
- Sensitive to needs of subordinates. Ensures employees have the tools and training to be successful.
- Communicates effectively with individuals regardless of ethnic background, religion, or gender.
- Demonstrate a commitment to diversity. Be sensitive to unique concerns of women and minority group members.
- Builds teamwork and spirit de corps among station members.

### **Emergency Medical Response**

- Ensure safety precautions are taken on EMS runs.
- Make decisions and assessments in line with the current Patient Care Protocols and training.
- Initiate, expand and build an ICS structure when necessary.
- Deal effectively with patients, family members, and first responders at scene of emergency.
- Order additional resources when needed.

### **Training**

- Work with Training Division and Battalion Chiefs to ensure all crew members receive scheduled training and maintain certification(s).
- Schedule, coordinate, and/or deliver training to members to maintain skill levels.
- Ensure training is documented and meets or exceeds Department standards or expectations.
- Build communication and instructional delivery skills needed to be an effective Instructor.
- Develop training materials that are specific to the needs of the crew or Department when needed.
- Monitor Station performance through reviewing documented training records and PIA's and address Station deficiencies.
- Ensure Lieutenants know how to facilitate reservations of props or facilities necessary to train their crews.
- Assist subordinates in the development of training when requested.
- Adhere to Department safety standards and local, State or Federal laws.
- Addresses performance issues of crew through training.
- Works with Battalion Chiefs, when requested, to develop or train Lieutenants when deficiencies are noted.
- Demonstrate initiative to improve knowledge, skills, and abilities (Subscriptions, conferences, etc.)

### **Writing Reports and Maintaining Records**

- Demonstrates the ability and knowledge to correctly fill out appropriate forms to complete work or requests appropriate to position.
- Organizes, maintains and ensures completion of files and records in compliance with State / local laws and Department policies.
- Write reports/ letters that are clear, concise, and accurate in compliance with Department policy or training.
- Complete run reports accurately (EMS or NFIRS) before the end of shift.

- Keep files and records up-to-date.
- Retain files per policy or applicable laws.
- Ensure crews read, initial and retain memos and Dispatches according to policy.

### **Commitment to the Department**

- Communicate effectively with Battalion Chief.
- Communicates effectively with subordinates regarding policies and procedures.
- Support management objectives. Do not speak negatively about policies or management.
- Work with management to change policies or procedures when needed through effective communication.
- Respond to changes in Department priorities positively.
- Communicate effectively with Officers in the chain of command.
- Commit to excellence.
- Volunteer to participate in special Department projects and committees.

### **Time Management**

- Plan ahead. Don't procrastinate.
- Budget time and schedule resources to complete work on time.
- Anticipate interruptions and problems. Re-prioritize work as necessary.

### **Fire Prevention Inspections**

- Complete inspections within required timeframes.
- Demonstrate ability and knowledge to perform fire prevention inspections in compliance with Department policy, training and expectations.
- Able to identify hazardous processes or conditions requiring permits. Ensure occupants apply for required permits through established enforcement procedures.
- Work with the Fire Marshal's Office to gain compliance with the Fire Code when needed.
- Able to use Department Policy, Operating Guidelines and Fire Code to gain compliance with Fire Code violations through complete, effective fire prevention inspections, communication, required documentation and follow-up inspections.
- Train members how to conduct effective fire prevention inspections. Monitor and take responsibility for the inspections conducted by firefighters on crew.
- Communicate with responsible parties to gain voluntary compliance with Seattle Fire Code.
- Promotes good public relations by conducting thorough, consistent fire prevention inspections.
- Inspect complaints in a timely manner in compliance with Department policy.

### **Physical / Mental Fitness**

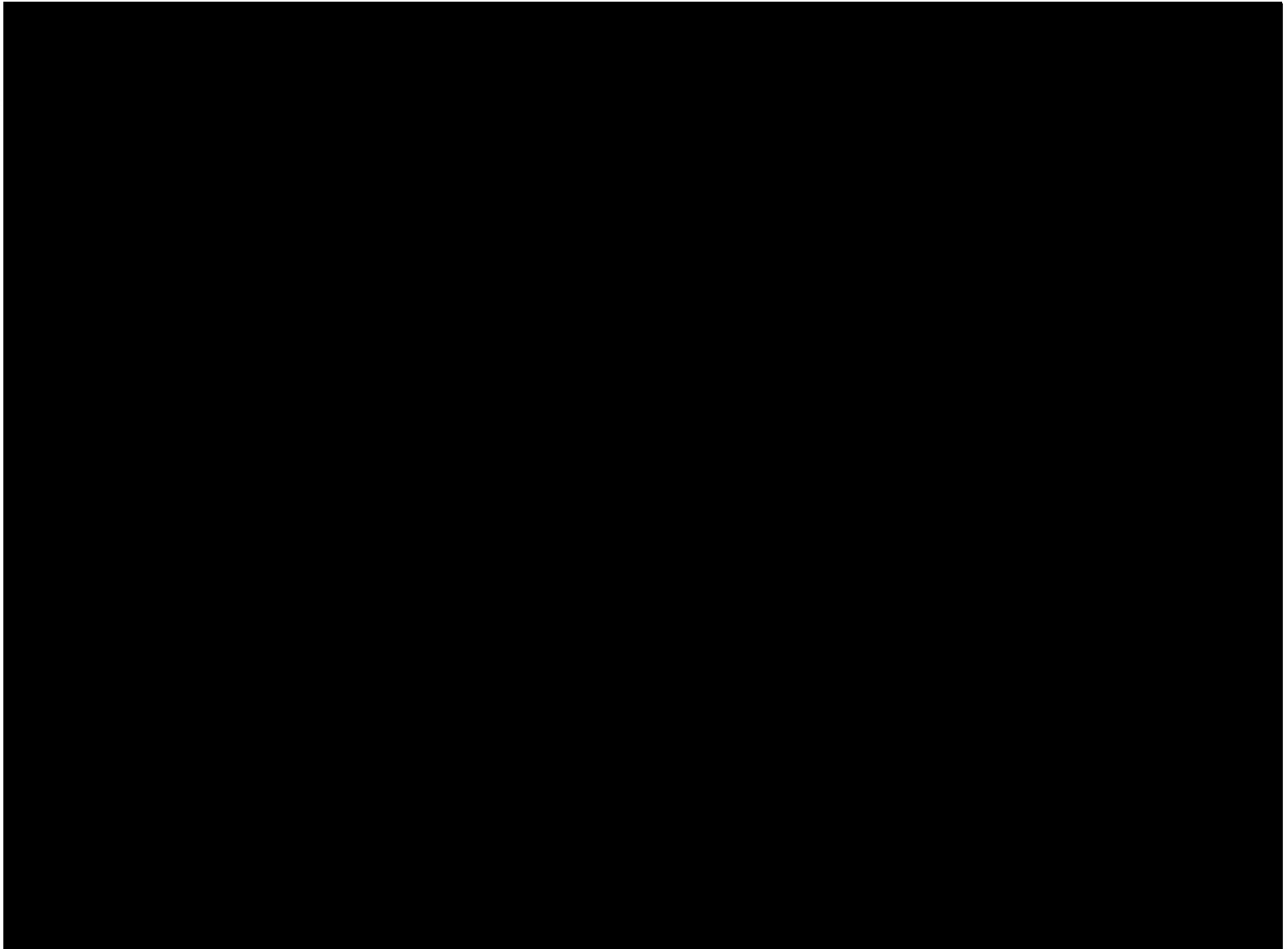
- Set an example by maintaining physical fitness.
- Ensure members have equipment and time available to maintain physical fitness and conditioning.
- Monitor crew members and Officers for outward signs of stress or difficulties.
- Recommend referral to EAP or other Department resources when needed.
- Facilitate or recommend Critical Incident Stress Debriefing when appropriate.

APPENDIX H EXAM PROTEST APPEALS, FILED WITH DEVELOPMENT COMMITTEE

①

PROTEST FORM

TITLE OF EXAMINATION: FIRE CAPTAIN ORAL BOARD 2022



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ON THE BACK SIDE OF THIS FORM, PLEASE PRINT YOUR NAME, SIGN YOUR NAME, AND DATE YOUR SIGNATURE

2


PROTEST FORM

TITLE OF EXAMINATION: FIRE CAPTAIN ORAL BOARD 2022

Only one exam question can be placed on this page. New forms must be used for other exam questions.

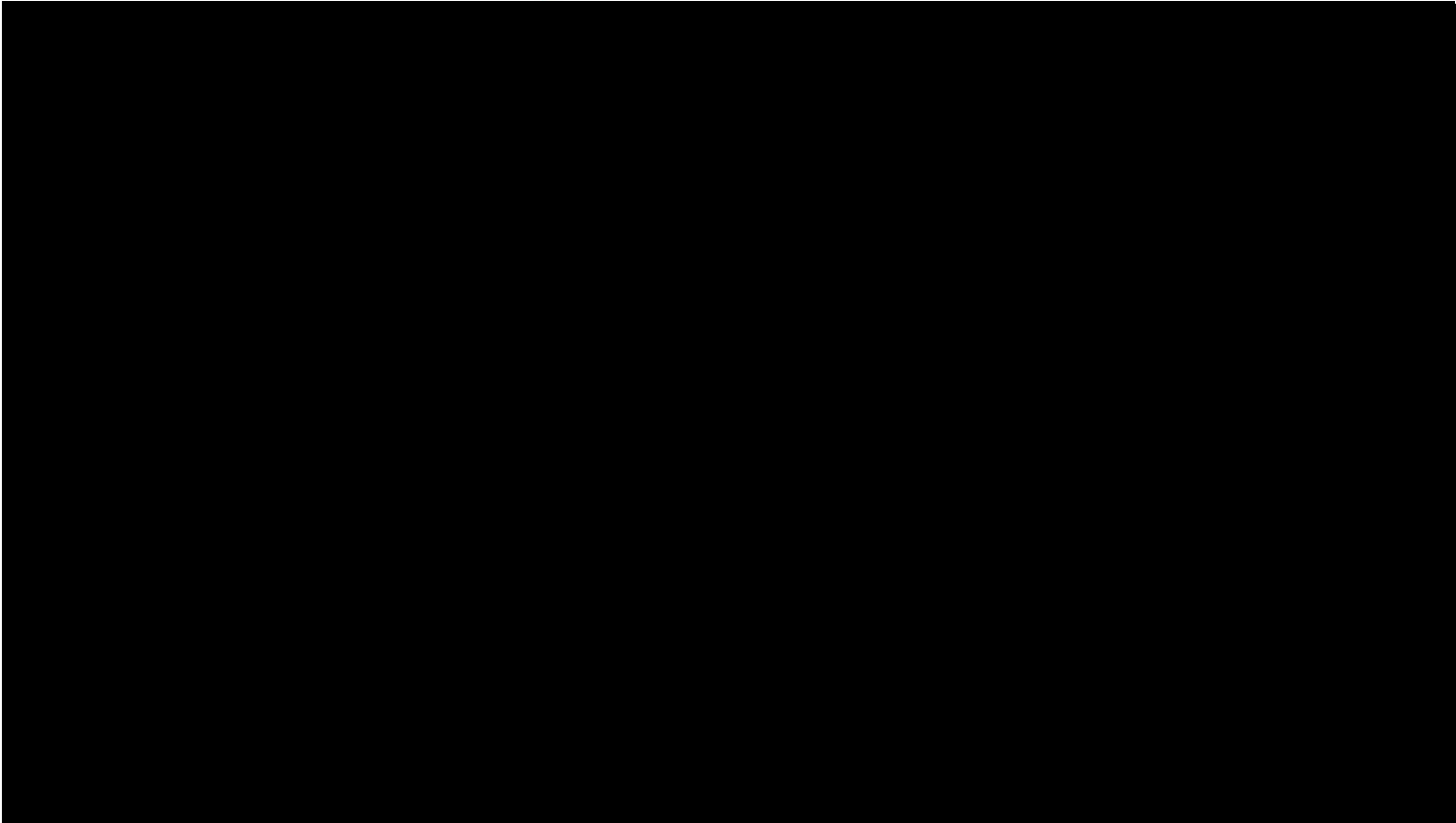
The exam question in full with number and keyed answer is as follows:

QUESTION#: BOARD C, RATING 4

Text of question:   
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Protestant's requested remedy: REMOVE RATING #4

Justification: 



3

PROTEST FORM

TITLE OF EXAMINATION: FIRE CAPTAIN ORAL BOARD 2022

Only one exam question can be placed on this page. New forms must be used for other exam questions.

The exam question in full with number and keyed answer is as follows:

QUESTION#: Board C entire Questions # 2 and # 1

Text of question:

[Redacted text]

Protestant's requested remedy: remove question 2 ratings 5, 6, 7

Justification:

[Redacted text]



SEATTLE DEPARTMENT OF HUMAN RESOURCES – FIRE AND POLICE EXAMS UNIT

PROTEST FORM

4

TITLE OF EXAMINATION: FIRE CAPTAIN ORAL BOARD 2022

Only one exam question can be placed on this page. New forms must be used for other exam questions.

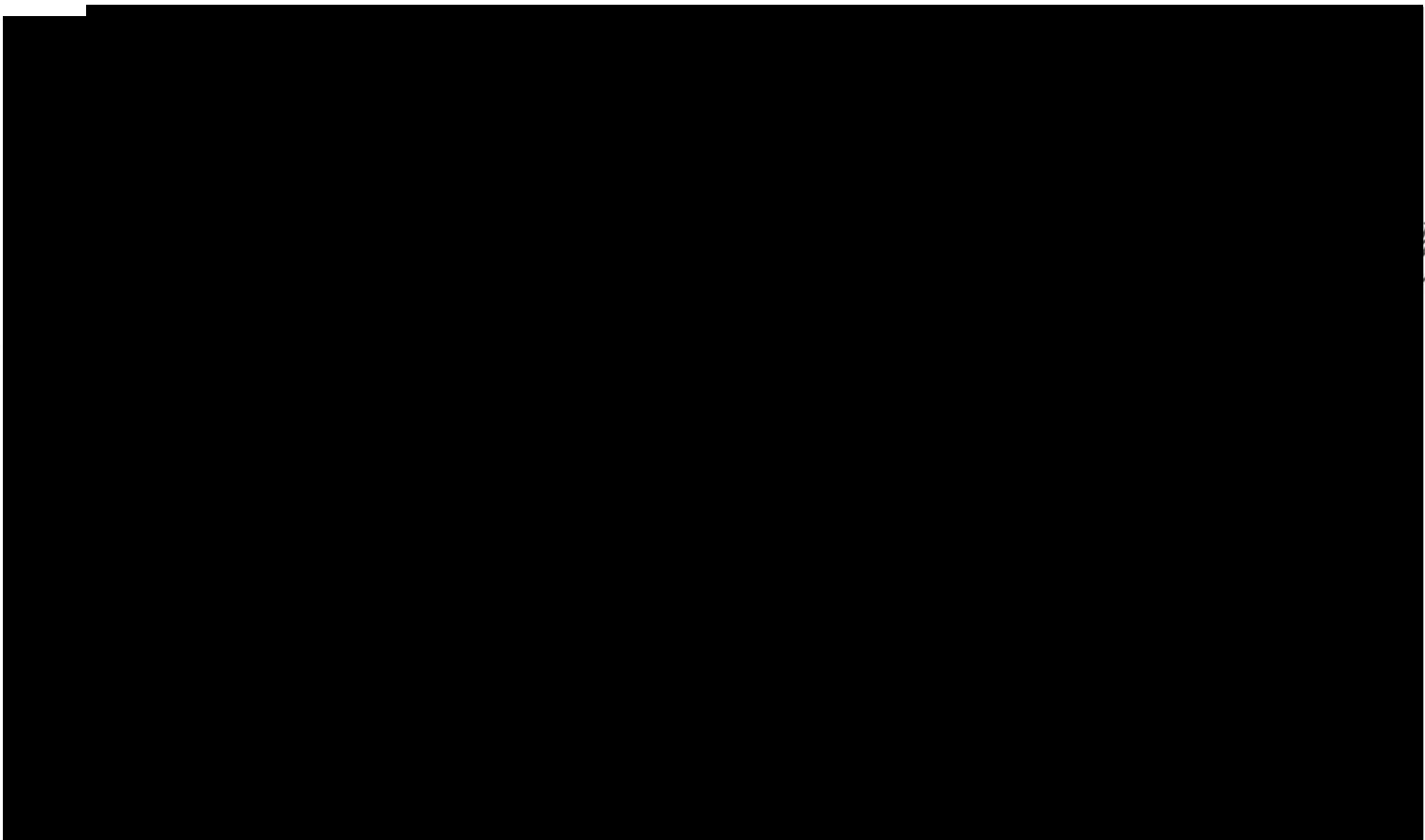
The exam question in full with number and keyed answer is as follows:

QUESTION#: All

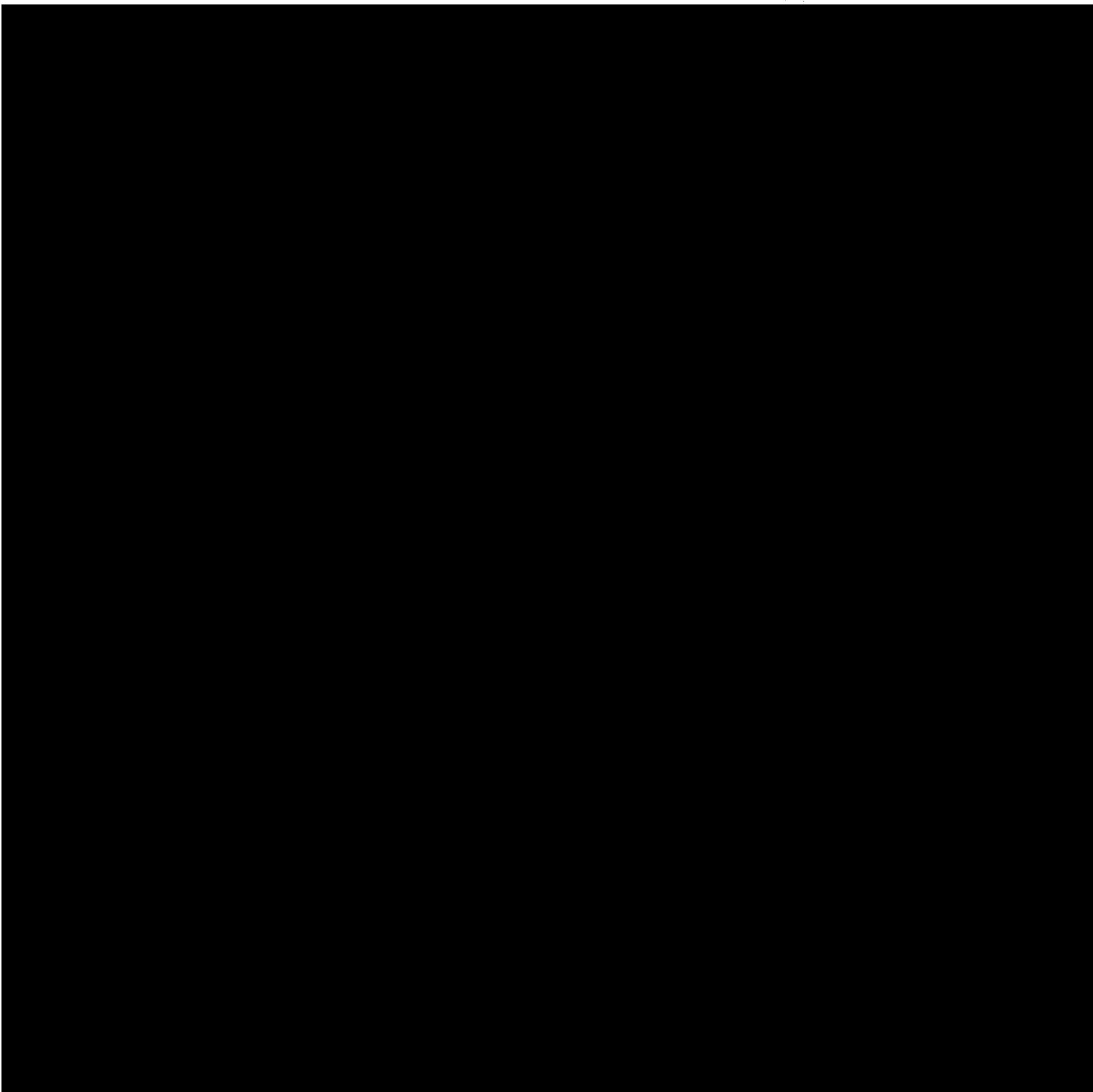
Text of question: Captain Oral Board  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Protestant's requested remedy: Remove Oral Board from 2022 Promotion Proces.

Justification: \_\_\_\_\_



ON THE BACK SIDE OF THIS FORM, PLEASE PRINT YOUR NAME, SIGN YOUR NAME, AND DATE YOUR SIGNATURE



ON THE BACK SIDE OF THIS FORM, PLEASE PRINT YOUR NAME, SIGN YOUR NAME AND DATE YOUR SIGNATURE.



5


PROTEST FORM

TITLE OF EXAMINATION: FIRE CAPTAIN ORAL BOARD 2022

Only one exam question can be placed on this page. New forms must be used for other exam questions.

The exam question in full with number and keyed answer is as follows:

QUESTION#: Oral board A rating 9

Text of question: 

Protestant's requested remedy: Remove Oral board A rating 9

Justification:   


6

PROTEST FORM

TITLE OF EXAMINATION: FIRE CAPTAIN ORAL BOARD 2022

Only one exam question can be placed on this page. New forms must be used for other exam questions.

The exam question in full with number and keyed answer is as follows:

QUESTION#: A Oral Board Rating 4

Text of question:

[Redacted]

Protestant's requested remedy: Remove Rating 4 board A.

Justification:

[Redacted]

## 7. FIRE AND POLICE EXAM UNIT

- Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
- Police Update-Rachael Schade, Police Exams Administrator

## 8. EXECUTIVE DIRECTOR REPORT

- Departmental Work and Budget Update

			TRANS_TYPE						
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)
Nonpersonnel Svcs	<b>VCADMIN - Leadersh</b>	531030 - Supplies-Office Supplies	2,700.00	98.12	(2,700.00)	(98.12)	(98.12)		
		549020 - Isf-Fas Alloc	108,850.00	54,424.92		54,425.08	54,425.08	50.0%	50.0%
		541310 - Services-Legal Notices	500.00		(380.00)	120.00	120.00	0.0%	100.0%
		541320 - Services-Court Reporters	500.00		(500.00)				
		541550 - Services-Parking	500.00		(500.00)				
		542900 - Rentals-Other	2,000.00	590.45	(2,000.00)	(590.45)	(590.45)		
		544050 - Reimburse-Meetin Refresh&Meals	200.00		(200.00)				
		545010 - Travel Costs-Out-Of-City	1,500.00		(1,500.00)				
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00		(1,533.00)				
		546010 - Fees-Dues & Memberships	1,000.00		(1,000.00)				
		549070 - Isf-ltd Alloc	25,297.00	12,636.00		12,661.00	12,661.00	50.0%	50.0%
		549080 - Isf-ltd Billed	354.00	452.11		(98.11)	(98.11)	127.7%	-27.7%
		549100 - SDHR Allocation	35,862.00	14,942.45		20,919.55	20,919.55	41.7%	58.3%
		532020 - Equipment-Software Purchases	1,000.00		(1,000.00)				
		545040 - Travel Costs-In City	600.00		(600.00)				
		541280 - Services-Courier And Delivery	500.00		(500.00)				
		541380 - Services-Admin Charges	1,550.00		(1,550.00)				
		541250 - Services-Recycling	50.00			50.00	50.00	0.0%	100.0%
		541260 - Services-Disposal Of Materials	50.00			50.00	50.00	0.0%	100.0%
		531010 - Supplies-Subscrips/Pubs/Books	10,000.00	1,839.64	(8,800.00)	(639.64)	(639.64)	153.3%	-53.3%
		545020 - Travel Costs-Training Classes	600.00		(600.00)				
		544070 - Reimburse-Dues & Membership		25.00		(25.00)	(25.00)		
		541120 - Services-Technology		770.65		(770.65)	(770.65)		
		541140 - Services-Legal Services			115,000.00	115,000.00	115,000.00	0.0%	100.0%
<b>Nonpersonnel Svcs Total</b>			<b>195,146.00</b>	<b>85,779.34</b>	<b>91,637.00</b>	<b>201,003.66</b>	<b>201,003.66</b>	<b>29.9%</b>	<b>70.1%</b>
Personnel Svcs	<b>VCADMIN - Leadersh</b>	510010 - Salaries & Wages	282,769.00	43,555.33		239,213.67	239,213.67	15.4%	84.6%

Personnel Svcs	<b>VCADMIN - Leadersh</b>	510020 - Holiday		1,355.80		15,625.00	14,269.20	14,269.20	8.7%	91.3%	
		510070 - Part Time-Salaries & Wages	34,590.00				34,590.00	34,590.00	0.0%	100.0%	
		520010 - Fica	15,498.00	3,730.81		4,215.00	15,982.19	15,982.19	18.9%	81.1%	
		520020 - Medicare	4,181.00	872.53		1,137.00	4,445.47	4,445.47	16.4%	83.6%	
		520070 - Insurance Prem-Health & Dental	30,891.00	19,380.00		7,869.00	19,380.00	19,380.00	50.0%	50.0%	
		520090 - Insurance-Group Fund Life	206.00	24.67		57.00	238.33	238.33	9.4%	90.6%	
		520100 - Insurance-Longterm Disability	39.00	2.94		11.00	47.06	47.06	5.9%	94.1%	
		520300 - Pension-City Retirement Sys	36,996.00	7,797.22		10,059.00	39,257.78	39,257.78	16.6%	83.4%	
		520080 - Insurance-Wash St FML		100.23			(100.23)	(100.23)			
		510110 - Salaries & Wages-Temp/Intermit	1,184.00	13,810.40			(12,626.40)	(12,626.40)	1166.4%	-1066.4%	
		520110 - Insurance-Death Benefit Pay	19.00	13.20		5.00	10.80	10.80	55.0%	45.0%	
		520320 - Employee Assistance Premium	38.00	46.08		10.00	1.92	1.92	96.0%	4.0%	
		520011 - Fica Fsa Dcap & Health		220.55			(220.55)	(220.55)			
		510040 - Vacation		1,016.86			(1,016.86)	(1,016.86)			
		510030 - Sick Leave		847.38			(847.38)	(847.38)			
		510240 - Executive Leave Used		1,355.81			(1,355.81)	(1,355.81)			
		510140 - Sick Leave-Temp/Interm Emp		448.00			(448.00)	(448.00)			
		<b>VCCIVILSV - Civil Serv</b>	510010 - Salaries & Wages		41,593.47			(41,593.47)	(41,593.47)		
			510020 - Holiday		1,614.08			(1,614.08)	(1,614.08)		
			510070 - Part Time-Salaries & Wages		11,400.00			(11,400.00)	(11,400.00)		
			520010 - Fica		4,479.44			(4,479.44)	(4,479.44)		
			520020 - Medicare		1,047.63			(1,047.63)	(1,047.63)		
			520090 - Insurance-Group Fund Life		39.07			(39.07)	(39.07)		
			520100 - Insurance-Longterm Disability		6.56			(6.56)	(6.56)		
			520300 - Pension-City Retirement Sys		10,065.13			(10,065.13)	(10,065.13)		
			520080 - Insurance-Wash St FML		118.06			(118.06)	(118.06)		
			520110 - Insurance-Death Benefit Pay		22.80			(22.80)	(22.80)		
			510040 - Vacation		2,040.49			(2,040.49)	(2,040.49)		
			510030 - Sick Leave		4,990.62			(4,990.62)	(4,990.62)		
			510240 - Executive Leave Used		3,669.68			(3,669.68)	(3,669.68)		
			510300 - Other Paid Time Off		8,222.40			(8,222.40)	(8,222.40)		
<b>Personnel Svcs Total</b>			<b>406,411.00</b>	<b>183,887.24</b>	<b>38,988.00</b>	<b>261,511.76</b>	<b>261,511.76</b>	<b>41.3%</b>	<b>58.7%</b>		
			<b>601,557.00</b>	<b>269,666.58</b>	<b>130,625.00</b>	<b>462,515.42</b>	<b>462,515.42</b>	<b>36.8%</b>	<b>63.2%</b>		
			<b>601,557.00</b>	<b>269,666.58</b>	<b>130,625.00</b>	<b>462,515.42</b>	<b>462,515.42</b>	<b>36.8%</b>	<b>63.2%</b>		



## 9. CASE STATUS REPORT

**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
JUNE 2022**

**OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:**

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
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**DISMISSED/CLOSED:**

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
A	22-01-001	Arbogast	Police	4-6-2022	Discipline	Reversal of decision, removal of discipline	Appellant requested to withdraw, dismissed 6/8/22	
A	22-01-001	Young	Fire	9-4-2022	Separation	Reinstatement	Dismissed 3/3/22 for lack of jurisdiction	
A	21-01-043	Walter	Police	12-22-2021	Discipline	Reversal of decision, removal of discipline	Appellant withdrew his appeal to pursue through his union under the rights of the collective bargaining agreement. ED dismissed appeal 1-31-22	

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

RRM=Request to Review or Modify (PSCSC 2.13.b)

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
JUNE 2022**

<b>REQUEST FOR REINSTATEMENT</b>						
<b>Type</b>	<b>CASE NUMBER</b>	<b>DEPT</b>	<b>DATE REQUESTED</b>	<b>REQUEST</b>	<b>POSITION</b>	<b>STATUS</b>
RFR	22-05-007RFR	SPD	2-7-2022	Request for Reinstatement	Lieutenant	Denied
RFR	22-05-008RFR	SPD	2-7-2022	Request for Reinstatement	Officer	Approved by Chief
RFR	22-05-009RFR	SPD	1-12-2022	Request for Reinstatement	Officer	Approved by Chief
RFR	22-05-010RFR	SPD	3-1-2022	Request for Reinstatement	Officer	Approved by Chief
RFR	22-05-012RFR	Fire	3-17-2022	Request for Reinstatement	Firefighter	Denied by Chief
RFR	22-05-014RFR	Fire	4-1-2022	Request for Reinstatement	Firefighter	Denied by Chief
RFR	22-05-016RFR	Fire	4-5-2022	Request for Reinstatement	Firefighter	Denied by Chief
RFR	22-05-017RFR	Fire	4-12-2022	Request for Reinstatement	Firefighter	Approved by Chief

A=Appeal (PSCSC 6)

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Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
JUNE 2022**

<b>RFR</b>	<b>22-05-018RFR</b>	<b>Fire</b>	<b>5-2-2022</b>	<b>Request for Reinstatement</b>	<b>Firefighter</b>	<b>Approved by Chief</b>
<b>RFR</b>	<b>22-05-019RFR</b>	<b>Fire</b>	<b>3-28-2022</b>	<b>Request for Reinstatement</b>	<b>Firefighter</b>	<b>Approved by Chief</b>
<b>RFR</b>	<b>22-05-020RFR</b>	<b>Fire</b>	<b>6-13-2022</b>	<b>Request for Reinstatement</b>	<b>Firefighter</b>	<b>Approved by Chief</b>

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

RRM=Request to Review or Modify (PSCSC 2.13.b)

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
JUNE 2022**

<b>REQUEST FOR PROBATIONARY EXTENSION</b>						
<b>Type</b>	<b>CASE NUMBER</b>	<b>DEPT</b>	<b>DATE REQUESTED</b>	<b>REQUEST</b>	<b>POSITION</b>	<b>STATUS</b>
<b>RPE</b>	<b>22-05-003RPE</b>	<b>SPD</b>	<b>1-19-2022</b>	<b>Request for Probationary Extension</b>	<b>Officer</b>	<b>Approved by ED</b>
<b>RPE</b>	<b>22-05-004RPE</b>	<b>SPD</b>	<b>1-26-2022</b>	<b>Request for Probationary Extension</b>	<b>Officer</b>	<b>Approved by ED</b>
<b>RPE</b>	<b>22-05-005RPE</b>	<b>SPD</b>	<b>1-26-2022</b>	<b>Request for Probationary Extension</b>	<b>Officer</b>	<b>Approved by ED</b>
<b>RPE</b>	<b>22-05-006RPE</b>	<b>SPD</b>	<b>1-27-2022</b>	<b>Request for Probationary Extension</b>	<b>Officer</b>	<b>Approved by ED</b>
<b>RPE</b>	<b>22-05-011RPE</b>	<b>SPD</b>	<b>3-22-2022</b>	<b>Request for Probationary Extension</b>	<b>Officer</b>	<b>Approved by ED</b>

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

RRM=Request to Review or Modify (PSCSC 2.13.b)

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

10. EXECUTIVE SESSION

11. ADJOURNMENT

**FILED**

3:28 pm, Tue, June 09, 2020

OFFICE OF THE CITY CLERK



**CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

**RULES OF PRACTICE AND  
PROCEDURE**

**Approved: December 20, 2013**

**\*Amended: May 21, 2020**

**For members testing for Fire Lieutenant, Fireboat Engineer, or Fireboat Pilot,** in-service credits shall be computed as follows:

“In-service credit” shall be computed and added to the score at the rate of one-half point (.5 point) for each full year of service in the Seattle Fire Department (pro-rated for each calendar month of service), to a maximum credit of twenty (20) years = ten (10) points.

**For members testing for Fire Captain or Battalion Chief,** credit shall be computed as follows:

- (1) “Total in-service credit” shall be computed and added to the score at the rate of one tenth of one point (.1 point) for each full year of service (pro-rated for each calendar month of service) in the Seattle Fire Department, to a maximum credit of twenty (20) years = two (2) points; and
- (2) “In-position credit” shall be computed and added to the score at the rate of four tenths of one point (.4 point) for each full year of service (pro-rated for each calendar month of service) in the candidate’s current position in excess of the minimum service specified for entrance to the examination, to a maximum credit of twenty (20) years = eight (8) points.

Total service credits computed and added under the provisions of this rule are limited to a total of ten (10) points for any candidate on any examination.

**Regular appointed employees (Police) in the classified civil service** who receive a passing grade on a promotional examination shall have service credit, computed as of the register expiration date in accordance with Rule 13.01(d), added to such grade. Credit shall be given for a maximum of 20 years extra service with a maximum of 10 points and computed in the following manner: a point for each full year for the first 4 years of service in excess of the minimum service specified for entrance to the examination; ½ point for each full year of the next 8 years of service; and ¼ point for each additional full year of service.

## 9.22 KEYED COPY INSPECTION AND EXAMINATION PROTEST:

- a. Any protest against the scope, content, or practicality of any part of an examination shall be filed in writing with the Personnel Director or his/her designee within three business days immediately following the administration of such part or within the time limit specified on the examination instruction sheet.
- b. When a keyed copy is provided, protests against the proposed keyed answers must be filed in writing within three business days or the time limitation specified on the examination instruction sheet. No keyed copy will be provided for inspection on standardized tests or on continuous or periodic examinations.



- c. When a qualifying grade is required on any part of an examination, those who fail to receive the qualifying grade shall be notified and any protest must be filed in writing within three business days after the notices of results have been mailed.
- d. Any protest against scoring or any allegation of clerical error in the final results of an examination must be filed in writing within three business days after the notices of results have been mailed.
- e. All protests filed in accordance with this rule shall be considered and any proper corrections made. If authorized corrections are applicable to other examinees, the corrections shall be made on all examination papers affected.

9.23 CORRECTION OF CLERICAL ERRORS. Any clerical error may be corrected by the Executive Director upon discovery at any time during the life of the eligible register, but no such correction shall affect an appointment made from a certification made prior to the correction.

9.24 EFFECTIVE DATE OF EXAMINATION RESULTS. Results of an examination shall become effective on the date official notice is published by the Public Safety Civil Service Commission.

9.25 RE-EXAMINATION:

- a. No one shall be reexamined for the same class within six months of the effective date of such examination, unless authorized by the Executive Director upon showing that it would be in the best interest of the City.
- b. If an eligible takes a succeeding examination for the same class, the result of such examination shall not nullify any remaining eligibility already established. Eligibility attained by the second examination shall be entered on the register and the eligibility that will provide the greatest advantage to the eligible shall be used.

9.26 EXAMINATION PAPERS. Examination papers of each eligible shall be kept on file in a place designated by the Executive Director until the expiration of eligibility.

9.27 ADDITIONAL EXAMINATION. Certified eligibles for the uniformed services of the Police and Fire Departments shall be subject to such other examination as determined by the Department's appointing authority. Reports of such an examination shall be filed with the Commission in the event the findings of the examination recommend that the eligible be rejected. The Commission shall consider such recommendation, may require further examination, and may order the eligible's name-dropped from the register. Promotional eligibles and Civil Service employees accepting appointment to another class shall be subject to examination at the discretion of the department head, to the extent of determining whether they will be physically and temperamentally able to perform the duties of the position involved.