



City of Seattle

CIVIL SERVICE COMMISSIONS

[Public Safety Civil Service Commission](#)

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Richard Greene

CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

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

DATE: Thursday, June 22, 2023

TIME: 10:00 a.m.

LOCATION: Hybrid meeting- In person or via Webex

For in-person attendance at PSCSC Hearing Room: Seattle Municipal Tower, 700 5th Ave #1679, Seattle, WA 98104. At 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to Public Safety Civil Service Commission at Suite 1679.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m4784f8d2e1641985c1f4b6a02bef129e>

Join by meeting number

Meeting number (access code): 2490 946 4625 Meeting password: WPqWnqb9e85

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24909464625## United States Toll (Seattle)

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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 [24909464625@seattle.webex.com](tel:24909464625@seattle.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

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

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA
June 22, 2023 @ 10:00 a.m.**

Meeting materials will be 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. APPROVAL OF MEETING MINUTES (*Pages 1-7*)
 - April 20, 2023-Special Meeting
 - May 17, 2023-Special Meeting
6. REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF THE EXECUTIVE DIRECTOR (*Pages 8-17*)
 - Brent Mattila PSCSC #23-05-011RFR
7. *PRO TEM* APPOINTMENT OF DOROTHY LEGGETT, for hearing and decision in matter of Constantin v. SPD, PSCSC no. 22-01-003

DISCUSSION ITEMS

8. May 20, 2023, Fire Lt. Oral Boards Exam Protest Appeals: *There were no exam protests filed during the protest period. There are no exam protest appeals.*
9. FIRE AND POLICE EXAM UNIT
 - Police Exams Update- Rachael Schade, Police Exams Administrator
 - Fire Exams Update- Yoshiko Grace Matsui, Fire Exams Administrator
10. EXECUTIVE DIRECTOR REPORT (*Page 18-Budget*)
 - a. Departmental Work and Budget Update
11. CASE STATUS REPORT (*Pages 19-22 End Documents*)

- *Constantin v. SPD*, PSCSC No. 22-01-003- Case Update

This is a status update; parties are welcome to attend but are not required to do so.

12. OLD/NEW BUSINESS

13. EXECUTIVE SESSION- To discuss pending, potential, or actual litigation (*May be cancelled if not needed*)

14. ADJOURN

**NEXT REGULAR PSCSC MEETING:
July 20, 2023 @ 10:00 am
Potential Exam Appeals-Fireboat Engineer Written**

END OF AGENDA



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioners

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Richard Greene

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION

April 20, 2023, MEETING MINUTES

APPROVED: June 22, 2023

CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Acting Chair Commissioner Joel Nark called the monthly meeting to order at 9:00 a.m.
2. LAND ACKNOWLEDGEMENT: Executive Director Andrea Scheele read the land acknowledgement.
3. INTRODUCTIONS: Commissioner Nark introduced the commissioners, staff, and guests.

PSCSC: Commissioner Joel Nark, Commissioner Richard Greene. Commission Staff and Counsel: Andrea Scheele Executive Director; Teresa Jacobs, Executive Assistant. Commission Counsel: Joe Levan, Assistant City Attorney.

Exams Unit: Rachael Schade, Police Exams Analyst, Adelaide Alderks and Amy Jo Chamberlain, Public Safety Exams Analysts, Fire: Sarah Lee, HR Director

4. PUBLIC COMMENT: There was no public comment given in person or written.

DISCUSSION ITEMS

5. WELCOME COMMISSIONER RICHARD GREENE: Commissioner Nark welcomed newly appointed Commissioner Richard Greene.
6. APPROVAL OF MINUTES March 23, 2023, Special Meeting- The commission reviewed the March 23, 2023, special meeting. Commissioner Greene moved to approve the minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation.

7. FIRE AND POLICE EXAM UNIT

Police Update- Rachael Schade, Police Exams Administrator, was present and gave an update on the entry level police officer exam. An entry level exam cycle closed that week, and scores were expected soon. There were 271 applicants. Ms. Schade also gave an update on the lateral exam process, which was close to concluding. 8 applicants tested successfully in the last lateral entry cycle and part two of the exam process for lateral entry was oral board interviews. They would be conducting 7 interviews on Saturday and one applicant had been rescheduled for his oral board. Police Lieutenant oral boards will be conducted on April 24-28. Assessors fly in on Sunday and they have interviews from Tuesday through Thursday of next week, with Monday being reserved as a training day for all assessors. 27 Lieutenant candidates took the written exam, and all passed. One person removed themselves, so 26 will participate in interviews next week.

Ms. Schade reported that the Police Captain exam was completed about 3 weeks ago. There were 14 participants, and once the scores are returned she will create the eligibility register for the rank.

Fire Update- Amy Jo Chamberlain, Public Safety Exams Analyst gave an update on behalf of Fire Exams Administrator, Yoshiko Grace Matsui. Ms. Chamberlain stated that two exams were in development: Fire Lieutenant and Fireboat Engineer. The oral boards for Fire Lieutenant would be on May 20th and there are 54 candidates. The written exam for Fireboat Engineer would be on June 20th and there are 4 candidates.

8. DIRECTOR REPORT

Executive Director Andrea Scheele gave an update on department work over the past month.

Entry Level Police: Director Scheele reported on a major project related to entry level police officer. There have been improvements on the exams side, as well as to prehire assessments conducted by the Police Department to the entry level application process. The test has not changed. Every agency involved in hiring police officers is tightening up processes and trying new things to attract qualified applicants.

Department Hiring: Director Scheele reported that the department is working towards hiring a new employee but did not have a selection yet. The first interviews were yesterday, and second interviews are next week, Director Scheele hopes to have someone join CIV in May.

Civil Service Commission: Director Scheele reported that the Civil Service Commission has a new appeal under review. Director Scheele is working to finalize potential candidates for the vacant Civil Service commissioner position.

Budget: Director Scheele shared the department budget report which showed monthly

expenditures and a comparison to 2022 monthly expenditures.

9. CASE STATUS REPORT: The commission reviewed the Case Status Report.

- *Constantin v. SPD*, PSCSC No. 22-01-003- Case Update: Director Scheele notified the commission of a possibility that Commissioner Greene would recuse himself from the hearing and have a *pro tem* commissioner serve in his place.

10. OLD/NEW BUSINESS

- 2023 Chair: Commissioner Nark noted that the commission was four months into 2023 without a chair, due to awaiting the appointment of a new PSCSC commissioner. Commissioner Nark moved to nominate current commission chair Stacy Connole as chair to finish off 2023. Commissioner Greene seconded the motion. There was no further discussion and the motion passed.
- Scheduling Commission Meetings to accommodate Exam Protest Appeals (May, June, July, October 2023): Director Scheele suggested that the commission defer this item or schedule over email since Commissioner Connole was not present. Director Scheele said that she would take the first hand in trying to reach out to commissioners.

11. EXECUTIVE SESSION- *To discuss pending, potential, or actual litigation* (May be cancelled if not needed): The Commission went into Executive Session at 9:25 am. The commission came out of Executive Session at 9:38 am to announce that it would go back into Executive Session. The Executive Session began at 9:55 am and ended at 10:10 am.

12. ADJOURN: All other business before the Commission having been considered, acting Commission Chair Nark adjourned the meeting at 10:11 am.

Respectfully Submitted on June 22, 2023, for the PSCSC,

Teresa Jacobs. Executive Assistant

Approved for Publishing: _____
Stacy Connole, Chair

**NEXT PSCSC MEETING: May/TBD
(Potential Exam Appeals-Police Lieutenant Oral Board)**

*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>.



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioners

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Richard Greene

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION May 17, 2023, MEETING MINUTES APPROVED: June 22, 2023

CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Commission Chair Stacy Connole called the monthly meeting to order at 10:00 a.m.
2. LAND ACKNOWLEDGEMENT: Chair Connole read the land acknowledgement.
3. INTRODUCTIONS: Chair Connole welcomed those in attendance. Director Scheele introduced the staff and guests.

PSCSC: Commission Chair Stacy Connole, Commissioner Joel Nark, Commissioner Richard Greene. Commission Staff and Counsel: Andrea Scheele Executive Director; Sarah Butler, Operations and Policy Analyst, Teresa Jacobs, Executive Assistant. Commission Counsel: Joe Levan, Assistant City Attorney, Anne Vold, Assistant City Attorney.

Exams Unit: Rachael Schade, Police Exams Analyst, Adelaide Alderks and Amy Jo Chamberlain, Public Safety Exams Analysts, Fire: Sarah Lee, HR Director, Dori Towler, HR, Fire, Hannah Kosten, HR, Fire. Fire Union Reps: Jeff Miller, IAFF 27, Kenny Stuart, IAFF 27, Captain Jeff Guenther, Fire. Reinstatement to Fire Register Requesters: Andrew Pittman, Mrs. Pittman, Lance Fisher, Ian Condon, Kevin (inaudible last name) via Webex

4. PUBLIC COMMENT: Captain Jeff Guenther addressed the commission and spoke of the character of the three Firefighters before the commission. Captain Guenther implored the commission to reinstate them.

DISCUSSION ITEMS

5. REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF THE EXECUTIVE DIRECTOR (Pages 1-49)

- Jeffery Vale PSCSC #23-05-002RFR

- Andrew Pittman PSCSC #23-05-006RFR
- Ian Condon, PSCSC #23-05-010RFR:

The parties were present to request reconsideration of the Executive Director's decision to deny their reinstatement request to the fire register after separation from the city for non-compliance with the City's vaccine mandate and the department's inability to find a reasonable accommodation. Lance Fisher was present on behalf of Jeffrey Vale, Andrew Pittman, and Ian Condon spoke on their own behalf and materials submitted by the parties related to this topic were provided in the packet. The Executive Director described the process for reviewing requests under Rule 10.03 of the PSCSC (Public Safety Civil Service Commission) rules. Requests are acknowledged, separation dates and reasons are verified, and then forwarded to the appropriate authority for approval or denial. The three requesters were limited to five minutes to provide comment to the commission. The commission thanked the parties for attending the meeting to state their cases. The commission notified the parties that they would go into a closed session and issue a written decision in a reasonable period of time.

6. FIRE AND POLICE EXAM UNIT

Police Update- Rachael Schade, Police Exams Administrator, gave an update on the application and current exam cycle. Ms. Schade reported that there were 129 applicants for the current entry level exam cycle. The application process will close next week, and testing will be on the 24th. Lateral entry application closed last Friday, with five applicants. Out of the five applicants, four have completed all elements of the test successfully, while the fifth one has some components remaining. Ms. Schade also reported on the lateral entry oral board session that was conducted on April 22nd, there were seven interviews scheduled. Four candidates were successful, and their names were certified and have been forwarded to the SPD background check. The Captain and Lieutenant exams have been completed, and the registers will be published Friday, June 23 at 5:00 p.m.

SPD Request for Early Publication of Promotional Registers: Police Captain, Police Lieutenant-Director Scheele reported on SPD's request for early publication of the Police Captain and Police Lieutenant promotional registers. Director Scheele approved early publication and thanked SPD for submitting the request early. The register will be published Friday, June 23 at 5:00 p.m.

Fire Update- Yoshiko Grace Matsui, Fire Exams Administrator gave an update on the application and current exam cycle. Ms. Grace Matsui thanked Amy Jo Chamberlain, Public Safety Exams Analyst for presenting the update at April's meeting in her absence. Ms. Grace Matsui reported that the Fire Lieutenant Oral Boards will be held this Saturday, May 20th with 53 candidates expected to go through the process. The Fireboat Engineer written exam will be held

on June 20th, there are 4 candidates. Development Committees are currently forming for the Battalion Chief, Fire Captain, and Fireboat Pilot in the Fall.

7. EXECUTIVE DIRECTOR REPORT-Executive Director Andrea Scheele gave an update on department work.

- Introduction Sarah Butler Operations and Policy Analyst: Director Scheele introduced Sarah Butler, who has accepted the position of Civil Service Commission's Operations and Policy Analyst. Sarah will provide support in operations, budgeting, contract management, and outreach. She will also work on developing training materials and improving processes. Sarah will also join the public safety exams team to conduct analysis related to the exam processes.

Budget: Director Scheele shared the department budget report which showed monthly expenditures and a comparison to 2022 monthly expenditures. Director Scheele reported that the department is preparing to submit the 2024 budget proposal.

Community Service Preference Points Program: Director Scheele reported that a system for implementation of Community Service Preference Points for entry level Police Officer will take effect for the next Police Officer application cycle on June 1st. Director Scheele stated that Adelaide Alderks, Public Safety Exams Analyst who has taken the lead on this project will be present at the commission meeting in June to give highlights of the program.

8. CASE STATUS REPORT: The commission reviewed the Case Status Report.

- *Constantin v. SPD, PSCSC No. 22-01-003*- Case Update: Director Scheele notified the commission that Commissioner Greene will recuse himself from the hearing and that former commissioner Judge Terry Carroll has accepted to sit on the panel for the January 26-28 hearing.

Motion to Appoint Pro Tem Terry Carroll: Commissioner Nark moved to appoint Terry Carroll as a *pro tem* commissioner for the upcoming hearing. Commission Chair Connole seconded the motion. The motion was approved.

9. OLD/NEW BUSINESS

- Scheduling Commission Meetings to accommodate Exam Protest Appeals (June, July, October 2023)-The commission moved the remaining 2023 meetings to the third Thursday of the month to accommodate review of exam protest appeals. If there is limited or no actionable business on the agendas, or absent of a quorum, the commission has the option to cancel the meeting.

10. EXECUTIVE SESSION- *To discuss pending, potential, or actual litigation* (May be cancelled if not needed): There was no executive session.

11. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:16 am.

Respectfully Submitted on June 22, 2023, for the PSCSC,

Teresa Jacobs. Executive Assistant

Approved for Publishing: _____
Stacy Connole, 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>.*

**NEXT PSCSC MEETING: June/TBD
(Potential Exam Appeals-Fire Lt. Oral Board)**

6.

REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF
THE EXECUTIVE DIRECTOR

Brent Mattila PSCSC #23-05-011RFR

PSCSC RULES LINK AND REFERENCE

[2022 PSCSC Rules Process & Procedure Clerk Filing.pdf \(seattle.gov\)](#)

2.13 REVIEW AND RECONSIDERATION OF ACTIONS OR DECISIONS OF THE DIRECTOR. a. The Executive Director may review and/or modify any decision made on behalf of the Commission by the Seattle Department of Human Resources Director or their designee. b. The Commission on its own motion may review and/or modify any action or decision of the Executive Director. c. Any person adversely affected by any action or decision of the Executive Director may request the Commission to revise or modify such action or decision. Such request shall be in writing setting forth with reasonable certainty the action objected to, the grounds supporting the request, and the relief sought, and must be made within 10 days from the date of notice of such action unless established otherwise by City Charter or elsewhere in these Rules. The Commission shall thereupon, if in its opinion good cause is shown, conduct a hearing thereon.

10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION DUE TO RESIGNATION, RETIREMENT, OR SEPARATION FOR MEDICAL OR DISABILITY (NOT RETIREMENT): a. A former employee who resigned, retired, or was separated for medical or disability reasons but not granted disability retirement may request return of their name to a supplemental register to be considered with the open graded eligible register for the classification or rank. Such request must be made within one year from date of resignation, retirement, or separation due to disability; provided, the Executive Director may extend the above time limitation for not to exceed an additional four years upon satisfactory showing that such extension would be to the best interests of the City; b. Any request for return to register under this rule must be supported by written recommendation of the former employing department's appointing authority; c. A former employee whose eligibility is reinstated under this rule shall be certified according to civil service rules. However, the name of such an eligible need be considered only by the department which recommends the return of the name to the register, and the person will remain eligible until appointed and/or the register expires. d. The name of a former employee who seeks reinstatement under this rule may not be returned to a promotional register, unless recommended by the head of the former employing department and approved by the Public Safety Civil Service Commission within one year from the date of resignation. e. Except as provided in 10.02 and 10.04 any return to the City service shall be by examination only.

Scheele, Andrea

From: Scheele, Andrea
Sent: Wednesday, April 19, 2023 2:05 PM
To: 'Brent Mattila'
Cc: Jacobs, Teresa
Subject: RE: Seattle Fire Lieutenant Reinstatement

Mr. Mattila,

Thank you for emailing again. I was out of the office on April 3, and apologize for missing your email on my return.

The PSCSC is in receipt of your request for your name to be added to the reinstatement list for the rank of Fire Lieutenant at SFD.

As you may know, PSCSC Rule 10 describes the criteria and procedure for requesting to be placed on the reinstatement register.

My office will verify your separation date and type. If are eligible, we will forward your request to Chief Scoggins with a copy of your request to approve or decline adding your name to the reinstatement register.

We will contact you to let you know the status of your request. The process can take time, but if you have not heard back from the PSCSC in three weeks, please contact publicsafety@seattle.gov for a status update.

If you are approved, your name will be placed on the reinstatement register and SFD will conduct its process to determine next steps.

Have a good day.

Andrea Scheele (she/her/hers)
Executive Director, City of Seattle Civil Service Commissions andrea.scheele@seattle.gov

Civil Service Commission and Public Safety Civil Service Commission

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com

-----Original Message-----

From: Brent Mattila The redacted information is exempt from disclosure in the employee's
Sent: Wednesday, April 19, 2023 1:57 PM
To: Scheele, Andrea <Andrea.Scheele@seattle.gov>
Subject: Re: Seattle Fire Lieutenant Reinstatement

CAUTION: External Email

Ms. Scheele,

It has been over 2 weeks since I sent my request for reinstatement and I have not received confirmation from you that you received my request. Can you confirm that you received it, and also give me an estimate of when you expect to be able to address it?

-Brent Mattila

> On Apr 3, 2023, at 5:37 PM, Brent Mattila <The redacted information is exempt from disclosure in the empio> wrote:

>

> Ms. Scheele,

>

> On 12/8/22 I was involuntarily separated from the fire department for not being able to be vaccinated. The City lifted the mandate on 2/6/23, making me (as far as I am aware) the very last individual the fire department separated for being unvaccinated.

>

> I would like to be reinstated to the fire department as a lieutenant. Please let me know how I can proceed to make this happen.

>

> -Brent Mattila



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioner Stacy Connole, Chair

Commissioner Richard Greene

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

April 21, 2023

Brent Mattila

The redacted information is exempt from disclosure in the employee.

Re: Request for Reinstatement-Brent Mattila PSCSC #23-05-011RFR

Dear Brent Mattila,

On April 3, 2023, the PSCSC received your request to be placed on the reinstatement register for the rank of Fire Lieutenant following separation, pursuant to Public Safety Civil Service Rule 10.03.

You were separated on December 8, 2022, for non-compliance with the City's vaccine mandate and the department's inability to find a reasonable accommodation. As such, your request does not meet the criteria of PSCSC Rule 10.03.

Per PSCSC Rule 10.03, your request for reinstatement to the eligible register for Fire Lieutenant is **denied**.

Sincerely,

Andrea Scheele

Andrea Scheele

Executive Director

CC: Dori Towler, SFD HR

Hannah Kosten, SFD HR

Yoshiko Grace Matsui, SHR Fire & Police Exams Unit



City of Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele, Executive Director

May 9, 2023

Brent Mattila

The redacted information is exempt from disclosure in the employee hi

Subject: Request for Review of ED Decision - Brent Mattila PSCSC #23-05-011RFR

Dear Mr. Mattila,

On April 21, 2023, Executive Director Scheele denied your request for your name to be placed on the reinstatement register for the rank of Fire Lieutenant following separation pursuant to Public Safety Civil Service Commission ("PSCSC") Rule of Practice and Procedure 10.03. On that same day, Teresa Jacobs (Executive Assistant for the PSCSC) sent an email to you which included as an attachment the Executive Director's decision denying your request for reinstatement.

On May 3, the PSCSC received your email requesting appeal of the Executive Director's decision. Your request is governed by PSCSC Rule of Practice and Procedure 2.13 - REVIEW AND RECONSIDERATION OF ACTIONS OR DECISIONS OF THE DIRECTOR, subsection c., which states:

Any person adversely affected by any action or decision of the Executive Director may request the Commission to revise or modify such action or decision. Such request shall be in writing setting forth with reasonable certainty the action objected to, the grounds supporting the request, and the relief sought, and must be made within 10 days from the date of notice of such action unless established otherwise by City Charter or elsewhere in these Rules. The Commission shall thereupon, if in its opinion good cause is shown, conduct a hearing thereon. [Underline in original.]

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

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Timeliness Analysis under PSCSC Rule 2.13.c.

Your request for review and reconsideration of the Executive Director's decision was submitted more than ten days after you were provided notice of the denial. Therefore, the request is not timely under PSCSC Rule 2.13.c. and your request is denied.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Scheele".

Andrea Scheele
Executive Director

CC: Dori Towler, SFD HR
Hannah Kosten, SFD HR
Yoshiko Grace Matsui, SHR Fire & Police Exams Unit

From: [Jacobs, Teresa](#)
To: [Scheele, Andrea](#)
Subject: FW: Mattila-RFR-PSCSC #23-05-011RFR
Date: Monday, May 15, 2023 3:22:00 PM
Attachments: [image001.png](#)



Teresa Jacobs

Executive Assistant, Civil Service Commissions

City of Seattle | [Civil Service Commission](#) and [Public Safety Civil Service Commission](#)

Phone: 206-386-1301 | teresa.jacobs@seattle.gov

Mobile: 206-605-9014

Please contact me via email or mobile to arrange mailing or delivery of (hard copy) documents.

An equal employment opportunity employer. To request accommodation, please contact us.

From: Brent Mattila The redacted information is exempt from disclosure in the employee hiring process.
Sent: Saturday, May 13, 2023 11:14 AM
To: Scheele, Andrea <Andrea.Scheele@seattle.gov>
Cc: Jacobs, Teresa <Teresa.Jacobs@seattle.gov>; Towler, Dori <Dori.Towler@seattle.gov>; Kosten, Hannah <Hannah.Kosten@seattle.gov>; Matsui, Yoshiko <Yoshiko.GraceMatsui@seattle.gov>
Subject: Re: Mattila-RFR-PSCSC #23-05-011RFR

CAUTION: External Email

Ms. Scheele,

I understood from the fact that you rejected my appeal for reinstatement (because it was possibly 2 days late) that time was extremely critical in this process. Can you confirm that you received the email below and that you are looking into it?

-Brent Mattila

On May 9, 2023, at 7:28 PM, Brent Mattila <brentmattila@gmail.com> wrote:

Ms. Scheele,

I requested to be placed on the lieutenant registry on 4/3/23. After 2 weeks I still had not heard back from you so I sent another email on 4/19/23 verifying that you had indeed received my request. I then received your rejection on 4/21.

Given the fact that my first interaction took nearly 3 weeks to receive a response from you it is very reasonable for me to believe that I would have at least that long to appeal your decision. I requested an appeal on 5/3, 12 calendar days after your rejection was sent. That is only 7 business days after... The rule you cited doesn't state whether it is calendar days or business days that are counted. I think it is reasonable to evaluate my appeal based on this fact and the fact that it took you essentially 3 weeks to respond to my initial request for reinstatement.

If you are not willing to grant this request then please advise me on the process for appealing your refusal.

-Brent Mattila

On May 9, 2023, at 11:51 AM, Scheele, Andrea
<Andrea.Scheele@seattle.gov> wrote:

Hello Mr. Mattilla,

Please find the attached letter for your attention.

<image001.png>

Andrea Scheele

Executive Director, Civil Service Commissions

Pronouns: she/her/hers

City of Seattle | [Civil Service Commission](#) and [Public Safety Civil Service Commission](#)

Phone: 206-233-7118 | Cell: 206-437-5425 | Fax: 206-684-0755 |
andrea.scheele@seattle.gov

The City of Seattle is an equal employment opportunity employer. Accommodations for people with disabilities provided upon request.

From: Brent Mattila <The redacted information is exempt from disclosure in the employee>
Sent: Wednesday, May 3, 2023 8:07 PM
To: Jacobs, Teresa <Teresa.Jacobs@seattle.gov>
Cc: Towler, Dori <Dori.Towler@seattle.gov>; Kosten, Hannah <Hannah.Kosten@seattle.gov>; Matsui, Yoshiko <Yoshiko.GraceMatsui@seattle.gov>; Scheele, Andrea

<Andrea.Scheele@seattle.gov>

Subject: Re: Mattila-RFR-PSCSC #23-05-011RFR

CAUTION: External Email

Ms. Jacobs,

I would like to appeal the decision of Ms. Scheele to deny my reinstatement to the lieutenant registry. Does this email suffice as a request for appeal or do you require something further?

-Brent Mattila

On Apr 21, 2023, at 12:43 PM, Jacobs, Teresa
<Teresa.Jacobs@seattle.gov> wrote:

For your record. Thank you.

<image001.png>

Teresa Jacobs

Executive Assistant, Civil Service Commissions
City of Seattle | [Civil Service Commission](#) and [Public Safety
Civil Service Commission](#)

Phone: 206-386-1301 | teresa.jacobs@seattle.gov

Mobile: 206-605-9014

[Please contact me via email or mobile to arrange mailing or delivery of \(hard copy\) documents.](#)

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<4-21-2023_RFR_Mattila_Fire_Decision_signed.pdf>

<22DEC05-Final Notice of Separation-Mattila.pdf>

<5-9-2023_RFR_Mattila_Fire_RequestPSCSCReview.pdf>

CIV Expenditures by Account and Month (June 2023)

Version 8.0

Year **2023**
 City Department ID And Nam VC000 - Civil Service Commissions Dept
 BSL - Budget Program - Mast All
 Fund ID And Name All

			Values														
Account Grouping Level One	Account Grouping Level Two	Account Grouping Level Three	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	09 - Expenses	10 - Expense s	11 - Expense s	12 - Expens es	YTD Expenses	Available Balance	Percent Used
Expenditures	Labor	Personnel Benefits	165,962	165,962	11,239	10,622	10,645	10,669	10,685	5,196	-	-	-	-	59,056	106,907	35.6%
		Salaries and Wages	470,117	470,117	26,455	24,250	24,214	24,179	24,379	-	-	-	-	-	123,477	346,640	26.3%
	Non-Labor	Services	248,241	248,241	16,547	22,860	20,641	19,819	20,550	16,538	-	-	-	-	116,955	131,285	47.1%
		Supplies	10,700	10,700	-	51	1,576	1,701	474	748	-	-	-	-	4,550	6,150	42.5%
Grand Total			895,020	895,020	54,241	57,783	57,077	56,368	56,087	22,482	-	-	-	304,038	590,982	34.0%	

Year **2022**
 City Department ID And Nam VC000 - Civil Service Commissions Dept
 BSL - Budget Program - Mast All
 Fund ID And Name All

			Values															
Account Grouping Level One	Account Grouping Level Two	Account Grouping Level Three	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	09 - Expenses	10 - Expense s	11 - Expense s	12 - Expens es	YTD Expenses	Available Balance	Percent Used	
Expenditures	Labor	Personnel Benefits	87,868	111,231	6,776	9,062	11,646	8,624	8,629	8,016	8,656	8,649	8,159	9,986	106,796	4,435	96.0%	
		Salaries and Wages	318,543	334,168	18,225	29,476	40,658	23,780	23,780	21,262	24,180	24,180	24,315	#####	317,792	16,376	95.1%	
	Non-Labor	Intergov Services And Payments	-	-	-	-	-	-	-	-	-	-	-	-	538	538	(538)	0.0%
		Services	181,446	296,446	11,295	14,505	17,154	14,470	15,240	14,273	14,245	14,579	14,448	#####	178,394	118,053	60.2%	
		Supplies	13,700	13,700	-	546	472	460	460	561	-	132	460	1,881	5,892	7,808	43.0%	
Grand Total			601,557	755,545	36,296	53,590	69,930	47,335	48,109	44,112	47,081	47,540	47,382	#####	609,411	146,134	80.7%	

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
JUNE 2023**

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	22-01-003	Constantin	Police	10-3-2022	Discharge	Reversal/ removal of discipline, reinstatement	Hearing scheduled for June 27-28	PSCSC
RRM	23-05-002RFR	Vale	Fire	4-3-2023	Request for Reconsideration of the Executive Director's Decision to Deny Reinstatement based on PSCSC Rule 10.03	Reversal of Decision and Reinstatement to Lt. Register	Reconsideration pending commission decision.	PSCSC
RRM	23-05-010RFR	Condon	Fire	4-21-2023	Request for Reconsideration of the Executive Director's Decision to Deny Reinstatement based on PSCSC Rule 10.03	Reversal of Decision and Reinstatement to Firefighter Register	Reconsideration pending commission decision.	PSCSC

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
RRM	23-05-006RFR	Pittman	Fire	4-13-2023	Request for Reconsideration of the Executive Director's Decision to Deny Reinstatement based on PSCSC Rule 10.03	Reversal of Decision and Reinstatement to Firefighter Register	Reconsideration pending commission decision..	PSCSC

CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED
A	22-01-004	Moore	Police	10-27-2022	Suspension	Reversal/removal of discipline	Appellant requested to withdraw appeal. Grievance is proceeding to SPOG Union Arbitration. ED dismissed appeal.
A	22-01-002	Allen	Police	7-21-2022	Suspension	Reversal/removal of discipline	Appellant requested to withdraw appeal. Parties agreed to a settlement. ED dismissed appeal.

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED
A	22-01-001	Young	Fire	9-4-2022	Separation	Reinstatement	Dismissed 3/3/22 for lack of jurisdiction.

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

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

REQUESTS FOR REINSTATEMENT					
CASE NUMBER	DEPT	DATE REQUESTED	POSITION	ED DECISION	CHIEF DECISION
23-05-001RFR	SFD	2-9-2023	LIEUTENANT		APPROVED
23-05-002RFR	SFD	2-19-2023	LIEUTENANT	DENIED 10.03	
23-05-003RFR	SFD	3-17-2023	LIEUTENANT	DENIED 10.03	
23-05-004RFR	SFD	3-17-2023	FIREFIGHTER	DENIED 10.03	
23-05-005RFR	SFD	3-27-2023	FIREFIGHTER		DENIED
23-05-006RFR	SFD	3-22-2023	FIREFIGHTER	DENIED 10.03	
23-05-007RFR	SFD	3-24-2023	FIREFIGHTER		DENIED
23-05-008RFR	SPD	4-10-2023	OFFICER		APPROVED
23-05-009RFR	SFD	4-13-2023	FIREFIGHTER	DENIED 10.03	
23-05-010RFR	SFD	4-13-2023	FIREFIGHTER	DENIED 10.03	
23-05-011RFR	SFD	4-3-2023	LIEUTENANT	DENIED 10.03	
23-05-012RFR	SPD	5-10-2023	OFFICER		PENDING
23-05-013RFR	SFD	5-22-2023	FIREFIGHTER		PENDING
23-05-014RFR	SFD	5-23-2023	FIREFIGHTER		DENIED

RFR=Request for Reinstatement (PSCSC 10.03)

REQUESTS FOR PROBATIONARY EXTENSION

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
23-05-001RPE	FIRE	1-13-2023	LIEUTENANT	APPROVED
23-05-002RPE	FIRE	1-30-2023	LIEUTENANT	TBD
23-05-003RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-004RPE	POLICE	3-8-2023	OFFICER	APPROVED
23-05-005RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-006RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-007RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-008RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-009RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-010RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-011RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-012RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-013RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-014RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-015RPE	POLICE	4-6-2023	OFFICER	APPROVED
23-05-016RPE	POLICE	4-12-2023	OFFICER	APPROVED
23-05-017RPE	POLICE	4-12-2023	OFFICER	APPROVED
23-05-018RPE	POLICE	4-13-2023	OFFICER	APPROVED
23-05-019RFR	FIRE	5-30-2023	LIEUTENANT	APPROVED

RPE= Request for Probationary Extension (PSCSC 12.0)