



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Richard Greene

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Advisor

Teresa Jacobs, Executive Assistant

**CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA**

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

DATE: Thursday, September 21, 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=m65de27b16e68ee9753d4c843147ab31d>

Join by meeting number

Meeting number (access code): 2481 517 5408 **Meeting password:** bRQBtPkj222

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24815175408## United States Toll (Seattle)

+1-408-418-9388,,24815175408## United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial [24815175408@seattle.webex.com](tel:24815175408) 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
September 21, 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 1-3*)
 - July 20, 2023-Monthly Meeting
6. SAVE THE DATE: 42ND ANNUAL CIVIL SERVICE CONFERENCE (*Page 4*)
7. NOVEMBER 2023 CIVIL SERVICE EMPLOYEE ELECTION UPDATE (*Pages 5-14*)

DISCUSSION ITEMS

8. FIRE AND POLICE EXAM UNIT
 - Police Exams Update- Rachael Schade, Police Exams Administrator
 - Fire Exams Update- Yoshiko Grace Matsui, Fire Exams Administrator
9. EXECUTIVE DIRECTOR DEPARTMENTAL AND BUDGET UPDATE (*Page 15*)
10. CASE STATUS REPORT (*Pages 16-19*)
 - Matilla-PSCSC No. 23-05-011RFR-Update (*Pages 20-23*)
11. OLD/NEW BUSINESS
12. EXECUTIVE SESSION- To discuss pending, potential, or actual litigation (*May be cancelled if not needed*)
13. ADJOURN

**NEXT REGULAR PSCSC MEETING: October 19, 2023 @ 10:00 am
(Potential Exam Appeals-Fireboat Engineer Practical)
END OF AGENDA**



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioners

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PUBLIC SAFETY CIVIL SERVICE COMMISSION July 20, 2023, MEETING MINUTES APPROVED: September 21, 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: Commission Chair Connole read the land acknowledgement.
3. INTRODUCTIONS: Commission Chair Connole introduced the commissioners, staff, and guests.

PSCSC: Commissioner Richard Greene. Commission Staff and Counsel: Andrea Scheele Executive Director, Sarah Butler, Operations & Policy Advisor, Teresa Jacobs, Executive Assistant. Commission Counsel: Joe Levan, Assistant City Attorney;

Exams Unit: Rachael Schade, Police Exams Analyst, Adelaide Alderks, Fire and Police Exams Analyst, Amy Jo Chamberlain, Fire and Police Exams Analyst. Fire: Hannah Kosten, HR, SFD Unions: Kenny Stuart, President, IAFF Local 27. Guests: Brent Matilla, Jeff Guenther. Not Present: Commissioner Joel Nark,

4. PUBLIC COMMENT: Mr. Guenther was allowed five minutes to address the commission on the matter of Brent Matilla.

DISCUSSION ITEMS

5. APPROVAL OF MINUTES

June 22, 2023, Monthly Meeting- The commission reviewed the June 22, 2023, monthly meeting. Commissioner Connole moved to approve the minutes. Commissioner Greene seconded the motion. The motion passed and the minutes were approved by acclamation.

6. REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF THE EXECUTIVE DIRECTOR-Brent Mattila PSCSC #23-05-011RFR: Mr. Matilla was present to address the

commission regarding reconsideration of the Executive Director's April 21, 2023, determination that he did not meet the criteria of PSCSC rule 10.03. The commission allowed Mr. Matilla five minutes to speak on his request. Commissioner Greene asked one question. No other commissioner had questions. The commission planned to go into closed session at the conclusion of the meeting to consider the information provided and expected to render a decision in writing in a reasonable period.

7. CASE STATUS REPORT: The commission reviewed the July Case Status Report.
8. JUNE 20, 2023, FIREBOAT ENGINEER WRITTEN EXAM PROTEST APPEALS: There were no exam protest appeals before the PSCSC.
9. FIRE AND POLICE EXAM UNIT:
 - Police Exams Update- Rachael Schade, Police Exams Administrator was present to give an update on current and future SPD exams: Ms. Schade reported that the oral board for lateral entry police officer took place. Four individuals participated and passed, and their names were put on the eligibility register. The eligibility register for entry level police officer was put together this week at the conclusion of last week's exam. There were 68 individuals added to that list. The police Sergeant development committee has assembled and will produce the final bibliography to be published on September 1st. The written exam will be administered March 2, 2024.
 - Fire Exams Update- Amy Jo Chamberlain, F&P Exams Analyst was present on behalf of Yoshiko Grace Matsui, Fire Exams Administrator to provide an update on current and future SFD exams. The practical component of the fireboat engineer exam will be held the week of September 11th. Four candidates are expected to take the test. The solicitation memo for Battalion Chief and Captain's promotional exam development committee will be going out shortly.

10. EXECUTIVE DIRECTOR REPORT

Budget: The commission reviewed the budget documents.

Commission Work: Ms. Scheele reported on the work of staff for PSCSC and CSC.

11. OLD/NEW BUSINESS: There was no old/new business.
12. EXECUTIVE SESSION- To discuss Pending, Potential, or Actual Litigation (May be cancelled if not needed): The commission did not go into an Executive Session.
13. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 10:44 am.

Respectfully Submitted on September 21, 2023, for the PSCSC,

Teresa Jacobs. Executive Assistant

Approved for Publishing: _____
Stacy Connole, Chair

**NEXT PSCSC MEETING: October 19, 2023
(Potential Exam Appeals-Fireboat Engineer Practical)**

**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 CONFERENCE

Save the Dates

October 24-26, 2023

9:00 AM - 12:00 PM (PDT)

Foster Garvey is pleased to announce that the 42nd Annual Civil Service Conference, hosted in partnership with Public Safety Testing, will be taking place October 24-26, 2023, from 9:00 a.m. to noon each day.

Public Safety Testing's Annual Business Meeting will occur during Day Three of the conference on Thursday, October 26.

Please mark your calendars! An invitation with a formal agenda and RSVP details will be distributed in the coming weeks. Planned topics include:

- Basic Training for New Commissioners & Essentials Refresher for Commissioners and Staff
- Register Management in a Contentious Environment
- New Model Civil Service Rules for Washington State Local Governments
- Updates at the Washington CJTC
- Public Safety Testing's Annual Business Meeting

The conference will be complimentary for our guests and hosted via Zoom.

About the Conference. For more than four decades, the Civil Service Conference has provided civil service commissioners, secretaries and examiners, other local human resources officials, and legal counsel with practical information on best practices and emerging issues.

We welcome your input and ideas!

Have a topic that you would like addressed at this year's conference?

Please send your suggestions to events@foster.com, and we will do our best to weave it into the discussion.

Get involved. Exercise your right to vote.

Public Safety Civil Service Employee Commissioner Election
Candidate Declaration Week - October 2-6
Vote - November 6-13



Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION EMPLOYEE ELECTIONS BACKGROUNDER

2023

The purpose of this backgrounder is to provide information about the employee election process for the public safety civil service commissioner.

Civil service systems protect public employees and provide value to taxpayers by ensuring that City employment is merit-based. The City has two civil service systems: one for public safety employees (most ranks of police officers and firefighters), and another for non-public safety employees.

Each civil service system is governed by three commissioners: one appointed by the Mayor, one appointed by City Council, and one who is elected by covered City employees.

Public Safety Civil Service Commission (“PSCSC”) general information:

1. What does the PSCSC do?

The PSCSC

- Makes and enforces rules for examination, appointments, promotions, discipline, and other employment-related matters, in accordance with applicable law and collective bargaining agreements;
- Oversees development and administration of entry-level and promotional civil service exams for the Seattle Fire and Police departments;
- Hears employees appeals of serious disciplinary decisions; and
- Jointly with the CSC, the commissioners supervise the Civil Service Commissions Executive Director.

2. Who is covered by the PSCSC?

“Sworn” police officers and uniformed firefighters in the following ranks are covered by the PSCSC:

- Police Recruits and Special Recruits
- Police Officers
- Police Sergeants

- Police Lieutenants
- Police Captains
- Fire Fighters and Pre-Recruits
- Fire Lieutenants
- Fire Captains
- Fire Battalion Chiefs
- Fireboat Pilots
- Fireboat Engineers

Some civil service rights are dependent on passing a probationary period, but PSCSC members may vote to elect a commissioner regardless of probationary status.

The office of PSCSC Commissioner:

3. What qualities and skills are important for commissioners to have?

- Ability to be neutral when making decision that impact City employees;
- Ability to put aside personal opinions and apply [Public Safety Civil Service rules](#), etc.;
- Ability to work collaboratively with people from different backgrounds and perspectives;
- Willingness to learn about and implement City RSJI and anti-racist practices;
- Availability to participate in several trainings and workshops per year including Open Public Meetings Act training, and a joint retreat with both commissions; and
- Willingness to collaborate with Commission staff.

4. Is the position paid?

Yes, commissioners are paid a \$200 stipend each pay period.

5. What is the length of the term?

Three years, beginning on January 1, 2024. Commissioners may be elected to serve multiple terms.

6. What is the time commitment?

Commissioners meet monthly, for one to two hours. Commissioners also preside over disciplinary appeal hearings, which may last several hours to several days, on an as-needed basis. Monthly meetings and appeals are scheduled during business hours (8 am – 5 pm, Monday through Friday, excluding holidays).

7. What support is available for commissioners to fulfill their duties?

Staff is available to help support the commission, and the City Attorney’s Office provides legal advice as needed.

Employee elections:

8. What is the election timeline?

Candidate and Election Information Sessions will be held with remote and hybrid options for employees wanting to learn more about the election. Email publicsafety@seattle.gov or call (206)586-1991 to obtain a link and further information.

- September 13 at 9:00 a.m. (remote)
- September 18 at 6:00 p.m. (remote)
- September 21 at 12:00 noon (hybrid, SMT Room 1679)

Candidate filing: October 2 – 6

Employee voting: November 6 - 13

9. How are election processes managed?

The City Clerk oversees the election process for the employee-elected PSCSC commissioner. Election Rules may be found [here](#). Employees who are engaging in the election process (as candidates or voters) are expected to use City time for such activities as reasonable.

10. How do employees submit their filing for candidacy?

The declaration of candidacy form is available in the Office of the City Clerk during the candidacy declaration week, October 2 - 6, 2023. Candidates are allowed to provide a written statement and photograph for inclusion in the voters' pamphlet.

The deadline for filing candidacy and providing a statement and / or photograph, or withdraw candidacy is October 6, 2023, 5:00 p.m.

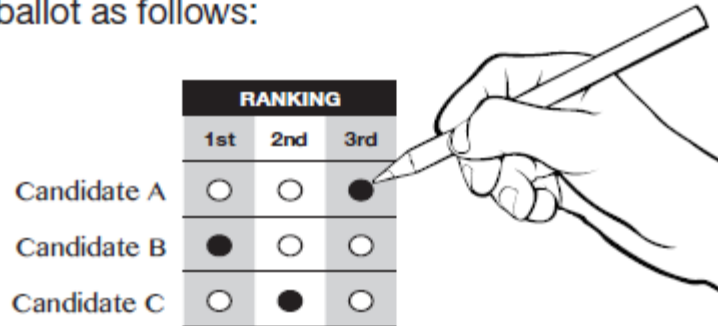
11. How do employees vote?

Employees will receive instructions for voting, which may be done via paper ballot (mail) or electronically (online).

12. How are votes tabulated?

Votes will be tabulated using ranked choice voting (sometimes known as preferential voting or instant runoff voting), in which voters rank the candidates in the order of the voter's preference.

EXAMPLE: To vote for Candidate B as a first choice, Candidate C as a second choice and Candidate A as your third choice, fill out your ballot as follows:



Additional resources:


13. Where can I find more information?

PSCSC/CIV Department -

- See the PSCSC website [for additional election news](#) and for links to attend information sessions, or [more information generally](#) about the PSCSC.
- Call or email Sarah Butler at (206)586-1991 / sarah.butler@seattle.gov for additional questions about the PSCSC.

City Clerk's Office -

- See the Clerk's [Employee Elections website](#) for a link to election Rules and for additional materials related to declaring candidacy and voting in the PSCSC election.
- Call or email Janet Polata at (206) 386-4087 / janet.polata@seattle.gov for additional questions about administration of the PSCSC election.

Office of the City Clerk	Effective date: August 29, 2023
Rule 2023-02, Public Safety Civil Service Commission Employee Elections	Supersedes: Rule OCC-2008-02
Approval: 	Scheereen Dedman, City Clerk

Subject: Public Safety Civil Service Commission Employee Election

Purpose:

Governing the administration of the election for the employee-elected member of the Public Safety Civil Service Commission

Background:

The Public Safety Civil Service Commission (PSCSC) is responsible for administrative rulemaking and ensuring the compliant operation of Seattle's mandated public safety service civil service system, as required by Washington law, Seattle City Charter, and the Public Safety Civil Service Personnel Ordinance (Seattle Municipal Code Title 4.08). The PSCSC develops and administers entry and promotional civil service exams for ranks in the Seattle Police and Fire departments, conducts hearings on sworn police and uniformed firefighter employee appeals of discipline and other civil service questions, and partners with stakeholders on public safety civil service-related policy and functions.

The PSCSC has three commissioners who each serve three-year staggered terms. One commissioner is appointed by the Mayor, one is appointed by the City Council, and one is elected by eligible voting employees.

Seattle Municipal Code 4.08.040 requires the City Clerk to administer regular elections for the employee-elected members of the PSCSC every three years, and to administer special elections if the position becomes vacant.

Elections for the employee-elected Public Safety Civil Service Commissioner shall be administered in such a manner as to ensure openness and fairness, and to encourage the broadest possible participation by eligible employees.

References:

- Seattle City Charter [Article XVI](#) Personnel System and Civil Service, Sec. 3
- [SMC 4.08](#) - Public Safety Civil Service
- [RCW 41.08](#) - Civil Service for City Firefighters
- [RCW 41.12](#) - Civil Service for City Police

- PSCSC [Rules of Practice and Procedure](#)

Definitions

Eligible voting employees - All regular and probationary employees who are members of the Public Safety Civil Service system are eligible to vote for an employee-elected Public Safety Civil Service Commissioner, SMC 4.08.040.C.

COB – Close of Business (5 p.m.)

Entities and roles

1. Office of the City Clerk (OCC)
 - a. Promulgate and regularly review and update election rules.
 - b. Work with PSCSC staff, City Attorney’s Office, and other groups to make updates to the election ordinance as needed.
 - c. Set and publish the schedule for the regular elections and any special elections that may be necessary if an elected commissioner cannot serve out their full term.
 - d. The City Clerk may select and contract with an election vendor to conduct the elections online and by mail, in which case the OCC will:
 1. Provide contact information for eligible voting employees to the election vendor.
 2. Provide candidate information to the election vendor.
 3. Approve election materials prepared by the election vendor.
 4. Certify the results provided by the election vendor.
 - e. Notify eligible employees of the elections.
 - f. Create and distribute a Declaration of Candidacy form.
 - g. Host at least one information session with staff of the PSCSC for employees interested in running.
 - h. Accept declarations of candidacy from candidates.
 - i. If not contracting with an election vendor, conduct the election, including preparing, distributing, and counting ballots, and certifying election results.
 - j. Publish election results and place certification of election results into official Clerk Files in the OCC.
 - k. Notify candidates, eligible employees and department heads and unions of election results.
 - i. Retain election materials and documentation in accordance with retention requirements established by the City Records Management Program.
2. Election vendor, when applicable
 - a. Conduct the election, providing paper ballots and online voting

- information to all eligible employees.
- b. Tabulate election results and communicate them to the OCC.
 - c. Provide ballots to OCC if annual tally or recount is required.
3. Seattle Department of Human Resources
 - a. Provide the OCC with a list of employees eligible to vote in the election, including their name, title, department, employee identification number, mailing address, and work email address.
4. Candidates
 - a. Obtain a declaration of candidacy form from the City Clerk, and submit their completed form to the City Clerk during candidacy declaration week.
 - b. If so desired, provide the City Clerk by the established deadline a written statement not to exceed 200 words, for inclusion in the voters' pamphlet. The statement should include the candidate's name and department, which are not included in the 200-word count. Proper names such as the jurisdiction or department names count as one word towards the 200-word total.
 1. The statement may be provided to the OCC on paper or electronically.
 2. If provided electronically, the statement shall be provided in the body of an email, or as a Microsoft Word, plain text, or rich text format document.
 - c. If so desired, provide to the City Clerk a photograph of the candidate that meets established and announced standards, to accompany the candidate statement in the voters' pamphlet.
 - d. File the candidate statement and photograph with the City Clerk no later than COB on the final day of candidacy declaration week. If candidates do not submit statements, the City Clerk will use candidate information from the declaration of candidacy forms.
 - e. If they decide to withdraw their candidacy, notify the City Clerk no later than COB the final day of candidacy declaration week.
 - f. If desired, appoint one representative to witness the ballot handling process. Provide notification of any such appointment to the City Clerk, in writing, no later than COB the Wednesday before the election week begins.
5. Eligible voting employees
 - a. Keep their current and correct mailing address on file with Seattle Department of Human Resources.
 - b. Look out for election notices and voting materials.
 - c. Read and follow instructions distributed with voting materials.
 - d. Reach out promptly to the designated OCC contact person with questions or concerns.
 - e. Vote online or mail paper ballot before the close of election week.
 - f. Vote only once.

6. Public Safety Civil Service Commission staff
 - a. Consult with OCC on the conduct of the election.
 - b. Attend the OCC information session and respond as needed to questions from voting employees and potential candidates. Commission staff may host additional information sessions to address questions about commissioner responsibilities, if needed.
 - c. Publicize elections and information sessions to eligible voters.
 - d. If possible, secure the attendance of a sitting Commissioner at the candidate information session.
 - e. Communicate with labor relations staff about election-related matters (election notices and call for candidates, election results), for them to share with bargaining units.
 - f. Confirm voting eligibility of employees who inquire about their civil service status.
 - g. Answer questions from voters and candidates about the activities of the Commission and the role and responsibilities of Commissioners.

7. City departments, bargaining units, and employee affinity groups
 - a. Post notices of election and election rules on department bulletin boards and/or send to email distribution lists.
 - b. If desired, each department, union or affinity group may appoint one representative to witness the ballot handling process. Provide notification of any such appointment to the City Clerk, in writing, no later than COB the Wednesday before the election week begins.
 - c. Unions or affinity groups choosing to endorse a PSCSC candidate are encouraged to review materials from all candidates before doing so.
 - d. To preserve the independence of the Commission, no member of the Mayor's office, the City Council staff, the Public Safety Civil Service Commission staff, elected official, head of a City department, or Public Safety Civil Service-exempt City employee shall endorse a candidate or otherwise attempt to influence the election.

Process and timeline

1. Announcement of election
 - a. OCC announces the upcoming election, issues a call for candidates, and provides the election rules using a variety of media, including but not limited to online postings and announcements distributed to eligible employees.

2. Information sessions
 - a. The candidate information sessions, hosted by the OCC and attended by PSCSC staff, are an opportunity for potential candidates to meet

PSCSC staff and ask questions about the role of commissioner and the conduct of the election before deciding whether to run.

3. Candidacy Week

- a. In an election year, candidacy declaration week begins at 8:00 a.m. on the first Monday of October, and ends at close of business the following Friday, or, if a City holiday falls during candidacy declaration week, COB the following Monday.
- b. Candidates must file their declaration of candidacy with the OCC no later than COB on the final day of candidacy declaration week.

4. Mailing of voting information

- a. Paper ballots and individualized information on voting electronically are mailed by the OCC or the election vendor.

5. Election week

- a. The regular election is held during the week that begins with the first Monday of November in an election year.
- b. Election week runs for five business days, typically Monday through Friday. If a City holiday falls during an election week, the election week will extend from a Monday to the following Monday.
- c. During election week, eligible voting employees cast their electronic votes or return their complete paper ballots.
- d. Online ballots must be cast no later than midnight PDT on the last day of election week. Paper ballots must be postmarked no later than the last day of election week and received by the election vendor within seven days of the last day of election week.
- e. In the event that only one eligible person has declared candidacy during the designated week, the election/voting process described in SMC 4.08.040.F. and in this rule will be foregone and the City Clerk will verify that candidate as the employee-appointed commissioner.

6. Results, recounts and runoffs

- a. The votes shall be tabulated using ranked choice voting (sometimes known as preferential voting or instant runoff voting), allowing eligible voters to rank candidates in the voters' order of preference.
- b. Votes for any candidate not listed on the ballot will not be counted.
- c. In the event that the difference in votes received by the top two candidates is less than .5% of the votes cast, the ballots will be recounted. The candidate with the greater number of votes in the recount shall be the winner.

Special elections

1. Vacancies occurring in the office of the employee-appointed Commissioner shall be filled at a special election to be called for such purpose by resolution of the City Council. Such special election shall be held as soon as practicable.

Revision history

- Updated 2023 to:
 - Update rule format
 - Eliminate matters moved to the employee elections ordinance
 - Incorporate electronic voting and election vendor information
 - Specify the tabulation measure for votes (ranked choice voting)
 - Establish a threshold for recounts
 - Establish a procedure for withdrawing candidacy
 - Address the eventuality of a candidate running unopposed

CIV Expenditures by Account and Month, Updated 9/2023

Revenues are reported as negative values

Year 2022
 City Department VC000 - Civil Service Commissions Dept
 BSL - Budget Prc All
 Fund ID And Nar All

		Values																
Account Grouping Level One	Account Grouping Level Two	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses	YTD Expenses	Available Balance	Percent Used
Expenditures	Labor	406,411	445,399	25,001	38,538	52,304	32,405	32,409	29,278	25,653	47,605	32,836	32,829	32,474	43,255	424,588	20,811	95.3%
	Non-Labor	195,146	310,146	11,295	15,051	17,626	14,930	15,700	14,834	16,672	15,515	14,245	14,711	14,908	19,336	184,823	125,323	59.6%
Grand Total		601,557	755,545	36,296	53,590	69,930	47,335	48,109	44,112	42,325	63,119	47,081	47,540	47,382	62,592	609,411	146,134	80.7%

Revenues are reported as negative values

Year 2023
 City Department VC000 - Civil Service Commissions Dept
 BSL - Budget Prc All
 Fund ID And Nar All

0

		Values																
Account Grouping Level One	Account Grouping Level Two	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses	YTD Expenses	Available Balance	Percent Used
Expenditures	Labor	636,080	636,080	37,694	34,871	34,860	34,848	35,064	47,593	47,990	69,028	5,196	-	-	-	347,144	288,935	54.6%
	Non-Labor	258,941	356,613	16,547	22,911	22,218	21,520	21,024	20,558	22,683	22,340	21,000	-	-	-	190,801	165,812	53.5%
Grand Total		895,020	992,692	54,241	57,783	57,077	56,368	56,087	68,152	70,674	91,368	26,196	-	-	-	537,945	454,747	54.2%

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
September 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

NO CURRENT OPEN APPEAL, EXAM PROTEST, OR REQUEST FOR DECISION

CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION								
Type	CASE NUMBER	APPELLANT/ REQUESTOR	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDED
RRM	23-05-011RFR	Mattila	Fire	5-3-2023	Request for Review/Reconsideration of PSCSC Rule 10.03 denial – Whether request met criteria of the rule.	Requestor seeking reinstatement to Firefighter eligible register.	Order Denying Request for Reconsideration of an Action of the Executive Director, 7-27-2023.	PSCSC
A	22-01-003	Constantin	Police	10-3-2022	Discharge	Reversal/ removal of discipline, reinstatement.	Appellant did not appear at the hearing. Dismissed 6-27-2023.	PSCSC
RRM	23-05-002RFR	Vale	Fire	4-3-2023	Request for Review/Reconsideration of PSCSC Rule 10.03 denial – Whether request met criteria of the rule.	Requestor sought reinstatement to Fire Lieutenant eligible register.	Order Denying Request for Reconsideration of an Action of the Executive Director, 6-30-2023.	PSCSC

CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION

-Continued

RRM	23-05-010RFR	Condon	Fire	4-21-2023	Request for Review/Reconsideration of PSCSC Rule 10.03 denial – Whether request met criteria of the rule.	Requestor sought reinstatement to Firefighter eligible register.	Order Denying Request for Reconsideration of an Action of the Executive Director, 6-30-2023.	PSCSC
RRM	23-05-006RFR	Pittman	Fire	4-13-2023	Request for Review/Reconsideration of PSCSC Rule 10.03 denial – Whether request met criteria of the rule.	Requestor sought reinstatement to Firefighter eligible register.	Order Denying Request for Reconsideration of an Action of the Executive Director, 6-30-2023.	PSCSC

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 RECOMMENDATION
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		APPROVED
23-05-013RFR	SFD	5-22-2023	FIREFIGHTER		APPROVED
23-05-014RFR	SFD	5-23-2023	FIREFIGHTER		DENIED
23-05-015RFR	SPD	8-21-2023	OFFICER		TBD
23-05-016RFR	SFD	9-6-2023	FIREFIGHTER		TBD
23-05-017RFR	SFD	8-21-2023	FIREFIGHTER		TBD
23-05-018RFR	SFD	8-31-2023	FIREFIGHTER		TBD
23-05-019RFR	SFD	9-6-2023	FIREFIGHTER		TBD

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
23-05-019RPE	FIRE	5-30-2023	LIEUTENANT	APPROVED
23-05-020RPE	FIRE	6-15-2023	FIRE	APPROVED
23-05-021RPE	FIRE	7-11-2023	FIREFIGHTER	APPROVED
23-05-022RPE	FIRE	7-11-2023	FIREFIGHTER	APPROVED
23-05-023RPE	FIRE	7-11-2023	FIREFIGHTER	APPROVED
23-05-024RPE	FIRE	8-22-2023	LIEUTENANT	TBD
23-05-025RPE	FIRE	8-22-2023	LIEUTENANT	TBD
23-05-026RPE	POLICE	8-30-3023	OFFICER	TBD
23-05-027RPE	POLICE	9-13-2023	OFFICER	TBD

RPE= Request for Probationary Extension (PSCSC 12.0)

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

In the Matter of:

Brent Mattila,
Requestor

PSCSC No. 23-05-011RFR

**ORDER DENYING APPEAL REQUEST
FOR REVIEW AND RECONSIDERATION
OF AN ACTION OF THE EXECUTIVE
DIRECTOR**

Findings of Fact and Conclusions of Law

As described by letter dated April 21, 2023 to Requestor Brent Mattila (“Requestor”) from Executive Director Andrea Scheele (“Executive Director”) of the City of Seattle Public Safety Civil Service Commission (“PSCSC” or “Commission”), the PSCSC received from the Requestor on April 3, 2023 a request to be placed on the reinstatement register for the rank of Fire Lieutenant following separation, pursuant to Rule 10.03 of the PSCSC Rules of Practice and Procedure. The letter indicated that the Requestor was separated on December 8, 2022 due to noncompliance with the City’s vaccine mandate and the department’s inability to find a reasonable accommodation. The Executive Director’s decision letter further informed the Requestor that the request for reinstatement to the eligible register was denied because the request did not meet the criteria set forth in Rule 10.03.

Via email dated May 3, 2023, the Requestor indicated that he would like to appeal the decision of the Executive Director “to deny my reinstatement to the lieutenant registry,” and the appeal was processed for consideration by the Commission.

On July 20, 2023, the Commission conducted a hearing in this matter and considered the Requestor’s appeal request for the Commission to review and reconsider the Executive Director’s decision to deny the Requestor’s request to be placed on the eligible register. The Requestor

1 attended the hearing remotely and provided testimony to the Commission. The hearing was
2 attended by Stacy Connole, Chairperson of the PSCSC, and Richard Greene, PSCSC
3 Commissioner. PSCSC Commissioner Joel Nark was unable to attend the hearing.¹

4 After due consideration, including review and consideration of the materials submitted to
5 the Commission in this matter and the oral presentation and argument presented at the July 20,
6 2023 hearing, the Commission hereby sets forth its conclusions of law and order in this matter.

7 Rule 10.03 of the City of Seattle Public Safety Civil Service Commission Rules of Practice
8 and Procedure states, in relevant part:

- 9 a. A former employee who resigned, retired, or was separated for medical or
10 disability reasons but not granted disability retirement may request return of
11 their name to a supplemental register to be considered with the open graded
12 eligible register for the classification or rank. Such request must be made
13 within one year from date of resignation, retirement, or separation due to
14 disability; provided, the Executive Director may extend the above time
15 limitation for not to exceed an additional four years upon satisfactory showing
16 that such extension would be to the best interests of the City;

17 The Commission's finding and conclusion is that the decision of the Executive Director to
18 deny the Requestor's request to be placed on the eligible register pursuant to Rule 10.03 was
19 properly decided and the Requestor has not established an error of fact or law. The Commission
20 finds and concludes that Rule 10.03.a. states, in relevant part:

21 A former employee who resigned, retired, or was separated for medical or
22 disability reasons but not granted disability retirement may request return of
23 their name to a supplemental register to be considered with the open graded
24 eligible register for the classification or rank. ...

25 Here, the Requestor did not resign, retire, or separate for medical or disability reasons.
Therefore, the Commission finds and concludes that the Executive Director properly concluded
that the Requestor does not meet the criteria set forth in Rule 10.03, and specifically Rule
10.03.a., as stated. The Commission further finds and concludes that the Executive Director's

¹ In that Commissioner Nark was unable to attend the July 20, 2023 hearing and participate in the Commission's consideration and decision in this matter, he is not a signatory to this Order.

1 denial of the Requestor's request to be placed on the eligible register conforms with the
2 requirements of the PSCSC Rules.

3
4 **ORDER**

5 Pursuant to the foregoing, the Commission hereby AFFIRMS the Executive Director's
6 decision pursuant to Rule 10.03 to deny the Requestor's request to be placed on the eligible
7 register, and DENIES the Requestor's appeal request for the Commission to revise, modify, or
8 overturn the Executive Director's denial decision.

9 Dated this 27th day of July, 2023.

10 FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

11
12 *Stacy Connole*

13 _____
14 Stacy Connole

15 Chairperson of the City of Seattle Public Safety Civil Service Commission

16 *Richard Greene*

17 _____
18 Richard Greene

19 City of Seattle Public Safety Civil Service Commissioner

CERTIFICATE OF SERVICE

I, Teresa R. Jacobs, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via the method of service listed below, a true and correct copy of the foregoing document: **Order Denying Appeal Request for Review and Reconsideration of an Action of the Executive Director.**

Party and Other Interested Parties	Method of Service
Requestor: Brent Mattila [REDACTED]	<input checked="" type="checkbox"/> E-Mail
For the City: Dori Towler (Seattle Fire Department, Human Resources) Dori.Towler@seattle.gov Hannah Kosten (Seattle Fire Department, Human Resources) Hannah.Kosten@seattle.gov Yoshiko Grace Matsui (Seattle Department of Human Resources, Fire & Police Exams Unit) Yoshiko.GraceMatsui@seattle.gov	<input checked="" type="checkbox"/> E-Mail

Dated this 27th day of July, 2023, at Seattle, Washington.

Teresa R. Jacobs
Teresa R. Jacobs, Executive Assistant
Civil Service Commissions