



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connoles

Commissioner Joel A. Nark

Commissioner Richard Greene

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Analyst

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, July 20, 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=m5e75c3250655318c16c18e370c6f3310>

Join by meeting number

Meeting number (access code): 2485 779 2011 Meeting password: e7JSecxkQ62

Tap to join from a mobile device (attendees only)

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Global call-in numbers

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**PUBLIC SAFETY CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA
July 20, 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*)
 - June 22, 2023-Monthly Meeting
6. REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF THE EXECUTIVE DIRECTOR (*Pages 4-9*)
 - Brent Mattila PSCSC #23-05-011RFR
7. CASE STATUS REPORT (*Pages 10-13*)

DISCUSSION ITEMS

8. June 20, 2023, Fireboat Engineer Written 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 14*) *End of Documents*
 - a. Departmental Work and Budget Update
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:
August 17, 2023 @ 10:00 am**

END OF AGENDA



CIVIL SERVICE COMMISSIONS

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PUBLIC SAFETY CIVIL SERVICE COMMISSION

June 22, 2023, MEETING MINUTES

APPROVED: July 20, 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 welcomed those in attendance.

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.

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.

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

DISCUSSION ITEMS

5. APPROVAL OF MEETING MINUTES-April 20, 2023-Special Meeting & May 17, 2023-Special Meeting: Commissioner Greene moved to approve the April 20, 2023, minutes. Commissioner Nark seconded the motion. The minutes were approved by acclamation. Commission Chair Connole moved to approve the minutes of May 27, 2023, with two minor changes. Commissioner Greene seconded the motion. The minutes were approved, with changes, by acclamation.

6. REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF THE EXECUTIVE DIRECTOR

Brent Mattila PSCSC #23-05-011RFR: The Requestor, a former Firefighter, requested review or reconsideration of the Executive Director's determination that his request to be placed on the eligible register did not meet the criteria of PSCSC Rules 10.03.

Mr. Mattila was not present. Director Scheele recommended the Commission postpone the hearing on this item until the next meeting: 1) to provide Mr. Mattila with the opportunity to be present, and to 2) ensure that the requestor had adequate notice that his request was filed timely.

Commission Chair Connoles moved to accept the recommendation. Commissioner Greene seconded the motion. Commissioner Nark voted in favor of the motion. The motion was approved, and the agenda item will be carried over to the July 20, 2023, meeting.

7. *PRO TEM* APPOINTMENT OF DOROTHY LEGGETT, for the limited purpose of hearing and decision in matter of *Constantin v. SPD*, PSCSC no. 22-01-003: Commissioner Greene moved to appoint Dorothy Leggett for the limited purpose. Commission Chair Connoles seconded. The motion passed. Commission Chair Connoles thanked Commissioner Leggett for her service to the City of Seattle.

8. FIRE LT. ORAL BOARDS EXAM PROTEST APPEALS: There were no exam protests filed during the protest period, and no appeals.

9. FIRE AND POLICE EXAM UNIT

Police Exams Update- Rachael Schade, Police Exams Administrator, gave an update on the current entry-police officer exam cycle. Entry-level and lateral entry applications are open. June 26 is the close date for the lateral exam applications. Captain and Lieutenant exam registers were published May 19. The Sergeant exam development committee has begun work on the 2024 Police Sergeant exam. The bibliography will be published on or before September 1.

Fire Update- Ms. Schade provided the Fire update. The Fireboat Engineer written exam was held on June 20. The practical exam will be in early September.

Community Service Preference Points: Adelaide Alderks, Public Safety Exams Analyst did a presentation on development and implementation of the Community Service Preference Points program. PSCSC Rule 9.21 will be effective for the first cycle beginning after June 1, 2023, in July 2023. The rule only applies to Police Officer classifications of entry level and lateral police officer.

Hannah Kosten of the Fire department inquired about the possibility of implementing a similar program for the Fire department. Director Scheele stated there was no plan to implement such a program for SFD but she would engage in conversation if SFD expressed interest.

10. EXECUTIVE DIRECTOR REPORT- Departmental Work and Budget Update: Executive Director Andrea Scheele gave an update on department work.

Constantin Hearing: There will be a two-day hearing on June 27 and 28.

Staff Retreat: Commission staff will have a half-day retreat in July.

Outreach: Staff is working on developing outreach programs for the Public Safety Civil Service Commission and the Civil Service Commission.

Employee Elections: Director Scheele reported on elections for the PSCSC and CSC which will be held in the Fall. Staff will work with the City Clerk's office on outreach to City employees to promote participation in both elections.

Budget: Director Scheele shared the department budget report.

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

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

12. OLD/NEW BUSINESS: There was no old or new business.

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

14. ADJOURN: All other business before the Commission having been considered, Commission Chair Connoles adjourned the meeting at 10:49 am.

Respectfully Submitted on July 20, 2023, for the PSCSC,

Teresa Jacobs. Executive Assistant

Approved for Publishing: _____
Stacy Connoles, 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: August 17, 2023

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 employ> 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

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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

<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.](#)

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

<4-21-2023_RFR_Mattila_Fire_Decision_signed.pdf>

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

<5-9-2023_RFR_Mattila_Fire_RequestPSCSCReview.pdf>

**PSCSC Case Status Report
July 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
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.	PSCSC will consider at the July 20 th monthly meeting.	PSCSC

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
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

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	PENDING
23-05-022RPE	FIRE	7-11-2023	FIREFIGHTER	PENDING
23-05-023RPE	FIRE	7-11-2023	FIREFIGHTER	PENDING

RPE= Request for Probationary Extension (PSCSC 12.0)

Civil Service Commissions Expenditures by Month (July 2023)

Year 2023
 City Department ID And Name VC000 - Civil Service Commissions Dept
 BSL - Budget Program - Master Projec All
 Fund ID And Name All

Version 8.0

Account Grouping Level One	Account Grouping Level		Adopted Budget	Revised Budget	04 -												YTD Expenses	Encumbrances	Available Balance	Percent Used
	Two	Account Grouping Level Three			01 - Expenses	02 - Expenses	03 - Expenses	Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses				
Expenditures	Labor	Personnel Benefits	165,962	165,962	11,239	10,622	10,645	10,669	10,685	13,094	5,196	-	-	-	-	-	72,150	-	93,813	43.5%
		Salaries and Wages	470,117	470,117	26,455	24,250	24,214	24,179	24,379	34,499	-	-	-	-	-	-	157,976	-	312,141	33.6%
	Non-Labor	Services	248,241	345,913	16,547	22,860	20,641	19,819	20,550	19,810	2,919	-	-	-	-	-	123,146	-	222,766	35.6%
		Supplies	10,700	10,700	-	51	1,576	1,701	474	748	207	-	-	-	-	-	4,757	-	5,943	44.5%
Grand Total			895,020	992,692	54,241	57,783	57,077	56,368	56,087	68,152	8,322	-	-	-	-	358,030	-	634,662	36.1%	

Year 2022
 City Department ID And Name VC000 - Civil Service Commissions Dept
 BSL - Budget Program - Master Projec All
 Fund ID And Name All

0

Account Grouping Level One	Account Grouping Level		Values																			
	Two	Account Grouping Level Three	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 -												YTD Expenses	Encumbrances	Available Balance
			Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses											
Expenditures	Labor	Personnel Benefits	87,868	111,231	6,776	9,062	11,646	8,624	8,629	8,016	7,260	11,334	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	18,394	36,271	24,180	24,180	24,315	33,269	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	16,672	14,595	14,245	14,579	14,448	16,917	178,394	-	118,053	60.2%		
		Supplies	13,700	13,700	-	546	472	460	561	-	920	-	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	42,325	63,119	47,081	47,540	47,382	62,592	609,411	-	146,134	80.7%		