



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

Sarah Butler, Operations & Policy Advisor

Teresa Jacobs, Executive Assistant

CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION MEETING AGENDA

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

DATE: Thursday, December 14, 2023

TIME: 10:00 a.m.

LOCATION: Hybrid meeting- In person or via Webex

In Person: Seattle Municipal Tower, 700 5th Ave #1679, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to the Commission Hearing Room.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=me51f76c3d9652c55c6c50a91c6dae2d4>

Join by meeting number

Meeting number (access code): 2484 037 7138 **Meeting password:** gdAYEvSV367

Tap to join from a mobile device (attendees only)

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You can also dial 173.243.2.68 and enter your meeting number.

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



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

December 14, 2023 @ 10:00 AM

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

1. **CALL TO ORDER** Commission Chair (PSCSC 2.04)
LAND ACKNOWLEDGEMENT
-

2. **ATTENDEE INTRODUCTIONS**
-

3. **PUBLIC COMMENT**
-

4. **APPROVAL OF MINUTES**
- a. November 16, 2023, PSCSC Special Meeting
 - b. November 16, 2023, Joint Meeting with Civil Service Commission
- Pages 4-5*
-

5. **ACTION ITEMS** **PSCSC RULEMAKING-10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION-REINSTATEMENT REGISTER**
- EXECUTIVE SESSION**
- a. Proposed Changes- Process and Highlights (Executive Director)
 - b. Executive Director's Public Comment *Pages 14-16*
 - c. Public Comment on Proposed Changes*
 - d. Executive Session
 - e. Commission Discussion
 - f. Possible Commission Vote on Proposed Rule Changes
- *Public Comment is posted on the PSCSC Website:
<https://www.seattle.gov/public-safety-civil-service-commission/monthly-and-special-meetings>
-

2024 CHAIR NOMINATION & VOTE (PSCSC 2.03) *Page 17*

6. **UPDATES/DISCUSSION** **FIRE AND POLICE EXAM UNIT UPDATES**
- a. 2024 Public Safety Civil Service Exam Schedule *Pages 18-21*
 - b. Police Exams (Rachael Schade, Police Exams Administrator)
 - c. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)
 - d. Fire and Police Staffing (Hiring/Attrition Numbers)
-

OUTREACH (Sarah Butler, Operations & Policy Advisor)

- e. Election Results *Page 22*
- f. Video and Social Media

EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES

- g. Budget Update *Page 23*
 - h. Department Update
-

CASE STATUS REPORT/APPEAL UPDATES *Pages 24-30*

7. OLD/NEW BUSINESS

ACTION MINUTES UPDATE

8. ADJOURNMENT

Next Meeting Date: TBD



CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
November 16, 2023
Location: WebEx and at SMT 1679

CALL TO ORDER Commission Chair Stacy Connole called to order the special meeting
LAND ACKNOWLEDGEMENT of the Public Safety Civil Service Commission at 11:17 am on
INTRODUCTIONS November 16, 2023.

PUBLIC COMMENT There was public comment on Rulemaking 10.03

1. ATTENDEES Commissioner Connole gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Joel Nark and Richard Greene. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan and Anne Vold. And members of the public.

2. APPROVAL OF MINUTES Commissioners reviewed the minutes from the last meeting held on October 19, 2023. Commissioner Connole moved to accept the minutes. Commissioner Greene seconded the motion. The minutes were approved as written.

3. ACTION ITEMS **PSCSC Rulemaking-10.03 Return to Eligible Register After Separation-Reinstatement Register**: The commission heard public comment until 12:07 pm. Executive Session began at 12:08 pm. The Executive Session ended at 12:30 pm. The commission is extending the public comment period for rulemaking and will take the matter up at its next meeting on December 14, 2023, at 10:00 am.

4. UPDATES/DISCUSSION

- a. **42nd Annual Civil Service Conference**: Director Scheele gave an update on the October 2023 conference.
- b. **November 2023 Civil Service Employee Election**: Sarah Butler gave an update.
- c. **Fire and Police Exam Unit**: Rachael Schaade, Police Exams Analyst and Yoshiko Grace Matsui, Fire Exams Analyst, gave updates on the Police and Fire Promotional exams, 2024 Development Committees, Registers, and Bibliographies.
- d. **Fire and Police Staffing**: Director Scheele gave an update on the Fire and Police staffing.
- e. **Executive Director Departmental and Budget Update**: Director Scheele provided the monthly department and budget update.
- f. **Case Status Report**: The commission reviewed the case status report. There is one new appeal: *Willis v. SPD-PSCSC 23-01-004A*

5. OLD/NEW BUSINESS There was no Old/New Business.

6. ADJOURNMENT Commission Chair Connole adjourned the meeting at 12:54 pm
Minutes submitted by: Teresa Jacobs
Minutes approved by: Commissioner Stacy Connole, Chair

Signed: _____



CITY OF SEATTLE
JOINT MEETING OF THE PUBLIC SAFETY AND CIVIL SERVICE COMMISSIONS
SPECIAL MEETING MINUTES
November 16, 2023
Location: WebEx and at SMT 1679

- 1. CALL TO ORDER** PSCSC Commission Chair Stacy Connole and CSC Commission Chair
LAND ACKNOWLEDGEMENT Mary Wideman-Williams called to order the joint special meeting of
INTRODUCTIONS the Public Safety Civil Service Commission and Civil Service
Commission at 10:00 am on November 16, 2023.
PUBLIC COMMENT There was no Public Comment in person or in writing.

ATTENDEES The Chairs gave attendees an opportunity to introduce themselves.
The following people were present: PSCSC Commissioners: Joel Nark
and Richard Greene. CSC Commissioners: Charlene MacMillan and
Joshua Werner. Commission Staff: Andrea Scheele, Executive
Director, Sarah Butler, Operations & Policy Advisor, and Teresa
Jacobs, Executive Assistant. Commission Counsel/ Assistant City
Attorneys: Joe Levan and Anne Vold. And members of the public.

- 2. DISCUSSION/ACTION** EXECUTIVE DIRECTOR
ITEMS a. Performance Evaluation Feedback
b. Merit Days Award
c. Annual Wage Increase
EXECUTIVE SESSION The Executive Session began at 10:12am. The Executive Session
ended at 10:30 am.

- 3. VOTE** Merit Days: Commissioner Greene moved to award 6 Merit Days to
Director Scheele. Commissioner Werner seconded the motion. The
motion passed. Commissioner Greene moved. Commissioners
Wideman-Williams and MacMillan seconded the motion. Annual
Wage Increase: The commission voted a unanimous Yes for the AWI.

- 4. OLD/NEW BUSINESS** There was no Old/New Business.

- 5. ADJOURNMENT** Commission Chairs Connole and Wideman-Williams adjourned the
meeting at 10:49 am
Minutes submitted by: Teresa Jacobs
Minutes Approved by: Commissioner Stacy Connole, PSCSC Chair
and Mary Wideman-Williams, CSC Chair

Signed: _____, PSCSC Chair

_____, CSC Chair

PSCSC RULEMAKING-10.03 RETURN TO ELIGIBLE REGISTER
AFTER SEPARATION – REINSTATEMENT REGISTER

- Notice of Publication (Daily Journal of Commerce)
- Proposed Changes (Redline)
- Proposed Changes Accepted
- Current Rules of Practice and Procedure (Approved
11-16-2022-Rule 10.03 only)

City of Seattle

NOTICE OF PROPOSED RULE MAKING

The Seattle Public Safety Civil Service Commission ("PSCSC" or "Commission") is proposing amendments to the PSCSC Rules of Practice and Procedure under the authority granted to the Commission by law, including Seattle Municipal Code Sections 3.02.030 and 3.02.020.

Public comment will be heard, and discussion and final action may occur, at the Commission's meeting on November 16, 2023, at 11:15 a.m. The Commission requests the public's review and comment.

The amendments are proposed to clarify and revise PSCSC Rule 10.93. The proposed amendments would modify criteria for former employees of the public safety civil service system to submit a request to be considered for reinstatement to the eligible register after separation and would make other related changes.

The full text of the current rule can be found at: https://www.seattle.gov/documents/Departments/PSCSC/PSCSC%20Meeting%20recordings/Rules%202022/2022_PSCSC_Rules_Process_%26_Procedure_Clerk_Filing.pdf.

The public may view a redline version of the proposed changes and a clean copy on the Commission's website: <https://www.seattle.gov/public-safety-civil-service-commission>. See the news sidebar for links or click on Laws, Rules & Policies.

Public comment must be received by 5:00 pm, November 15th for consideration at the Commission's meeting on November 16, 2023, at 11:15 a.m. Written public comment can be provided to the Commission via this email address <mailto:PublicSafety@seattle.gov>

Dates of publication in the Seattle Daily Journal of Commerce, November 1 and 2, 2023.

11/2(422150)

10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION ~~DUE TO RESIGNATION, RETIREMENT, OR SEPARATION FOR MEDICAL OR DISABILITY (NOT RETIREMENT);~~ REINSTATEMENT REGISTER

[PROPOSED CHANGES- REDLINE]

a. Request submittal, criteria, and PSCSC verification – A former employee who ~~resigned, retired, or was separated for medical or disability reasons but not granted disability retirement~~any reason other than for cause may ~~submit a request return of their name to be added to a supplemental/~~reinstatement register to be considered with the open graded eligible register for the classification or rank. ~~Such request must be 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~~1. ~~Such separated employees must be supported by written recommendations~~submit their requests to the Executive Director of the PSCSC.

~~2. Such separated employees must submit their requests within one year from the date of separation; provided, the Executive Director may extend the above time limitation up to an additional four years upon satisfactory showing, as determined by the Executive Director, that such extension would be to the best interests of the City.~~

~~3. The Executive Director shall verify that the request was timely, and that City records reflect the requestor's separation was not for cause.~~

b. Former employing department decision on request – The Executive Director shall submit requests verified as meeting the criteria of Rule 10.a to the former employing department's appointing authority; for written approval or denial of the former employee's request to be added to the reinstatement register.

~~c.~~c. Certification to former employing department – 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.~~d. Promotional eligibility for reinstated employees– The name of a ~~former~~reinstated employee who ~~seeks reinstatement under this rule may not be returned to was listed on~~ a promotional register, ~~unless recommended by at the headtime of the former employing department and approved by the Public Safety Civil Service Commission within one year from the date of resignation,~~their separation shall be returned to that promotional register if such register has not expired.

e. Except as provided in 10.02, 10.03 and 10.04, any return to the City service shall be by examination only.

Scheele, Andrea

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10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION – REINSTATEMENT REGISTER

[CHANGES ACCEPTED VERSION]

a. Request submittal, criteria, and PSCSC verification – A former employee who separated for any reason other than for cause may request to be added to a reinstatement register to be considered with the open graded eligible register for the classification or rank.

1. Such separated employees must submit their requests to the Executive Director of the PSCSC.

2. Such separated employees must submit their requests within one year from the date of separation; provided, the Executive Director may extend the above time limitation up to an additional four years upon satisfactory showing, as determined by the Executive Director, that such extension would be to the best interests of the City.

3. The Executive Director shall verify that the request was timely, and that City records reflect the requestor's separation was not for cause.

b. Former employing department decision on request – The Executive Director shall submit requests verified as meeting the criteria of Rule 10.a to the former employing department's appointing authority for written approval or denial of the former employee's request to be added to the reinstatement register.

c. Certification to former employing department – 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. Promotional eligibility for reinstated employees – The name of a reinstated employee who was listed on a promotional register at the time of their separation shall be returned to that promotional register if such register has not expired.

e. Except as provided in 10.02, 10.03 and 10.04, any return to the City service shall be by examination only.



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

**RULES OF PRACTICE AND
PROCEDURE**

Approved November 16, 2022

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.

10.04 ESTABLISHMENT OF REINSTATEMENT REGISTERS:


- a. The names of regular employees and, when requested in writing by the appointing authority, probationary employees who have been laid off or who have been reduced, in grade, in lieu of layoff, shall be placed upon a reinstatement register for the same class and for the department from which laid off or reduced, in grade, for a period which will last for the length of the affected employee's career in that department.
- b. Upon the request of an appointing authority, the Executive Director may approve the certification of anyone on such a reinstatement register as eligible for appointment on an open competitive basis in the department requesting certification.
- c. Anyone on a reinstatement register who becomes a regular employee in the same class in another department shall lose reinstatement rights in their former department.
- d. Anyone accepting a regular appointment in the class from which laid off and in a department other than that from which laid off is not to be certified to their former department unless eligibility for that department is restored.

- (3) The date of notice for purposes of these rules shall be the date on which notice of an action is posted in the Commission's office or is mailed to a party to a proceeding.

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

APPROVED: _____

Commissioners
Stacy Connole, Chair
Joel A. Nark
Dorothy Y. Leggett




Commissioner Stacy Connole (Dec 5, 2022 10:36 PST)

/s/ Stacy Connole, Chair



Joel Nark (Dec 5, 2022 12:30 MST)

/s/ Joel A. Nark, Commissioner



Dorothy Leggett (Dec 7, 2022 13:00 MST)

/s/ Dorothy Y. Leggett, Commissioner

Filed:
City of Seattle, City Clerk

- Proposed Changes-Process and Highlights (Executive Director)
 - Executive Director's Public Comment
 - 11-13 Redline Proposed Changes
 - 11-13 Redline Changes Accepted

From: [Scheele, Andrea](#)
To: [CSC PublicSafety](#)
Cc: [Scheele, Andrea](#)
Subject: Executive Director's public comment re Rule 10.03 rulemaking, re 10.03.a only
Date: Monday, November 13, 2023 2:38:15 PM
Attachments: [image001.png](#)
[Rule 10.03 proposed changes redline \(updated recommendation 11-13\).pdf](#)
[Rule 10.03 proposed changes ACCEPTED \(updated recommendation 11-13\).pdf](#)

Hello PSCSC commissioners,

Thank you for your thoughtful consideration during this rulemaking process, regarding PSCSC Rule 10.03. I have received several inquiries in the past week for the definition of “separated for reasons other than for cause,” from the recommended changes to 10.03.a. To reduce or eliminate any confusion, please consider this updated recommendation regarding of PSCSC 10.03.a only. I am not requesting to modify any other recommended changes.

The underlined modification provides a more accurate and clearer description of separations that will not qualify under Rule 10.03.a, if the changes are adopted.

- a. Request submittal, criteria, and PSCSC verification – A former employee who was not disciplinarily discharged may request to be added to a reinstatement register to be considered with the open graded eligible register for the classification or rank.

The original recommendation stated, “a former employee who separated for any reason other than for cause...”.

Please find attached a new redline and “changes accepted” version including the modified recommendation.

This email and attachments will be added to the 11/16 meeting packet. Thank you.

Andrea Scheele she/her

Executive Director, Civil Service Commissions

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.

10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION ~~DUE TO RESIGNATION, RETIREMENT, OR SEPARATION FOR MEDICAL OR DISABILITY (NOT RETIREMENT)~~; REINSTATEMENT REGISTER

[PROPOSED CHANGES- REDLINE – UPDATED 11/13/2023]

a. Request submittal, criteria, and PSCSC verification – A former employee who ~~resigned, retired, or was separated for medical or disability reasons but not granted disability retirement~~ was not disciplinarily discharged may ~~submit a request return of their name to~~ be added to a supplemental/reinstatement register to be considered with the open graded eligible register for the classification or rank. ~~Such request must be 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~~¹. Such separated employees must be supported by written recommendations submit their requests to the Executive Director of the PSCSC.

2. Such separated employees must submit their requests within one year from the date of separation; provided, the Executive Director may extend the above time limitation up to an additional four years upon satisfactory showing, as determined by the Executive Director, that such extension would be to the best interests of the City.

3. The Executive Director shall verify that the request was timely, and that City records reflect the requestor's separation was not ~~for cause~~ disciplinary discharge.

b. Former employing department decision on request – The Executive Director shall submit requests verified as meeting the criteria of Rule 10.a to the former employing department's appointing authority; for written approval or denial of the former employee's request to be added to the reinstatement register.

~~e-c.~~ Certification to former employing department – 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-d.~~ Promotional eligibility for reinstated employees– The name of a ~~former~~ reinstated employee who ~~seeks reinstatement under this rule may not be returned to~~ was listed on a promotional register, ~~unless recommended by at the headtime of the former employing department and approved by the Public Safety Civil Service Commission within one year from the date of resignation, their separation shall be returned to that promotional register if such register has not expired.~~

e. Except as provided in 10.02, 10.03 and 10.04, any return to the City service shall be by examination only.

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10.03 RETURN TO ELIGIBLE REGISTER AFTER SEPARATION – REINSTATEMENT REGISTER

[CHANGES ACCEPTED VERSION - UPDATED 11/13/2023]

a. Request submittal, criteria, and PSCSC verification – A former employee who was not disciplinarily discharged may request to be added to a reinstatement register to be considered with the open graded eligible register for the classification or rank.

1. Such separated employees must submit their requests to the Executive Director of the PSCSC.

2. Such separated employees must submit their requests within one year from the date of separation; provided, the Executive Director may extend the above time limitation up to an additional four years upon satisfactory showing, as determined by the Executive Director, that such extension would be to the best interests of the City.

3. The Executive Director shall verify that the request was timely, and that City records reflect the requestor's separation was not disciplinary discharge.

b. Former employing department decision on request – The Executive Director shall submit requests verified as meeting the criteria of Rule 10.a to the former employing department's appointing authority for written approval or denial of the former employee's request to be added to the reinstatement register.

c. Certification to former employing department – 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. Promotional eligibility for reinstated employees– The name of a reinstated employee who was listed on a promotional register at the time of their separation shall be returned to that promotional register if such register has not expired.

e. Except as provided in 10.02, 10.03 and 10.04, any return to the City service shall be by examination only.

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

Approved November 16, 2022

2.03 SELECTION OF CHAIR. The Chair shall be elected from among the Commissioners by majority vote for a one- year term.

2.04 DUTIES OF THE CHAIR - The Chair:

- A. Shall preside over Commission meetings.
- B. Shall rule on matters of parliamentary procedure.
- C. Shall act as hiring authority and primary supervisor for the Executive Director.
- D. May sign correspondence on behalf of the Commission.

2.05 ACTIONS OF THE CHAIR

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

2.06 DELEGATION OF CHAIR'S DUTIES

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.



City of Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele, Executive Director

MEMORANDUM

DATE: August 11, 2023
TO: Chief Scoggins, Seattle Fire Department
Helen Fitzpatrick, Executive Director of Administration, Seattle Fire Department
Sarah Lee, Human Resources Director, Seattle Fire Department
FROM: Andrea Scheele, Executive Director, Public Safety Civil Service Commission
SUBJECT: 2024 Public Safety Civil Service Promotional Exam Schedule

I am pleased to share the 2024 promotional exam schedule for ranks in the Seattle Fire and Police Departments.

For the regular entry-level Firefighter exam, PSCSC will return to the regular practice of administering oral boards. Applications for Firefighter will open in Fall 2024, oral boards occur in the early part of 2025, and the register will be published in early Spring 2025. When those dates are finalized, an updated schedule will be issued.

Dates are subject to change based on PSCSC/Fire & Police Exam Unit staffing.

Please contact me with questions or concerns.



City of Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele, Executive Director

MEMORANDUM

DATE: August 11, 2023
TO: Chief Diaz, Seattle Police Department
Mike Fields, Executive Director of Human Resources, Seattle Police Department
FROM: Andrea Scheele, Executive Director, Public Safety Civil Service Commission
SUBJECT: 2024 Public Safety Civil Service Promotional Exam Schedule

I am pleased to share the 2024 promotional exam schedule for ranks in the Seattle Police and Fire Departments.

We will partner with the SPD backgrounding unit to schedule entry-level and lateral police officer exam cycles for 2024. When those dates are finalized, an updated schedule will be issued.

Dates are subject to change based on PSCSC/Fire & Police Exam Unit staffing.

Please contact me with questions or concerns.

Examination Dates and Timelines

Calendar Year 2024

Open Application for Promotional Exams

January 3 –16, 2024

Police Sergeant – Written Exam

- Written Exams: March 2
- Protest Period: March 4 -6
- Appeal Period: March 7-13
- PSCSC Meeting (Appeal Review): March 21*

Fire Captain and Fire Battalion Chief – Written Exam

- Written Exams: March 23
- Protest Period: March 25 - 27
- Appeal Period: March 29 – April 2
- PSCSC Meeting (Appeal Review): April 18*

Police Sergeant – Oral Board

- Oral Board Exam: April 6
- Protest Period: April 8 - 10
- Appeal Period: April 11 – 17
- PSCSC Meeting (Appeal Review): April 24 **pending approval of alternate PSCSC meeting date*
- Assessor Review: April 29 – May 3
- Register: July 14, 2024

Fire Captain – Oral Board

- Oral Board Exam: May 20 – 24
- Protest Period: May 28 – 30
- Appeal Period: June 3-6
- PSCSC Meeting (Appeal Review): June 20*
- Register: August 15, 2024

Fire Battalion Chief – Oral Board

- Oral Board Exam: June 10 – 13 *may be shorter
- Writing exercise: June 14
- Protest Period: June 17, 18, 20
- Appeal Period: June 25 -July 2
- PSCSC Meeting (Appeal Review): July 18*
- Register: August 15, 2024

Fireboat Pilot – Written Exam

- Written Exam: July 8
- Protest Period: July 9 - 11
- Appeal Period: July 15 - 17
- PSCSC Meeting (Appeal Review): July 25 **pending approval of alternate PSCSC meeting date*

Fireboat Pilot – Practical Exam

- Practical Exam: September 9 - 13
- Protest Period: September 16 -18
- Appeal Period: September 23 - 25
- PSCSC Meeting (Appeal Review): October 17*
- Register: December 15, 2024

Firefighter– Application, Testing, Oral Boards

- Application Period: October 4 – November 29
- NTN Video & PSSA 1 Exams: October 11 – December 6
- Oral Boards: Jan 21 - Feb 14, 2025 (no Sundays)
- Register Published: Tentatively March 3, 2025



SCHEEREEN DEDMAN
SEATTLE CITY CLERK

November 21, 2023

Subject: Public Safety Civil Service Commission Employee Election Results

Dear Tom Applegate,

The results of the 2023 Public Safety Civil Service Commission Employee Election were certified on November 21, 2023, and you have been declared the winner.

The results were as follows:

Candidate 1: Tom Applegate
Candidate 2: Jameel Drew Andrews
Candidate 3: Aaron Marshall
Candidate 4: Deborah J. Williams

The full certified election results are attached. The election was conducted by Election Services Company. All employees who met eligibility requirements for voting in this election were offered both internet and mail-in voting options.

Congratulations on your successful candidacy! Andrea Scheele, Executive Director of the Public Safety Civil Service Commission will be contacting you shortly to discuss orientation and onboarding.

Congratulation again, and lease do not hesitate to contact me at (206) 684-8361, or Information Services Supervisor Janet Polata at (206) 386-4087, if you have any questions.

Sincerely,

Scheereen.Dedman@Nov 21, 2023 10:38 PST

Scheereen Dedman
City Clerk

Enclosure: Certified Election Results

cc: Mayor Bruce Harrell
City Councilmembers
Public Safety Civil Service Commission
Janet Polata, Information Services Supervisor, Office of the City Clerk

An equal opportunity employer
600 Fourth Avenue, Floor 3 | PO Box 94728, Seattle | Washington 98124-4728
Phone (206) 684-8344 Email CityClerk@seattle.gov

CIV Expenditures by Account and Month Revenues are reported as negative values

Year 2023
 City Depar VC000 - Civil Service Commissions Dept
 BSL - Budg All
 Fund ID Ar 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 Expense	Encumbrance	Available Balance	Percent Used
Expendi	Labor	636,080	636,080	37,694	34,871	34,860	34,848	35,064	47,593	47,990	69,028	47,774	47,768	48,080	5,196	490,767	-	145,313	77.2%
	Non-Labor	258,941	356,613	16,547	22,911	22,218	21,520	21,024	20,558	22,683	22,340	22,022	23,483	17,990	23,266	256,563	-	100,050	71.9%
Grand Total		895,020	992,692	54,241	57,783	57,077	56,368	56,087	68,152	70,674	91,368	69,797	71,252	66,070	28,462	747,330	-	245,363	75.3%

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Revenues are reported as negative values

Year 2022
 City Depar VC000 - Civil Service Commissions Dept
 BSL - Budg All
 Fund ID Ar 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 Expense	Encumbrance	Available Balance	Percent Used
Expendi	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%

**PSCSC
Case Status Report
December 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	23-01-004A	Willis	SPD	11-13-2023	Suspension		Appellant alleges the length of suspension is excessive. Requests shorter suspension. 1 st Prehearing TBD	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
E	23-04-001E	Bergstrom	Fire	10-12-2023	Leschi Task 5	FB Eng. Practical	At 10-19-23 Meeting the Commission Denied Request for Removal of Rating.	PSCSC
E	23-04-002E	Starll	Fire	10-13-2023	FB 1 Task 1	FB Eng. Practical	At 10-19-23 Meeting the Commission Denied Request for Removal of Rating.	PSCSC

E	23-04-003E	Starll	Fire	10-13-2023	FB 1 Task 2	FB Eng. Practical	At 10-19-23 Meeting the Commission Denied Request for Removal of Rating.	PSCSC
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	23-05-010RFR	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	Requestor sought reinstatement	Order Denying Request for Reconsideration of an Action of the	PSCSC

					10.03 denial – Whether request met criteria of the rule.	to Firefighter eligible register.	Executive Director, 6-30-2023.	
RRM	23-05002RFR	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 Lieutenant 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
RFR=Request for Reinstatement (PSCSC 10.03)

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		RECOMMENDED
23-05-016RFR	SFD	9-6-2023	FIREFIGHTER		NOT RECOMMENDED
23-05-017RFR	SFD	8-21-2023	FIREFIGHTER		RECOMMENDED
23-05-018RFR	SFD	8-31-2023	FIREFIGHTER		RECOMMENDED
23-05-019RFR	SFD	9-6-2023	FIREFIGHTER		RECOMMENDED
23-05-020RFR	SFD	9-29-2023	FIREFIGHTER		NOT RECOMMENDED
23-05-021RFR	SFD	9-28-2023	FIREFIGHTER		NOT RECOMMENDED
23-05-022RFR	SFD	9-29-2023	FIREFIGHTER		NOT RECOMMENDED
23-05-023RFR	SPD	10-10-2023	SERGEANT	DENIED 10.03	
23-05-025RFR	SFD	9-7-2023	FIREFIGHTER		NOT RECOMMENDED
23-05-026RF	SFD	10-27-2023	FIREFIGHTER		RECOMMENDED

REQUESTS FOR REINSTATEMENT
RFR=Request for Reinstatement (PSCSC 10.03)

CASE NUMBER	DEPT	DATE REQUESTED	POSITION	ED DECISION	CHIEF RECOMMENDATION
23-05-027RFR	SFD	10-31-2023	FIREFIGHTER		RECOMMENDED
23-05-028RFR	SFD	10-19-2023	FIREFIGHTER		NOT RECOMMENDED
23-05-029RFR	SFD	10-18-2023	FIREFIGHTER		RECOMMENDED
23-05-030RFR	SFD	11-8-2023	FIREFIGHTER		TBD
23-05-031RFR	SFD	11-15-2023	FIREFIGHTER		NOT RECOMMENDED
23-05-03RFR	SFD	11-21-2023	FIREFIGHTER		NOT RECOMMENDED

REQUESTS FOR PROBATIONARY EXTENSION

RPE= Request for Probationary Extension (PSCSC 12.0)

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
23-05-001RPE	FIRE	1-13-2023	LIEUTENANT	APPROVED
23-05-002RPE -1	FIRE	1-30-2023	LIEUTENANT	APPROVED
23-05-002RPE -2	FIRE	3-29-2023	LIEUTENANT	APPROVED
23-05-002RPE -3	FIRE	9-8-2023	LIEUTENANT	APPROVED
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	APPROVED
23-05-025RPE	FIRE	8-22-2023	LIEUTENANT	APPROVED

REQUESTS FOR PROBATIONARY EXTENSION

RPE= Request for Probationary Extension (PSCSC 12.0)

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
23-05-026RPE	POLICE	8-30-2023	OFFICER	APPROVED
23-05-027RPE	POLICE	9-13-2023	OFFICER	APPROVED
23-05-030RPE	POLICE	10-31-2023	OFFICER	APPROVED