



Seattle Civil Service Department

PUBLIC SAFETY CIVIL SERVICE COMMISSION MEETING AGENDA

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

DATE: Friday, April 18, 2025

TIME: 10:00 a.m.

LOCATION: In person @ **SMT Room 1679** and Remote Attendance via **Teams**

Directions to SMT 1679-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.

Teams Meeting Public Login:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmRiY2UxN2ltMWQ5Mi00MzM1LTk2OGMtNjUwMWYzM2FjNGY3%40thread.v2/0?context=%7b%22id%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d

Commissioners, staff, and guests Login:

Please JOIN via the Teams invitation.

Subscribe to receive PSCSC Meeting Agendas, Notices, and News: <https://www.seattle.gov/public-safety-civil-service-commission>

Public Safety Civil Service Commission

Monthly Meeting Agenda

April 18, 2025 @ 10:00 a.m.

Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (PSCSC 2.04)
2.	COMMISSIONER AND STAFF INTRODUCTIONS	
3.	PUBLIC COMMENT (GENERAL)	
4.	APPROVAL OF MINUTES	March 19, 2025, PSCSC Monthly Meeting (Pages 3-4)
5.	PUBLIC RECORDS ACT TRAINING (30 mins)	Aaron Valla, Assistant City Attorney (Handout)
6.	UPDATES/DISCUSSION	<p>A. FIRE AND POLICE EXAM UNIT UPDATES</p> <ol style="list-style-type: none"> 1. Police Exams (Rachael Schade, Police Exams Administrator) 2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator) 3. Fire and Police Staffing (Hiring/Attrition Numbers) <p>B. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES</p> <ol style="list-style-type: none"> 4. April 2025 Rulemaking 5. Budget Update (Page 5) 6. Department Update <p>C. CASE STATUS REPORT/APPEAL UPDATES (Pages 6-7)</p> <ol style="list-style-type: none"> 7. Hill v. SPD-PSCSC No. 24-01-004A (Pages 8-12) 8. Englund v. SPD-PSCSC No. 24-01-006A
7.	PUBLIC COMMENT ON PROPOSED RULEMAKING DISCUSSION POTENTIAL VOTE	<p>D. PSCSC PROPOSED RULEMAKING (Pages 13-27)</p> <ul style="list-style-type: none"> ○ Rule 2.13 Review and Reconsideration of Actions or Decisions of the Director ○ Rule 8.07 Admission to Examination Pending Appeal ○ Rule 9.09 Promotional Development Committee ○ Rule 9.15 Military Personnel and Promotional Exams ○ Rule 9.20 Preference for Multilingual Candidates Ppsd Changes Tracked (Pages 22-24) Ppsd Changes Accepted (Pages 25-27) <ol style="list-style-type: none"> 9. Executive Director Briefing on Proposals 10. Public Comment on Proposals 11. Discussion and Possible Vote

		E. August 21, 2025, Retreat/Hearing Prep Training
8.	EXECUTIVE SESSION	May be cancelled if not needed
9.	OLD/NEW BUSINESS	
10.	ADJOURNMENT	Next Meeting Date: Thursday, May 15, 2025-Monthly Meeting (Possible Police Captain and/or Police Lieutenant Oral Board Protest Review)



**Public Safety Civil Service Commission
Monthly Meeting Minutes**

March 19, 2025 @ 10:00 a.m.

Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER Commission Chair (PSCSC 2.04)	Commissioner Greene called the meeting to order at 10:04 am.
	LAND ACKNOWLEDGEMENT	
2.	ATTENDEE INTRODUCTIONS	Commissioner Greene gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Tom Applegate and Queniya Mays. Commission Staff: Andrea Scheele, Executive Director; Sarah Butler, Operations & Policy Advisor; Mike Nelson, Public Safety Exams Manager; Staff of the Public Safety Exams Unit; and Teresa Jacobs, Executive Assistant. Joe Levan and Anne Vold, Assistant City Attorneys/Commission Counsel. Seattle Fire HR: Sarah Lee, Director and Dori Towler, Personnel Manager. Seattle Police HR: Allen McKenzie, Labor and Employment Advisor. Members of the public were also present.
3.	PUBLIC COMMENT	There was no written or in person public comment.
4.	APPROVAL OF MINUTES	February 19, 2025, PSCSC Monthly Meeting: Commissioner Greene moved to accept the minutes as written. Commissioner Mayes seconded the motion. The minutes were approved by acclamation.
5.	UPDATES/DISCUSSION	A. FIRE AND POLICE EXAM UNIT UPDATES <ol style="list-style-type: none">1. Police Exams (Rachael Schade, Police Exams Administrator)2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)3. Fire and Police Staffing (Hiring/Attrition Numbers) B. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES <ol style="list-style-type: none">4. April 2025 Rulemaking Preview and Timeline (Sarah Butler, Operations and Policy Advisor)5. Budget Update

		6. Department Update 7. Financial Interest Statements D. CASE STATUS REPORT/APPEAL UPDATES 8. Hill v. SPD-PSCSC No. 24-01-004A 9. Englund v. SPD-PSCSC No. 24-01-006A 10. Willis v. SPD-PSCSC No. 24-01-007A 11. Dave v. SPD-PSCSC No. 25-01-001A 12. Allen v. SPD-PSCSC No. 25-01-004A 13. Schenkelberg v. SPD-PSCSC No. 25-05-002RPro
6.	ACTION ITEMS	There were no action items.
7.	EXECUTIVE SESSION	The commission did not go into Executive Session.
8.	OLD/NEW BUSINESS	There was no old/new business.
9.	ADJOURNMENT	Commission Chair Greene adjourned the meeting at 10:39 am.

Minutes submitted **April 18, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

April 18, 2025, by: PSCSC

Signed by PSCSC Commission Chair, Richard Greene

Monthly meetings are recorded, they can be found at:
<https://www.youtube.com/channel/UCglMkgpm-XFGWnnYfMRL4tQ>

Previous recordings may be requested via the public records portal at
<https://www.seattle.gov/public-records>

Department Expenditures by Account and Month (April 2025)

Revenues are reported as negative values

Year 2025
City Department II VC000 - Civil Service Commissions Dept
BSL - Budget Progi All
Fund ID And Name All

Values																		
Account								05 -	06 -	07 -	08 -	09 -	10 -	11 -	12 -			
Grouping Level	Account Grouping Level	Adopted	Revised	01 -	02 -	03 -	04 -	Expen	Expen	Expen	Expen	Expen	Expen	Expen	Expen	YTD Expenses	Available Balance	Percent Used
One	Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	ses	ses	ses	ses	ses	ses	ses	ses			
Expenditures	Labor	2,098,041	2,098,041	151,145	167,261	154,104	27,146	-	-	-	-	-	-	-	-	499,656	1,598,385	23.8%
	Non-Labor	719,609	719,609	16,325	40,640	121,730	28,301	-	-	-	-	-	-	-	-	206,996	442,099	38.6%
Grand Total		2,817,650	2,817,650	167,469	207,902	275,834	55,447	-	-	-	-	-	-	-	-	706,652	2,040,483	27.6%

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
April 2025**

			OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION/COMPLAINT					
Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
A	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 st Prehearing was held October 24, 2024. Hearing scheduled for September 22-26, 2025.	PSCSC
A	24-01-006A	Englund	SPD	9-23-2024	Suspension		1 st Prehearing was held February 10. Hearing TBD.	PSCSC

A=Appeal (PSCSC 6) E=Exam Protest (PSCSC 9.22) C=Complaint RRM=Request to Review or Modify (PSCSC 2.13.b)
RPro=Register-Promotional

			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	25-01-004A	Allen	SPD	2-11-2025	Suspension		Appellant requested to withdraw the appeal on 3-5-2025.	Executive Director
A	25-01-001A	Dave	SPD	1-10-2025	Discharge		Appellant requested to withdraw the appeal on 3-11-2025.	Executive Director

R	25-05-002RPro	Schenkelberg	Fire	1-31-2025	Eligible Register Expired	Fire Captain	Dismissed for lack of timeliness. Dismissal Order issued 2-21-2025	Executive Director
A	24-01-007A	Willis	SPD	10-1-2024	Suspension		Appellant requested to withdraw the appeal, because the parties reached a settlement. A dismissal order was issued 1-4-2025.	Executive Director

REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER RFR=Request for Reinstatement (PSCSC 10.03)				
CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	DECISION
25-05-002RFR	Police	1-30-2025	Officer	Requester Withdrew
25-05-004RFR	Police	3-7-2025	Officer	Approved
25-05-008RFR	Police	3-11-2025	Officer	Approved
25-05-010RFR	Police	3-27-2025	Officer	Approved

REQUESTS FOR PROBATIONARY EXTENSION RPE= Request for Probationary Extension (PSCSC Rule 12.0)			
DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
Fire	1-10-2025	Battalion Chief	Approved
Fire	1-10-2025	Lieutenant	Approved
Fire	1-10-2025	Firefighter	Approved
Fire	2-3-2025	Firefighter	Approved
Police	2-18-2025	Officer	Approved
Police	2-24-2025	Officer	Approved

BEFORE THE CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION

BURTON HILL

Appellant

v.

SEATTLE POLICE DEPARTMENT,

Respondent

PSCSC no. 24-01-004A

**ORDER SETTING HEARING CASE
SCHEDULE**

HEARING DATE: September 22, 2025

An appeal has been filed before the the Public Safety Civil Service Commission (PSCSC), and will be managed by the Case Schedule below, as ordered by the Executive Director of the Seattle Public Safety Civil Service Commission.

CASE MANAGEMENT AND SCHEDULING ORDER

1. Discovery	Discovery is underway at the time this order is issued, and the parties have exchanged preliminary witness and exhibit lists.
2. Preliminary Exhibit List	
3. Preliminary Witness List	
4. Final Witness List	Final Witness and Exhibit Lists and copies of exhibits, to be exchanged by the parties and delivered to the Civil Service Commission by 4:00 p.m. on Friday, August 29, 2025 . One pdf copy should be delivered by email to PublicSafety@seattle.gov and four printed copies collated into in binders shall be delivered only to the Civil Service Department office. Contact Teresa Jacobs at Teresa.jacobs@seattle.gov to arrange a time and method for delivery of hard copies.
5. Final Exhibit Lists	
6. Exhibit Copies	
7. Prehearing Motions (if any)	Prehearing Motions, if any, shall be delivered by email to the Commission and exchanged by the parties by 4:00 p.m. on August 29 .
8. Prehearing Brief	Each party shall email a prehearing brief, no longer than seven pages, to the other party and to the Commission by 4:00 p.m. on August 29 .

9. Subpoenas for attendance at the hearing	Parties may submit Requests for Subpoenas by email to the Commission by email on Friday, August 29, 2025, at 4:00 p.m. The request must include the name of each witness for whom a subpoena is needed, and the date and time of their anticipated testimony. Parties are responsible for serving a subpoena on the witness and coordinating their own witnesses' attendance in person. See PSCSC Rule 6.01 for information about subpoenas and required proof of service.
10. Responses to Prehearing Motions	Responses to any prehearing motions shall be delivered by email to the Commission and exchanged by the parties by September 8, 2025, at 4:00 p.m. If oral argument is requested by Executive Director, it will be held at a prehearing conference on September 15, 2025, at 11:00 a.m.
11. Objections to Final Witness and/or Exhibits Lists	Objections shall be made in writing and delivered by email to the opposing party and Commission by September 8, 2025, at 4:00 p.m.
12. Prehearing conference on Process and Procedures	A prehearing on process and procedures before the hearing date, is scheduled for September 15, 2025, at 11:00 a.m. Parties and their representatives are expected to attend in person at the commission hearing room. They are instructed to bring all equipment they expect to utilize during the hearing.
13. Requests for Remote Participation	Requests for remote participation shall be in writing to the Executive Director by no later than September 8, 2025, at 4:00 p.m.
14. Prehearing Motion Oral Argument (Executive Director Request Only)	
15. Hearing	September 22, 2025, at 9:30 am to 4:30 pm September 23, 2025, at 9:30 am to 4:30 pm September 24, 2025, at 9:30 am to 4:30 pm September 25, 2025, at 9:30 am to 4:30 pm September 26, 2025, at 9:30 am to 4:30 pm
16. Post-Hearing Briefs	Closing argument will be submitted by the parties by brief. The Commission will determine page limit and deadline for submission.
17. Decision	See PSCSC Rule 6.14 for information about the commission's decision on appeal proceedings.

NOTICE OF CASE MANAGEMENT AND CONDUCT OF HEARINGS

- a. **Hearing Location:** The public hearing in this matter will be conducted in person in the Civil Service Department hearing room at Seattle Municipal Tower, 700 5th Avenue, Ste. 1679, Seattle Washington. The hearing room will be open to the public during the proceeding. Parties and witnesses must check into the security desk on the 4th floor for access to the elevators.
- b. **Notice of the Public Safety Civil Service Rules of Practice and Procedure:** All parties and their representatives should familiarize themselves with the [PSCSC Rules of Practice and Procedure \(Rules\)](#).
- c. **Recordings & Transcripts:** The proceedings will be recorded, and a court reporter will be present and prepare a transcript of the proceedings. Parties may utilize their own exhibit technician, but one is not provided by the commission. Parties can utilize video conferencing on their own laptop to present exhibits or videos. Parties should consult with commission staff at least three weeks prior to the hearing date about any special technology or presentation requests and will be required to do a technology check.
- d. **Remote Witness Participation:** A party may appear by telephone or video conference at a hearing when authorized by the Rules or approved by the PSCSC, Executive Director, or Hearing Officer to do so in advance of the hearing. In-person participation is preferred, and parties should make all reasonable efforts to have witnesses appear in person.
 - i. Requests for a witness to testify via teleconference or telephone must be submitted to the Executive Director as early as possible, but no later than two weeks prior to the scheduled hearing. Approval is contingent upon the successful completion of a system test before the hearing to confirm compatibility with PSCSC equipment.

ii. After a witness is approved to participate via telephone or video conference, the party must provide the scheduled date and time of their testimony, and confirmation that the witness has downloaded and has been instructed in the use of Microsoft Teams. No later than one week before their scheduled appearance, the party shall notify Ms. Jacobs of the email address the witness will use on the day of their testimony, and a telephone number at which they can be reached. Ms. Jacobs will send a Microsoft Teams invitation for the witness to utilize at the time of their testimony. Each party is responsible for managing their witness on the day of their testimony, verifying that the Microsoft Teams application was installed, and they have completed a tech check to test their audio and video.

e. **Sequestration of Witnesses:** Parties are instructed that witnesses, other than the parties themselves, shall be sequestered during the hearing. Sequestered witnesses may not observe the proceedings, discuss testimony with other witnesses, or access any portion of the record prior to providing their testimony. It is the responsibility of each party to ensure their witnesses comply with this order. Violation of sequestration may result in the exclusion of witness testimony or other appropriate sanctions.

f. **Closing Arguments:** The method and dates for closing arguments shall be determined by the Commission after the presentation of evidence.

g. **Questions about hearing process:** The parties are requested to direct any questions regarding the hearing process to Commission staff person Teresa.jacobs@seattle.gov.

To avoid ex parte contact, parties are directed to cc each other on all correspondence with the commission.

Dated this 2nd day of April, 2025

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele

Andrea Scheele, Executive Director

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: **Amended Order Setting Hearing Case Schedule.**

Party	Method of Service
Appellant: Burton Hill c/o Mark Davis, Attorney Mark@lawdda.com Bevin Flynn, Legal Assistant Bevin@lawdda.com	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Police Department c/o Kathryn Childers, Assistant City Attorney Catherine.Seelig@seattle.gov Kim Fabel, Legal Assistant, LAW Kim.Fabel@seattle.gov Brian Strobel, Paralegal, LAW Brian.Strobel@seattle.gov	<input checked="" type="checkbox"/> E-Mail

DATED: Dated this 2nd day of April 2025, at Seattle, Washington.

Teresa R. Jacobs

Teresa R. Jacobs, Executive Assistant
Civil Service Department

PSCSC PROPOSED RULEMAKING

Chapter 4.08 - PUBLIC SAFETY CIVIL SERVICE^[5]

https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT4PE_CH4.08PUSACISE

4.08.070 - Powers and duties of Commission.

The Commission shall:

- A. Make suitable rules to carry out the purposes of this chapter and for examination, appointments, promotions, transfers, demotions, reinstatements, suspensions, layoffs, discharges, and any other matters connected with the purposes of this chapter. Such rules may be amended, modified or rescinded from time to time and all rules and amendments thereof shall be printed for free public distribution.

STATE OF WASHINGTON -- KING COUNTY

--SS.

437660

No.

SEATTLE CIVIL SERVICE DEPT

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

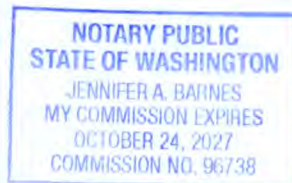
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:PROPOSED RULE MAKING

was published on

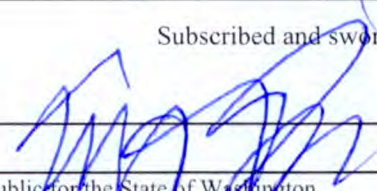
04/03/25 04/04/25

The amount of the fee charged for the foregoing publication is the sum of \$211.90.




Subscribed and sworn to before me on

04/04/2025


Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication

State of Washington, King County

City of Seattle

CITY OF SEATTLE

NOTICE OF PROPOSED RULE MAKING

The City of Seattle Public Safety Civil Service Commission intends to amend its Rules of Practice and Procedure which were most recently amended October 25, 2024. Pursuant to Section 3.02.030 of the Seattle Municipal Code, the Commission will take written comment on the proposed amendments through 5:00 p.m., Thursday, April 17, 2025, and will take verbal public comment during its meeting on Friday, April 18, 2025.

The Commission will discuss and potentially take a vote to amend the Rules at the Commission's meeting on Friday, April 18, 2025, at 10:00 a.m.

The Rules and Amendments are authorized by Article XVI, Section 3 of the Seattle City Charter and by Subsection 4.08.070 (A) of the Seattle Municipal Code. The proposed amendments affect: 1) 2.13 REVIEW AND RECONSIDERATION OF ACTIONS OR DECISIONS OF THE DIRECTOR; 2) 8.07 ADMISSION TO EXAMINATION PENDING APPEAL; 3) 9.09 PROMOTIONAL DEVELOPMENT COMMITTEE; 4) 9.15 MILITARY PERSONNEL AND PROMOTIONAL EXAMS; and 5) 9.20 PREFERENCE FOR MULTILINGUAL CANDIDATES

Copies of the proposed amended rules and a comparison of the proposed rules to the current rules are available on-line at [News & Updates - Public Safety Civil Service Commission seattle.gov](#) and at the Commission's offices in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670, Seattle, Washington, 98104.

Written public comments may be e-mailed to PublicSafety@seattle.gov; include "public comment" in the subject line.

Dates of publication in the Seattle Daily Journal of Commerce, April 3 and 4, 2025.

4/4(437660)



CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION

RULES OF PRACTICE AND PROCEDURE

Previously Amended: December 14, 2023

Most Recently Amended: October 25, 2024

Commissioners

Richard Greene, Chair

Stacy Connoles

Tom Applegate

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.
-

8.07 ADMISSION TO EXAMINATION PENDING APPEAL. The Executive Director or designee from the Seattle Human Resources Department may admit to the examination anyone whose application was not accepted, pending final disposition of their appeal, such admission to be without prejudice to either the City or the applicant.

9.09 PROMOTIONAL DEVELOPMENT COMMITTEE. For Fire examinations, a Promotional Development Committee made up of representatives of the Seattle Fire Department shall meet with representatives of the Seattle Human Resources Department to provide subject-matter expertise necessary in the development of specific examinations.

9.15 MILITARY PERSONNEL AND PROMOTIONAL EXAMS

- a. Definitions: The following definitions apply solely to Rule 9.15.

ACCOMMODATED EMPLOYEE: An employee who missed a scheduled examination because he or she was on active military service on the scheduled examination date or for more than 30 consecutive days during the preparation period and requested the accommodation within 30 days of returning to City service.

CURRENT REGISTER: A register created from the most recent promotional examination.

PREPARATION PERIOD: The time period time with the publication of the final examination bibliography and ending with the scheduled examination.

PREVIOUS REGISTER: The register created from the promotional examination that the employee missed because of active military service.

“Regular employee” means a person appointed from a register who has satisfactorily completed a one (1) year period of probationary employment.

“Scheduled examination” means an examination administered to create a register for a given position.

“Updated register” means the previous register that was adjusted to include the accommodated employee as though he or she did not miss the examination due to active military service.

Application of this Rule

The provisions of this Rule apply to a regular employee who was unable to take a scheduled examination because he or she was on active military service:

- A. on the scheduled examination date; or
- B. for more than 30 consecutive days during the preparation period.

The Department’s Chief has final appointing authority on promotional decisions.

Examination Accommodation Related to Active Military Service

Any regular employee may request accommodation if he or she was on active military service on the date of the scheduled examination or for more than thirty (30) consecutive days during the preparation period. The accommodation request must be made within thirty (30) days of returning to City service. The Commission will provide the following accommodations.

- a. The accommodated employee shall take the earliest scheduled examination unless he or she missed thirty (30) consecutive days of the scheduled examination’s preparation period due to active military service. In such case, the accommodated employee can choose to
 - 1. take the earliest scheduled examination; or
 - 2. take the following scheduled examination.
- b. If the accommodated employee is available and chooses to take the earliest scheduled examination, he or she
 - 1. may submit an application up to fifteen (15) days prior to the scheduled examination date; and
 - 2. waives the accommodations provided in Sections D-F of this rule.
- c. The accommodated employee may review the most recent promotional examination provided
 - 1. the accommodated employee can only review the examination and answers once;
 - 2. the accommodated employee must schedule the review with the Seattle Human Resources Department’s Fire & Police Unit;
 - 3. the review will take place under the supervision of the Seattle Human Resources Department’s Fire & Police Unit;
 - 4. the review must occur within sixty (60) days of the accommodated employee’s return to City service; and

5. the accommodated employee will not be granted access during the sixty (60) days immediately preceding the accommodated employee's scheduled examination.
 - d. The Seattle Human Resources Department's Fire & Police Civil Service Testing Unit shall work with the examination consultant to determine where on the previous register the accommodated employee would have been had he or she taken the missed promotional exam.
 - e. If any of the employees promoted from the previous register fall below the accommodated employee's position on the updated register, the accommodated employee shall be placed in the first position on the current register. If more than one accommodated employee is placed atop of the current register, the accommodated employees will be placed in order of their current examination scores.
 - f. If the accommodated employee is promoted from the current register, he or she shall be given retroactive salary and service credits beginning with the later of
 1. the date that the first employee below the accommodated employee on the updated register was promoted; or
 2. the accommodated employee's return to City service.
-

9.20 PREFERENCE FOR MULTILINGUAL CANDIDATES

The Director with the assistance of the Seattle Department of Human Resources shall, upon developing a verification process, implement a language preference points program, which is authorized by Ordinance 125315, for the certification of eligibility registers for initial hiring of Public Safety Civil Service positions in the Seattle Police Department.

Multilingual candidates who successfully complete the language verification process shall receive ten percent added to the passing mark, grade or rating only, based upon a possible rating of one hundred points as a perfect percentage. However, an applicant may only receive a total of 10 percent in preference points, regardless of what kind of preference points are applied. (January 17, 2019)

RULEMAKING-PSCSC Rule 2.13

**Review and Reconsideration of Actions or Decisions
of the Director**

RULEMAKING-PSCSC Rule 8.07

Admission to Examination Pending Appeal

RULEMAKING-PSCSC Rule 9.09

Promotional Development Committee

RULEMAKING-PSCSC Rule 9.15

Military Personnel and Promotional Exams

RULEMAKING-PSCSC Rule 9.20

Preference for Multilingual Candidates

- Current Rule
- Proposed Changes Tracked
- Proposed Changes Accepted

DRAFT PSCSC RULE REVISIONS – EXAMS UNIT TRANSFER TO PSCSC (ORDINANCE 127127)

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.~~

~~a~~b. The Commission on its own motion may review and/or modify any action or decision of the Executive Director.

b~~e~~. 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.

8.07 ADMISSION TO EXAMINATION PENDING APPEAL.

The Executive Director ~~or designee from the Seattle Human Resources Department~~ may admit to the examination anyone whose application was not accepted, pending final disposition of their appeal, such admission to be without prejudice to either the City or the applicant.

9.09 PROMOTIONAL DEVELOPMENT COMMITTEE.

For Fire examinations, a Promotional Development Committee made up of representatives of the Seattle Fire Department shall meet with ~~representatives of the Seattle Human Resources Department to~~ the Public Safety Civil Service Exams Unit to provide subject-matter expertise necessary in the development of specific examinations.

9.15 MILITARY PERSONNEL AND PROMOTIONAL EXAMS

a. Definitions: The following definitions apply solely to Rule 9.15.

ACCOMMODATED EMPLOYEE: An employee who missed a scheduled examination because ~~he or she~~ such employee was on active military service on the scheduled examination date or for more than 30 consecutive days during the preparation period and requested the accommodation within 30 days of returning to City service.

CURRENT REGISTER: A register created from the most recent promotional examination.

PREPARATION PERIOD: The time period time with the publication of the final examination bibliography and ending with the scheduled examination.

PREVIOUS REGISTER: The register created from the promotional examination that the employee missed because of active military service.

~~“Regular employee”~~ REGULAR EMPLOYEE: ~~means~~ A person appointed from a register who has satisfactorily completed a one (1) year period of probationary employment.

~~“Scheduled examination”~~ means an ~~“~~SCHEDULED EXAMINATION: ~~An~~ examination administered to create a register for a given position.

~~“Updated register”~~ means UPDATED REGISTER: ~~T~~he previous register that was adjusted to include the accommodated employee as though ~~he or she~~ the employee did not miss the examination due to active military service.

b. Application of this Rule

The provisions of this Rule apply to a regular employee who was unable to take a scheduled examination because ~~he or she~~ such employee was on active military service:

~~A-1.~~ On the scheduled examination date; or

~~B-2.~~ For more than 30 consecutive days during the preparation period.

The Department’s Chief has final appointing authority on promotional decisions.

c. Examination Accommodation Related to Active Military Service

Any regular employee may request accommodation if ~~he or she~~ such employee was on active military service on the date of the scheduled examination or for more than thirty (30) consecutive days during the preparation period. The accommodation request must be made within thirty (30) days of returning to City service. The Commission will provide the following accommodations:-

~~a-1.~~ The accommodated employee shall take the earliest scheduled examination unless ~~he or she~~ such employee missed thirty (30) consecutive days of the scheduled examination’s preparation period due to active military service. In such case, the accommodated employee can choose to:

~~1-~~ (a) Take the earliest scheduled examination; or

~~2-~~ (b) Take the following scheduled examination.

~~b-2.~~ If the accommodated employee is available and chooses to take the earliest scheduled examination, such employee ~~he or she~~:

~~1-~~ (a) May submit an application up to fifteen (15) days prior to the scheduled examination date; and

~~2-~~ (b) Wwaives the accommodations provided in ~~Sections D-F~~ subsections d-f of this rule.

~~c-3.~~ The accommodated employee may review the most recent promotional examination provided:

- 1- ~~(a)~~ The accommodated employee can only review the examination and answers once;
- 2- ~~(b)~~ The accommodated employee must schedule the review with the ~~Seattle Human Resources Department's Fire & Police Unit~~ Public Safety Civil Service Exams Unit;
- 3- ~~(c)~~ The review will take place under the supervision of the ~~Seattle Human Resources Department's Fire & Police Unit~~ Public Safety Civil Service Exams Unit;
- 4- ~~(d)~~ The review must occur within sixty (60) days of the accommodated employee's return to City service; and
- 5- ~~(e)~~ The accommodated employee will not be granted access during the sixty (60) days immediately preceding the accommodated employee's scheduled examination.

d. The ~~Seattle Human Resources Department's Fire & Police~~ Public Safety Civil Service Testing Exams Unit shall work with the examination consultant to determine where on the previous register the accommodated employee would have been had ~~he or she~~ such employee taken the missed promotional exam.

e. If any of the employees promoted from the previous register fall below the accommodated employee's position on the updated register, the accommodated employee shall be placed in the first position on the current register. If more than one accommodated employee is placed atop of the current register, the accommodated employees will be placed in order of their current examination scores.

f. If the accommodated employee is promoted from the current register, ~~he or she~~ such employee shall be given retroactive salary and service credits beginning with the later of:

1. ~~The~~ The date that the first employee below the accommodated employee on the updated register was promoted; or
2. ~~The~~ The accommodated employee's return to City service.

9.20 PREFERENCE FOR MULTILINGUAL CANDIDATES

The Director ~~with the assistance of the Seattle Department of Human Resources~~ shall, ~~upon developing a verification process,~~ implement a language preference points program, ~~which is as~~ authorized by Ordinance 125315, for the certification of eligibility registers for initial hiring of Public Safety Civil Service positions in the Seattle Police Department.

Multilingual candidates who successfully complete the language verification process shall receive ten percent added to the passing mark, grade or rating only, based upon a possible rating of one hundred points as a perfect percentage. However, an applicant may only receive a total of 10 percent in preference points, regardless of what kind of preference points are applied. ~~(January 17, 2019)~~

2.13 REVIEW AND RECONSIDERATION OF ACTIONS OR DECISIONS OF THE DIRECTOR.

- a. The Commission on its own motion may review and/or modify any action or decision of the Executive Director.
- b. 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.

8.07 ADMISSION TO EXAMINATION PENDING APPEAL.

The Executive Director may admit to the examination anyone whose application was not accepted, pending final disposition of their appeal, such admission to be without prejudice to either the City or the applicant.

9.09 PROMOTIONAL DEVELOPMENT COMMITTEE.

For Fire examinations, a Promotional Development Committee made up of representatives of the Seattle Fire Department shall meet with the Public Safety Civil Service Exams Unit to provide subject-matter expertise necessary in the development of specific examinations.

9.15 MILITARY PERSONNEL AND PROMOTIONAL EXAMS

- a. Definitions: The following definitions apply solely to Rule 9.15.

ACCOMMODATED EMPLOYEE: An employee who missed a scheduled examination because such employee was on active military service on the scheduled examination date or for more than 30 consecutive days during the preparation period and requested the accommodation within 30 days of returning to City service.

CURRENT REGISTER: A register created from the most recent promotional examination.

PREPARATION PERIOD: The time period time with the publication of the final examination bibliography and ending with the scheduled examination.

PREVIOUS REGISTER: The register created from the promotional examination that the employee missed because of active military service.

REGULAR EMPLOYEE: A person appointed from a register who has satisfactorily completed a one (1) year period of probationary employment.

SCHEDULED EXAMINATION: An examination administered to create a register for a given position.

UPDATED REGISTER: The previous register that was adjusted to include the accommodated employee as though the employee did not miss the examination due to active military service.

b. Application of this Rule

The provisions of this Rule apply to a regular employee who was unable to take a scheduled examination because such employee was on active military service:

1. On the scheduled examination date; or
2. For more than 30 consecutive days during the preparation period.

The Department's Chief has final appointing authority on promotional decisions.

c. Examination Accommodation Related to Active Military Service

Any regular employee may request accommodation if such employee was on active military service on the date of the scheduled examination or for more than thirty (30) consecutive days during the preparation period. The accommodation request must be made within thirty (30) days of returning to City service. The Commission will provide the following accommodations:

1. The accommodated employee shall take the earliest scheduled examination unless such employee missed thirty (30) consecutive days of the scheduled examination's preparation period due to active military service. In such case, the accommodated employee can choose to:

(a) Take the earliest scheduled examination; or

(b) Take the following scheduled examination.

2. If the accommodated employee is available and chooses to take the earliest scheduled examination, such employee:

(a) May submit an application up to fifteen (15) days prior to the scheduled examination date; and

(b) Waive the accommodations provided in subsections d-f of this rule.

3. The accommodated employee may review the most recent promotional examination provided:

(a) The accommodated employee can only review the examination and answers once;

(b) The accommodated employee must schedule the review with the Public Safety Civil Service Exams Unit;

- (c) The review will take place under the supervision of the Public Safety Civil Service Exams Unit;
- (d) The review must occur within sixty (60) days of the accommodated employee's return to City service; and
- (e) The accommodated employee will not be granted access during the sixty (60) days immediately preceding the accommodated employee's scheduled examination.
- d. The Public Safety Civil Service Exams Unit shall work with the examination consultant to determine where on the previous register the accommodated employee would have been had such employee taken the missed promotional exam.
- e. If any of the employees promoted from the previous register fall below the accommodated employee's position on the updated register, the accommodated employee shall be placed in the first position on the current register. If more than one accommodated employee is placed atop of the current register, the accommodated employees will be placed in order of their current examination scores.
- f. If the accommodated employee is promoted from the current register, such employee shall be given retroactive salary and service credits beginning with the later of:
 - 1. The date that the first employee below the accommodated employee on the updated register was promoted; or
 - 2. The accommodated employee's return to City service.

9.20 PREFERENCE FOR MULTILINGUAL CANDIDATES

The Director shall implement a language preference points program, as authorized by Ordinance 125315, for the certification of eligibility registers for initial hiring of Public Safety Civil Service positions in the Seattle Police Department.

Multilingual candidates who successfully complete the language verification process shall receive ten percent added to the passing mark, grade or rating only, based upon a possible rating of one hundred points as a perfect percentage. However, an applicant may only receive a total of 10 percent in preference points, regardless of what kind of preference points are applied.

10. Executive Director Briefing on Proposals

11. Public Comment on Proposals

12. Discussion and Possible Vote