



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

AGENDA

PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

DATE: Wednesday, April 21, 2021

TIME: 10:00 am

LOCATION: WebEx

Join from the meeting link:

<https://seattle.webex.com/seattle/j.php?MTID=m3302b82f1f56234a4583c697111ea443>

Join by meeting number **187 940 3985** Meeting password: **eNbFcKn2Y65**

Tap to join from a mobile device (attendees only)

[+1-206-207-1700,1879403985##](tel:+120620717001879403985) United States Toll (Seattle)

[+1-408-418-9388,1879403985##](tel:+140841893881879403985) United States Toll

Join by phone

[+1-206-207-1700](tel:+12062071700) United States Toll (Seattle)

[+1-408-418-9388](tel:+14084189388) United States Toll

Global call-in numbers

Join from a video system or application

Dial 1879403985@seattle.webex.com

You can also dial [173.243.2.68](tel:173243268) and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 1879403985.seattle@lync.webex.com Need help? Go to <https://help.webex.com>

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request

AGENDA

Public Safety Civil Service Commission

April 21, 2021

Meeting documents will be posted to the commission website the day of the meeting.

<http://www.seattle.gov/public-safety-civil-service-commission/monthly-meetings>

AUDIO/VIDEO TECH CHECK

CALL TO ORDER-INTRODUCTIONS-PUBLIC COMMENT

1. **APPROVAL OF MEETING MINUTES**
 - March 24, 2021

2. **APPEAL OF THE DECISION OF DIRECTOR (PSCSC 2.13.b)**
 - Moss-PSCSC No. 21-05-012

 - Rivera-PSCSC No. 21-05-013

3. **FIRE AND POLICE EXAM UNIT**
 - Yoshiko Grace Matsui, Fire Exams Analyst
 - Rachael Schade, Police Exams Analyst

4. **PSCSC ADMINISTRATION**
 - Financial Interest Statements

5. **EXECUTIVE DIRECTOR REPORT**
 - Departmental Work Update
 - Budget

6. **CASE STATUS REPORT**
 - Jones v. SPD-PSCSC No.20-01-019-Update
 - Novisedlak v. SPD-PSCSC No.20-01-011-Update
 - Crawford-Writ of Review-KCSC-Update

7. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)**

ADJOURN

NEXT MEETING: MAY 19, 2021 @ 10:00 AM

1. APPROVAL OF MEETING MINUTES

- **March 24, 2021**



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

Public Safety Civil Service Commission

March 24, 2021-Monthly Meeting

Approved: April 21, 2021

Call to Order: Commission Chair Stacy Connole called the March 24, 2021 Public Safety Civil Service Commission Meeting to order at 10:02 am. The meeting was held via WebEX.

In Attendance

Commission Chair Stacy Connole

Commissioner Dorothy Leggett

Commissioner Joel Nark

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

Public Comment: No members of the public requested to give public comment.

1. APPROVAL OF MINUTES

Approval of Minutes-February 17, 2021 -Monthly Meeting

The Commission reviewed the minutes of the February 17, 2021 monthly meeting. Commissioner Leggett moved to approve the minutes. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

- 2. FIRE AND POLICE EXAM STAFF RECOGNITION:** Ms. Scheele recognized the work of the exams unit and commended them on their flexibility with scheduling and administering exams safely.

3. EXAM UNIT UPDATES

Yoshiko Grace Matsui, Fire Exams Analyst: Ms. Grace Matsui reported on the completion of the Fire

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request

Lieutenant written exam. There were 67 candidates who sat for the exam. Ms. Grace Matsui reported on the Fireboat Engineer written exam that is currently in development and is scheduled for June 16. Four candidates have signed up.

Rachael Schade, Police Exams Analyst: Ms. Schade reported there were 23 participants at the Police Lt. exams that were held at SMT. Ms. Schade reported the exams were held in multiple meeting rooms at staggered start times. Ms. Schade reported the Assessment Center begins in May with writing exercises on May 15. The application period for entry level closes on April 7.

4. EXAM PROTEST APPEALS

Police Lieutenant: The Commission considered a protest appeal for the Police Lieutenant written exam. Commissioner Nark moved to deny the appeal and accept the keyed answer. Commissioner Connole seconded the motion. The motion passed unanimously. The appeal was **denied**.

5. PSCSC ADMINISTRATION

Financial Interest Statements: Ms. Jacobs notified the commission that Financial Interest Statements will be sent electronically and the deadline to return is April 15, 2021.

Scheduling Closed Session for Hearing Panel : The commission agreed to hold a closed session on April 21 to prepare for the Jones appeal hearing that is scheduled to begin April 27 through 29.

6. EXECUTIVE DIRECTOR REPORT

Departmental Work Update: Work from Home-Ms. Scheele reported staff continues to work from home. **Community Service Preference Points-**Ms. Scheele reported discussions are underway regarding Preference Points. Ms. Scheele stated she would like to get one or more commissioners to weigh in on the matter. Commissioner Leggett stated she would be interested in working with Ms. Scheele. **CSC-** Ms. Scheele reported the CSC will hold a work retreat on April 19.

Budget: Ms. Scheele reported she will be meeting with the budget analyst to go over anticipated budget needs for 2022.

7. CASE STATUS REPORT

Nina Jones-PSCSC No. 20-01-019-New Appeal: Ms. Scheele reported the first prehearing was held on February 3rd. The parties agreed to hold the hearing on April 27, 28 & 29.

Novisedlak v. SPD-PSCSC No. 20-01-011-Update: The PSCSC hearing panel is currently in deliberation. A decision is due by May.

Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference): A writ filed

by the appellant with King County Superior Court is moving forward.

8. EXECUTIVE SESSION: No Executive Session

ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:09 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 4/21/2021

/s/ Stacy Connole 4/21/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Stacy Connole
Commission 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>

2. **APPEAL OF THE DECISION OF DIRECTOR (PSCSC 2.13.b)**
 - **Moss-PSCSC No. 21-05-012**
 - **Rivera-PSCSC No. 21-05-013**

FIRE AND POLICE EXAM UNIT

Yoshiko Grace Matsui, Fire Exams Analyst

Rachael Schade, Police Exams Analyst

- 4. PSCSC ADMINISTRATION**
 - **Financial Interest Statements**

5.EXECUTIVE DIRECTOR REPORT

- Departmental Work Update**
- Budget**

Budget

**CIV
Budget
April 2021**

ACCOUNT_DESCR	Adopted Budget	Actuals	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)
531030 - Supplies-Office Supplies	2,700.00	46.15	2,653.85	2,653.85	1.7%	98.3%
549020 - Isf-Fas Alloc	108,285.00	36,094.84	72,190.16	72,190.16	33.3%	66.7%
541310 - Services-Legal Notices	500.00		500.00	500.00	0.0%	100.0%
541320 - Services-Court Reporters	500.00		500.00	500.00	0.0%	100.0%
541550 - Services-Parking	500.00		500.00	500.00	0.0%	100.0%
542900 - Rentals-Other	2,000.00	395.08	1,604.92	1,604.92	19.8%	80.2%
544050 - Reimburse-Meetin Refresh&Meals	200.00		200.00	200.00	0.0%	100.0%
545010 - Travel Costs-Out-Of-City	1,500.00		1,500.00	1,500.00	0.0%	100.0%
545030 - Travel Costs-Conf, Conv, Sem	1,533.00		1,533.00	1,533.00	0.0%	100.0%
546010 - Fees-Dues & Memberships	1,000.00	87.50	912.50	912.50	8.8%	91.3%
549070 - Isf-ltd Alloc	20,698.00	6,908.00	13,790.00	13,790.00	33.4%	66.6%
549080 - Isf-ltd Billed	353.00	440.10	(87.10)	(87.10)	124.7%	-24.7%
549100 - SDHR Allocation	10,287.00	2,571.75	7,715.25	7,715.25	25.0%	75.0%
542020 - Rentals-Parking	600.00		600.00	600.00	0.0%	100.0%
541120 - Services-Technology		769.60	(769.60)	(769.60)		
532020 - Equipment-Software Purchases	1,000.00		1,000.00	1,000.00	0.0%	100.0%
533900 - Inventory-Other		115.83	(115.83)	(115.83)		
545040 - Travel Costs-In City	600.00		600.00	600.00	0.0%	100.0%
541280 - Services-Courier And Delivery	500.00		500.00	500.00	0.0%	100.0%
541380 - Services-Admin Charges	1,550.00		1,550.00	1,550.00	0.0%	100.0%
541140 - Services-Legal Services		35.00	(35.00)	(35.00)		
531010 - Supplies-Subscrips/Pubs/Books		891.82	(891.82)	(891.82)		
544010 - Reimburse-Conf,Seminar,Reg Fee		275.00	(275.00)	(275.00)		
541250 - Services-Recycling	50.00		50.00	50.00	0.0%	100.0%
541260 - Services-Disposal Of Materials	50.00		50.00	50.00	0.0%	100.0%
	154,406.00	48,630.67	105,775.33	105,775.33	31.5%	68.5%

510010 - Salaries & Wages	248,874.00		248,874.00		0.0%	100.0%
510020 - Holiday		2,813.28	(2,813.28)	(2,813.28)		
520010 - Fica	19,409.00	297.70	19,111.30	19,111.30	1.5%	98.5%
520020 - Medicare	4,857.00	69.62	4,787.38	4,787.38	1.4%	98.6%
520070 - Insurance Prem-Health & Dental	12,876.00	12,080.00	796.00	796.00	93.8%	6.2%
520090 - Insurance-Group Fund Life	263.00	3.64	259.36	259.36	1.4%	98.6%
520100 - Insurance-Longterm Disability	50.00	0.60	49.40	49.40	1.2%	98.8%
520300 - Pension-City Retirement Sys		802.93	(802.93)	(802.93)		
520080 - Insurance-Wash St FML	379.00	7.25	371.75	371.75	1.9%	98.1%
520110 - Insurance-Death Benefit Pay	24.00	3.15	20.85	20.85	13.1%	86.9%
520320 - Employee Assistance Premium	48.00	44.88	3.12	3.12	93.5%	6.5%
510030 - Sick Leave		1,254.95	(1,254.95)	(1,254.95)		
520011 - Fica Fsa Dcap & Health		125.46	(125.46)	(125.46)		
510040 - Vacation		296.00	(296.00)	(296.00)		
510240 - Executive Leave Used		592.00	(592.00)	(592.00)		
510010 - Salaries & Wages		55,197.30	(55,197.30)	(55,197.30)		
510070 - Part Time-Salaries & Wages	34,057.00	10,800.00	23,257.00	23,257.00	31.7%	68.3%
520010 - Fica		3,999.25	(3,999.25)	(3,999.25)		
520020 - Medicare		935.33	(935.33)	(935.33)		
520090 - Insurance-Group Fund Life		30.44	(30.44)	(30.44)		
520100 - Insurance-Longterm Disability		5.10	(5.10)	(5.10)		
520300 - Pension-City Retirement Sys	46,322.00	9,001.24	37,320.76	37,320.76	19.4%	80.6%
520080 - Insurance-Wash St FML		97.19	(97.19)	(97.19)		
510110 - Salaries & Wages-Temp/Intermit	1,166.00		1,166.00	1,166.00	0.0%	100.0%
520110 - Insurance-Death Benefit Pay		20.85	(20.85)	(20.85)		
510040 - Vacation		365.92	(365.92)	(365.92)		
	368,325.00	98,844.08	269,480.92	269,480.92	26.8%	73.2%
	522,731.00	147,474.75	375,256.25	375,256.25	28.2%	71.8%
	522,731.00	147,474.75	375,256.25	375,256.25	28.2%	71.8%

6. CASE STATUS REPORT

- **Jones v. SPD-PSCSC No. 20-01-019-Update**
- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update**
- **Crawford-Writ of Review-KCSC-Update**

PUBLIC SAFETY CIVIL SERVICE COMMISSION

CASE STATUS REPORT

APRIL 2021

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/Position	Issue/Requested Outcome/Status	PRESIDING
ADD	21-05-012	Moss	Police	4-20-2021	Certification	Captain Promotional	Director did not issue certifications for rank of captain	PSCSC
ADD	21-05-013	Rivera	Police	4-20-2021	Certification	Captain Promotional	Director did not issue certifications for rank of captain	PSCSC
A	20-01-019	Jones	Police	10-14-2020	Discharge		Hearing Postponed 2nd Prehearing Scheduled for 4-29-21	PSCSC
A	20-01-011	Novisedlak	Police	2-21-2020	Discharge		Pending Decision of the Commission	PSCSC
ADD	20-03-014	Crawford	Fire	7-1-2020	Veteran's Preference	Captain	Appellant filed a Writ with KCSC	PSCSC

A=Appeal

E=Exam Protest

ADD=Appeal of the Decision of Director (PSCSC 2.13.b)

PUBLIC SAFETY CIVIL SERVICE COMMISSION

CASE STATUS REPORT

APRIL 2021

DISMISSED/CLOSED:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
------	----------------	-----------	--------------------------	---------------	--------	----------------------------	----------------------------	-----------

A=Appeal

E=Exam Protest

ADD=Appeal of the Decision of Director (PSCSC 2.13.b)