



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

February 15, 2018

Approved March 15, 2018

Call to Order: Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission regular monthly meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian Halliburton
Commissioner Joel Nark
Commissioner Sam Pailca
Jeff Slayton Assistant City Attorney
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant

1. Approval of Minutes:

January 18, 2018 PSCSC Monthly Meeting: The Commission reviewed the minutes of the January 18, 2018 monthly meeting of the PSCSC. Commissioner Nark moved to approve the minutes as written. Commissioner Pailca seconded the motion. The minutes were approved by acclamation and signed by the Chair.

2. Case Status Report-Appeals/Update: The Commission reviewed the case status report.

The Executive Director reported that there was one new appeal filed for discipline, and two requests for eligibility.

- **Hatzenbuehler (SPD)-Eligibility-PSCSC No. 18-03-001:** Officer Hatzenbuehler was present to address the commission and request to take the police Sergeant Exam.

City of Seattle Civil Service Commissions

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Officer Hatzenbuehler had a personal family matter and missed the registration.

- **Guzley, Jr (SPD)-Appeal-PSCSC No. 18-01-004:** The Executive Director stated a Seattle Police Officer filed an appeal regarding suspension. The Executive Director will schedule a First Prehearing with the parties.
- **Peterson (SFD)-Eligibility-PSCSC No. 18-03-005:** Firefighter Peterson was present to address the commission and request to take the Fireboat Pilot Exam. Firefighter Peterson was on disability leave at the time of the announcement and missed the notice for application submission and deadline.

3. Police/Fire Hire Equity Project Update: Felecia Caldwell, Director of Workforce Equity and Dave Wright, Workforce Development Manager, with Seattle Department of Human Resources (SDHR) were present, and provided supplementary information regarding proposed scoring for 2018 entry level fire testing. The proposed motion was carried over from January at the request of the commission to give SDHR time to gather further information on the scoring process. The Commission approved the scoring plan as presented.

4. Exams Analyst Updates: Rachael Schade, Police Exams Analyst gave an update on the upcoming Police entry level, Lateral, and Sergeants exams. Ms. Schade stated for the Entry Level exam, there were 670 applicants, 224 were present, 185 passed, and all are on the eligibility list. Ms. Schade stated 36% of the applicants were persons of color. The Lateral exam is scheduled for February 23rd, there are 31 applicants, with 12 applicants who have confirmed they will be present. The Sergeants written exam is scheduled for March 23, with 104 applicants. Commissioner Nark stated he was concerned with the number of police officers who are eligible to retire, and how the exam process/hiring can keep up with numbers those numbers. Ms. Schade stated the ongoing exams and hiring should keep up with the numbers of officers that are retiring. Yoshiko Matsui, Acting Fire Exams Analyst, stated they are currently in the development phase for Fire Captain and Battalion Chief. The written exams will be held in April. The Fireboat Pilot written exam will take place in July. Assessment Center exercises for Fire Captain is in May, and the Battalion Chief Assessment Center exercises are in June, followed by the Practical Exam for Fireboat Pilot. Ms. Matsui stated there are 62 applicants for Fire Captain, which will cover five days of Assessment Center Exercises, 20 Applicants for Battalion Chief, with three days of Assessment Center Exercises, and possibly 7 applicants for Fireboat Pilot.

5. Executive Director's Report:

- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Executive Director reported that the Budget for 2018 has been loaded, and departments are still awaiting information on printing out monthly reports.

6. Old/New Business:

- **Police Accountability Legislation:** Felecia Caldwell, Director of Workforce Equity, addressed the Commission about the request to update PSCSC regarding the implementation of preference points for language and community service. The PSCSC asked SDHR to identify a plan to move forward with preference points. Ms. Caldwell stated there were three factors for moving forward with the implementation.

1. **Clarity from Council** On what they are specifically seeking, including: Which languages will receive preference points, at which level should applicants read/speak/write a language to receive preference points, who will bear the cost of the language assessment and guidance for assessing the community service experience.
2. **Ensuring policy is in compliance with Federal/State law** by state law (RCW 41.12), SDHR is responsible for ensuring validity of preference points; Assess whether adding preference points for language and community service conflicts with mandated Veteran's preference points.
3. **Identifying resources** to Complete a new/updated job description and job task analysis that clearly aligns the language and community service skills with specific components of the job being performed; Research and implement appropriate assessment methods and tools, specifically for language preference points - including costs of assessment.

Ms. Caldwell stated SDHR will work with the Mayor's Office and Council to move this forward and return to the PSCSC with a drafted plan. Amy Tsai, Legislative Analyst from City Council Central Staff, was present and gave the commission background on the development, and the Council's position on preference points and Police Accountability Legislation. Ms. Tsai stated she is available to provide further information to the Commission as needed.

- **Executive Director Reappointment:** The Executive Director is coordinating with Council staff on the date to appear for reappointment.
- **Financial Interest Statements:** The Executive Director reported that Financial Interest

Statements will be distributed at the next meeting and due in April.

Executive Session: The Commission went into Executive Session at 10:59 am. The Executive Session Ended at 11:42 am.


- **Hatzenbuehler-Eligibility:** The Commission *denied* Officer Hatzenbuehler's request to take the Police Sergeant Exam.
- **Peterson-Eligibility:** The Commission *denied* Firefighter Petersons request to take the Police Sergeant Exam.
- **Entry Fire Testing Proposed Scoring for 2018:** The Commission approved the use of the scoring method presented by SDHR.

Commission Chair Halliburton stated the Commission is sympathetic to the appellants' circumstances, but have denied similar requests in the past, and the Commission felt they must be consistent with past decisions. The Executive Director will contact the appellants to notify them of the decision of the Commission.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:50 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 3/15/2018


Date: 3.15.18
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Christian Halliburton 3/15/2018


Date: 3.15.18
Christian Halliburton
Commission Chair