



City of Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Seeking Candidates for City of Seattle Public Safety Civil Service Commission

The Seattle City Council is seeking candidates interested in an appointment as a Commissioner on the Seattle Public Safety Civil Service Commission. This is a three-year appointment to begin in 2023.

The **Public Safety Civil Service Commission (PSCSC)** oversees and directs a civil service system for sworn personnel of the Seattle Police Department (SPD) and uniformed personnel of the Seattle Fire Department (SFD). The Public Safety Civil Service system governs appointments, promotions, promotional testing, layoffs, recruitment, retention, classifications, removals, and discipline, pursuant to Charter Article XVI and in compliance with RCW chapters 41.08, 41.12, and 41.56. The Mayor and the City Council each appoint a member to the Commission and a third is elected by civil service employees. A commissioner may be appointed to serve multiple terms.

The PSCSC's primary duties are:

- Through its full-time staff Executive Director, direct and oversee entry-level and promotional civil services examinations for ten ranks in the Police and Fire services;
- With the support of PSCSC staff and the City Attorney's Office, hear and decide employee appeals of serious discipline and other civil service-related matters;
- Comply with applicable collective bargaining agreements;
- Participate in PSCSC's monthly meetings and special meetings as necessary. In-person attendance is preferred when public health conditions allow, but remote attendance is also permissible;
- The PSCSC's regular business is subject to Washington's Open Public Meetings Act (OPMA) and Public Records Act (PRA). Commissioners will be trained and must comply with those laws;

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729
Tel (206) 233-7118, Fax: (206) 684-0755 <http://www.seattle.gov/CivilServiceCommissions/>

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- Participate in trainings related to the City’s Ethics Code, Race and Social Justice Initiative, privacy practices and civil service conferences;
- Timely respond to commission-related communications through city-provided channels;
- Review materials in preparation for meetings and hearings;
- Work with CSC staff and other commissioners to achieve the goals and mission of the PSCSC;
- With other commissioners, supervise the work of the Executive Director.

The required time commitment varies depending on the number and nature of matters before the PSCSC and projects that commissioners take on. The minimum commitment may be as few as eight hours per month but may be greater at times. For example, the time commitment to hear and decide complex appeals is significant.

Selection Criteria

Current and former PSCSC commissioners have been employment and/or labor lawyers, elected or appointed government leaders, human resources professionals, members of the judiciary, and community leaders.

The following criteria will be considered when assessing applicants. Although no single candidate may possess all these qualities, the goal is to ensure that together the members of the PSCSC adequately represent each of these qualifications.

Qualifications:

- Interest in and/or understanding of public employment in a civil service system, professional accountability, human resources, employment and/or labor law, public safety, police accountability, and/or other disciplines related to the PSCSC’s work;
- Committed to fairness and due process in employment and, as necessary, willing to deepen their understanding of the principles of fairness and due process in public employment;
- Committed to civil service principles and working with unionized workforces, from an employee, management, or advisory perspective;
- Ability to work collaboratively and develop consensus, when needed, with other commissioners, staff and stakeholders with a variety of backgrounds and perspectives;
- Demonstrated commitment to racial equity, dismantling racist structures and practices within and outside of the City structure;
- Ability and desire to participate in quasi-judicial processes, with support and advice from the Executive Director and City Attorney’s Office. Those proceedings may include multi-day hearings (scheduled in coordination with commissioners’ availability), taking of evidence, ruling on legal motions, drafting and/or revising written decisions that may

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be subject to review by courts of law. *Legal experience is not required, but a willingness to learn and follow quasi-judicial processes is required;*

- Ability and willingness to act as a neutral in matters involving discipline for alleged policy violations, sometimes involving allegations of serious misconduct by police officers and/or firefighters. Commissioners must be able to recognize and either set aside their personal biases to make decisions based on case specific facts and applicable civil service rules, or disclose their potential conflict and voluntarily recuse themselves from the matter;
- Experience working effectively with racially, ethnically, and economically diverse populations;
- High integrity and honesty, and willingness to comply with Seattle's Ethics Code.

Commissioners receive a stipend of \$200 per biweekly pay period, which may not reflect the full extent of the work performed.

Selection Process

Inquiries about the position should be directed to PSCSC Executive Director [Andrea Scheele, andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov).

To apply, a letter of interest and CV/resume should be emailed to PSCSC Executive Director [Andrea Scheele, andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov). The City Council's Public Safety & Human Services Committee will make the nomination in 2023 after a selection process which may include an interview.

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