



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Commissioner Dorothy Y. Leggett

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, December 16, 2020

TIME: 9:00 am

LOCATION: WebEx

Meeting Link: <https://seattle.webex.com/seattle/j.php?MTID=m23044ff2521ef00822234c27f306720a>

Meeting Number (access code): [146 479 7640](#) **Meeting Password:** [PmC2AMZxu33](#)

Tap to join from a mobile device (attendees only)

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

Join using Microsoft Lync or Microsoft Skype for Business

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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/>

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AGENDA*

PUBLIC SAFETY CIVIL SERVICE COMMISSION

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>

CALL TO ORDER-INTRODUCTIONS-PUBLIC COMMENT

1. APPROVAL OF MEETING MINUTES

- **November 18, 2020-PSCSC Monthly Meeting**
- **November 18, Special Joint Meeting with CSC**

2. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst**
- **Rachael Schade, Police Exams Analyst**

3. FIRE AND POLICE EXAM ADMINISTRATION TRAINING

4. COMMISSION DISCUSSION AND VOTE FOR PRO TEM COMMISSIONER TO PRESIDE AT DISCIPLINARY HEARING (PSCSC Rule 2.08-SMC 4.08.200)

5. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update**
- **January Meeting Date and Reminder: 2021 PSCSC Chair Nomination and vote to take place after certification of the employee-elected commissioner**

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. POSSIBLE EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING:

December 16, 2020 @ 10:00 am-Joint Meeting

January-TBD

***Agendas and Special Meeting Notices:**

You may sign up at the PSCSC website <http://www.seattle.gov/public-safety-civil-service-commission> to receive regular and special meeting notices and agendas.

Public Disclosure Requests Request for public records can be made through the City Public Records Request Center:

<http://www.seattle.gov/public-records>



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Public Safety Civil Service Commission

October 15, 2020-Monthly Meeting

Approved: November 18, 2020

Call to Order: Commission Chair Joel Nark called the November 18, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via WebEX.

In Attendance

Commission Chair Joel Nark

Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

Not in Attendance

Commissioner Stacy Connoles

1. APPROVAL OF MINUTES

• Approval of Minutes-October 15, 2020 -PSCSC Meeting Minutes

The Commission reviewed the minutes of the October 15, 2020 PSCSC Meeting. Commissioner Leggett noted an error stating she was the Mayoral appointee. The minutes will be updated to state she is the Council appointee. Commissioner Nark moved to approve the minutes as corrected. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst:** Ms. Grace Matsui reported, Fire administration is currently in the development process for Fire Lieutenant and Fireboat Engineer for 2021. The final bibliography study material for the Fireboat and Lieutenant should be published on December 4th, 2020, the written exams are scheduled for early March 2021.
- **Rachael Schade, Police Exams Analyst:** Ms. Grace Matsui reported on behalf of Rachael Schade, Police

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Exams Analyst who is on vacation. Ms. Grace Matsui stated that work continues the development of the written exam for Police Lieutenant. The exam is scheduled to take place in March 2021. The exam announcement along with a suggested reading list for the Police Captain's exam is scheduled to be published the first week of January. The assessment center exam for Police Captain is scheduled for administration in July 2021. The schedule for administration of Entry Level and Lateral Entry Police Officer exams in 2021 will be finalized after the city council finalizes its budget in early December.

3. EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave her report to the commission on the following:

- **Departmental Work Update: Work from Home:** Ms. Scheele reported that requests for work from home essentials are due by the end of the year. **Community Preference Points:** A committee on Community Preference Points will meet in December. **CSC:** The Civil Service Commission is hearing a disciplinary matter. The CSC appointed a pro tem.
- **Budget Update** Ms. Scheele reported there are reduced costs due to working from home and not traveling this year to the Civil Service Conference that was conducted virtually and free this year. Ms. Scheele reported the budget is currently at 77.5% for the year. Ms. Scheele reported she continues to monitor the budget and the impact of potential out of order layoffs.
- **November 19 Joint Meeting with PSCSC-Dale Hitsman Re: ED's JSQ Approved Salary:** The commission will hold a joint meeting to discuss and coordinate the Executive Director's salary for her reclassification.
- **December 16 Joint Meeting with PSCSC and December CSC Meeting:** The Commissions will hold its annual joint meeting. The PSCSC will meet at 9:00 am for a Special monthly meeting

4. CASE STATUS REPORT

- **Jones v. SPD-PSCSC No. 20-01-019-New Appeal:** Ms. Scheele reported the appeal is stayed until the union makes a determination on representation. Sarah Lee, Assistant City Attorney will represent the department and intends to file a Notice of Appearance.
- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update:** The parties have been provided a range of dates for hearing in January.
- **Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference):** Ms. Scheele reported the appellant filed a writ with King County Superior Court. Tamara Gerrard, Assistant City Attorney is representing the City.

5. EXECUTIVE SESSION: There was no Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:25 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 12/16/2020

/s/ Joel A. Nark 12/16/2020

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Date:

Joel A. Nark
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>

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
DECEMBER 2020**

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 | 20-01-019 | Jones | Police | 10-14-2020 | Discharge | | Stayed Pending Union Determination on Representation | |
| A | 20-01-011 | Novisedlak | Police | 2-21-2020 | Discharge | | Hearing is Scheduled for January 19, 20, 22 & 25 | PSCSC |
| RFD | 20-03-014 | Crawford | Fire | 7-1-2020 | Veteran's Preference | Captain | Appellant filed a Writ with KCSC | PSCSC |

A=Appeal

E=Exam Protest

RFD=Request for Decision

PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
DECEMBER 2020

DISMISSED/CLOSED:

| Type | CASE NUMBER | APPELLANT | RESPONDENT DEPTARTMEN T | DATE FILED | APPEAL | ISSUE/REQUESTE D OUTCOME | DECISION/DATE DISMISSED | PRESIDING |
|-------------|------------------------|------------------|--|-----------------------|--|--|--|-------------------------------|
| E | 20-04-012 | Wynn | Fire | 7-22-2020 | Chartlet/Bibliograp hy | Fireboat Pilot Exam | Lt. Wynn filed a Request for Reconsideration of the Commissions July 30 Decision. RFR was not timely, Executive Director Dismissed. | PSCSC |
| RFD | 20-03-010 | Holtman | Fire | 3-24-2020 | Veteran's Preference Points | Remove Lt. Pyle's VPP and Republish Fire Captain Register | Executive Director Denied RFD April 14, 2020 | Executive Director |
| RFD | 20-03-012 | Geoghagan | Police | 3-5-2020 | Service Credit Miscalculation | 2017 & 2019 Police Promotional Exam | Appellant Withdrew RFD. Dismissal Order Sent April 15, 2020 | Executive Director |

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**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
DECEMBER 2020**

| Type | CASE NUMBER | APPELLANT | RESPONDENT | DATE FILED | APPEAL | ISSUE/REQUESTED OUTCOME | DECISION/DATE DISMISSED | PRESIDING |
|-------------|------------------------|------------------|-------------------|------------------------|---|--|---|------------------|
| RFD | 20-03-001 | Adams | Fire | 1-9-2020 | Request for Decision/Veteran's Preference Points | Remove VPP from Lt. Pyle Fire Captain Register | Request denied by the Commission 1-16-2020 | PSCSC |
| A | 19-01-032 | Goodman | Police | 11-26- 2019 | Appellant Alleges Chief Changed OPA Reprimand to Termination | Termination | Appellant Withdrew Appeal Dismissed 1-31- 2020 | PSCSC |

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