



City of Seattle

CIVIL SERVICE COMMISSION

Seeking Candidates for City of Seattle Civil Service Commission

The Seattle City Council is seeking candidates interested in serving as a commissioner on the Seattle's [Civil Service Commission \(CSC\)](#), beginning in 2023.

The CSC is a three-member, impartial, quasi-judicial body that conducts fair and impartial hearings on employee disciplinary appeals, in accordance with the City of Seattle Personnel Ordinance and applicable rules. The Mayor and the City Council appoint one commissioner each and the third commissioner is elected by their civil service employee peers.

The CSC's full-time Executive Director and City staff support CSC commissioners in performing their work. Legal advice is available via the Seattle City Attorney's Office.

CSC commissioners follow and uphold the CSC Rules of Practice & Procedure, the Seattle City Charter and Seattle Municipal Code. With support, they must be able to:

- As a panel member, conduct quasi-judicial administrative hearings and render decisions on whether disciplinary decisions were made in compliance with Seattle's civil service rules and processes
- Participate in CSC meetings (currently the third Monday of the month at 2 pm but may be adjusted on commissioner availability) and special meetings as necessary. In person attendance is preferred, but remote attendance is permitted.
- Participate in trainings related to the City's Race and Social Justice Initiative, privacy practices, the Washington Open Public Meetings Act (OPMA), and Public Records Act (PRA) and subject matter-related trainings
- Timely respond to commission-related communications through city-provided channels
- Prepare for meetings and hearings by reviewing agendas and provided materials
- Work with CSC staff and other commissioners towards the goals and mission of the CSC
- With other commissioners, supervise the work of the Executive Director

The time commitment may vary, depending on the number and nature of matters before the CSC and projects commissioners take on. The minimum commitment may be as few as 4 (4) hours per month but may be greater to accommodate multiple day appeal hearings.

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/>

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com

Selection Criteria

Past commissioners have had experience in employment and/or labor law, human resources, been members of the judiciary, and/or community leaders.

These criteria will be considered when assessing applicants. No individual candidate will possess all these qualities, but the goal is to ensure that as a group, the CSC possesses the experience and values described below.

- Demonstrated commitment to racial equity, dismantling racist structures and practices within and outside of the City of Seattle structure
- Interested in and/or knowledgeable about public employment and civil service; professional accountability; human resources; employment and/or labor law; social justice; and/or other disciplines related to the CSC's work
- Committed to fairness and due process in employment and, as necessary, interest in deepening ones' understanding of the principles of fairness and due process in employment
- Ability to work collaboratively and develop consensus when needed, with other commissioners, staff and stakeholders with a variety of backgrounds and perspectives
- Committed to civil service principles and working with unionized workforces, from an employee, management, or advisory perspective
- Ability and desire to participate in quasi-judicial processes, with support and advice from CSC staff and City Attorney's Office. Those proceedings may include multi-day hearings (coordinated with commissioners' availability), taking of evidence, ruling on legal motions, and drafting written decisions that may be subject to review by courts of law. *Legal experience is not required, but a willingness to learn and follow quasi-judicial processes is necessary*
- Experience working effectively with racially, ethnically, and economically diverse populations
- Ability and desire to create positive change in organizations

Commissioners are paid a stipend of \$200 per biweekly pay period, which may not reflect the amount of the work performed.

Selection Process

Letters of interest and a resume should be directed to Executive Director [Andrea Scheele](mailto:andrea.scheele@seattle.gov), andrea.scheele@seattle.gov. The City Council's Governance Committee will make the nomination in early 2023 after vetting applicants, including a brief public hearing which the Council may request the candidate attend.

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