



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

AGENDA*

THE CIVIL SERVICE COMMISSION

SPECIAL MEETING

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

DATE: Monday, September 21, 2020

TIME: 2:00 pm

LOCATION: Skype

Skype Link: <https://meet.seattle.gov/teresa.jacobs/N57RL67S>

Join by phone

206-386-1200,,1998061# (US)

844-386-1200,,1998061# (US)

206-684-5900,,1998061# (US)

Conference ID: 1998061

Should you receive a busy signal when dialing 206-386-1200, you are encouraged to hang up and dial 206-684-5900. Regardless of which number is dialed, the conference ID within the meeting invite will remain the same.

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

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

CALL TO ORDER-LAND ACKNOWLEDGMENT-INTRODUCTIONS-PUBLIC COMMENT

1. APPROVAL OF MINUTES

- [July 20, 2020-Special Meeting](#)

City of Seattle Civil Service Commissions

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

Tel (206) 437-5425 Web: <http://www.seattle.gov/CivilServiceCommissions/>

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

2. EXECUTIVE DIRECTOR REPORT

- **COVID-19 Update**
- **Budget Update**
- **Planned Wage Increases for Non-Represented APEX/SAM Positions**
- **Save the Date-39th Annual Civil Service Conference**
- **PSCSC Update**
- **ED JSQ Discussion**

3. CASE STATUS REPORT/APPEALS UPDATE

Smith v. FAS-CSC No. 20-01-017

4. OLD/NEW BUSINESS

ADJOURN

Next Meeting: October 19, 2020 @ 2:00 pm

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

Request for public records can be made through the City Public Records Request Center: <http://www.seattle.gov/public-records>

1. APPROVAL OF MINUTES-[July 20, 2020-Special Meeting](#)



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July 20, 2020

Civil Service Commission Special Meeting*

Approved: September 21, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 2:04 pm. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28.

In Attendance:

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

DRAFT

Commission Chair Bonfrisco opened the meeting with the Land Acknowledgement:

The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.

PUBLIC COMMENT: No one signed up to speak

1. **APPROVAL OF MINUTES:**

June 15, 2020 -Special Meeting: The Commission reviewed the minutes of the June 15, 2020 Commission Davis moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation and signed by the chair.

2. **EXECUTIVE DIRECTOR REPORT ON CITY LEADERSHIP ACADEMY:** Ms. Scheele gave an update to the commission on the City Leadership Academy (CLA) she attended. The City Leadership Academy (CLA) is a nine-month development program for City of Seattle employees who want to expand their leadership skills, create change, and model racial equity, social justice, and inclusion. Ms. Scheele stated she and her group met regularly outside of the class to work on their project and prepare a group presentation at the end of the course.
3. **DISCUSSION ON CSC COMMISSIONERS HEARING APPEALS :** The Commissioners discussed the feasibility of holding their own hearings for appeals. Due to the limited budget the commission is not able to support a hearing officer conducting a multi-day hearing. The commissioners stated they were interested in presiding over their own hearings.
4. **EXECUTIVE DIRECTOR REPORT**
 - a. **COVID-19 Update:** Ms. Scheele reported to the commission that staff continues to work from home, while intermittently going into the office to check mail and faxes and assist with Police and Fire exams.
 - b. **Budget Update:** Ms. Scheele reported that the budget is currently at 50% for the year.
 - c. **PSCSC Update:** Ms. Scheele informed the commission that staff will be assisting with Police Sergeant, Fire Battalion Chief, and Fire Captain exams in July and August. The exams will be held in SMT and Crowne Plaza Hotel in Downtown Seattle.
5. **CASE STATUS REPORT/APPEALS UPDATE:** There are no new appeals.
6. **OLD/NEW BUSINESS:** The commission will hold its August meeting with a quorum of two; Commissioner Davis will not be present.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:57 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/21/2020

/s/ Amy S. Bonfrisco 9/21/2020

Date:

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Amy S. Bonfrisco
Commission Chair

DRAFT

- **Budget Update**

CIV BUDGET
SEPTEMBER 2020

Sum of AMOUNT					TRANS_TYPE										
											% Available				
											(After				
BSL_DESCR	FUND_DESCR	BUDGET_PROGRAM_DES	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Supplemental Budget	Actuals	Balance before Encumbrances	Available Balance	% Spent	Encumbrances)				
BO-VC-V1CIV - Civil Service Commissions	00100 - General Fund	PO-VC-V1CIV - Civil Serv	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00		328.46	2,371.54	2,371.54	12.2%	87.8%				
				549020 - Isf-Fas Alloc	92,568.00		69,426.09	23,141.91	23,141.91	75.0%	25.0%				
				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	200.00			200.00	200.00	0.0%	100.0%				
				542900 - Rentals-Other	3,350.00		2,479.44	870.56	870.56	74.0%	26.0%				
				544010 - Reimburse-Conf,Seminar,Reg Fee	600.00			600.00	600.00	0.0%	100.0%				
				544050 - Reimburse-Meetin Refresh&Meals	500.00			500.00	500.00	0.0%	100.0%				
				545010 - Travel Costs-Out-Of-City	2,100.00			2,100.00	2,100.00	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			1,000.00	1,000.00	0.0%	100.0%				
				549070 - Isf-Itld Alloc	26,567.00		19,881.00	6,686.00	6,686.00	74.8%	25.2%				
				549080 - Isf-Itld Billed	2,305.00		3,190.30	(885.30)	(885.30)	138.4%	-38.4%				
				549100 - SDHR Allocation	6,421.00		4,280.64	2,140.36	2,140.36	66.7%	33.3%				
				550070 - Intergov-Licenses & Permits	50.00			50.00	50.00	0.0%	100.0%				
				542020 - Rentals-Parking			700.00	(700.00)	(700.00)						
				541120 - Services-Technology			3,750.85	(3,750.85)	(3,750.85)						
				532020 - Equipment-Software Purchases			107.12	(107.12)	(107.12)						
				541300 - Services-Advertising			1,200.48	(1,200.48)	(1,200.48)						
				532900 - Equipment-Other			1,029.66	(1,029.66)	(1,029.66)						
				541340 - Services-Copying & Printing			70.64	(70.64)	(70.64)						
				531010 - Supplies-Subscrips/Pubs/Books			9.90	(9.90)	(9.90)						
				533900 - Inventory-Other			80.00	(80.00)	(80.00)						
				VCCIVILSV - Civil Serv				484.65	(484.65)	(484.65)					
								140,894.00		107,019.23	33,874.77	33,874.77	76.0%	24.0%	
				VCADMIN - Leadersh				510010 - Salaries & Wages	245,645.00	8,951.83	21,309.28	233,287.55	233,287.55	8.4%	91.6%
								510020 - Holiday			551.36	(551.36)	(551.36)		
								510070 - Part Time-Salaries & Wages	33,615.00			33,615.00	33,615.00	0.0%	100.0%
								520010 - Fica	19,157.00		555.01	18,986.20	18,986.20	3.7%	96.3%
								520020 - Medicare	4,794.00	129.80	169.75	4,754.05	4,754.05	3.4%	96.6%
								520070 - Insurance Prem-Health & Dental	33,852.00		25,389.00	8,463.00	8,463.00	75.0%	25.0%
								520090 - Insurance-Group Fund Life	263.00			263.00	263.00	0.0%	100.0%
								520100 - Insurance-Longterm Disability	50.00			50.00	50.00	0.0%	100.0%
								520300 - Pension-City Retirement Sys	46,230.00	1,363.36	1,874.57	45,718.79	45,718.79	3.9%	96.1%
								520080 - Insurance-Wash St FML	374.00		(215.85)	589.85	589.85	-57.7%	157.7%
								510110 - Salaries & Wages-Temp/Intermit	1,151.00			1,151.00	1,151.00	0.0%	100.0%
								520110 - Insurance-Death Benefit Pay	24.00		12.00	12.00	12.00	50.0%	50.0%
								520320 - Employee Assistance Premium	48.00		47.12	0.88	0.88	98.2%	1.8%
								510030 - Sick Leave			432.05	(432.05)	(432.05)		
								510040 - Vacation			773.61	(773.61)	(773.61)		
								510060 - Termination Pay-Other			251.27	(251.27)	(251.27)		
								510170 - Overtime			40.47	(40.47)	(40.47)		
								510240 - Executive Leave Used			369.12	(369.12)	(369.12)		

CIV BUDGET
SEPTEMBER 2020

BO-VC-V1CIV - Civil Service Commissions	00100 - General Fund	PO-VC-V1CIV - Civil Serv	VCADMIN - Leadersh	510300 - Other Paid Time Off	19.92	(19.92)	(19.92)					
				520011 - Fica Fsa Dcap & Health	269.76	(269.76)	(269.76)					
			VCCIVILSV - Civil Serv		510010 - Salaries & Wages	116,922.31	(116,922.31)	(116,922.31)				
					510020 - Holiday	3,680.32	(3,680.32)	(3,680.32)				
					510070 - Part Time-Salaries & Wages	16,600.00	(16,600.00)	(16,600.00)				
					520010 - Fica	8,956.04	(8,956.04)	(8,956.04)				
					520020 - Medicare	2,094.58	(2,094.58)	(2,094.58)				
					520090 - Insurance-Group Fund Life	76.25	(76.25)	(76.25)				
					520100 - Insurance-Longterm Disability	29.05	(29.05)	(29.05)				
					520300 - Pension-City Retirement Sys	21,191.85	(21,191.85)	(21,191.85)				
					520080 - Insurance-Wash St FML	217.77	(217.77)	(217.77)				
					510110 - Salaries & Wages-Temp/Intermit	45.37	(45.37)	(45.37)				
					520110 - Insurance-Death Benefit Pay	12.00	(12.00)	(12.00)				
					510030 - Sick Leave	1,107.22	(1,107.22)	(1,107.22)				
					510040 - Vacation	4,883.27	(4,883.27)	(4,883.27)				
					510170 - Overtime	1,088.13	(1,088.13)	(1,088.13)				
					510240 - Executive Leave Used	3,775.76	(3,775.76)	(3,775.76)				
					510300 - Other Paid Time Off	536.72	(536.72)	(536.72)				
						385,203.00	11,000.00	233,235.88	162,967.12	162,967.12	58.9%	41.1%
				BO-VC-V1CIV - Civil Service Commissions Total				526,097.00	11,000.00	340,255.11	196,841.89	196,841.89
Grand Total				526,097.00	11,000.00	340,255.11	196,841.89	196,841.89	63.4%	36.6%		

- **Planned Wage Increases for Non-Represented APEX/SAM Positions**

From: Email Broadcast <Email_Broadcast@seattle.gov>

Sent: Friday, September 11, 2020 1:29 PM

To: Email Broadcast <Email_Broadcast@seattle.gov>

Subject: BROADCAST: Decision Regarding Planned Wage Increases for Non-Represented Employees

The following email has been approved for Citywide Broadcast by the Mayor's Office

Point of contact for this broadcast: Department HR contacts

Dear City employees,

This has been a difficult and challenging year for all of us. The public health crisis created by COVID-19, the financial impacts of the associated economic downturn, and the renewed fight for racial justice have created challenges and opportunities that have been both daunting and inspiring. Thank you again for all your work in this very dynamic year.

We are writing to communicate an important decision regarding planned wage increases for non-represented APEX/SAM positions (e.g., strategic advisors, managers, and executives). These non-represented employees were eligible to receive a 2.9 percent wage increase for 2021. This represented an inflationary adjustment (1.9 percent) plus one percent, and was consistent with the wage increases negotiated with the Coalition of City Unions. Given the dire City's financial condition and the growing needs of our communities, the Mayor has determined that we will need to forego such increases for next year and hold the funding for these positions at current levels. This is the first of many decisions under review which enable the City to address the current financial situation.

We realize that we have been asking a great deal of you all over the past year, and will continue to do so over the months to come. In this context, this was not an easy decision to reach, but one that we feel is necessary to help our financial situation and to provide the resources needed to address growing community needs. By making this smaller sacrifice now, we are hopeful that we can help mitigate the need for more significant cuts.

Ultimately, our City budget is facing a \$300 million shortfall due to COVID-19, and that reality, coupled with the immense needs in our communities, will force all of us to make difficult decisions over the course of the next several months. Our decision-making must center the needs of the most vulnerable and must not exacerbate existing harm and inequities.

If you have any questions, please don't hesitate to reach out to your manager or supervisor, or your department's human resources representative.

Thank you,

Mike

Mike Fong
Senior Deputy Mayor
City of Seattle

- **Save the Date-39th Annual Civil Service Conference**



39th Annual Civil Service Conference

Please join us for the 39th Annual Civil Service Conference, which will be held virtually on Tuesday, October 13 and Wednesday, October 14.

Who should attend? The conference provides the Civil Service Commissioner, Secretary and Examiner, other local human resources officials and legal counsel with practical information on best practices and emerging issues they face every day.

Agenda: The conference will offer a condensed version that includes:

- Tuesday, October 13, 9:00 a.m. to noon: Basic Training for New Commissioners & Essentials Refresher for Commissioners and Staff - Steve DiJulio, Foster Garvey
- Wednesday, October 14:
 - 9:00 to 10:30 a.m.: "Bias, Racism and Hiring: What we know, What we don't and What we need," Panel discussion with experts
 - 10:30 a.m. to noon: Public Safety Testing Annual All-Agency Business Meeting

The conference will be complimentary for our guests and hosted via the Zoom platform.

Registration. Please [click here](#) to register for the Civil Service Conference.

Credits. We are pleased to offer both CLE and SHRM credits. We will also offer certificates of completion by request. Credit hours pending.

Questions? For questions related to registration, please contact events@foster.com. For questions about Public Safety's Annual All-Agency meeting, please contact Jon Walters at contact@PublicSafetyTesting.com or 1.866.HIRE.911.

Tuesday, October 13
9:00 a.m. to noon

Wednesday, October 14
9:00 a.m. to noon

3. CASE STATUS REPORT/APPEALS UPDATE

Smith v. FAS-CSC No. 20-01-017

CIVIL SERVICE COMMISSION
CASE STATUS REPORT
September 2020

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
20-01-017	Smith	FAS	9-14-2020		Suspension	Filed	CSC

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DATE DISMISSED	PRESIDING OFFICER
19-01-030	Romulo	SPU	10-28-19	SMC 4.04.070; 4.04.130; 4.04.180 Personnel Rules 1.3; 1.5; 2.1; 3.1;5.1;8.2	Whether discharge was justified/Inve stigation	1-7-2020 Appellant withdrew appeal. Dismissal Order issued 1-9-2020.	Lurie