

# 2020 CIVIL SERVICE COMMISSION AND PUBLIC SAFETY CIVIL SERVICE COMMISSION EMPLOYEE ELECTIONS

Information Session hosted by Commission staff and the Office of the City Clerk

Wednesday, October 28, 2020, 11 a.m.

# TODAY'S PRESENTERS

- Andrea Scheele and Teresa Jacobs, Civil Service Commission Staff
- Mary Wideman-Williams, Commissioner, Civil Service Commission
- Monica Martinez Simmons, Linda Barron, Janet Polata, Office of the City Clerk
- Teresa Chen, City Attorney's Office

# ABOUT THE CIVIL SERVICE COMMISSION

- The Civil Service Commission is a three member, impartial, quasi-judicial body. The Mayor and the City Council each appoint a member to the Commission and the City's Civil Service employees elect a member. Each commissioner serves a three-year term. An Executive Director and an Administrative Staff Assistant support the Commission and manages operation of the Commission's office.
- Hears appeals involving disciplinary actions and alleged violations of the City Charter, Personnel Rules and the Personnel Ordinance
- Administers oaths, issues subpoenas, receives evidence, compels the production of documents, questions witnesses at hearings, and issues such remedial orders as it deems appropriate
- Submits recommendations to the Mayor and the City Council related to the City's Personnel System
- Reviews and comments on rules proposed by the Personnel Director pursuant to the Administrative Code of the City and consider written comments and responses from city employees and other stakeholders on issues related to Personnel and human resources
- Investigate allegations that an elected official, a member of his/her immediate staff, or other person used inappropriate pressure to impact a City hiring decision
- The Commission meets monthly and as needed to consider appeals; all meetings are open to the public.

# ABOUT THE PUBLIC SAFETY CIVIL SERVICE COMMISSION

- Seattle's Public Safety Civil Service Commission (PSCSC) is a three member, impartial, quasi-judicial body. The Mayor and the City Council each appoint a member to Commission and City's Civil Service employees elect a member. Each Commissioner serves a three-year term. An Executive Director and an Administrative Staff Assistant support the Commission and manages operation of the Commission's office.
- Hears appeals of sworn police and uniformed fire employees involving the disciplinary actions, examination and testing, and alleged violations of the City Charter, Personnel Rules and the Personnel Ordinance
- Administer oaths, issue subpoenas, receive evidence, compel the production of documents, question witness at hearings, and issue such remedial orders as it deems appropriate
- Meets monthly and as needed to consider appeals

# WHAT MAKES A GOOD COMMISSIONER

- Ability to be neutral when making decision that impact City employees
- Ability to put aside personal opinions and apply Civil Service rules, Personnel Rules, etc.
- Ability to work collaboratively with people from all backgrounds and perspectives
- Willingness to learn about and implement City RSJI and anti-racist practices
- Availability to participate in several trainings and workshops per year, including Open Public Meetings Act training, Fire and Police Exams 101, Civil Service Conference, and joint retreat with both commissions (1-2x/year)
- Willingness to collaborate with Commission staff (2 FTEs, Executive Director and Administrative Staff Assistant)

# ELECTION TIMELINE

- Declaration of candidacy to be filed the week of November 9-13, deadline is 5 p.m. Friday, November 13
- Ballots and voting information will be mailed December 4
- Election happens the week of December 14
- Results to be certified by the City Clerk on or before December 30

# DECLARING CANDIDACY

- Complete and submit the Notice of Candidacy form
- The form must be signed in the presence of a notary public, or of City Clerk's office staff
- Because many employees are working from home, this year the notarized forms can be scanned and e-mailed to [janet.polata@seattle.gov](mailto:janet.polata@seattle.gov) (for best results, please use a scanner or phone scanning app such as CamScanner rather than simply taking a picture of the document; please also mail the form to the City Clerk's Office for our records)
- Forms can be delivered to the Office of the City Clerk between 8 a.m. and 5 p.m. on November 9, 10, 12 or 13 (November 11 is a City Holiday)
- Forms must be received by **5 p.m. Friday, November 13**
- Candidates may, if they choose, submit a statement of up to 200 words and a 2"x3" black-and-white photo to be included with election materials
- The statement and photo must be received by **5 p.m. Wednesday, November 18**

# QUESTIONS?

- For questions about the election process, including Notice of Candidacy form and candidate statements, contact Janet Polata, [janet.polata@seattle.gov](mailto:janet.polata@seattle.gov) or 206-386-4087
- For questions about the Commissions and the role of commissioners, contact Andrea Scheele, [andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov) ; 206-233-7118 or Teresa Jacobs, ([teresa.jacobs@seattle.gov](mailto:teresa.jacobs@seattle.gov), 206-386-1301)
- Information about the Commissions:
  - <https://www.seattle.gov/civil-service-commission>
  - <https://www.seattle.gov/public-safety-civil-service-commission>
- Information about the election:
  - <http://clerk.seattle.gov/public/clerk/civil-service-elections/>