



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

Public Safety Civil Service Commission

December 20, 2013

Approved January 23, 2014

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly meeting to order at 10:10 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terry Carroll
Commissioner Christian Halliburton
Commissioner Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No One Signed up to Speak

1. Approval of Minutes

Approval of Special Combined Meeting Minutes-November 15, 2013: The Commission reviewed the minutes of the November 15, 2013 joint meeting of the Commissions. Commissioner Halliburton moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

Approval of Special Meeting Minutes-November 15, 2013: The Commission reviewed the minutes of the special meeting held on November 15, 2013. Commissioner Halliburton moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Executive Director Report:

- **Monthly Summ it (Budget) Report:** The Executive Director reported the budget is under for the remainder of the year. Ms. Greenlee reported the .6 vacant Admin position has not been filled because the workload has not been enough to justify filling the .6 position, but the funds have been used to bring in summer interns to do projects. There were no major changes to the budget that was approved for 2014.

3. Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

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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- **Lowe v. SPD-PSCSC No. 13-01-007-Notice of Appearance (Appellant):** The Executive Director notified the Commission that the appellant's new counsel submitted a Notice of Appearance. Ms. Greenlee inquired whether the Commission wanted her and Assistant City Attorney Jeff Slayton to conduct the prehearing conference. The Commission Chair advised to make contact with parties and move forward with the prehearing conference.
- **Schmidt v. SPD-PSCSC No. 12-002-Decision:** The proposed decision and order was presented to the Commission for review. The Commissioners reviewed a track change and clean copy of the decision. All Commissioners were in agreement that there were no modifications or amendments. Each commissioner signed the decision. It will be made available to the parties.

4. Police/Fire

- **Veteran's Preference-Applications to Multiple Jurisdictions:** At its special meeting in November, the Commission discussed whether there was any tracking in place for the number of times a Veteran uses their points for a successful hiring across multiple agencies or municipalities. The Commission deferred the issue to December's meeting to allow counsel time to research the issue. Colleen Lafferty contacted the State of Washington and Ms. Greenlee contacted the Municipal Research Services Center it was stated by both agencies that the Veteran's Preference could only be used once. It is recommended that applicants be asked whether they previously used the preference when hired by the former agency or municipality. The Exams Analysts, Colleen Lafferty and Rachael Schaade stated there are points in the application process (polygraphs, questions on applications) where the candidates could be asked if they have already used their points.

5. PSCSC Rules Revisions: Review/Draft & Public Comments:

- **Multilingual & Community/Work Service Preference in Examination and Promotion:** Judge Anne Levinson (ret.) addressed the Commission in her capacity as the Auditor of Office of Professional Accountability. In her role in addition to reviewing complaints and investigations of police misconduct, Ms. Levinson is also charged with making recommendations in policy training and systemic reforms that may move toward best practices in the police department. There is a concern that veteran's preference points might be having the unintended consequence of a disparate impact on women since disproportionality fewer women have that veteran's status Ms. Levinson stated that she reviewed King County's rule that provides preference points for being bilingual or for having served in the Peace Corp. Ms. Levinson put forward proposed rules to get the discussion going for the Commissions consideration in an effort to increase diversity and specifically gender equity. She also stated the Law Department has reviewed it and assigned people to work on it.

The Commission Chair opened the discussion for further public comment. Rachael Schade, Police Exams Analyst and Colleen Lafferty, Fire Exams Analyst, brought forth concerns about the administration and implementation of the rules and ensuring that applicants view the process as fair. Representatives from SPD and SFD were not present. Another concern raised was whether the proposals would need to be bargained, specifically if the rule is applied to promotional exams. Commission Chair Carroll thanked Ms. Levinson for her time and considered the input. It was suggested that Personnel develop a work group with representatives from the appropriate departments to look into the proposed rules. The Commission would like regular status checks, the first to be in February.

- **Preference for Service as a Fire Cadet:**

Colleen Lafferty addressed the Commission for clarification of the rule 9.20. The proposed rule revision was submitted by Fire as Rule 9.19. The Executive Director stated it was Fire's suggested location for the rule but not binding. Commissioner Nark expressed his reservations regarding allowing cadets to be given 5%. Commissioner Nark stated the SPD has cadets and they are not given preference points. Commission Chair Carroll stated this issue is worthy of further discussion. After due deliberation, the issue will be deferred for further consideration in February.

- **Rule 6.14 Decision:**

The Commission discussed the issue of whether it would serve parties best to have a shorter duration between the closing of a record and the decision issued by the Commission. Commissioner Nark stated he had no issue with the time being at 60 days to issue a decision with the option to extend. Commissioner Halliburton stated he would prefer the 90 day timeline; as it is currently written in the rules, but using best practice of promptness to issue a decision. There was no further discussion. The rules will remain as written.

- **Grammatical Changes:**

The Commission took into advisement the email sent by Rennison Bispham, SPD, Legal Advisor, regarding grammatical changes to the rules. The Executive Director will go through the rules and make any changes that are grammatical but not substantive and the rules will be ready for publishing. Commissioner Nark motioned to approve the rules with exception that any grammatical corrections will not affect the substance of the rules. Commissioner Halliburton seconded the motion. The motion passed.

6. 2014 Commission

- **Commissioner Carroll Thank You:**

Commission Chair Carroll acknowledged his colleagues Commissioners Nark and Halliburton, and staff, Executive Director Jennifer Greenlee and Administrative Staff Assistant Teresa Jacobs, as well as Exams Analysts Rachael Schaade and Colleen Lafferty for the opportunity and pleasure to work with everyone. Commissioner Carroll was presented with a card and will receive a plaque acknowledging and thanking Commissioner Carroll for his time on the Commission.

- **Selection of 2014 Chair:** Commissioner Nark moved to nominate Commissioner Halliburton to serve a one year term as the Commission Chair. Commissioner Carroll seconded the motion. The motion passed.

- **2014 Commission Meeting Schedule:**

The Commission will move their monthly meetings to the third Thursday of the month, except for the first meeting in January which will be held on the fourth Thursday, the 23rd.

7. Old/New Business:

- **360 Peer Review:** Ms. Greenlee updated the Commission on the Executive Director's 360 Peer Review. Justin Natali in Personnel who was present at the November 15 joint meeting agreed to work with the Commissions on the review. He anticipates having it completed in February at a cost of around \$250.

- **Commissioner Training:** At the November 15 joint meeting of the Commission, the question of additional training for Commissioners was discussed. The Executive Director researched and found training courses provided by the National Judicial College. Each Commissioner was given a handout with available courses.
- **Fire Boat Pilot Exam:**
Ms. Lafferty notified the Commission preparations were underway for the 2014 exam. Ms. Lafferty stated a subject matter expert and consultant were interested in using a simulator. Ms. Lafferty inquired whether the Commission would be interested in having them present at a future meeting. The Commission agreed it wouldn't be necessary at this time.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:35 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/23/2014

 Date: 1.23.14
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Christian M. Halliburton 1/23/2014

 Date: 1/23/14
Christian M. Halliburton
Commission Chair