



City of Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Seeking Candidates for Public Safety Civil Service Commissioner

The City of Seattle is seeking qualified individuals to consider for appointment to the position of Commissioner on the **Public Safety Civil Service Commission (PSCSC)**. This is a three-year appointment starting in 2025, offering a unique opportunity to help oversee the civil service system for the Seattle Police Department (SPD) and Seattle Fire Department (SFD).

About the Role

As a Commissioner on the PSCSC, you will help oversee the civil service system that governs civil service aspects of employment for sworn SPD and uniformed SFD personnel. This includes:

- Appointments, promotions, and promotional testing
- Layoffs, recruitment, retention, and classifications
- Terminations and discipline

The PSCSC is an independent commission, separate from the executive, legislative, and judicial branches, and its work is governed by municipal (City of Seattle Charter Article XVI, SMC 4.08) and Washington state laws (RCW 41.08, 41.12, and 41.56).

Appointment and Term Details

- The Commission consists of three members: one appointed by the mayor, one by the City Council, and one elected by Public Safety Civil Service employees. This position is a mayoral appointment.
- Commissioners may be reappointed for multiple three-year terms.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729
Tel (206) 233-7118, Fax: (206) 684-0755 <https://www.seattle.gov/public-safety-civil-service-commission>

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

Key Responsibilities

Supported by full-time staff from the Civil Service Commissions' Department (CIV) and the City Attorney's Office, Commissioners:

- Oversee entry-level and promotional civil services examinations for ten ranks within SPD and SFD.
- Hear and decide employee appeals concerning serious discipline and other civil service matters.
- Participate in monthly meetings and special meetings (remote attendance is permitted, but in-person is preferred).
- Collaborate with CIV staff and other Commissioners to achieve the Commission's goals and supervise the Executive Director.
- Respond promptly to Commission-related communications.
- Attend training sessions and comply with government transparency laws, collective bargaining agreements, and the City Ethics Code.

Time Commitment and Stipend

The time commitment varies depending on the workload and the complexity of cases. On average, it requires a minimum of eight hours per month, though more complex cases may require significant additional time. Commissioners receive a stipend of \$200 per biweekly pay period.

Qualifications

- **Eligibility:** Candidates must not be employed by any City department. Former employees are welcome to apply.
- **Relevant Experience:** Suitable candidates may have backgrounds in employment and labor law, government leadership, human resources, the judiciary, or community leadership.

Selection Criteria

While no single candidate may possess all the desired qualities, the Commission aims to ensure a balance among its members. Applicants will be evaluated based on:

- Experience or interest in public employment, civil service systems, public safety, police accountability, human resources, employment and labor law, or related fields.
- Commitment to fairness, due process, civil service principles, and working with unionized workforces.
- Ability to collaborate, build consensus, and work effectively with a diverse range of stakeholders.
- A strong commitment to racial equity and dismantling racist structures.
- Willingness to engage in quasi-judicial processes, including hearings, evidence evaluation, and decision drafting. *Legal experience is not necessary, but a willingness to learn and follow quasi-judicial processes is required.*

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- Neutrality in disciplinary matters, with the ability to set aside personal biases. Commissioners must be able to recognize and either set aside personal biases to make decisions based on facts in a specific case and civil service rules or be willing to disclose a potential conflict and voluntarily recuse themselves from a matter.
- High integrity, honesty, and adherence to Seattle's Ethics Code.

How to Apply

To apply, please complete an application at the City's [Boards and Commissions website](#) (choose 'Public Safety Civil Service Commission' from the drop down menu). The Mayor's Office will conduct a selection process that may include an interview.

For inquiries, please contact PSCSC Executive Director Andrea Scheele at andrea.scheele@seattle.gov.

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