



# City of Seattle

---

## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

## AGENDA\*

### SPECIAL MEETING OF THE PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

**Date:** Thursday, April 23, 2020

**Time:** 10:00 am

**Location:** In-person attendance is currently prohibited per the Washington Governor's Proclamation No. 20-28, until further notice. Meeting participation is limited to access by Skype link or call in

**Link:** <https://meet.seattle.gov/teresa.jacobs/M1D1DSV8>

206-386-1200,,65245233# (US)

844-386-1200,,65245233# (US)

206-684-5900,,65245233# (US)

### **Meeting ID: 65245233**

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/public-safety-civil-service-commission/monthly-meetings>

---

## Call to Order-Introductions

### 1. Approval of Minutes

- March 5, 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) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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

## **2. 2020 Police Sergeant Written Exam Protest Appeals**

- Background info for Exam Protest Appeals - Rachael Schade, Police Exams Analyst
- Question #83
- Question #154
- Question #161

## **3. Exam Unit Updates**

- Fire-Yoshiko Grace Matsui, Fire Exams Analyst
- Police-Rachael Schade, Police Exams Analyst
- 

## **4. Executive Director Report**

- COVID-19 response
- Executive Director Council Confirmation Update
- Veteran's preference rulemaking update
- Budget update
- Financial Interest Statements

## **5. Case Status Report**

- Appeals Update/Exam Protest/Request for Decision

## **6. Executive Session: Written Exam Protests**

**Adjourn**

**Upcoming Meetings:**

**May 21, 2020, 10 am**

\*You may sign up at the PSCSC website <http://www.seattle.gov/public-safety-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>



# City of Seattle

---

## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

### Public Safety Civil Service Commission

March 5, 2020-Special Meeting

*Approved April 23, 2020*

**Call to Order:** Acting Commission Chair Stacy Connoles, called the Public Safety Civil Service Commission special meeting to order at 10:30 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

#### In Attendance:

Commissioner Stacy Connoles

Teresa Chen, Assistant City Attorney

Andrea Scheele, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

#### In Attendance by Phone:

Commission Chair Joel Nark

- **Open Public Meetings Act Training:** Will be scheduled for a later date.

#### 1. Approval of Minutes:

- **January 16, 2020-Monthly Meeting of the PSCSC and January 22, 2020-Special Joint Meeting of the PSCSC & CSC:** The Commission reviewed the minutes of the July 16, 2020 PSCSC monthly meeting and January 22, 2020 Special Joint Meeting of the PSCSC & CSC. Commissioner Nark moved to approve the minutes as written. Commissioner Connoles seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. **Executive Director Council Appointment Update:** Ms. Scheele updated the commission on the potential dates she would be scheduled to go before the City Council for her appointment as the Executive Director of the Civil Service Commissions. Ms. Scheele will send out the date to the Commissioners once it's scheduled with Council.

---

#### 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/>

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

### 3. Executive Director Report:

- **Veteran's Preference Rulemaking:** Ms. Scheele updated the commission on the rulemaking and the commission reviewed a draft of the possible language for the rule. Teresa Chen, Commission Counsel, advised the commission regarding language. Ms. Scheele will look at submitting future rewrites before opening the draft rule for public comment.
- **Fireboat Engineer Change in Weighting:** Ms. Scheele reported that the Fire Department and Local 27 met as part of their Labor management meeting and agreed on February 14, 2020 to change the Fireboat Engineer exam weighting, effective 2021 from 60% Written-40% Practical to 50% Written- 50% Practical.
- **Budget:** The commission reviewed the current budget. Ms. Scheele reported there was an unexpected cost for software that was not originally budgeted in the 2019 A/V project. Ms. Scheele reported there were no other significant changes to the budget in the last month.
- **Department Work Plan:** Ms. Scheele reported that staff has scheduled two half-days to begin work on the 2020 workplan.
- **Intern:** Ms. Scheele is currently gathering information on hiring an intern for the department to work on projects for the commissions. Possible work would include compiling data results from the CSC survey and research on community preference points for PSCSC.
- **New Commissioner Appointment Update:** Ms. Scheele reported the person who the Council is looking to appoint is still awaiting clearance from her employer.
- **Financial Interest Statements:** The commission was notified of the filing deadline on April 15.
- **List of Invitees to Commission Meetings:** Staff compiled a list of potential speakers to come to commission meetings when relevant.
- **CSC Updates:** Ms. Scheele provided the commission an update on the work of the Civil Service Commission.
- **COVID-19:** Ms. Scheele reported SDHR and the Mayor will release instruction on reducing the number of people gathering in the City for meetings. Ms. Scheele suggested that Skype will be added to agendas for remote attendance. Staff and Commissioners will follow the King County Public Health guidelines of staying home if sick.

4. **Exam Unit Updates:** Rachael Schade, Police Exam Analyst was present to give updates on Fire and Police exams Ms. Schade gave an update on Fire Exams on behalf of Fire Exams Analyst Yoshiko Grace Matsui, who was not present. **Fire:** Ms. Schade reported to the commission that the Entry Level pass rate was 91.51%. The entry level exams concluded mid-February. There are 1295 candidates on the register. Letters were sent to candidates this week and the first class is anticipated in August. Ms. Grace Matsui is currently meeting with the Fireboat Pilot development committee and has met with the Captain group. The Battalion Chief exam is scheduled for April 5<sup>th</sup>. **Police:** Ms. Schade reported that the Sergeant exam is scheduled on Saturday March 7<sup>th</sup>. SDHR is sending notices to the candidates providing information on the King County guidelines for health and precautions. They will have exam accommodations for those that may be unable to attend.

5. **Case Status Report/Appeals Update/Exam Protest/Request for Decision:**

- **Novisedlak v. SPD-PSCSC No. 20-01-004-New Appeal:** A former police officer filed an appeal that Ms. Scheele determined was timely and within the PSCSC jurisdiction. Mr. Novosedlak is awaiting word from his Union on whether they will hear his case in arbitration.

6. **Old Business/New Business:** Ms. Scheele requested the commission determine what day and time the commission would meet for its monthly meeting. PSCSC Rule 2.01 will be updated in the rulemaking process to be consistent with the commission schedule.

❖ **Executive Session:** The Commission went into Executive Session at 10:41 am. for discussion on the Veteran's Preference Draft Rule. The Executive Session ended at 11:36 am

**Adjourn:** All other business before the Commission having been considered, acting Commission Chair Connole adjourned the meeting at 11:37 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 4/23/2020

/s/ Joel A. Nark 4/23/2020

\_\_\_\_\_  
Date:

Teresa R. Jacobs  
Administrative Staff Assistant

\_\_\_\_\_  
Date:

Joel A. Nark  
Commission Chair

\*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>

CIV-BUDGET  
April 2020

TRANS_TYPE							
ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)
510010 - Salaries & Wages	245,645.00	9,425.16	8,951.83	245,171.67	245,171.67	3.7%	96.3%
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	725.81	555.01	18,986.20	18,986.20	3.7%	96.3%
520020 - Medicare	4,794.00	169.75	129.80	4,754.05	4,754.05	3.4%	96.6%
520070 - Insurance Prem-Health & Dental	33,852.00	8,463.00		25,389.00	25,389.00	25.0%	75.0%
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	1,874.57	1,363.36	45,718.79	45,718.79	3.9%	96.1%
531030 - Supplies-Office Supplies	2,700.00	136.26		2,563.74	2,563.74	5.0%	95.0%
549020 - Isf-Fas Alloc	92,568.00	23,142.03		69,425.97	69,425.97	25.0%	75.0%
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			24.00	24.00	0.0%	100.0%
520320 - Employee Assistance Premium	48.00	47.12		0.88	0.88	98.2%	1.8%
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	1,379.15		1,970.85	1,970.85	41.2%	58.8%
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-ltd Alloc	26,567.00	6,627.00		19,940.00	19,940.00	24.9%	75.1%

CIV-BUDGET						
April 2020						
549080 - Isf-Itd Billed	2,305.00			2,305.00	2,305.00	0.0%
549100 - SDHR Allocation	6,421.00	1,070.16		5,350.84	5,350.84	16.7%
550070 - Intergov-Licenses & Permits	50.00			50.00	50.00	0.0%
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)	
510300 - Other Paid Time Off		19.92		(19.92)	(19.92)	
542020 - Rentals-Parking		700.00		(700.00)	(700.00)	
520011 - Fica Fsa Dcap & Health		79.04		(79.04)	(79.04)	
541120 - Services-Technology		3,736.79		(3,736.79)	(3,736.79)	
510010 - Salaries & Wages		25,761.86		(25,761.86)	(25,761.86)	
510020 - Holiday		1,459.28		(1,459.28)	(1,459.28)	
510070 - Part Time-Salaries & Wages		4,600.00		(4,600.00)	(4,600.00)	
520010 - Fica		2,099.27		(2,099.27)	(2,099.27)	
520020 - Medicare		490.97		(490.97)	(490.97)	
520090 - Insurance-Group Fund Life		12.59		(12.59)	(12.59)	
520100 - Insurance-Longterm Disability		5.05		(5.05)	(5.05)	
520300 - Pension-City Retirement Sys		4,850.61		(4,850.61)	(4,850.61)	
520080 - Insurance-Wash St FML		50.81		(50.81)	(50.81)	
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		572.70		(572.70)	(572.70)	
510040 - Vacation		610.88		(610.88)	(610.88)	
510240 - Executive Leave Used		1,628.88		(1,628.88)	(1,628.88)	
	526,097.00	101,998.06	11,000.00	435,098.94	435,098.94	19.0%
	526,097.00	101,998.06	11,000.00	435,098.94	435,098.94	19.0%

**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**CASE STATUS REPORT**  
**APRIL 2020**

**OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:**

<b>Type</b>	<b>CASE NUMBER</b>	<b>APPELLANT</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>ISSUE</b>	<b>Register/Exam/ Position</b>	<b>Issue/Requested Outcome</b>	<b>PRESIDING</b>
<b>E</b>		<b>34998708</b>		<b>3-2020</b>	<b>Exam Protest Question 83</b>	<b>Police Sgt. Written Exam</b>	<b>Eliminate the Question</b>	<b>PSCSC</b>
<b>E</b>		<b>42941981</b>		<b>3-2020</b>	<b>Exam Protest Question 154</b>	<b>Police Sgt. Written Exam</b>	<b>Eliminate the Question</b>	<b>PSCSC</b>
<b>E</b>		<b>34998708</b>		<b>3-2020</b>	<b>Exam Protest Question 161</b>	<b>Police Sgt. Written Exam</b>	<b>Give Credit For Answer B</b>	<b>PSCSC</b>
<b>A</b>	<b>20-01-011</b>	<b>Novisedlak</b>	<b>Police</b>	<b>2-21-2020</b>	<b>Discharge</b>	<b>Officer</b>	<b>Request to Return to Duty</b>	<b>PSCSC</b>

A=Appeal

E=Exam Protest

RFD=Request for Decision



**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**CASE STATUS REPORT**  
**APRIL 2020**

**DISMISSED/CLOSED:**

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
RFD	20-03-010	Holtman	Fire	3-24-2020	Veteran's Preference Points	Remove Lt. Pyle's VPP and Republish Fire Captain Register	Executive Director Denied RFD April 14, 2020	EXECUTIVE DIRECTOR
RFD	20-03-012	Geoghagan	Police	3-5-2020	Service Credit Miscalculation	2017 & 2019 Police Promotional Exam	Appellant Withdrew RFD. Dismissal Order Sent April 15, 2020	EXECUTIVE DIRECTOR
RFD	20-03-001	Adams	Fire	1-9-2020	Request for Decision/Veteran's Preference Points	Remove VPP from Lt. Pyle  Fire Captain Register	Request denied by the Commission 1-16-2020	PSCSC
A	19-01-032	Goodman	Police	11-26-2019	Appellant Alleges Chief Changed OPA Reprimand to Termination	Termination	Appellant Withdrew Appeal Dismissed 1-31-2020	PSCSC

A=Appeal

E=Exam Protest

RFD=Request for Decision