



# City of Seattle

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## 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\*

### PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

**DATE:** Thursday June 18, 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 numbers

**Skype Link:** <https://meet.seattle.gov/teresa.jacobs/8P02FHP3>

206-386-1200,,68170011# (US)

English (United States)

844-386-1200,,68170011# (US)

English (United States)

**Meeting ID: 68170011**

206-684-5900,,68170011# (US)

English (United States)

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>**

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## CALL TO ORDER-INTRODUCTIONS

### 1. APPROVAL OF MINUTES

- **May 18, 2020-Special Meeting**
- **May 21, 2020-Monthly Meeting**

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### 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. **PROCLAMATION AND PLAQUE PRESENTATION**
  - Retirement Kim Dow, Exams Unit Personnel Analyst
3. **EXAM UNIT UPDATES**
  - Fire-Yoshiko Grace Matsui, Fire Exams Analyst
  - Police-Rachael Schade, Police Exams Analyst
4. **EXECUTIVE DIRECTOR REPORT**
  - COVID-19 Update
  - Executive Director Council Confirmation Update
  - Budget Update
5. **CASE STATUS REPORT**
  - Appeals Update/Exam Protest/Request for Decision

**ADJOURN**

**UPCOMING MEETINGS:**

**July 2, 2020, 10:00 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>



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## CIVIL SERVICE COMMISSIONS

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### Staff

Andrea Scheele, Executive Director

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### Public Safety Civil Service Commission

May 18, 2020 Special Meeting

Approved: June 18, 2020

**Call to Order:** Commission Chair Joel Nark called the Public Safety Civil Service Commission special meeting to order at 1:05 pm. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28.

### In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

### 1. VOTE TO POSTPONE SPD & SFD PROMOTIONAL EXAMS IN RESPONSE TO COVID-19 PANDEMIC:

EXAM	MOVED	SECONDED	APPROVED
<b>SFD Battalion Chief Promotional Exam:</b>	Commissioner Nark	Commissioner Connoles	By Acclamation
<b>SFD Captain Promotional Exam:</b>	Commissioner Nark	Commissioner Connoles	By Acclamation
<b>SPD Sergeant Exam:</b>	Commissioner Nark	Commissioner Connoles	By Acclamation

### 2. VOTE TO CANCEL JULY ENTRY LEVEL SPD EXAM IN RESPONSE TO COVID-19 PANDEMIC

EXAM	MOVED	SECONDED	APPROVED
<b>SPD Entry Level</b>	Commissioner Nark	Commissioner Connoles	By Acclamation

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Commission Chair Nark stated the tests will be streamlined and held more often with smaller groups. The tests will be tentatively rescheduled and posted to the PSCSC's website and communicated directly to candidates, HR, and Unions. The rescheduled dates will remain tentative until confirmed by exam staff, due to the unpredictable and ever-changing nature of the pandemic, and attendant public health recommendations and guidelines. Commissioner Connole stated that the commission did not enter lightly or quickly into the decisions. Extensive research and consideration were put into the impacts to the candidates who have put extensive time into preparing for the exams. Commissioner Nark affirmed Commissioner Connole's statement.

**Adjourn:** All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 1:14 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 6/18/2020

/s/ Joel A. Nark 6/18/2020

Date:

Date:

Teresa R. Jacobs  
Administrative Staff Assistant

Joel A. Nark

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## 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

May 21, 2020-Monthly Meeting

Approved: June 18, 2020

**Call to Order:** Commission Chair Joel Nark called the Public Safety Civil Service Commission meeting to order at 10:04 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

### In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

### 1. Approval of Minutes-April 23, 2020-PSCS Monthly Meeting

The Commission reviewed the minutes of the April 23, 2020 meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

### 2. Notice of Proposed Rulemaking/Public Comment: *The commission took public comment on the following proposed rules. The Chair allotted time for individuals to speak. Commission Chair Nark stated the commission received and reviewed written comment. Written (redacted) comments are available to review in the meeting documents posted in the "Monthly Meeting" section on the website.*

- **2.01 Commission-Meetings-Quorum-**There were no public comments.
- **9.17 Veteran's Scoring Criteria Status:** **a.** Initial Appointment; **b.** Promotional Examinations; **c.** Maximum number of preference points allowed; **d.** Veterans' scoring criteria may be applied any time during the life of the examination register.

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Lt. Tim Taylor with the SFD and an Air Force Veteran and currently serving Air Force Reservist was present by phone to comment on the process and proposal in addition to the written comments he submitted.

Lt. Richard Holtman with SFD was present by phone to comment on the Veteran's Scoring Criteria Status.

**18.02 Veteran's Preference In Examination:** There were no public comments.

### **3. Exam Unit Updates:**

- **Fire-Yoshiko Grace Matsui, Fire Exams Analyst**

Ms. Grace Matsui reported that the Exams Unit is currently finalizing the exams that are in development for the Fireboat Pilot Exam taking place later this year. The revised dates went out for Battalion Chief written exam schedule in mid-June and Fire Captain written and oral boards.

- **Police-Rachael Schade, Police Exams Analyst**

Ms. Schade reported that exams candidates were notified that the promotional exam written assessment would be scheduled for July 11 and 12. Entry level Police exams that were canceled have been communicated to the applicants. The application process will open in July. Entry level exams will be administered frequently with smaller groups starting in September.

Commissioners Connole and Nark thanked the Exams Unit for their hard work and were appreciative of their depth of expertise and thought given to the logistical and strategic decisions being made during these unprecedented times.

### **4. Executive Director Report:** Andrea Scheele, Executive Director gave a report on the following:

- **COVID-19 response:** Ms. Scheele notified the commission that she continues in talks with the Exams Unit regarding administering entry level, lateral and promotional exams. Ms. Scheele thanked the Exams Unit and Commission staff for their hard work. **PPE:** Ms. Scheele informed the Commission that City departments are working on providing PPE for employees returning to or currently working in city buildings.
- **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she has a tentative date of June 1<sup>st</sup> for confirmation by the full City Council.
- **Budget Update:** Ms. Scheele reported she will provide the commission with an easier to read budget sheet. The commission is currently at 37% of our yearly budget for the year. Due to COVID-19 the Mayor has asked all departments to limit spending and submit proposed budget cuts. Ms. Scheele stated she submitted line items Travel and Training for proposed budget cuts. The City Budget Office accepted the submission.

- **Financial Interest Statements Update:** All commissioners returned their signed FIS. Public Safety Civil Service Commission is 100% compliant.
- **Commission Meeting Dates:** Due to the revised exams schedule, some commission meeting dates will be changed to meet the needs for the exam protests. The Commission reviewed upcoming proposed commission dates. The commission agreed to hold special meetings on the following dates:

<b>Proposed Meeting Date</b>	<b>Exam Protest</b>
<b>July 2, 2020</b>	<b>SFD Battalion Chief Written Exam</b>
<b>July 30, 2020</b>	<b>SFD Fire Captain Written Exam</b>
<b>August 6, 2020</b>	<b>Fireboat Pilot/Battalion Chief Assessment Center</b>
<b>August 27, 2020</b>	<b>Fire Captain Oral Board</b>

#### **5. Case Status Report**

- **Appeals Update/Exam Protest/Request for Decision:** The Commission reviewed the Case Status Report. Ms. Scheele reported Officer Novisedlak (SPD), is currently awaiting a meeting with his Union and will determine whether he will move forward with his PSCSC appeal.
- ❖ **Retirement of Kim Dow, SDHR Personnel Analyst, Exams Unit:** Rachael Schade announced Kim Dow, Personnel Analyst for the Exams Unit will be retiring on June 17. The commission thanked Ms. Dow for her hard work and service to the City.

- 6. Executive Session on Proposed Rulemaking:** The commission went into Executive Session at 10:46 am. The Executive Session ended at 11:02 am. The commissioners ruled on the following:

<b>Rule</b>	<b>Move</b>	<b>Seconded</b>	<b>Approved</b>
<b>2.01 Commission Meetings-Quorum</b>	Commissioner Connole	Commissioner Nark	Motion Passed
<b>9.17 Veteran's Scoring Criteria Status</b> a. Initial Appointment; b. Promotional Examinations; c. Maximum number of preference points allowed; d. Veterans' scoring criteria may be	Commissioner Connole	Commissioner Nark	Motion Passed

applied any time during the life of the examination register.			
<b>18.02 Veteran's Preference In Examination</b>	Commissioner Connoles	Commissioner Nark	Motion Passed

Chair Nark stated the commission proposed to amend the language to Rule 9.17 as follows: "Amendments to Rule 9.17 shall not apply to registers with an initial publication date before August 1, 2020." Ms. Scheele clarified the language.

Commissioner Connoles stated she carefully reviewed several times the written comments and/or verbal comments that were submitted by FF Boehmer (SFD), Lt. Schenkelberg (SFD), Captain Branum (SFD), Lt. Taylor (SFD), Lt. Pyle (SFD), Captain Sasse (SFD), and Lt. Holtman (SFD). Commissioner Connoles found they were helpful and everyone who provided input through the rulemaking process, their comments are valuable, and they all come from places of expertise, and the commission took the comments very seriously.

**Adjourn:** All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:03 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 6/18/2020

/s/ Joel A. Nark 6/18/2020

Date:

Date:

Teresa R. Jacobs  
Administrative Staff Assistant

Joel A. Nark  
Commission Chair

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CIVIL SERVICE COMMISSIONS (CIV)  
BUDGET as of June 9, 2020

TRANS_TYPE								
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Supplemental Budget	Actuals	Balance before Encumbrances	Available Balance	% Available (After Encumbrances)
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00		303.31	2,396.69	2,396.69	11.2%
		549020 - Isf-Fas Alloc	92,568.00		46,284.06	46,283.94	46,283.94	50.0%
		541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%
		541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%
		541550 - Services-Parking	200.00			200.00	200.00	0.0%
		542900 - Rentals-Other	3,350.00		1,889.15	1,460.85	1,460.85	56.4%
		544010 - Reimburse-Conf,Seminar,Reg Fee	600.00			600.00	600.00	0.0%
		544050 - Reimburse-Meetin Refresh&Meals	500.00			500.00	500.00	0.0%
		545010 - Travel Costs-Out-Of-City	2,100.00			2,100.00	2,100.00	0.0%
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%
		546010 - Fees-Dues & Memberships	1,000.00			1,000.00	1,000.00	0.0%
		549070 - Isf-ltd Alloc	26,567.00		13,254.00	13,313.00	13,313.00	49.9%
		549080 - Isf-ltd Billed	2,305.00		1,823.96	481.04	481.04	79.1%
		549100 - SDHR Allocation	6,421.00		2,675.40	3,745.60	3,745.60	41.7%
		550070 - Intergov-Licenses & Permits	50.00			50.00	50.00	0.0%
		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)	
	VCCIVILSV - Civil Serv	541310 - Services-Legal Notices			484.65	(484.65)	(484.65)	
Nonpersonnel Svcs Total			140,894.00		73,502.64	67,391.36	67,391.36	52.2%
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	245,645.00	8,951.83	21,309.28	233,287.55	233,287.55	8.4%
		510020 - Holiday			551.36	(551.36)	(551.36)	
		510070 - Part Time-Salaries & Wages	33,615.00			33,615.00	33,615.00	0.0%
		520010 - Fica	19,157.00	555.01	725.81	18,986.20	18,986.20	3.7%
		520020 - Medicare	4,794.00	129.80	169.75	4,754.05	4,754.05	3.4%

CIVIL SERVICE COMMISSIONS (CIV)										
BUDGET as of June 9, 2020										
Personnel Svcs	VCADMIN - Leadersh	520070 - Insurance Prem-Health & Dental	33,852.00		16,926.00	16,926.00	16,926.00	50.0%	50.0%	
		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			24.00	24.00	0.0%	100.0%	
		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)			
		510300 - Other Paid Time Off			19.92	(19.92)	(19.92)			
		520011 - Fica Fsa Dcap & Health			158.08	(158.08)	(158.08)			
		VCCIVILSV - Civil Serv	510010 - Salaries & Wages			72,628.41	(72,628.41)	(72,628.41)		
			510020 - Holiday			2,301.44	(2,301.44)	(2,301.44)		
			510070 - Part Time-Salaries & Wages			10,600.00	(10,600.00)	(10,600.00)		
	520010 - Fica				5,478.75	(5,478.75)	(5,478.75)			
	520020 - Medicare				1,281.34	(1,281.34)	(1,281.34)			
	520090 - Insurance-Group Fund Life				44.42	(44.42)	(44.42)			
	520100 - Insurance-Longterm Disability				17.05	(17.05)	(17.05)			
	520300 - Pension-City Retirement Sys				13,016.17	(13,016.17)	(13,016.17)			
	520080 - Insurance-Wash St FML				133.45	(133.45)	(133.45)			
	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				878.14	(878.14)	(878.14)			
	510040 - Vacation				1,928.09	(1,928.09)	(1,928.09)			
	510240 - Executive Leave Used				2,165.60	(2,165.60)	(2,165.60)			
	510300 - Other Paid Time Off				536.72	(536.72)	(536.72)			
	Personnel Svcs Total		385,203.00	11,000.00	154,499.51	241,703.49	241,703.49	39.0%	61.0%	
			526,097.00	11,000.00	228,002.15	309,094.85	309,094.85	42.5%	57.5%	
			526,097.00	11,000.00	228,002.15	309,094.85	309,094.85	42.5%	57.5%	