



Seattle Civil Service Department

CIVIL SERVICE COMMISSION MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Monday, September 8, 2025

TIME: 2:00 p.m.

LOCATION: In person **SMT Room 1679** and Remote Attendance via **Teams**

Directions to SMT 1679-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to the 16th floor and follow the signs to 1679.

Teams Meeting Public Login:

[Civil Service Commission Monthly Meeting | Meeting-Join | Microsoft Teams](#)

Commissioners, staff, and guests Login:

Please JOIN via the Teams invitation.

[Notify staff if you'd like to log in early for a technical check of your audio and video.](#)

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Civil Service Commission
Monthly Meeting Agenda
September 8, 2025 @ 2:00 p.m.
 Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC 2.05)
2.	ATTENDEE INTRODUCTIONS	
3.	PUBLIC COMMENT	
4.	APPROVAL OF MINUTES	August 11, 2025, CSC Monthly Meeting
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES Brown v. Parks-CSC No. 25-01-005A <u>Reminder: Civil Service Commission Retreat-Hearing Prep Training-November 10, 2025 (10:00 a.m.)</u> <u>Hearing: December 8-10</u>
6.	PRESENTATION/GUEST	EMPLOYEE GRIEVANCE PROCESS PERSONNEL RULE 1.4 <i>Sarah Butler, Operations & Policy Advisor and Ireneo Bartolomeo, SHR Policy and Legislation Advisor</i>
7.	ACTION ITEMS	
7.	EXECUTIVE SESSION	May be cancelled if not needed
8.	OLD/NEW BUSINESS	C. SAVE THE DATE 44 th Annual Civil Service Conference October 21 and 22, 2025 (9 a.m.-4 p.m.) D. JOINT MEETING WITH PSCSC November 20, 2025 (10:00 a.m.)
9.	ADJOURNMENT	Next Meeting Date: Monday, October 6, 2025 @ 2:00 p.m.



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION**

Minutes

August 11, 2025 @ 2:00 PM (Monthly Meeting)

Location: Teams and SMT 1679

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Commission Chair Ray Ceaser called the meeting to order at 2:00 p.m.
2.	ATTENDEE INTRODUCTIONS	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/Assistant City Attorneys: Joe Levan and Anne Vold.
3.	PUBLIC COMMENT	There was no written comment, and no members of the public requested to give public comment.
4.	APPROVAL OF MINUTES	June 9, 2025-CSC Monthly Meeting Commissioners reviewed the minutes from the June 9, 2025, meeting. Commissioner Ceaser moved to accept the minutes as written. The minutes were approved by acclamation.
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES 3. Brown v. Parks-CSC No. 25-01-005A
6.	ACTION ITEMS	There were no action items.
7.	EXECUTIVE SESSION	The commission did not go into Executive Session.
8.	OLD/NEW BUSINESS	There was no old/new business.
9.	ADJOURNMENT	The meeting ended at 2:27 p.m.

Minutes submitted **September 8, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended
September 8, 2025, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

Monthly meetings are recorded; after January 1, 2024, they may be found at:
<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>

September Budget

The Civil Service Department budget sheet will be available following the meeting. We will email the document to you for your review.

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
September 2025**

FILED/OPEN

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
25-01-005A	Brown	Parks	2-15-2025	City of Seattle Personnel Rules Violations: PR 1.3.2.D.3; PR 1.3.2.D.5; PR 1.3.3.A.	Whether suspension was justified.	1 st Prehearing was held April 22, 2025. Hearing scheduled for December 8-10, 2025	CSC

CLOSED

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
23-03-002	Reichenbach	SPU	4-5-2023	City of Seattle Personnel Rules Violations: PR 1.1.2; PR 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	Appellant requested to withdraw appeal. A Dismissal Order was Issued March 3, 2025.	OHE



Save the Date

October 21 and 22, 2025
9:00 AM - 4:00 PM (PDT)

Foster Garvey is pleased to announce that the **44th Annual Civil Service Conference**, hosted in partnership with **Public Safety Testing**, will take place October 21 and 22, 2025, from 9:00 a.m. to 4:00 p.m. each day.

Please mark your calendars! An invitation with a formal agenda, admission prices and details on how to RSVP will be distributed in the coming months. Planned topics include:

- Public Safety Testing's All-Agency Business Meeting
- Basic Training for New Commissioners & Staff
- DEI in Employment: What Has Changed and What Has Not
- Fourth Edition of Model Rules Update
- Foster Garvey's Annual Legal Update

The conference will be hosted virtually via Zoom.

About the Conference. For more than four decades, the Civil Service Conference has provided civil service commissioners, secretaries and examiners, other local

Submit your ideas for our discussion!

Is there an issue or topic that you would like to see covered at this year's conference?

Please send your suggestions to events@foster.com and we will do our best to weave it into the conversation.