



Civil Service Commission

Seeking Candidates for Seattle Civil Service Commissioner

The City of Seattle is seeking qualified individuals to consider for appointment to the position of Commissioner on Seattle's Civil Service Commission (CSC). Email inquiries about the position to Executive Director Andrea Scheele, andrea.scheele@seattle.gov.

About the Civil Service Commission (CSC)

Seattle's civil service systems ensures that employees providing municipal services are qualified to carry out their duties, and that employment is free from political pressures by elected officials. A civil service approach to public employment supports the continuity of high-quality services for residents and visitors and ensures fairness for employees. As a CSC Commissioner, you will have the opportunity to serve on a three-member, independent quasi-judicial body that oversees this system and hears employee appeals of employment decisions.

Principles that guide the CSC's work

- **Integrity** - We fulfill our charge as an independent quasi-judicial body committed to ensuring fair administration of our responsibilities.
- **Equity** - We pledge to treat employees who appear before the commission with impartiality, fairness, and justice. The commission recognizes that implicit bias and inequities are present in all social systems and works to eliminate them.
- **Accessibility** – We are open, available, and engaged with employees who feel harmed by alleged violations of the personnel rules and appeal to the Commission. We seek to reduce barriers to being heard and listen to employees who seek fairness in appeals.

Appointment and Term Information

- The appointee will serve a full three-year term that begins on January 1, 2026, and ends on December 31, 2028.
- Commissioners may serve multiple terms.
- The Mayor and the City Council each appoint one commissioner, and the third commissioner is elected by their civil service employee peers. This position will be appointed by the Mayor.

CSC Commissioner Duties and Responsibilities

The CSC's full-time Executive Director and Civil Service Department staff support CSC commissioners in performing their work. The Seattle City Attorney's Office provides legal advice and counsel to the commission and its staff.

CSC commissioners uphold and act in accordance with the [CSC Rules of Practice & Procedure](#), the [Seattle City Charter](#), [Seattle Municipal Code](#), City of Seattle [Personnel Rules](#), [Seattle Ethics Code](#), and (when presiding over a quasi-judicial matter) are subject to the [Appearance of Fairness Doctrine](#). With staff and attorney support, Commissioners must be able to:

- As a panel member conduct quasi-judicial administrative hearings and render decisions on whether disciplinary and other employment actions violated Seattle's civil service rules and processes.
- Attend and participate in CSC meetings (currently the third Monday of the month at 2 pm but may be adjusted on commissioner availability) and special meetings as necessary. In person attendance is preferred, but remote attendance is permitted on occasion.
- Participate in trainings related to Seattle's Race and Social Justice Initiative, privacy practices, the Washington Open Public Meetings Act (OPMA), and Public Records Act (PRA) and other relevant topics.
- Timely respond to commission-related communications through city-provided channels.
- Prepare for meetings and hearings by reviewing agendas and provided materials.
- Collaborate with CSC staff and other commissioners towards the goals and mission of the CSC.
- With other commissioners, supervise the Executive Director.

Time Commitment and Stipend

The time commitment varies, depending on the number and nature of matters before the CSC and projects commissioners take on. The minimum commitment may be as few as four (4) hours per month but may be greater to accommodate multiple day appeal hearings. Commissioners are paid a stipend of \$200 per biweekly pay period.

Selection Criteria

Candidates have a variety of qualifying professional experience. Current and past commissioners have worked in employment and/or labor law, human resources, the judiciary, and/or been a community leader.

The following criteria will be considered when assessing applicants. No individual candidate will possess all the qualities, but the goal is to ensure that collectively, the CSC possesses the experience and values described below.

Relevant Criteria/Experience:

- Interest in and/or knowledgeable about public employment and civil service, professional accountability; human resources; employment and/or labor law; social justice; and/or other disciplines related to the CSC's work.
- Commitment to fairness and due process in employment and, as necessary, interest in deepening one's understanding of the principles of fairness and due process in employment.
- Ability to work collaboratively and develop consensus when needed, with other commissioners, staff, and stakeholders with a variety of backgrounds and perspectives.
- Commitment to civil service principles and working with unionized workforces, from an employee, management, neutral, or advisory perspective.
- Ability and desire to participate as a neutral decisionmaker in quasi-judicial appeal hearings, with support and advice from CSC staff and City Attorney's Office. Those proceedings may include multi-day hearings (coordinated with commissioners' availability), taking of evidence, ruling on legal motions, and drafting written decisions that may be subject to review by courts of law. *Legal experience is not required, but a willingness to learn and follow quasi-judicial processes is necessary.*
- Experience working effectively with racially, ethnically, and economically diverse populations.
- Ability and desire to create positive change in organizations.
- Demonstrated commitment to racial equity, dismantling racist structures and practices within and/or outside of the City of Seattle structure.

Selection Process

Letters of interest and a CV/resume should be emailed to CSC Executive Director [Andrea Scheele, andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov). The mayor will make the appointment after vetting applicants.