

Civil Service Commissions

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<http://www.seattle.gov/civil-service-commission>
<http://www.seattle.gov/public-safety-civil-service-commission>

Department Overview

The **Civil Service Commissions** is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission. The Commissions are quasi-judicial bodies charged with providing fair and impartial hearings on disciplinary actions and other employment related issues. Each commission is governed by a separate three-member board, with one member appointed by the Mayor, one appointed by the City Council, and one elected by, and representing, the employees. The term of each commissioner is three years.

The **Civil Service Commission (CSC)** provides fair and impartial hearings of alleged violations of the City's personnel rules. Employees may file appeals with the CSC regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as related rules and policies. The CSC may issue orders to remedy violations and may also make recommendations to the Mayor and the City Council regarding the administration of the personnel system.

In addition, the CSC investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter. The CSC conducts public hearings on personnel related issues and may propose changes to personnel rules, policies, and laws to the Mayor and the City Council.

The purpose of the **Public Safety Civil Service Commission (PSCSC)** is to implement, administer, and direct a civil service system for sworn personnel of the Seattle Police Department and uniformed personnel of the Seattle Fire Department. The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues.

Budget Snapshot

| | 2019 Actuals | 2020 Adopted | 2021 Adopted |
|-----------------------------|-----------------|-----------------|-----------------|
| Department Support | | | |
| General Fund Support | 469,013 | 526,097 | 522,731 |
| Total Operations | 469,013 | 526,097 | 522,731 |
| Total Appropriations | 469,013 | 526,097 | 522,731 |
| Full-Time Equivalent Total* | 2.00 | 2.00 | 2.00 |

* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here

Civil Service Commissions

Budget Overview

The 2021 Proposed Budget for the Civilian Service Commissions (CIV) includes a reduction to unneeded retirement and benefits appropriations. The proposed budget also includes minor Citywide technical changes which are described below.

City Council Changes to the Proposed Budget

The Council made no changes to the 2021 Proposed budget.

Incremental Budget Changes

Civil Service Commissions

| | Dollars | FTE |
|--|------------------|-------------|
| 2020 Adopted Budget | 526,097 | 2.00 |
| Proposed Operating | | |
| Reduction to Correct Commissioner Tax and Retirement Contributions | (23,363) | - |
| Proposed Technical | | |
| Citywide Adjustments for Standard Cost Changes | 15,383 | - |
| Baseline Adjustments for Personnel Costs | 4,614 | - |
| Total Incremental Changes | \$(3,366) | - |
| Total 2021 Adopted Budget | \$522,731 | 2.00 |

Description of Incremental Budget Changes

Proposed Operating

Reduction to Correct Commissioner Tax and Retirement Contributions

Expenditures \$(23,363)

The Civil Service Commissions are reducing appropriations in tax and retirement accounts that were inaccurately budgeted for Commissioner stipends. This results in a \$23,363 reduction for 2021 that is on-going.

Proposed Technical

Citywide Adjustments for Standard Cost Changes

Expenditures \$15,383

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Civil Service Commissions

Baseline Adjustments for Personnel Costs

Expenditures \$4,614

This centrally administered change adjusts appropriations to reflect an annual wage increase, as outlined in the agreements between the City and the Coalition of Unions, for personnel costs included in this department's baseline budget. This includes increases to salary, FICA, Medicare, family medical leave, retirement, overtime and temporary labor. There is no increase assumed from 2021 to 2022. This does not include a 2021 salary increase for non-represented Executives, Managers and Strategic Advisors.

Expenditure Overview

| | 2019 Actuals | 2020 Adopted | 2021 Adopted |
|--|-----------------|-----------------|-----------------|
| Appropriations | | | |
| CIV - BO-VC-V1CIV - Civil Service Commissions | | | |
| 00100 - General Fund | 469,013 | 526,097 | 522,731 |
| Total for BSL: BO-VC-V1CIV | 469,013 | 526,097 | 522,731 |
| Department Total | 469,013 | 526,097 | 522,731 |
| Department Full-Time Equivalent Total* | 2.00 | 2.00 | 2.00 |

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here*

Budget Summary by Fund Civil Service Commissions

| | 2019 Actuals | 2020 Adopted | 2021 Adopted |
|------------------------------|-----------------|-----------------|-----------------|
| 00100 - General Fund | 469,013 | 526,097 | 522,731 |
| Budget Totals for CIV | 469,013 | 526,097 | 522,731 |

Civil Service Commissions

Appropriations by Budget Summary Level and Program

CIV - BO-VC-V1CIV - Civil Service Commissions

The purpose of the Civil Service Commissions Budget Summary Level is to provide administrative support to the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC provides sworn police and uniformed fire employees with a quasi-judicial process for hearings on appeals concerning disciplinary actions, examination and testing, and other related issues. The CSC directs the civil service system for all other employees of the City.

| Program Expenditures | 2019 Actuals | 2020 Adopted | 2021 Adopted |
|------------------------------|-------------------------|-------------------------|-------------------------|
| Civil Service Commissions | 469,013 | 526,097 | 522,731 |
| Total | 469,013 | 526,097 | 522,731 |
| Full-time Equivalents Total* | 2.00 | 2.00 | 2.00 |

**FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here*