

# Civil Service Commissions

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## Department Overview

The **Civil Service Commissions Department (CIV)** is the department that houses two City Charter-mandated commissions, the Seattle Civil Service Commission (CSC) and the Seattle Public Safety Civil Service Commission (PSCSC). The Seattle Municipal Code and Washington law require the commissions to provide fair and impartial appeal hearings on serious disciplinary decisions and other civil service issues. The CSC conducts appeal hearings of alleged violations of the City's personnel rules, disciplinary actions, and alleged violations of the Personnel Ordinance. The PSCSC directs the civil service system for sworn personnel of the Seattle Police Department (SPD) and uniformed personnel of the Seattle Fire Department (SFD). The PSCSC also conducts appeals related to serious disciplinary decisions, examination and testing, and other civil service issues.

## Budget Snapshot

	2023 Actuals	2024 Adopted	2025 Adopted	2026 Endorsed
<b>Department Support</b>				
General Fund Support	808,713	881,534	2,817,650	2,883,313
<b>Total Operations</b>	<b>808,713</b>	<b>881,534</b>	<b>2,817,650</b>	<b>2,883,313</b>
<b>Total Appropriations</b>	<b>808,713</b>	<b>881,534</b>	<b>2,817,650</b>	<b>2,883,313</b>
Full-Time Equivalent Total*	3.00	3.00	10.00	10.00

\* 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 Overview

The City's 2025 Adopted and 2026 Endorsed budgets return the Fire and Police Exams unit from the Seattle Department of Human Resources back to the Civil Service Commissions (CIV), as had been the case prior to 2002. This action will simplify the City's organizational structure so that CIV will be the sole department developing and administering entry-level and promotional civil service exams. This aligns the roles and responsibilities of CIV and authority of the Public Safety Civil Service Commission. Apart from this transfer of functions between departments, CIV will maintain its core services at its current levels, as required by City Charter, municipal code, and State law.

The 2025 Adopted and 2026 Endorsed budgets make technical adjustments to the CIV budget including an annual wage increase for staff and increased costs for internal central services.

### City Council Changes to the Proposed Budget

The City Council added 1 FTE and associated labor and non-labor costs to Civil Service Commissions to support an annual firefighter exam process instead of the current every two-year timeline.

## Civil Service Commissions

### Incremental Budget Changes

#### Civil Service Commissions

	Dollars	FTE
<b>2024 Adopted Budget</b>	<b>881,534</b>	<b>3.00</b>
<b>Baseline</b>		
Bargained Annual Wage and Market Wage Increases to Base Budget	89,524	-
Citywide Adjustments for Standard Cost Changes	(22,608)	-
<b>Proposed Operating</b>		
Transfer Fire & Police Exams Unit from SDHR to CIV	1,503,117	6.00
Space Modifications	60,200	-
<b>Proposed Technical</b>		
Final Adjustments for Standard Cost Changes	(5,825)	-
<b>Council</b>		
Add Senior Personnel Analyst for an annual firefighter exam process	311,708	1.00
<b>Total Incremental Changes</b>	<b>\$1,936,116</b>	<b>7.00</b>
<b>Total 2025 Adopted Budget</b>	<b>\$2,817,650</b>	<b>10.00</b>

### Description of Incremental Budget Changes

#### Baseline

##### **Bargained Annual Wage and Market Wage Increases to Base Budget**

Expenditures \$89,524

This centrally administered change adjusts appropriations to reflect the Annual Wage Increases and Market Adjustments, as outlined in the agreements between the City and the Coalition of Unions or other standalone Unions, for personnel costs included in this department’s baseline budget. This includes increases to salary, FICA, Medicare, retirement, overtime and temporary labor.

##### **Citywide Adjustments for Standard Cost Changes**

Expenditures \$(22,608)

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

## Proposed Operating

### **Transfer Fire & Police Exams Unit from SDHR to CIV**

Expenditures	\$1,503,117
Position Allocation	6.00

This item transfers six full-time positions and the associated budget in SDHR's Fire and Police Exams Unit including one Manager 2, General Govt, three Personnel Analyst, Sr, and two Personnel Analysts to CIV. This transfer aligns the core duties of the department to develop and administer entry-level and promotional civil service exams with their direct management of the Fire and Police Exams Unit. This transfer will give CIV direct management of staff in the unit and reduce the interdepartmental coordination needed with SDHR. This change is designed to increase quality and efficiency in the police examination and application process while maintaining accountability.

### **Space Modifications**

Expenditures	\$60,200
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This item appropriates \$60,200 in one-time General Fund for necessary modifications to CIV's office space to accommodate the addition of six FTE being transferred from SDHR to CIV.

## Proposed Technical

### **Final Adjustments for Standard Cost Changes**

Expenditures	\$(5,825)
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Citywide technical adjustments made in the proposed 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 for the department. These adjustments reflect final decisions about these costs made during the Proposed Phase of the budget process.

Revenues	\$2,017
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## Council

### **Add Senior Personnel Analyst for an annual firefighter exam process**

Expenditures	\$311,708
Position Allocation	1.00

This Council Budget Action (CBA) increases proposed appropriations to Civil Service Commissions (CIV) by \$312,000 GF in 2025 and \$331,000 GF in 2026 and increases position authority by one FTE Senior Personnel Analyst for an annual entry level firefighter exam process. This increase covers necessary labor and non-labor expenses. The goal of an annual firefighter exam is for SFD to have a refreshed list of eligible candidates every year to increase candidate response rates, resulting in a greater volume of recruits hired on a permanent basis. Under the current cadence of entry-level testing every two years, SFD observes a lower response and interest from candidates during the second year of the eligibility register's use. On average, SFD permanently hires about 73 percent of each recruitment class (i.e., about 57 firefighters). This CBA aims to restore SFD's firefighter staffing level to its historic norm.

## Civil Service Commissions

### Expenditure Overview

	2023 Actuals	2024 Adopted	2025 Adopted	2026 Endorsed
<b>Appropriations</b>				
<b>CIV - BO-VC-V1CIV - Civil Service Commissions</b>				
00100 - General Fund	808,713	881,534	2,817,650	2,883,313
<b>Total for BSL: BO-VC-V1CIV</b>	<b>808,713</b>	<b>881,534</b>	<b>2,817,650</b>	<b>2,883,313</b>
 <b>Department Total</b>	 <b>808,713</b>	 <b>881,534</b>	 <b>2,817,650</b>	 <b>2,883,313</b>
 <b>Department Full-Time Equivalents Total*</b>	 <b>3.00</b>	 <b>3.00</b>	 <b>10.00</b>	 <b>10.00</b>

*\* 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

	2023 Actuals	2024 Adopted	2025 Adopted	2026 Endorsed
00100 - General Fund	808,713	881,534	2,817,650	2,883,313
<b>Budget Totals for CIV</b>	<b>808,713</b>	<b>881,534</b>	<b>2,817,650</b>	<b>2,883,313</b>

### Revenue Overview

#### 2025 Estimated Revenues

Account Code	Account Name	2023 Actuals	2024 Adopted	2025 Adopted	2026 Endorsed
341900	General Government-Other Rev	207,221	245,405	247,422	258,553
<b>Total Revenues for: 00100 - General Fund</b>		<b>207,221</b>	<b>245,405</b>	<b>247,422</b>	<b>258,553</b>
 <b>Total CIV Resources</b>		 <b>207,221</b>	 <b>245,405</b>	 <b>247,422</b>	 <b>258,553</b>

## 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 fund the work of two independent commissions, the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC develops and administers entry and promotional civil service exams for ranks in the Seattle Police and Fire Departments and conducts hearings on employee appeals of discipline and other employment matters. The CSC conducts hearings on employment-related appeals filed by covered employees, investigates allegations of political patronage in hiring, and advises on the administration of the City's personnel system.

<b>Program Expenditures</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Endorsed</b>
Civil Service Commissions	808,713	881,534	2,817,650	2,883,313
<b>Total</b>	<b>808,713</b>	<b>881,534</b>	<b>2,817,650</b>	<b>2,883,313</b>
Full-time Equivalents Total*	3.00	3.00	10.00	10.00

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