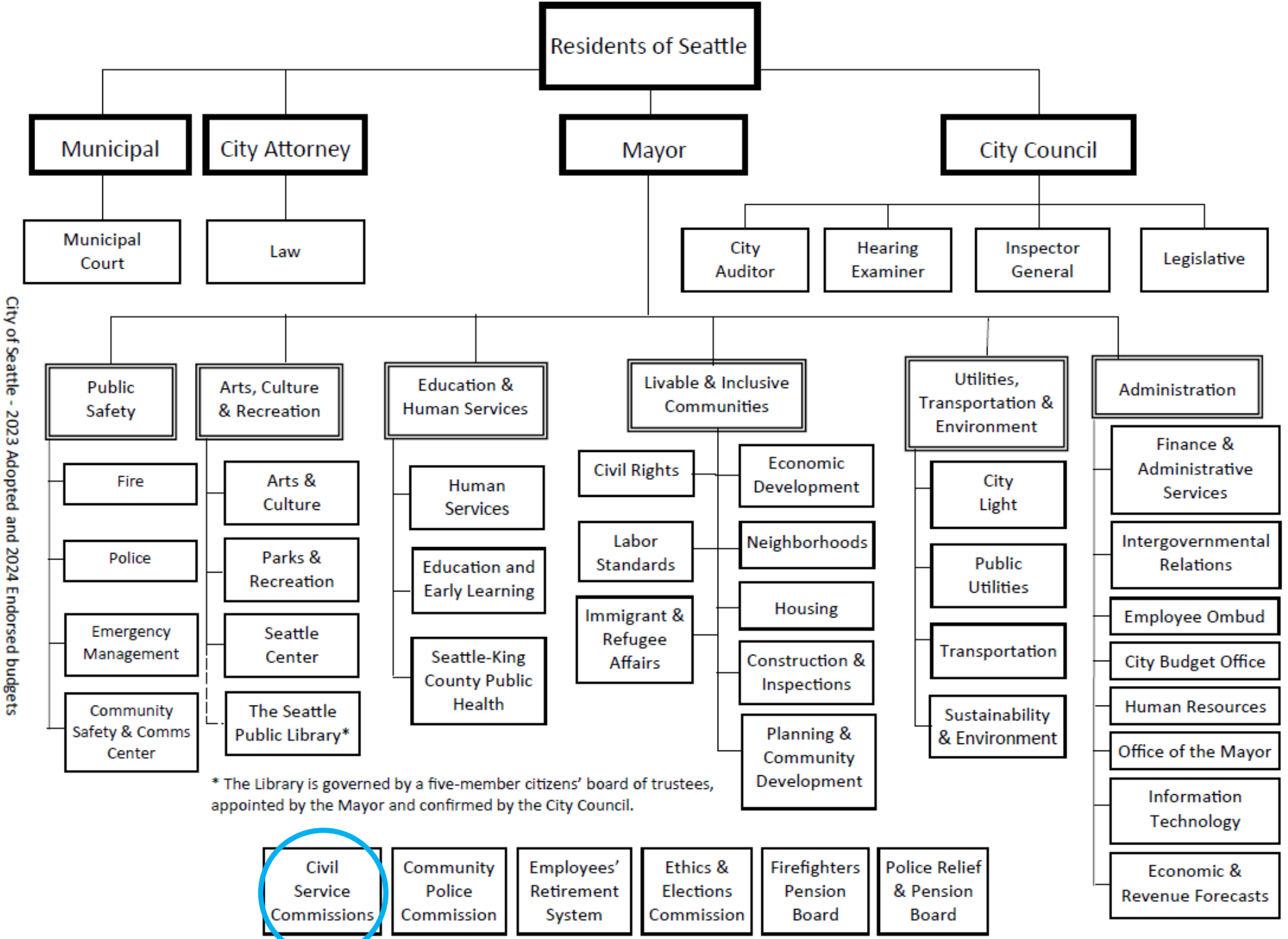
2025 CIV Department and Commission Overview

Executive Director Andrea Scheele

City of Seattle

Roadmap:

- Seattle's civil service systems
- Roles and Functions
- Central functions


Residents of Seattle
Municipal
City Attorney
Mayor
City Council
Municipal Court
Law
City Auditor
Hearing Examiner
Inspector General
Legislative
Public Safety
Arts, Culture & Recreation
Education & Human Services
Livable & Inclusive Communities
Utilities, Transportation & Environment
Administration
Fire
Police
Emergency Management
Community Safety & Comms Center
Arts & Culture
Parks & Recreation
Seattle Center
The Seattle Public Library*
Human Services
Education and Early Learning
Seattle-King County Public Health
Civil Rights
Labor Standards
Immigrant & Refugee Affairs
Economic Development
Neighborhoods
Housing
Construction & Inspections
Planning & Community Development
City Light
Public Utilities
Transportation
Sustainability & Environment
Finance & Administrative Services
Intergovernmental Relations
Employee Ombud
City Budget Office
Human Resources
Office of the Mayor
Information Technology
Economic & Revenue Forecasts
* The Library is governed by a five-member citizens' board of trustees, appointed by the Mayor and confirmed by the City Council.
Civil Service Commissions
Community Police Commission
Employees' Retirement System
Ethics & Elections Commission
Firefighters Pension Board
Police Relief & Pension Board

Civil Service Commissions Department Roles and Functions

- CSC and PSCSC Commissioners
- Executive Director
- Commission Counsel
- Each commission has a member appointed by the Mayor, one by the City Council, and one elected by the employees in each civil service system.
- Executive Director serves as ED for both CSC and PSCSC
  - Appointed and supervised by both commissions
  - Is appointing authority for staff for the Civil Service Commissions Department

CSC Commissioner Duties

Disciplinary and other Appeal Hearings

Rulemaking, Political Patronage

Recommendations to City Counsel and Mayor

Appoint and Supervise Executive Director (with PSCSC)

PSCSC Commissioner Duties

Disciplinary Appeal Hearings

Merit-based Hiring and Promotional Examinations

Rulemaking, Political Patronage

Appoint and Supervise Executive Director (with CSC)

Commission Chair Duties

Preside over Commission Meetings

Rule on Parliamentary Procedure

Act as Hiring Authority and Primary Supervisor for the ED (With CSC Chair)

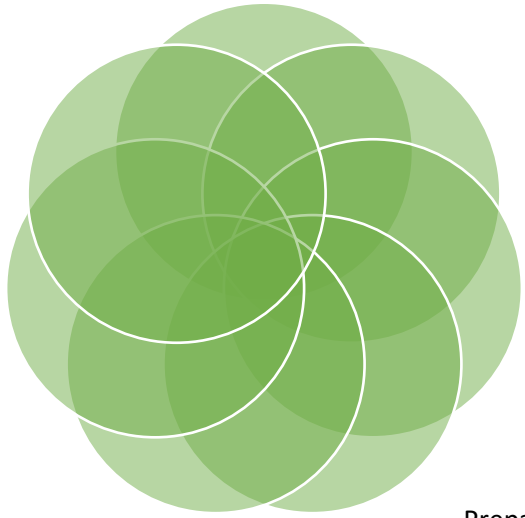
May Sign Correspondence on Behalf of the Commission

Executive Director Duties

GM and Exec Officer of the Commission and CIV Department

Classify all positions in the public safety service system (individually and classification-level).

Manage appeals, preside over prehearing processes, conduct investigations regarding political patronage, exam conduct.



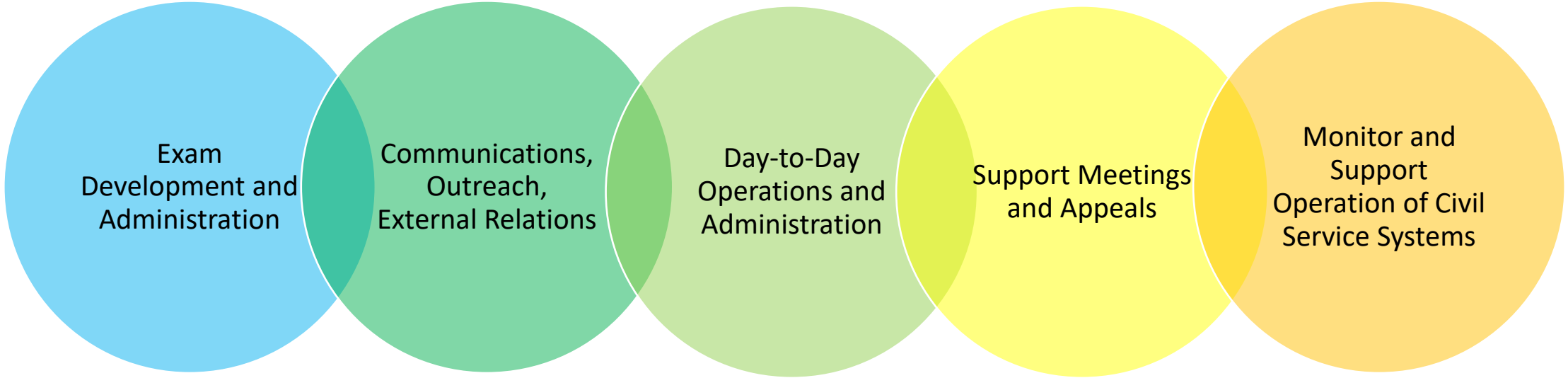
Perform all duties necessary for carrying out of rules, laws, Charter, and other duties as assigned.

Report to Commissions from time to time on departmental work.

Direct merit-based public safety civil service exam program to enable SPD/SFD to hire and promote.

Prepare budget, manage department funds. Appoint and supervise commission staff.

Civil Service Commissions Staff Duties



CSC- Partners and Stakeholders

City Departments and HR Units

New hires and current employees

City labor negotiators and unions

City Attorney's Office

Seattle Human Resources

Office of Hearing Examiner

PSCSC- Partners and Stakeholders

- Seattle Fire and Seattle Police Departments
- Candidates and Potential Candidates
- Labor Relations and Firefighter and Police Officer unions
- Mayor
- City Council
- Seattle Human Resources- Class Comp Unit
- City Attorney's Office