



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton

Commissioner Joel A. Nark

Commissioner Sam Pailca

Public Safety Civil Service Commission

November 15, 2018

Approved December 20, 2018

Call to Order: Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission monthly meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian Halliburton

Commissioner Sam Pailca

Jeff Slayton Assistant City Attorney

Jennifer A. Greenlee, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

Not In Attendance:

Commissioner Joel Nark

1. Approval of Minutes:

October 18, 2018 PSCSC Monthly Meeting: The Commission reviewed the minutes of the October 18, 2018 monthly meeting of the PSCSC. Commissioner Pailca moved to approve the minutes as written. Commissioner Halliburton seconded the motion. The minutes were approved by acclamation and signed by the Chair.

2. Case Status Report: The Commission reviewed the monthly Case Status Report. The Executive Director reported there were no new appeals filed.

3. Exception to 6-Month Rule for Retake of SPD Exam: Rachael Schade, Police Exams Analyst was present to request an exception to the 6-month rule that allows entry level applicants to retake a test 6 months or after the original test date.

City of Seattle Civil Service Commissions

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The tests are scheduled quarterly but rooms may not be available exactly 3 months apart. If the test is scheduled just under 6 months later, the applicant is forced to wait 9 months to retake the test. Ms. Schade also reported that due to the low numbers of applicants, hiring goals for entry level officers will not be met for 2018. Her recommendation was to allow for retakes within a week or so of the 6-month mark. Commission counsel Jeff Slayton advised the Commission that the Executive Director has the authority to make the exceptions under the PSCSC rules. The Commissioners agreed that Ms. Greenlee will authorize exceptions when they arise and will report to the Commission on its effectiveness.

9.24 RE-EXAMINATION:

No one shall be reexamined for the same class within six months of the effective date of such examination, unless authorized by the Executive Director upon showing that it would be in the best interest of the City.

4. Fire and Police Exams Analyst Updates:

Yoshiko Grace Matsui, Fire Exams Analyst, updated the Commission on Fire Exams. Ms. Grace Matsui reported the development of 2019 testing is under way. The next exams will be for the Fireboat Engineer and Fire Lieutenant. The committees are meeting for both. Ms. Grace Matsui notified the Commission that Dave Wright, SDHR, Workforce Development Manager and Exams Analyst Supervisor, will be present at the December 20 meeting to give an overview of Exams for 2019.

Rachael Schade, Police Exams Analyst, Ms. Schade updated the Commission on Police Exams. Ms. Schade reported that for 2019, there will be four entry level and four lateral exams. The promotional exams will be for Police Lieutenant and Police Captain. The application period will be in January. Ms. Schade gave an update on the Exams Analysts visit to Indianapolis in November to conduct Lateral Exams. There were candidates lined up to sit for exams, however, no candidates showed up. The Exams Analysts and the group of officers that were in attendance for the exams brainstormed and reached out to various university criminal justice programs. The analysts and officers visited the universities and conducted onsite informational sessions. Ms. Schade gave kudos to the officers who assisted with the outreach. Ms. Schade reported the next visits will be to Atlanta, Honolulu, and Houston. She stated that several candidates who didn't attend the exams in Indianapolis, applied for the exams in Atlanta. The Honolulu and Houston Lateral Exams will include entry-level exams in the event there aren't enough applicants for the laterals.

5. Executive Director's Report:

- **Monthly Budget Report:** The Commission reviewed the monthly Budget report. The Executive Director reported there were no significant expenditures. Staff will attend training on the CBO budget tool. The City is awaiting budget approval by the City Council. Ms. Greenlee reported the Microsoft Service HUB is no longer available. The City is looking into a new standard. When a new standard is available, and it fits the department needs, the Executive Director will submit a supplemental BIP.
- **PSCSC Rule for Language Preference Points:** Ms. Greenlee reported the rule notice has been published in the Daily Journal of Commerce and on the Listserv for comment on Language Preference Points. The DJC notice ran for one week in November and will be published again for one week in December. There were no comments submitted.


6. Old/New Business:

- **PSCSC Rules Review:** The Executive Director reported she has been working with Commission Counsel Jeff Slayton, and Exams Analysts Rachael Schade and Yoshiko Grace Matsui on the Commission rules. They will meet in January and present any proposed changes to the Commission at future meetings.
- **Open Public Meetings Act and Records Training:** Ms. Greenlee reported to the Commission that the Commission was due for Open Public Meeting and Records Training.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:11 am

Respectfully Submitted by:

/s/ Teresa R. Jacobs 12/20/2018

 Date: 12-20-18

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Christian Halliburton 12/20/2018

 Date: 12/20/18

Christian Halliburton
Commission Chair