

# Civil Service Commissions

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<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 Proposed
<b>Department Support</b>			
General Fund Support	469,013	526,097	522,731
<b>Total Operations</b>	<b>469,013</b>	<b>526,097</b>	<b>522,731</b>
<b>Total Appropriations</b>	<b>469,013</b>	<b>526,097</b>	<b>522,731</b>
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.

### Incremental Budget Changes

#### Civil Service Commissions

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

### 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

##### Revenue Update

Revenues \$(10,000)

This change reflects updates to baseline revenues from the August revenue forecast.

## Civil Service Commissions

### 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.

### 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 Proposed
<b>Appropriations</b>			
<b>CIV - BO-VC-V1CIV - Civil Service Commissions</b>			
00100 - General Fund	469,013	526,097	522,731
<b>Total for BSL: BO-VC-V1CIV</b>	<b>469,013</b>	<b>526,097</b>	<b>522,731</b>
<b>Department Total</b>	<b>469,013</b>	<b>526,097</b>	<b>522,731</b>
<b>Department Full-Time Equivalents Total*</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</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

	2019 Actuals	2020 Adopted	2021 Proposed
00100 - General Fund	469,013	526,097	522,731
<b>Budget Totals for CIV</b>	<b>469,013</b>	<b>526,097</b>	<b>522,731</b>

## Civil Service Commissions

### Revenue Overview

#### 2021 Estimated Revenues

Account Code	Account Name	2019 Actuals	2020 Adopted	2021 Proposed
341900	General Government-Other Rev	82,886	102,746	92,746
360900	Miscellaneous Revs-Other Rev	41	-	-
<b>Total Revenues for: 00100 - General Fund</b>		<b>82,928</b>	<b>102,746</b>	<b>92,746</b>
<b>Total CIV Resources</b>		<b>82,928</b>	<b>102,746</b>	<b>92,746</b>

### 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 Proposed
Civil Service Commissions	469,013	526,097	522,731
<b>Total</b>	<b>469,013</b>	<b>526,097</b>	<b>522,731</b>
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*