

Civil Service Commissions

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Department Overview

The **Civil Service Commissions** is the administrative entity serving both the Civil Service Commission and the Public Safety Civil Service Commission that are both quasi-judicial bodies charged with providing fair and impartial hearings of alleged violations of the City's personnel rules. 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, 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.

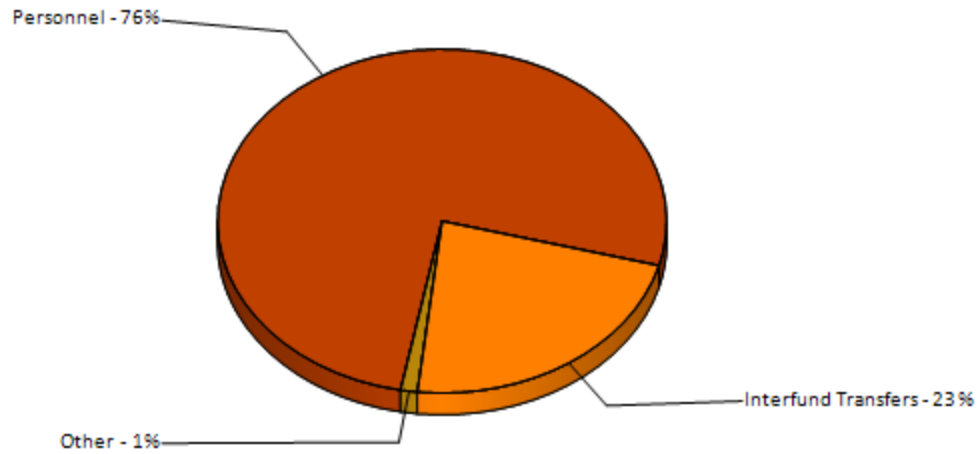
Budget Snapshot

Department Support	2015 Actual	2016 Adopted	2017 Proposed	2018 Proposed
General Fund Support	\$460,822	\$506,518	\$489,344	\$501,809
Total Operations	\$460,822	\$506,518	\$489,344	\$501,809
Total Appropriations	\$460,822	\$506,518	\$489,344	\$501,809
Full-time Equivalent Total*	2.60	2.60	2.60	2.60

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

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2017 Proposed Budget - Expenditure by Category



Budget Overview

The workload of the Civil Service Commission (CSC) is largely driven by the number of appeals filed regarding the City's personnel rules, and appeals have been decreasing over the last five years. The 2017-2018 Proposed Budget reduces the department's budget for temporary employees, travel, training and other administrative items to better align with the department's historical spending.

Incremental Budget Changes

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	2017		2018	
	Budget	FTE	Budget	FTE
Total 2016 Adopted Budget	\$ 506,518	2.60	\$ 506,518	2.60
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	-\$ 759	0.00	\$ 12,176	0.00

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Proposed Changes

Proposed Operating Adjustment	-\$ 16,415	0.00	-\$ 16,885	0.00
Total Incremental Changes	-\$ 17,174	0.00	-\$ 4,709	0.00
2017 - 2018 Proposed Budget	\$ 489,344	2.60	\$ 501,809	2.60

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - (\$759)

Citywide technical adjustments made in the initial planning phase reflect changes in the internal services costs (excluding Seattle IT), health care, retirement contribution rate, and updates to unemployment and industrial insurance charges. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. Additionally, this adjustment includes various wage adjustments for labor related costs, including the Annual Wage Increases (AWI) from 2015 through 2018.

Proposed Changes

Proposed Operating Adjustment - (\$16,415)

During the 2017/2018 budget process, the department identified areas where it could reduce its General Fund appropriations. This adjustment reduces the annual operating budget for temporary employees, training and travel and other administrative functions. These reductions will not impact the department's ability to provide services to the Commissions.

Expenditure Overview

Appropriations	Summit Code	2015 Actual	2016 Adopted	2017 Proposed	2018 Proposed
Civil Service Commissions Budget Control Level	V1CIV	460,822	506,518	489,344	501,809
Department Total		460,822	506,518	489,344	501,809
Department Full-time Equivalent Total*		2.60	2.60	2.60	2.60

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Appropriations By Budget Control Level (BCL) and Program

Civil Service Commissions Budget Control Level

The purpose of the Civil Service Commissions Budget Control 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.

	2015	2016	2017	2018
Program Expenditures	Actual	Adopted	Proposed	Proposed
Civil Service Commissions	460,822	506,518	489,344	501,809
Total	460,822	506,518	489,344	501,809
Full-time Equivalents Total*	2.60	2.60	2.60	2.60

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