

City of Seattle
Civil Service Commission
April 18, 2007 Minutes

APPROVED MAY 16, 2007

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of March 21, 2007, Meeting Minutes:** The Commission reviewed the March 21, 2007 minutes. Commissioner Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
 - **New Appeals:** The Commission reviewed the following two new appeals delegated to the Office of the Hearing Examiner.
 - Hamai v. HSD
 - Walgren v. SDOT
 - **Review:**
 - **Marangon v. SDOT-CSC No. 06-01-010-Findings and Decision issued by the Office of the Hearing Examiner-Commissioner Schubert, Reviewing Officer:** The Office of the Hearing Examiner presided over the appeal and submitted Findings and Decision. Commissioner Schubert was the Reviewing Officer. Neither party filed a

Petition for Review of the order. In the order, the Hearing Officer found that "...the Appellant violated workplace expectations, and the department had justifiable cause to suspend the appellant for one day." Commissioner Schubert moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed.

- **Aquino v. SDOT-CSC No. 06-01-012-Hearing Decision Issued by CSC Hearing Officer and Petition for Review:** Hearing Officer Diane Hess Taylor presided over the appeal and issued a Decision. Commission Chair Jewell was the Reviewing Officer. The appellant filed a Petition for Review of the order. The Department did not respond to the Petition for Review. In the order, the Hearing Officer found that "...the appellant's discipline should not include issues other than the safety issue, and his 3 day suspension should be reduced to 1 day. Appellant is to receive reimbursement for the two days and his disciplinary records should reflect the reduction." Commission Chair Jewell moved to affirm the decision of the Hearing Officer. Commissioner Casson seconded the motion. The motion passed.

Executive Session re: Petition for Review: The Commission went into Executive Session at 9:40 a.m. The Executive Session ended at 9:45 a.m. Commissioner Schubert moved to deny the Appellant's Petition for Review. Commissioner Casson seconded the motion. The Commission unanimously denied the Petition for Review and affirmed the decision of the Hearing Officer.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the budget for CSC Hearing Officers' salaries is at 47% due to the number of appeals Hearing Officers are currently working on. This amount is a high for this early in the year. Commission staff will delegate appeals to the Office of the Hearing Examiner and assign certain appeals to the Commission. The remainder of the budget is on target for the month of March.
4. **Review Appeal Form:** Ms. Graham-Walton presented to the Commission the draft of the existing appeal form including wording for the section clarifying whether appellant's

have exhausted their internal grievance processes before filing an appeal with the Commission. The Commissioners made recommendations for revisions. The Commission will review the form with the revisions at its next meeting on May 16.

5. **Draft-annual Report:** The Commission reviewed the draft annual report for 2005-2006. Commissioner Schubert submitted revisions to the report. Commissioner Schubert's revisions will be incorporated into the report before it is distributed.

The Commission agreed to produce an annual report every two years.

This Item was taken out of order:

7. **Other:**

Appeal Rights Announcement: Department HR Directors and Representatives will receive an Appeal Rights Announcement to post in their departments for employees notifying them of their rights to appeal. In addition, the notice will go out once a year in a paycheck stuffer to City employees.

Meeting Dates July through December: The Commission agreed to hold its remaining meetings for 2007 on the 3rd Wednesday of the month. The July 18 meeting will be held in another location, to be determined. The Commission agreed not to have a meeting in August.

6. **Guest: Mark McDermott, Personnel Director:** Personnel Director, Mark McDermott met with the Commission to discuss issues the Commission has been working on with Personnel prior to his confirmation. The Commission discussed issues related to multiple probationary periods for civil service employees, reclassification and reallocation of civil service positions from non-exempt to exempt, and the process of how input from the Civil Service Commission is considered in developing and changing Personnel Rules. The Commission invited Mr. McDermott to future meetings to touch base on issues that are before the Commission and affect Personnel policies and practices.

Adjourn—The meeting adjourned at 10:52 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 5/16/07

Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 5/16/07

Steven A. Jewell

Commission Chair

Date