

City of Seattle
Civil Service Commission
February 13, 2008 Minutes

APPROVED MARCH 19, 2008

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:33 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

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of January 16, 2008, Meeting Minutes:** The Commission reviewed the January 18, 2008 minutes. Commissioner Casson moved to accept the minutes. Commission Chair Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
3. **Office Complaint-Executive Session (Personnel Related)**
The Commission went into Executive Session at 9:35 a.m. The Executive Session ended at 9:50 a.m.: Commission Chair Jewell moved to allow chair to inquire with Ethics and Elections Executive Director whether a complaint has been submitted. Commissioner Casson seconded the motion. The motion passed.
4. **Hourly Rate for Hearing Officer (HO):** Glenda Graham-Walton, Executive Director provided the Commission with a chart of the City pay scale for similar positions in municipal employment, such as Magistrate and Assistant City Attorney. The Executive Director suggested that she could compare with rates for consultant contracts. She also shared that previously HO were presented with the option of consultant contracts in lieu of TES employment and were concerned

about the liability terms because of the nature of the HO job. Commission Chair Jewell moved to table the issue. Commissioner Casson seconded the motion. The motion passed.

DISCUSSION ITEMS

5. **Monthly Summit (Budget) Report (No documents):** Ms. Graham-Walton reported that the Finance department loaded the budget in January and the Commission is on target for the first quarter of 2008.

6. **Old/New Business:**

• **Remedial Order: re Following Processes as Written in Personnel Rules:**

Ms. Graham-Walton will draft a letter to department HR Managers and Directors expressing the Commission’s concern over complaints and reminding them of the importance of adhering to rules and policies regarding the City’s hiring processes. Commission Chair Jewell moved. Commissioner Casson seconded the motion. The motion passed.

• **Review Draft Changes Probationary Legislation:** Ms. Graham-Walton and Commission attorney Gary Smith met with Patricia Lee of City Council Central Staff to provide clarification regarding the Probationary Employment Legislation that will go before the Culture, Civil Rights, Health and Personnel (CCRHP), committee. Ms. Lee requested more information and summaries on the issue. Ms. Graham-Walton will gather the information and provide to Ms. Lee.

Adjourn—The meeting adjourned at 10:15 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/13/08

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/13/08

Steven A. Jewell
Commission Chair

Date