

**City of Seattle**  
**Civil Service Commission**  
**March 19, 2008 Minutes**

**APPROVED APRIL 16, 2008**

**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 Gregg Hirakawa

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. **Welcome New Commissioner:** The Commission and staff welcomed newly appointed Commissioner, Gregg Hirakawa. Mr. Hirakawa, the Mayor's appointee, will serve a term that expires in December of 2010.
2. **Approval of February 13, 2008, Meeting Minutes:** The Commission reviewed the February 13, 2008 minutes. Commissioner Casson moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
3. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**  
The Commission reviewed the monthly case status report.
4. **Corrected Language in Proposed Probationary Ordinance:** The Commission suggested revisions to the language of the proposed Probationary Ordinance that was presented to Councilman Nick Licata and staff. The proposed legislation will be presented to other council members for consideration. Commissioner Jewell stated that the Commission will make revisions so that the language is consistent with the language in the City's labor agreements. The Commission also discussed whether a department should hold a position vacant for 3 months in the event the employee reverts to his/her former position. Commissioner Casson expressed that

he opposed this because the onus could fall upon the City for not having the position available for the employee to revert to because of an immediate need to fill it. Commissioner Hirakawa stated the employer should make a good faith effort to have the employee be successful in the new position. Ms. Graham-Walton stated that 3 months is not a long period of time and in most hiring situations the process takes more than 3 months. Commissioner Jewell agreed that this is likely true and shared that there are also options available to departments to ensure that the work gets done if a position is vacant. Ms. Graham-Walton will confer with the Commission attorney on the language and review the proposed legislation for accuracy and consistency. Commissioner Casson moved to accept the proposed legislation and move forward. Commission Chair Jewell seconded the motion. The motion passed.

### **DISCUSSION ITEMS**

5. **Monthly Summit (Budget) Report:** Ms. Graham-Walton presented the monthly budget to the Commission, and clarified the allocation of the budget and line items to the new Commissioner.

6. **Old/New Business:**

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

Ms. Graham-Walton drafted and presented a letter to the Commissioners that will be distributed to department HR Managers and Directors expressing the Commission's concern over complaints received about hiring processes. The letter reminds departments of the importance of adhering to rules and policies regarding the City's selection process for internal candidates. Commissioner Jewell will sign the letter and Ms. Graham-Walton will follow up with electronic copies to HR Representatives.

- **Office Complaint:**

Commissioner Jewell stated that he attempted to follow-up on the office complaint; however it could not be verified due to confidentiality. He did however share his documentation.

**Adjourn**—The meeting adjourned at 10:35 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 4/16/08

---

Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 4/16/08

---

Steven A. Jewell  
Commission Chair

---

Date