

City of Seattle
Civil Service Commission
January 21, 2009 Minutes

APPROVED FEBRUARY 18, 2009

Call to Order: Commission Chair Ellis Casson called the regular meeting to order at 9:40 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Gregg Hirakawa

Commissioner Steven Jewell

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up to speak

1. Approval of Minutes:

- **Approval of November 19, 2008 Meeting Minutes:** The Commission reviewed the minutes of November 19, 2008. Commissioner Jewell moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes, 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 including update and review of the following appeals.

- **New Appeal: Prappas v. City Light-CSC No. 09-01-001** has been assigned to CSC Hearing Officer Christopher Mathews. A first pre-hearing is scheduled to take place in February.
- **Update: Anderson v. Seattle Center CSC No. 07-01-004** The parties submitted statements of compliance regarding the appellant Anderson's excess vacation hours. There were no objections; therefore, the Commission issued a Dismissal Order on January 13, 2009.
- **Review: Perez v. SPD CSC No. 09-07-002** The Commission dismissed this appeal due to untimely filing.

3. Meeting Dates February 2009 through June 2009: The Commission agreed to continue to hold its Commission meetings on the 3rd Wednesday of the month.

4. Bi-Annual Evaluation and Learning Curve Adjustment of CSC Executive Director: The Commission went into Executive Session at 9:50 a.m. The Executive Session ended at 10:02

a.m. Commissioner Jewell moved to award the Executive Director with a 1.5% learning curve adjustment to her current salary. Commissioner Hirakawa seconded the motion. The motion passed.

DISCUSSION ITEMS

5. **Trial Service/Probationary Period Draft Ordinance:** The Commission reviewed the recent edits to the Draft Probationary Ordinance from Personnel. The Commission raised concerns regarding the change in language to the Ordinance. The Executive Director will set up a meeting with Personnel to address the concerns of the Commission.

6. **Requests for Exemption form Civil Service Commission & Year End 2008 Summary:** The Commission reviewed the Classification Determination Report from Personnel, which covers designation of positions as Exempt from Civil Service Status. The Commission also reviewed the Year End 2008 Summary that CSC staff has designed to track positions that have been or will be designated exempt from Civil Service Status.

7. **Monthly Summit (Budget) Report:**
Ms. Graham-Walton reported the budget is on target for January 2009

8. **Old/New Business:**
 - **Rules Changes to Address Technology:** Staff will review electronic filing rules for Superior Court to determine whether to add to Commission rules acceptance of electronic submission of documents related to appeals.
 - **Pro Tem CSC Hearing Officer Title/Salary Adjustment:** The Commission approved staff to move forward with exploring a salary adjustment for the “senior” CSC hearing officer.

Adjourn—the meeting adjourned at 10:38 a.m.

Respectfully Submitted:

Approved by:

/s/ Teresa R. Jacobs 2/18/09

/s/ Ellis H. Casson 2/18/09

Teresa R. Jacobs
Administrative Staff Assistant

Ellis H. Casson
Commission Chair

Date