

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Civil Service Commissions Seattle Department of Human Resources	Sarah Butler Ireneo Bartolome	Kailani DeVille

1. BILL SUMMARY

Legislation Title: AN ORDINANCE relating to the civil service; transferring the function of the Fire and Police Exams Unit from the Seattle Department of Human Resources to the Civil Service Commissions Department; and amending Sections 4.04.030, 4.04.040, 4.08.070, and 4.08.110 of the Seattle Municipal Code.

Summary and Background of the Legislation: This legislation revises the Seattle Municipal Code to authorize transfer of the Fire and Police Exams Unit from the Seattle Department of Human Resources (SDHR) to the Civil Service Commissions' Department (CIV).

Since 1896, the Seattle City Charter has required a civil service system to ensure that employment is predicated on applicants' qualifications to perform the work and is insulated from political pressures. The Public Safety Civil Service Commission (PSCSC) has overseen this system as an independent body for uniformed police officers and fire fighters since 1978. The PSCSC is currently housed in the Civil Service Commissions Department.

The Fire and Police Exams Unit (Exams Unit) develops and administers 11+ entry level and promotional exams for most ranks of the City's sworn police officers and fire fighters. The Exams Unit staff prepare and complete exams and employment registers on behalf of the PSCSC and in compliance with chapters 41.08 and 41.12 of the Revised Code of Washington, the City Charter, and City ordinances. This unit was transferred by ordinance from the PSCSC to the Personnel Department (now SDHR) in 2002. The Seattle Police Officers' Guild filed suit against the City and the Washington Court of Appeals in *Seattle Police Officers' Guild v. City of Seattle*, 121 Wn. App. 453 (2004), voided the ordinance. The Court held the executive branch's direction of the unit must be limited to tasks that were ministerial, and that the PSCSC retained all substantive powers including direction of civil service exam development and rulemaking.

SDHR and CIV agree that the Exams Unit's work is a core function of CIV and not SDHR, and both departments seek to formally transfer the unit back to CIV. The PSCSC can function more efficiently if it has managerial direction and control over the Exams Unit's working environment. SDHR, CIV, and the Mayor's Office have entered into a Memorandum of Agreement in 2024 to effectuate the transfer and submitted requests in the 2025-26 Proposed Budget process to transfer six positions and non-labor budget from SDHR to CIV. Seattle Municipal Code Sections 4.04.030, 4.04.040, 4.08.070, and 4.08.110 must be revised to reflect the relocation of the Exams Unit and function in CIV.

2. SUMMARY OF FINANCIAL IMPLICATIONS

Does this legislation have financial impacts to the City? Yes No

Appropriations, revenues, and position transfers associated with this budget legislation are contained in the 2025-26 Proposed Budget. The ongoing budget transfer is budget neutral. The 2025-26 Proposed Budget includes a one-time budget allocation of \$60,200 for space modification needs associated with this transfer.

3.a. Appropriations

This legislation adds, changes, or deletes appropriations.

Fund Name and Number	Dept	Budget Control Level Name/Number*	2025 Appropriation Change	2026 Estimated Appropriation Change
General Fund 00100	SDHR	BO-HR-N6000	-1,503,116.68	-1,564,032.49
General Fund 00100	CIV	BO-VC-V1CIV	1,503,116.68	1,564,032.49
TOTAL			0	0

*See budget book to obtain the appropriate Budget Control Level for your department.

Appropriations Notes:

The ongoing budget transfer is budget neutral. The 2025-26 Proposed Budget includes a one-time budget allocation of \$60,200 for space modification needs associated with this transfer.

3.b. Revenues/Reimbursements

This legislation adds, changes, or deletes revenues or reimbursements.

3.c. Positions

This legislation adds, changes, or deletes positions.

Total Regular Positions Created, Modified, or Abrogated through This Legislation, Including FTE Impact:

The following positions are being transferred from the Seattle Department of Human Resources to the Civil Service Commissions Department. No positions are being created or eliminated through this action:

Position # for Existing Positions	Position Title & Department*	Fund Name & Number	PT/FT	2025 Positions	2025 FTE
10005294	Manager2, General Govt	GF-00100	FT	1.0	1.0
00021853	Personnel Anlyst, Sr	GF-00100	FT	1.0	1.0

Position # for Existing Positions	Position Title & Department*	Fund Name & Number	PT/FT	2025 Positions	2025 FTE
00017454	Personnel Anlyst, Sr	GF-00100	FT	1.0	1.0
10007455	Personnel Anlyst	GF-00100	FT	1.0	1.0
00018343	Personnel Anlyst	GF-00100	FT	1.0	1.0
TBD	Personnel Anlyst, Sr	GF-00100	FT	1.0	1.0

Position Notes:

3.d. Other Impacts

A one-time cost of \$60,200 is needed to purchase and install furniture and electricity necessary to physically house Exams Unit staff in CIV offices. The transfer of Exams staff to CIV is otherwise budget neutral.

This legislation is required to revise the Seattle Municipal Code to reflect the transfer of the function and work of the Exams staff from SDHR to CIV.

4. OTHER IMPLICATIONS

a. Please describe how this legislation may affect any departments besides the originating department.

Both SDHR and CIV agree that transfer of the Exams Unit to CIV is the best organizational fit for each department. The transfer of labor and non-labor budget is budget-neutral.

b. Does this legislation affect a piece of property? If yes, please attach a map and explain any impacts on the property. Please attach any Environmental Impact Statements, Determinations of Non-Significance, or other reports generated for this property.

No.

c. Please describe any perceived implication for the principles of the Race and Social Justice Initiative.

i. How does this legislation impact vulnerable or historically disadvantaged communities? How did you arrive at this conclusion? In your response please consider impacts within City government (employees, internal programs) as well as in the broader community. N/A

ii. Please attach any Racial Equity Toolkits or other racial equity analyses in the development and/or assessment of the legislation. N/A

iii. **What is the Language Access Plan for any communications to the public?** N/A

d. Climate Change Implications

i. **Emissions: How is this legislation likely to increase or decrease carbon emissions in a material way? Please attach any studies or other materials that were used to inform this response.** N/A

ii. **Resiliency: Will the action(s) proposed by this legislation increase or decrease Seattle’s resiliency (or ability to adapt) to climate change in a material way? If so, explain. If it is likely to decrease resiliency in a material way, describe what will or could be done to mitigate the effects.** N/A

e. **If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program’s desired goal(s)? What mechanisms will be used to measure progress towards meeting those goals?** N/A

5. CHECKLIST

- Is a public hearing required?**
- Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required?**
- If this legislation changes spending and/or revenues for a fund, have you reviewed the relevant fund policies and determined that this legislation complies?**
- Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?**

6. ATTACHMENTS

Summary Attachments: None.