Civil Service Department

Andrea Scheele, Executive Director

(206) 233-7118

https://www.seattle.gov/civil-service-department

Department Overview

The **Civil Service Department** (CIV) administers civil service exams and appeals, supports two independent commissions overseeing civilian and public safety civil service systems, and advises lawmakers on related policies. This work ensures that public employees are qualified to perform the work of their position, and that they have fair access and opportunity for hire/promotion and fair employment.

The Civil Service Commission (CSC) hears employee appeals of alleged violations of the City's personnel rules, disciplinary actions, and alleged violations of the City of Seattle Personnel Ordinance. The Public Safety Civil Service Commission (PSCSC) directs the civil service system for sworn personnel of the Seattle Police Department (SPD) and uniformed personnel of the Seattle Fire Department (SFD). The PSCSC also conducts appeals related to serious disciplinary decisions, examination and testing, has authority over classification for public safety classifications, other civil service issues. CSC and PSCSC are required by the City Charter, and the PSCSC is required by state law.

Budget Snapshot

	2025 Actuals	2026 Adopted	2027 Proposed	2028 Proposed
Department Support				
General Fund Support	2,590,407	3,038,328	2,945,492	2,975,548
Total Operations	**2,590,407**	**3,038,328**	**2,945,492**	**2,975,548**
Total Appropriations	**2,590,407**	**3,038,328**	**2,945,492**	**2,975,548**
Full-Time Equivalents Total*	10.00	10.00	10.00	10.00

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here*

Budget Overview

The 2027-2028 Proposed Budget maintains core services for the Civil Service Department (CIV).

The 2027-2028 Budget aligns overtime and external rental space budget with actual costs with no service impacts. It also makes baseline technical adjustments that decrease standard city costs such as retirement, internal services, and healthcare costs. The proposed budget decreases by three percent from 2026 Adopted Budget levels as result of all these changes.

Incremental Budget Changes

Civil Service Department

	Dollars	FTE
2026 Adopted Budget	**3,038,328**	**10.00**
Baseline		
Citywide Adjustments for Standard Cost Changes	(40,533)	-
Reduce SCERS Retirement Contribution Rate	(22,303)	-
Cost Neutral Reallocation of Detail Projects	-	-
Proposed Operating		
Align Budget for Public Safety Exam Overtime with Need	(10,000)	-
Align Budget for External Rental Space with Need	(20,000)	-
Proposed Technical		
Cost Neutral Reallocation of Non-labor Budget to Reflect Cadence of Fire and Police Testing	-	-
Align Department Revenues with August Forecast	-	-
Total Incremental Changes	**$(92,836)**	**-**
Total 2027 Proposed Budget	**$2,945,492**	**10.00**

Description of Incremental Budget Changes

Baseline

Citywide Adjustments for Standard Cost Changes

Expenditures $(40,533)

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare and other central cost factors. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Reduce SCERS Retirement Contribution Rate

Expenditures $(22,303)

The City's employee retirement system, the Seattle City Employees Retirement System (SCERS) is a defined benefit pension program funded by a combination of salary-based employer (i.e., the City) and employee contributions, and investment earnings. Based on the updated actuarial valuation for 2026, this item reduces the employer contribution rate from the endorsed rate of 15.06% to the SCERS minimum actuarial required rate of 13.48% for 2027 and 13.52% for 2028.

Civil Service Department

Cost Neutral Reallocation of Detail Projects

Expenditures	-

This is a cost neutral reallocation of budget to align budget with spending at the accounting level of detail project. This budget realignment is also in line with indirect cost allocation methodology and reconciliation for Civil Service Commission work.

Proposed Operating

Align Budget for Public Safety Exam Overtime with Need

Expenditures	$(10,000)

This ongoing item aligns the budget for overtime related to public safety civil service testing. This right-sizes the department's overtime budget to true operational costs without reducing services.

Align Budget for External Rental Space with Need

Expenditures	$(20,000)

This ongoing item aligns the budget for external rental costs with actual need of the Fire and Police Testing Unit. This budget reduction has no service impacts.

Proposed Technical

Cost Neutral Reallocation of Non-labor Budget to Reflect Cadence of Fire and Police Testing

Expenditures	-

This item is a cost neutral reallocation of consultant, rentals, and other non-labor costs related to fire and police civil service exams. A majority of exams occur on a two-year cycle, so this reallocation aligns costs with when fire and police exams will be administered in this biennium.

Align Department Revenues with August Forecast

Revenues	$43,063

This is a technical adjustment to capture centrally projected revenue in line with the August Forecast. CIV's revenue results from cost allocation of their services to other departments.

Civil Service Department

Expenditure Overview

Appropriations	2025 Actuals	2026 Adopted	2027 Proposed	2028 Proposed
CIV - BO-VC-V1CIV - Civil Service Commissions				
00100 - General Fund	2,590,407	3,038,328	2,945,492	2,975,548
Total for BSL: BO-VC-V1CIV	**2,590,407**	**3,038,328**	**2,945,492**	**2,975,548**
Department Total	**2,590,407**	**3,038,328**	**2,945,492**	**2,975,548**
Department Full-Time Equivalents Total*	**10.00**	**10.00**	**10.00**	**10.00**

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here*

Budget Summary by Fund Civil Service Department

	2025 Actuals	2026 Adopted	2027 Proposed	2028 Proposed
00100 - General Fund	2,590,407	3,038,328	2,945,492	2,975,548
Budget Totals for CIV	**2,590,407**	**3,038,328**	**2,945,492**	**2,975,548**

Revenue Overview

2027 Estimated Revenues

Account Code	Account Name	2025 Actuals	2026 Adopted	2027 Proposed	2028 Proposed
341060	Photocopy Svcs	(77)	-	-	-
341900	General Government-Other Rev	278,250	258,553	301,616	307,285
Total Revenues for: 00100 - General Fund		**278,173**	**258,553**	**301,616**	**307,285**
Total CIV Resources		**278,173**	**258,553**	**301,616**	**307,285**

Civil Service Department

Appropriations by Budget Summary Level and Program

CIV - BO-VC-V1CIV - Civil Service Commissions

The purpose of the Civil Service Commissions Budget Summary Level is to fund the work of two independent commissions, the Public Safety Civil Service Commission (PSCSC) and the Civil Service Commission (CSC). The PSCSC develops and administers entry and promotional civil service exams for ranks in the Seattle Police and Fire Departments and conducts hearings on employee appeals of discipline and other employment matters. The CSC conducts hearings on employment-related appeals filed by covered employees, investigates allegations of political patronage in hiring, and advises on the administration of the City's personnel system.

Program Expenditures	2025 Actuals	2026 Adopted	2027 Proposed	2028 Proposed
Civil Service Commissions	2,590,407	3,038,328	2,945,492	2,975,548
Total	**2,590,407**	**3,038,328**	**2,945,492**	**2,975,548**
Full-time Equivalents Total*	10.00	10.00	10.00	10.00

**FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here*