

CIVIL SERVICE

DEPARTMENT MISSION

To provide continuous staffing services to departments while adjusting to changing labor market conditions. To design and validate employment selection tools in compliance with the Federal Uniform Guidelines of Employee Selection Procedures, and other applicable rules and regulations. To provide an objective forum where employees and applicants can appeal charges of discrimination and unfair application of rules and regulations. To administer the Trial Board and Administrative Law Judge hearing system for employees who are terminated or demoted.

PROGRAM DESCRIPTION

Civil Service Board Administration

Provides an objective forum for the coordination of appeal hearings for an estimated 10,000 eligible employees. Arranges and schedules Civil Service Board meetings. Arranges Trial Board and Administrative Law Judge (ALJ) appeal hearings for demoted and terminated employees. Processes re-employment eligibility appeals requests for former city employees. Performs budget related activities and provides administrative support to the department, Civil Service Board, Trial Board and ALJs. Develops Council Agenda items, contracts and accounts payable activities.

Uniformed Civilian Test Development

Develops Police and Fire promotional examination process for 11 uniformed ranks. Develops and revises civilian examinations as needed. Validates, designs, produces and administers selection/assessment tools in compliance with the Federal Uniform Guidelines, state and city rules and regulations. This involves conducting job analyses to ensure job relatedness of examinations. Provides statistical analyses of results and responds to litigation inquiries. Administers over 300 Fire Physical Abilities Tests annually at the Fire Academy.

Employment Center

Develops minimum qualifications for 400 plus job classes, evaluates credentials of 30,000 plus annual applicants (20% for Public Safety positions). Administers 4,000 plus annual written examinations, including offsite exams (60% for Public Safety positions). Provides eligible applications to hiring managers. Creates/places media advertising, attends job fairs, secures criminal background and motor vehicle record checks for City's permanent appointees and volunteers. Monitors City's Reduction-in-Force (RIF) process to maximize job placements and to insure reinstatement rights of RIF'd employees. Performs activities to ensure that the most qualified applicants are available to fill vacancies. This includes but is not limited to: processing departmental requests to fill vacancies; placing employment advertisements to recruit qualified candidates; interviewing applicants/administering employment examinations; certifying lists of eligibles to departments

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Department Support

Prepares Civil Service Board agendas, provides suggestions and recommendations to the Board, and reviews personnel matters pertaining to disciplinary actions. Supervises employee hearings. Enforces administrative orders from the Civil Service Board, Trial Board, and Administrative Law Judges. Administers the budget and directs the activities of the department.

OBJECTIVES FOR FY 2003-2004

- Evaluate approximately 30,000 internal and external employment applications
- Administer over 4,000 written tests (60% for Public Safety positions)
- Conduct over 5,000 personal employment interviews
- Operate and promote the newly designed City Employment Center
- Provide job placement services for RIF'd employees
- Monitor two-year RIF reinstatement rights for all RIF'd employees
- Convert P1/Requisition log MacIntosh database for PC usage
- Develop and administer written promotional examinations for eight uniformed ranks
- Develop and administer oral assessments/assessment centers for four uniformed ranks
- Initiate and complete a job analysis/validation project for the Fire and Rescue Officer Trainee Physical Abilities Test
- Administer over 300 physical abilities tests (PAT) for the Fire Department
- Schedule and conduct discrimination, administrative, demotion, and discharge hearings according to the highest standards of professionalism and equity
- Train new Administrative Law Judges on the City's hearing process
- Convert Trial Board/ALJ statistical report for PC usage

MAJOR BUDGET ITEMS

- Add \$11,325 for background and motor vehicle records checks

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MAJOR BUDGET ITEMS (CONTINUED)

- Save \$34,309 by implementing Service Incentive Pay program that is consistent with the State mandated Uniform Service Incentive Pay program
- Save \$22,872 as a result of transitioning Employee Health Benefits to a Catastrophic Coverage Program with a Preventive Care component
- Line-Item and Zero Base budget review resulted in saving \$36,494 from reduced expenditures that include fees for Administrative Law Judges, advertising, subscriptions, and printing

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EXPENDITURES (By Category)

	FY 2001-02 Actual	FY 2002-03 Budget	FY 2002-03 Estimate	FY 2003-04 Adopted
Salaries and Benefits	2,099,048	1,606,760	1,593,985	1,570,995
Supplies and Materials	26,677	15,577	29,972	13,577
Other Services and Charges	97,017	117,585	115,965	87,138
Capital Outlays	0	0	0	0
Reimbursements	0	0	0	0
TOTAL	<u>2,222,742</u>	<u>1,739,922</u>	<u>1,739,922</u>	<u>1,671,710</u>

EXPENDITURES (By Program)

Civil Service Board	207,918	206,916	200,671	198,497
Uniformed Civilian Test Development	359,985	343,306	333,402	332,520
Examining Recruitment	1,283,142	818,004	834,153	777,923
Department Support	371,697	371,696	371,696	362,770
TOTAL	<u>2,222,742</u>	<u>1,739,922</u>	<u>1,739,922</u>	<u>1,671,710</u>

FTEs (By Type)

Regular	30.6	25.3	23.9	25.3
Overtime	0.0	0.0	0.0	0.0
Temporary Help	0.0	0.0	0.0	0.0
Day Labor	0.0	0.0	0.0	0.0
TOTAL	<u>30.6</u>	<u>25.3</u>	<u>23.9</u>	<u>25.3</u>

FTEs (By Program)

Civil Service Board	3.0	3.0	3.0	3.0
Uniformed Civilian Test Development	6.5	5.2	5.2	5.2
Examining Recruitment	18.1	14.1	12.7	14.1
Department Support	3.0	3.0	3.0	3.0
TOTAL	<u>30.6</u>	<u>25.3</u>	<u>23.9</u>	<u>25.3</u>

GENERAL FUND

1,671,710

ADDITIONAL OPERATING RESOURCES

NONE

TOTAL

0

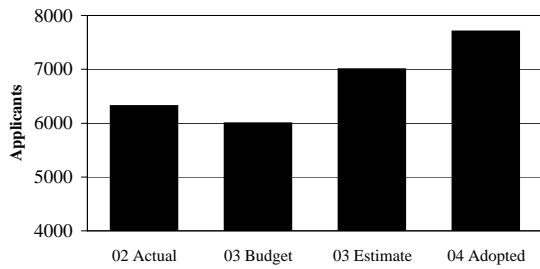
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TOTAL OPERATING RESOURCES

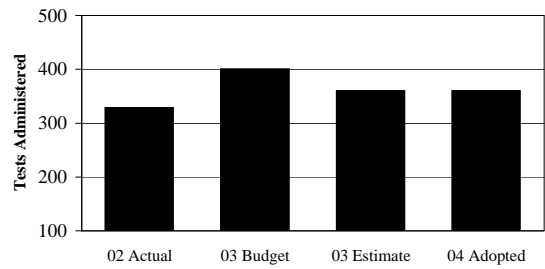
1,671,710

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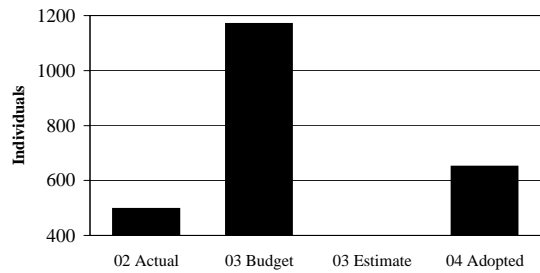
Public Safety Applicants



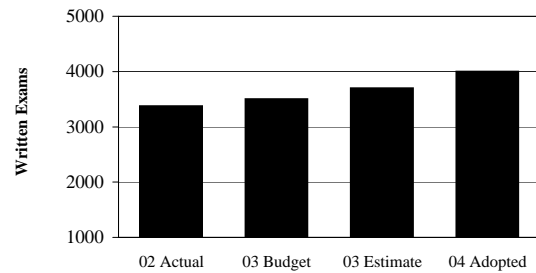
Physical Ability Test (PAT)



Uniformed Assessment Center Candidates*



Exams Administered



* Uniformed Assessment Center activities were not conducted during FY 2002-03