

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 on 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 appeal 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 and entry-level examination processes for 14 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 Fire Physical Abilities Tests throughout the year at the Fire Academy.

Employment Center

Develops minimum qualifications for 400 plus job classes, evaluates credentials of 40,000 plus applicants (40% for Public Safety positions) annually. Administers 5,000 plus annual written examinations, including offsite exams (80% 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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PROGRAM DESCRIPTION (CONTINUED)

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 2004-2005

- Schedule and conduct discrimination, administrative, demotion, and discharge hearings according to the highest standards of professionalism and equity
- Operate and promote the newly designed City Employment Center
- Evaluate over 40,000 internal and external employment applications
- Administer over 5,000 written examinations (80% for Public Safety positions)
- Develop and administer written promotional examinations for eleven uniformed ranks
- Develop and administer assessment centers/oral assessments for nine promotional uniformed ranks
- Initiate and complete a job analysis/validation project for the Fire and Rescue Officer Trainee Physical Abilities Test
- Provide job placement services for RIF'd employees
- Monitor two-year reduction-in-force (RIF) reinstatement rights for all RIF'd employees
- Maintain requisition log database
- Conduct motor vehicle record and criminal background checks from both the State and County agencies
- Develop external advertisements for classified positions
- Administer physical abilities tests for the Fire Department

MAJOR BUDGET ITEMS

- Includes \$129,000 for Police and Fire uniform promotional testing (assessment centers)
- Delete 0.6 regular FTE and save \$34,229 adjusting the vacancy rate to recognize a hiring lag in FY 2004-05

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EXPENDITURES (By Category)

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2003-04 Estimate	FY 2004-05 Adopted
Salaries and Benefits	1,580,648	1,570,636	1,530,213	1,536,964
Supplies and Materials	30,527	13,577	31,817	25,148
Other Services and Charges	106,092	87,138	206,270	258,203
Capital Outlays	0	0	0	0
Reimbursements	0	0	(96,949)	(135,500)
TOTAL	<u>1,717,267</u>	<u>1,671,351</u>	<u>1,671,351</u>	<u>1,684,815</u>

EXPENDITURES (By Program)

Civil Service Board	197,492	198,497	168,497	172,193
Uniformed Civilian Test Development	333,594	332,520	304,154	450,642
Examining Recruitment	811,134	777,564	840,196	924,919
Department Support	375,047	362,770	358,504	137,061
TOTAL	<u>1,717,267</u>	<u>1,671,351</u>	<u>1,671,351</u>	<u>1,684,815</u>

FTEs (By Type)

Regular	30.5	25.3	24.0	24.7
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>30.5</u>	<u>25.3</u>	<u>24.0</u>	<u>24.7</u>

FTEs (By Program)

Civil Service Board	3.0	3.0	2.2	2.2
Uniformed Civilian Test Development	6.5	5.2	4.7	6.2
Examining Recruitment	18.0	14.1	14.1	15.3
Department Support	3.0	3.0	3.0	1.0
TOTAL	<u>30.5</u>	<u>25.3</u>	<u>24.0</u>	<u>24.7</u>

GENERAL FUND

1,684,815

ADDITIONAL OPERATING RESOURCES

NONE

TOTAL

0

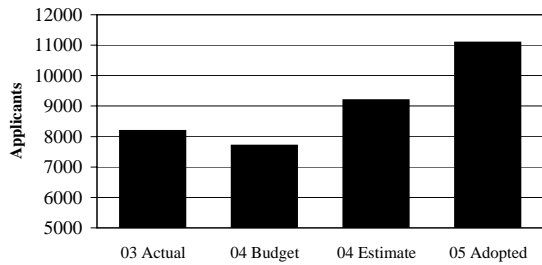
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TOTAL OPERATING RESOURCES

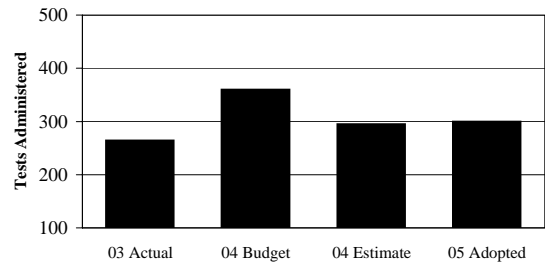
1,684,815

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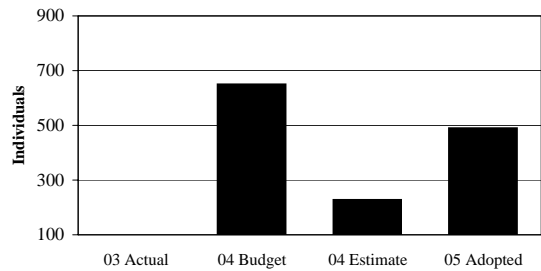
Public Safety Applicants



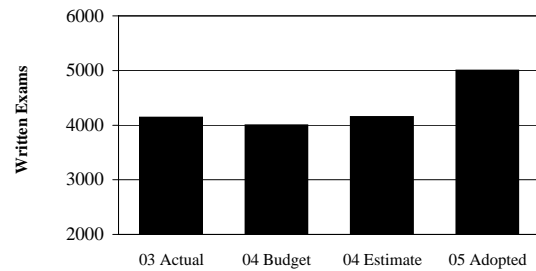
Physical Ability Test (PAT)



Uniformed Assessment Center Candidates*



Exams Administered



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