

February 14, 2018

TO: Mayor and City Council

FROM: Pamela Sloan, Chair, Civil Service/Equal Employment Commission

SUBJECT: **COMMISSION'S 2017 ANNUAL REPORT TO THE CITY COUNCIL**Introduction:

The Civil Service Commission is a five-member body created by Article XXV of the City Charter whose members are appointed by the City Council. Together with the Human Resources Department and the City Manager, the Civil Service Commission:

- adopts, amends, or repeals rules for the Civil Service System;
- conducts investigations either upon complaint or upon its own motion concerning any matter touching the administration of the Civil Service System;
- acts in an advisory capacity to the City Manager on problems concerning personnel administration;
- hears appeals of dismissals, demotions, or reductions submitted by any person in the competitive service; and
- makes an annual report and such other reports as it deems desirable to the City Council covering the administration of the personnel system.

While the City Charter forms the basis for the Police and Fire Civil Service Rules, Title 2, Administration of Personnel, of the Stockton Municipal Code is the basis for Miscellaneous Employees. Chapter 2.36 provides for the creation of the Human Resources Department, which consists of the Civil Service Commission and the City Manager, who shall act as the Personnel Officer, to handle all personnel matters of the City. Generally, the Commission has the same authority over Classified Miscellaneous Employees as the Charter provides for Police and Fire employees.

Concurrently, the Civil Service Commission functions as the City's Equal Employment Commission. The Equal Employment Commission does not possess any legislative authority and has no independent power to act. It does, however, provide oversight of the City's progress towards equal employment. The Commission may identify and take positive steps to contribute toward greater opportunities for underrepresented groups.

Background:

City Charter Article XXV, Section 2525, entitled "Reports by the Commission," provides that "The Commission shall investigate and report annually to the legislative body of the City concerning the administrative needs of the service, the personnel, the positions in the service and the compensation provided therefore, the examinations held by the Commission, the appointments made, service ratings and removals in the civil service, the operation of the rules of the Commission and recommendations for promoting efficiency and economy in the service, with details of expenditure and progress of work. The legislative body of the City may require a report from said Commission at any time respecting any matter within the scope of its duties hereunder. The records of the Commission shall be open to public inspection by any citizen under reasonable supervision."

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The Classified Service

Generally, the terms "Civil Service," "Classified Service," "Included Service," and "Competitive Service" have the same meaning - a person must successfully complete an examination administered by the Civil Service Commission, which is designed to measure merit, efficiency, and fitness, before being appointed.

The Civil Service System is the employment system established by Article XXV of the City Charter (for sworn personnel) and Title 2 of the Stockton Municipal Code (for Miscellaneous personnel), wherein no appointment may be made without first successfully completing a competitive examination. In addition, a candidate must meet the minimum qualifications set forth in the class specification adopted by the Civil Service Commission.

Competitive service in the City of Stockton means exactly as it implies - to compete. In order to be a part of the Competitive, Classified, or Civil Service, an applicant must successfully complete an examination.

The class characteristics of these positions would have no confidential, policy making, fiduciary, or administrative relationship with the department head or deputy department head. Persons holding regular positions in civil service classes are eligible for noncompetitive (non-civil service) assignment through transfers, promotions, or reclassifications without having to compete with the general public in an open examination.

The following is a summary of the Commission's accomplishments in calendar year 2017:

**A. Administrative Needs of the Civil Service, the Personnel, the Positions in the Service, and Compensation Provided**

The Administrative needs of the Civil Service are handled by the Human Resources Department. Human Resources takes pride in providing a fair and competitive process and the Commission ensures that the proper procedures are in place for all examination processes.

The classification plan is maintained by the Human Resources Department under the direction of the Commission. Currently, there are 320 classifications assigned to classified service. The following table is a list of the classifications, number of employees, and the minimum/maximum monthly salary associated with each classification.

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| #  | JOB CLASSIFICATION                      | # of positions filled | BASE MONTHLY SALARY BY STEP |             |
|----|-----------------------------------------|-----------------------|-----------------------------|-------------|
|    |                                         |                       | Low                         | High        |
| 1  | Accountant I                            | 5                     | \$ 4,415.77                 | \$ 5,667.99 |
| 2  | Accountant II                           |                       | \$ 5,145.24                 | \$ 6,605.59 |
| 3  | Administrative Aide I                   | 1                     | \$ 4,084.93                 | \$ 5,244.15 |
| 4  | Administrative Aide II                  | 5                     | \$ 4,749.87                 | \$ 6,098.59 |
| 5  | Administrative Analyst I                | 1                     | \$ 4,607.01                 | \$ 5,914.37 |
| 6  | Administrative Analyst II               | 7                     | \$ 5,356.94                 | \$ 6,878.03 |
| 7  | Agenda Coordinator                      |                       | \$ 3,817.72                 | \$ 4,901.08 |
| 8  | Animal Services Assistant I             | 6                     | \$ 2,927.84                 | \$ 3,758.53 |
| 9  | Animal Services Assistant II            |                       | \$ 3,225.76                 | \$ 4,141.73 |
| 10 | Animal Services Officer                 | 4                     | \$ 3,589.52                 | \$ 4,608.21 |
| 11 | Animal Services Supervisor              | 1                     | \$ 5,099.89                 | \$ 6,547.81 |
| 12 | Arborist                                |                       | \$ 5,173.29                 | \$ 6,641.92 |
| 13 | Architect                               |                       | \$ 5,474.66                 | \$ 7,028.39 |
| 14 | Assessment District Program Coordinator |                       | \$ 5,480.20                 | \$ 7,035.04 |
| 15 | Assistant Architect                     |                       | \$ 5,760.58                 | \$ 6,692.61 |
| 16 | Assistant Civil Engineer                | 1                     | \$ 6,847.76                 | \$ 7,955.99 |
| 17 | Assistant Engineer                      | 5                     | \$ 6,242.43                 | \$ 7,252.02 |
| 18 | Assistant Engineer/Traffic              |                       | \$ 6,242.43                 | \$ 7,252.02 |
| 19 | Assistant Landscape Architect           |                       | \$ 4,482.79                 | \$ 5,755.05 |
| 20 | Assistant Planner                       | 2                     | \$ 4,659.97                 | \$ 5,983.46 |
| 21 | Assistant Traffic Engineer              |                       | \$ 6,847.76                 | \$ 7,955.99 |
| 22 | Associate Civil Engineer                | 5                     | \$ 6,896.52                 | \$ 8,853.65 |
| 23 | Associate Engineer                      | 7                     | \$ 6,214.95                 | \$ 7,979.26 |
| 24 | Associate Engineer/Mechanical           |                       | \$ 6,214.95                 | \$ 7,979.26 |
| 25 | Associate Engineer/Traffic              |                       | \$ 6,214.95                 | \$ 7,979.26 |
| 26 | Associate Mechanical Engineer           |                       | \$ 6,896.52                 | \$ 8,853.65 |
| 27 | Associate Planner                       |                       | \$ 5,651.97                 | \$ 7,256.68 |
| 28 | Associate Traffic Engineer              |                       | \$ 6,896.52                 | \$ 8,853.65 |
| 29 | Auto Painter Repair Worker              |                       | \$ 4,594.15                 | \$ 5,613.99 |
| 30 | Bookmobile Driver/Circulation Assistant | 1                     | \$ 3,374.56                 | \$ 4,333.18 |
| 31 | Building Permit Technician              |                       | \$ 4,238.98                 | \$ 5,441.41 |
| 32 | Chemist                                 | 1                     | \$ 4,656.73                 | \$ 5,660.08 |

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|    |                                          |    |             |             |
|----|------------------------------------------|----|-------------|-------------|
| 33 | Circulation Assistant I                  | 4  | \$ 3,144.02 | \$ 4,036.06 |
| 34 | Circulation Assistant II                 | 9  | \$ 3,463.96 | \$ 4,447.56 |
| 35 | Code Analyst                             |    | \$ 4,803.07 | \$ 6,166.19 |
| 36 | Code Enforcement Assistant               |    | \$ 3,357.94 | \$ 4,311.02 |
| 37 | Code Enforcement Field Manager           | 1  | \$ 6,578.51 | \$ 8,445.61 |
| 38 | Code Enforcement Officer I               | 3  | \$ 4,093.16 | \$ 5,255.10 |
| 39 | Code Enforcement Officer II              | 14 | \$ 4,532.39 | \$ 5,818.70 |
| 40 | Code Enforcement Supervisor              | 2  | \$ 5,450.80 | \$ 6,998.22 |
| 41 | Collection Systems Operator              | 27 | \$ 3,756.09 | \$ 4,792.96 |
| 42 | Collection Systems Supervisor            | 2  | \$ 5,417.42 | \$ 6,954.77 |
| 43 | Combination Inspector I                  | 2  | \$ 4,475.55 | \$ 5,745.32 |
| 44 | Combination Inspector II                 | 2  | \$ 4,945.84 | \$ 6,348.85 |
| 45 | Community Development Technician         | 4  | \$ 4,243.07 | \$ 5,446.53 |
| 46 | Community Service Officer I              | 12 | \$ 3,435.05 | \$ 4,410.85 |
| 47 | Community Service Officer II             | 18 | \$ 3,691.13 | \$ 4,739.13 |
| 48 | Computer Operator I                      |    | \$ 3,059.83 | \$ 3,928.68 |
| 49 | Computer Operator II                     |    | \$ 3,544.12 | \$ 4,550.39 |
| 50 | Craft Maintenance Supervisor             |    | \$ 4,905.02 | \$ 6,296.96 |
| 51 | Craft Maintenance Worker I               |    | \$ 3,441.10 | \$ 4,205.03 |
| 52 | Craft Maintenance Worker II              | 5  | \$ 4,219.41 | \$ 5,156.16 |
| 53 | Crime Analyst                            | 5  | \$ 5,121.73 | \$ 6,575.54 |
| 54 | Customer Service Assistant               | 2  | \$ 3,156.23 | \$ 4,051.69 |
| 55 | Data Entry Operator I                    |    | \$ 2,706.30 | \$ 3,474.31 |
| 56 | Data Entry Operator II                   |    | \$ 2,987.79 | \$ 3,835.59 |
| 57 | Data Entry Specialist                    |    | \$ 3,487.60 | \$ 4,478.36 |
| 58 | Deferred Compensation Specialist         |    | \$ 3,985.30 | \$ 5,116.24 |
| 59 | Dispatcher                               |    | \$ 3,507.22 | \$ 4,285.85 |
| 60 | Economic Development Analyst             | 2  | \$ 5,621.24 | \$ 7,216.86 |
| 61 | Electrical Technician I                  | 3  | \$ 4,487.81 | \$ 5,484.09 |
| 62 | Electrical Technician II                 | 4  | \$ 4,934.36 | \$ 6,029.78 |
| 63 | Electrician I                            |    | \$ 3,441.10 | \$ 4,205.03 |
| 64 | Electrician II                           | 2  | \$ 4,734.63 | \$ 5,785.72 |
| 65 | Emergency Communication Dispatch Manager | 1  | \$ 7,280.66 | \$ 9,348.50 |
| 66 | EMS Transport Technician (Tier A)        |    | \$ 3,625.20 | \$ 4,891.90 |
| 67 | EMS Transport Technician (Tier B)        |    | \$ 2,971.18 | \$ 4,009.98 |
| 68 | Engineering Aide                         |    | \$ 3,358.16 | \$ 4,312.35 |
| 69 | Engineering Technician I                 | 1  | \$ 4,391.95 | \$ 5,638.99 |

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|     |                                                  |    |             |              |
|-----|--------------------------------------------------|----|-------------|--------------|
| 70  | Engineering Technician II                        | 1  | \$ 4,622.07 | \$ 5,933.03  |
| 71  | Environmental Control Officer                    | 3  | \$ 4,724.23 | \$ 5,468.68  |
| 72  | Equipment Service Worker                         |    | \$ 3,581.60 | \$ 4,376.74  |
| 73  | Evidence Technician I                            | 7  | \$ 3,880.37 | \$ 4,981.10  |
| 74  | Evidence Technician II                           | 2  | \$ 4,287.81 | \$ 5,504.95  |
| 75  | Facilities Maintenance Supervisor                |    | \$ 4,451.77 | \$ 5,715.15  |
| 76  | Facilities Maintenance Worker I                  | 2  | \$ 2,576.00 | \$ 3,479.82  |
| 77  | Facilities Maintenance Worker II                 | 3  | \$ 3,087.10 | \$ 3,772.43  |
| 78  | Facilities Maintenance Worker III                | 1  | \$ 3,403.93 | \$ 4,159.56  |
| 79  | Facility Aide                                    |    | \$ 2,576.00 | \$ 3,479.82  |
| 80  | Finance Assistant I                              |    | \$ 3,213.02 | \$ 4,124.79  |
| 81  | Finance Assistant II                             | 7  | \$ 3,425.00 | \$ 4,397.30  |
| 82  | Fire Battalion Chief                             | 9  | \$ 8,116.46 | \$ 11,197.98 |
| 83  | Fire Captain                                     | 55 | \$ 6,385.94 | \$ 9,429.21  |
| 84  | Fire Fighter                                     | 53 | \$ 4,199.39 | \$ 7,208.58  |
| 85  | Fire Fighter Engineer                            | 53 | \$ 5,592.42 | \$ 8,257.58  |
| 86  | Fire Fighter Trainee                             |    | \$ 4,438.43 | \$ 4,438.43  |
| 87  | Fire Prevention Inspector I                      | 2  | \$ 4,389.56 | \$ 5,635.67  |
| 88  | Fire Prevention Inspector II                     | 1  | \$ 4,860.60 | \$ 6,240.08  |
| 89  | Fire Protection Specialist                       |    | \$ 5,474.66 | \$ 7,028.39  |
| 90  | Fire Telecommunications Specialist               |    | \$ 5,018.06 | \$ 6,443.25  |
| 91  | Fire Telecommunications Supervisor               | 3  | \$ 5,206.42 | \$ 6,683.84  |
| 92  | Fire Telecommunicator I                          | 3  | \$ 4,109.31 | \$ 5,275.17  |
| 93  | Fire Telecommunicator II                         | 7  | \$ 4,319.88 | \$ 5,545.58  |
| 94  | Fleet Equipment Parts Assistant                  |    | \$ 3,688.30 | \$ 4,507.14  |
| 95  | Fleet Operations Coordinator                     |    | \$ 6,078.73 | \$ 7,803.54  |
| 96  | Geographic Information Systems Administrator     |    | \$ 5,259.66 | \$ 6,752.45  |
| 97  | Geographic Information Systems Analyst I         |    | \$ 4,635.19 | \$ 5,951.40  |
| 98  | Geographic Information Systems Analyst II        |    | \$ 5,717.13 | \$ 7,340.74  |
| 99  | Geographic Information Systems Specialist I      |    | \$ 4,336.14 | \$ 5,567.44  |
| 100 | Geographic Information Systems Specialist II     | 1  | \$ 4,692.10 | \$ 6,024.74  |
| 101 | Graffiti Abatement Technician                    | 3  | \$ 3,982.50 | \$ 5,379.75  |
| 102 | Heating, Ventilation & Air Conditioning Mechanic | 3  | \$ 4,844.68 | \$ 5,920.23  |
| 103 | Housing & Rehabilitation Counselor I             |    | \$ 4,264.46 | \$ 5,474.66  |
| 104 | Housing & Rehabilitation Counselor II            |    | \$ 4,712.20 | \$ 6,049.83  |
| 105 | Housing Financial Advisor                        |    | \$ 4,396.92 | \$ 5,645.07  |
| 106 | Housing Program Supervisor                       |    | \$ 5,965.61 | \$ 7,658.99  |

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|     |                                                      |    |             |             |
|-----|------------------------------------------------------|----|-------------|-------------|
| 107 | Human Resources Assistant I                          |    | \$ 2,777.60 | \$ 3,566.88 |
| 108 | Human Resources Assistant II                         | 2  | \$ 3,060.88 | \$ 3,930.16 |
| 109 | Human Resources Specialist                           | 1  | \$ 3,813.39 | \$ 4,895.67 |
| 110 | Human Resources Technician                           | 4  | \$ 4,009.09 | \$ 5,146.51 |
| 111 | Hydrant Worker                                       | 1  | \$ 3,197.74 | \$ 3,907.65 |
| 112 | Industrial Electrical Apprentice                     |    | \$ 3,818.55 | \$ 4,438.15 |
| 113 | Information Technology Interdepartmental Coordinator |    | \$ 4,554.83 | \$ 5,848.14 |
| 114 | Instrument Repair Technician                         |    | \$ 4,734.63 | \$ 5,785.72 |
| 115 | Janitor                                              |    | \$ 3,087.10 | \$ 3,772.43 |
| 116 | Junior Engineer                                      | 3  | \$ 5,398.20 | \$ 6,271.48 |
| 117 | Junior Engineer/Traffic                              | 1  | \$ 5,398.20 | \$ 6,271.48 |
| 118 | Laboratory Supervisor                                | 1  | \$ 6,400.70 | \$ 8,168.47 |
| 119 | Laboratory Technician                                | 3  | \$ 4,008.14 | \$ 4,871.89 |
| 120 | Landfill Scale Operator                              |    | \$ 3,373.63 | \$ 4,122.57 |
| 121 | Librarian I                                          | 2  | \$ 4,084.93 | \$ 5,244.15 |
| 122 | Librarian II                                         | 13 | \$ 4,988.15 | \$ 6,404.47 |
| 123 | Librarian Trainee                                    |    | \$ 3,722.55 | \$ 4,778.69 |
| 124 | Library Aide I                                       |    | \$ 2,706.30 | \$ 3,474.31 |
| 125 | Library Aide II                                      | 1  | \$ 2,987.79 | \$ 3,835.59 |
| 126 | Library Assistant I                                  | 10 | \$ 3,213.87 | \$ 4,125.94 |
| 127 | Library Assistant II                                 | 12 | \$ 3,722.55 | \$ 4,778.69 |
| 128 | Library Building Maintenance Supervisor              |    | \$ 4,238.98 | \$ 5,441.41 |
| 129 | Library Driver/Clerk                                 | 1  | \$ 2,916.87 | \$ 3,744.72 |
| 130 | Mail Courier                                         |    | \$ 2,777.22 | \$ 3,565.18 |
| 131 | Maintenance Repair Technician I                      | 2  | \$ 3,556.82 | \$ 4,804.75 |
| 132 | Maintenance Repair Technician II                     | 6  | \$ 3,982.50 | \$ 5,379.75 |
| 133 | Maintenance Worker I                                 |    | \$ 2,834.98 | \$ 3,829.66 |
| 134 | Maintenance Worker II                                |    | \$ 3,373.63 | \$ 4,122.57 |
| 135 | Materials Specialist                                 | 3  | \$ 3,433.33 | \$ 4,195.54 |
| 136 | Materials Supervisor                                 |    | \$ 5,098.97 | \$ 6,547.42 |
| 137 | Mechanic I                                           |    | \$ 4,113.43 | \$ 5,026.65 |
| 138 | Mechanic II (Heavy)                                  | 5  | \$ 4,554.74 | \$ 5,565.92 |
| 139 | Mechanic II (Light)                                  | 7  | \$ 4,554.74 | \$ 5,565.92 |
| 140 | Mechanic III (Heavy)                                 | 2  | \$ 5,023.22 | \$ 6,138.32 |
| 141 | Mechanic III (Light)                                 | 3  | \$ 5,023.22 | \$ 6,138.32 |
| 142 | Mechanical Maintenance Apprentice                    |    | \$ 3,636.72 | \$ 4,226.82 |
| 143 | Mechanical Maintenance Worker I                      |    | \$ 3,818.55 | \$ 4,665.99 |

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|-----|----------------------------------------------------|-----|--------------|--------------|
| 144 | Mechanical Maintenance Worker II                   |     | \$ 4,219.41  | \$ 5,156.16  |
| 145 | Medium Equipment Operator                          |     | \$ 3,742.80  | \$ 4,573.71  |
| 146 | Microbiologist                                     | 1   | \$ 5,003.79  | \$ 6,081.92  |
| 147 | Micro-Computer Section Supervisor                  |     | \$ 5,292.75  | \$ 6,794.40  |
| 148 | Network Support Analyst I                          |     | \$ 4,541.39  | \$ 5,830.97  |
| 149 | Network Support Analyst II                         | 1   | \$ 5,601.44  | \$ 7,192.19  |
| 150 | Occupational Health & Safety Compliance Specialist | 1   | \$ 4,291.28  | \$ 5,508.71  |
| 151 | Office Assistant I                                 |     | \$ 2,777.22  | \$ 3,565.18  |
| 152 | Office Assistant II                                |     | \$ 3,059.83  | \$ 3,928.68  |
| 153 | Office Specialist                                  | 6   | \$ 3,808.99  | \$ 4,889.52  |
| 154 | Office Technician                                  | 42  | \$ 4,019.55  | \$ 5,161.03  |
| 155 | Park Aide                                          |     | \$ 2,060.84  | \$ 2,518.33  |
| 156 | Park Facility Planner                              |     | \$ 7,191.31  | \$ 9,233.78  |
| 157 | Parking Enforcement Officer                        | 2   | \$ 3,111.66  | \$ 3,995.67  |
| 158 | Parks Equipment Operator                           |     | \$ 3,603.66  | \$ 4,403.71  |
| 159 | Parks Supervisor                                   |     | \$ 4,679.45  | \$ 6,007.58  |
| 160 | Payroll Supervisor                                 | 1   | \$ 5,398.44  | \$ 6,976.71  |
| 161 | Plan Check Engineer                                | 1   | \$ 6,888.89  | \$ 8,843.66  |
| 162 | Plan Checker I                                     | 3   | \$ 5,377.14  | \$ 6,903.17  |
| 163 | Plan Checker II                                    | 2   | \$ 5,651.97  | \$ 7,256.69  |
| 164 | Planning Technician I                              | 1   | \$ 3,893.22  | \$ 4,998.65  |
| 165 | Planning Technician II                             |     | \$ 4,243.07  | \$ 5,446.53  |
| 166 | Plant Maintenance Machinist                        |     | \$ 4,694.57  | \$ 5,706.57  |
| 167 | Plant Maintenance Mechanic                         | 22  | \$ 4,808.18  | \$ 5,566.32  |
| 168 | Plant Maintenance Worker                           | 2   | \$ 3,410.06  | \$ 4,145.69  |
| 169 | Plant Operator                                     | 20  | \$ 4,501.84  | \$ 5,744.94  |
| 170 | Plant Operator Apprentice                          |     | \$ 3,713.08  | \$ 4,537.39  |
| 171 | Plant Operator-in-Training                         |     | \$ 3,519.51  | \$ 4,300.85  |
| 172 | Police Captain                                     | 5   | \$ 10,514.95 | \$ 13,497.93 |
| 173 | Police Court Coordinator                           | 1   | \$ 4,493.72  | \$ 5,768.65  |
| 174 | Police Lieutenant                                  | 17  | \$ 9,113.85  | \$ 11,700.70 |
| 175 | Police Officer                                     | 347 | \$ 5,627.48  | \$ 7,230.10  |
| 176 | Police Officer Recruit                             |     | \$ 4,840.27  |              |
| 177 | Police Officer Trainee                             | 19  | \$ 4,840.27  |              |
| 178 | Police Planning Analyst                            |     | \$ 5,726.23  | \$ 7,352.00  |
| 179 | Police Records Assistant I                         | 6   | \$ 3,173.86  | \$ 4,073.97  |
| 180 | Police Records Assistant II                        | 20  | \$ 3,413.72  | \$ 4,383.07  |

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|-----|---------------------------------------|----|-------------|-------------|
| 181 | Police Records Assistant III          |    | \$ 3,679.56 | \$ 4,724.32 |
| 182 | Police Sergeant                       | 54 | \$ 6,653.11 | \$ 8,547.75 |
| 183 | Police Telecommunications Supervisor  | 5  | \$ 5,206.42 | \$ 6,683.84 |
| 184 | Police Telecommunications Call Taker  | 2  | \$ 3,774.44 | \$ 4,844.98 |
| 185 | Police Telecommunicator I             | 12 | \$ 4,194.60 | \$ 5,384.66 |
| 186 | Police Telecommunicator II            | 26 | \$ 4,409.54 | \$ 5,660.68 |
| 187 | Procurement Specialist I              | 1  | \$ 4,057.73 | \$ 5,209.20 |
| 188 | Procurement Specialist II             | 1  | \$ 4,479.48 | \$ 5,750.46 |
| 189 | Project Manager I                     | 8  | \$ 4,958.22 | \$ 6,366.78 |
| 190 | Project Manager II                    | 4  | \$ 5,213.11 | \$ 6,692.61 |
| 191 | Project Manager III                   | 5  | \$ 5,480.20 | \$ 7,035.04 |
| 192 | Property Clerk                        | 3  | \$ 3,601.87 | \$ 4,624.63 |
| 193 | Property Room Supervisor              | 1  | \$ 5,161.55 | \$ 6,627.43 |
| 194 | Public Works Field Specialist         | 4  | \$ 4,775.66 | \$ 6,130.40 |
| 195 | Public Works Heavy Equipment Operator | 1  | \$ 4,829.67 | \$ 5,901.86 |
| 196 | Public Works Inspector                | 5  | \$ 5,304.60 | \$ 6,809.40 |
| 197 | Public Works Maintenance Worker I     |    | \$ 2,950.55 | \$ 3,985.76 |
| 198 | Public Works Maintenance Worker II    | 4  | \$ 3,593.09 | \$ 4,390.72 |
| 199 | Public Works Safety/Training Officer  | 1  | \$ 4,829.67 | \$ 5,901.86 |
| 200 | Public Works Supervisor               | 5  | \$ 5,766.12 | \$ 7,402.98 |
| 201 | Public Works Supervisor/Electrical    | 1  | \$ 6,245.99 | \$ 8,019.15 |
| 202 | Quality Improvement Coordinator       |    | \$ 7,015.91 | \$ 9,008.56 |
| 203 | Real Property Agent I                 |    | \$ 4,665.58 | \$ 5,989.10 |
| 204 | Real Property Agent II                |    | \$ 5,424.75 | \$ 6,965.69 |
| 205 | Records Specialist                    | 1  | \$ 3,808.99 | \$ 4,889.52 |
| 206 | Recreation Assistant I                |    | \$ 2,987.79 | \$ 3,835.59 |
| 207 | Recreation Assistant II               | 2  | \$ 3,213.87 | \$ 4,125.94 |
| 208 | Recreation Program Coordinator        | 5  | \$ 4,340.94 | \$ 5,573.29 |
| 209 | Recreation Supervisor                 | 3  | \$ 5,171.79 | \$ 6,640.00 |
| 210 | Recycling Specialist                  | 1  | \$ 4,563.69 | \$ 5,859.21 |
| 211 | Redevelopment Specialist              |    | \$ 5,474.66 | \$ 7,028.39 |
| 212 | Regulatory Compliance Officer         |    | \$ 6,241.77 | \$ 8,013.85 |
| 213 | Reprographics/Mailroom Supervisor     | 1  | \$ 4,499.41 | \$ 5,777.21 |
| 214 | Reprographics/Mailroom Technician I   |    | \$ 2,777.22 | \$ 3,565.18 |
| 215 | Reprographics/Mailroom Technician II  | 1  | \$ 3,213.87 | \$ 4,125.94 |
| 216 | Revenue Assistant I                   | 12 | \$ 3,175.08 | \$ 4,076.07 |
| 217 | Revenue Assistant II                  | 8  | \$ 3,384.54 | \$ 4,345.37 |

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| 218 | Revenue Collector                                | 4 | \$ 3,908.73 | \$ 5,018.06 |
| 219 | Revenue Supervisor                               | 3 | \$ 4,665.65 | \$ 5,989.99 |
| 220 | Secretary                                        | 8 | \$ 3,808.99 | \$ 4,889.52 |
| 221 | Senior Accountant                                | 1 | \$ 5,800.66 | \$ 7,446.38 |
| 222 | Senior Administrative Analyst                    | 3 | \$ 6,726.54 | \$ 8,636.30 |
| 223 | Senior Animal Services Officer                   | 1 | \$ 4,212.99 | \$ 5,408.19 |
| 224 | Senior Building Inspector                        | 1 | \$ 5,151.05 | \$ 6,612.81 |
| 225 | Senior Civil Engineer                            | 6 | \$ 7,728.32 | \$ 9,921.36 |
| 226 | Senior Code Enforcement Officer                  | 2 | \$ 4,764.33 | \$ 6,116.76 |
| 227 | Senior Collection Systems Operator               | 9 | \$ 5,032.99 | \$ 5,283.82 |
| 228 | Senior Collection Systems Supervisor             | 1 | \$ 5,986.58 | \$ 7,685.50 |
| 229 | Senior Community Development Technician          | 1 | \$ 4,909.31 | \$ 6,302.57 |
| 230 | Senior Community Service Officer                 | 1 | \$ 4,272.10 | \$ 5,483.67 |
| 231 | Senior Electrical Inspector                      |   | \$ 5,151.05 | \$ 6,612.81 |
| 232 | Senior Electrician                               | 1 | \$ 5,205.76 | \$ 6,361.42 |
| 233 | Senior Engineering Technician                    | 1 | \$ 5,122.97 | \$ 6,576.89 |
| 234 | Senior Environmental Control Officer             | 2 | \$ 5,741.52 | \$ 6,028.48 |
| 235 | Senior Evidence Technician                       | 6 | \$ 4,787.08 | \$ 6,145.20 |
| 236 | Senior Facilities Maintenance Supervisor         |   | \$ 5,755.05 | \$ 7,388.57 |
| 237 | Senior Facilities Maintenance Worker             |   | \$ 3,876.43 | \$ 4,736.99 |
| 238 | Senior Finance Assistant                         | 3 | \$ 3,955.45 | \$ 5,078.04 |
| 239 | Senior Geographic Information Systems Analyst    | 1 | \$ 6,638.94 | \$ 8,524.21 |
| 240 | Senior Geographic Information Systems Specialist |   | \$ 5,206.41 | \$ 6,684.73 |
| 241 | Senior Golf Course Supervisor                    |   | \$ 5,575.31 | \$ 7,157.51 |
| 242 | Senior Housing Financial Advisor                 |   | \$ 5,012.32 | \$ 6,435.45 |
| 243 | Senior Housing Rehabilitation Counselor          |   | \$ 4,953.79 | \$ 6,360.14 |
| 244 | Senior Hydrant Worker                            |   | \$ 4,024.27 | \$ 4,917.65 |
| 245 | Senior Instrument Repair Technician              |   | \$ 5,205.76 | \$ 6,361.42 |
| 246 | Senior Janitor                                   |   | \$ 3,403.93 | \$ 4,159.56 |
| 247 | Senior Library Aide                              |   | \$ 3,374.56 | \$ 4,333.18 |
| 248 | Senior Library Assistant                         |   | \$ 4,204.63 | \$ 5,398.20 |
| 249 | Senior Maintenance Repair Technician             | 5 | \$ 4,829.67 | \$ 5,901.86 |
| 250 | Senior Mechanic                                  |   | \$ 5,286.78 | \$ 6,460.45 |
| 251 | Senior Mechanical Maintenance Worker             |   | \$ 4,668.51 | \$ 5,704.95 |
| 252 | Senior Network Support Analyst                   | 3 | \$ 6,085.70 | \$ 7,813.86 |
| 253 | Senior Office Assistant                          |   | \$ 3,808.99 | \$ 4,889.52 |
| 254 | Senior Parks Supervisor                          |   | \$ 5,575.31 | \$ 7,157.51 |

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|     |                                              |    |             |             |
|-----|----------------------------------------------|----|-------------|-------------|
| 255 | Senior Parks Worker I                        |    | \$ 3,650.50 | \$ 4,460.93 |
| 256 | Senior Parks Worker II                       |    | \$ 3,841.98 | \$ 4,694.92 |
| 257 | Senior Plan Checker                          |    | \$ 6,044.29 | \$ 7,759.83 |
| 258 | Senior Planning Technician                   |    | \$ 4,556.80 | \$ 5,850.02 |
| 259 | Senior Plant Maintenance Mechanic            | 6  | \$ 6,151.82 | \$ 6,460.27 |
| 260 | Senior Plant Maintenance Supervisor          | 1  | \$ 5,986.58 | \$ 7,685.50 |
| 261 | Senior Plant Operations Supervisor           |    | \$ 5,986.58 | \$ 7,685.50 |
| 262 | Senior Plant Operator                        | 12 | \$ 5,377.89 | \$ 6,592.08 |
| 263 | Senior Plumbing/Mechanical Inspector         |    | \$ 5,151.05 | \$ 6,612.81 |
| 264 | Senior Police Records Assistant              | 1  | \$ 4,157.55 | \$ 5,336.95 |
| 265 | Senior Procurement Specialist                | 1  | \$ 5,087.13 | \$ 6,530.76 |
| 266 | Senior Public Works Supervisor               |    | \$ 6,346.83 | \$ 8,148.82 |
| 267 | Senior Public Works Supervisor/Electrical    |    | \$ 6,875.46 | \$ 8,827.05 |
| 268 | Senior Real Property Agent                   |    | \$ 6,177.63 | \$ 7,930.99 |
| 269 | Senior Recreation Assistant                  | 8  | \$ 3,908.73 | \$ 5,018.06 |
| 270 | Senior Revenue Assistant                     | 4  | \$ 3,908.73 | \$ 5,018.06 |
| 271 | Senior Systems Analyst                       | 7  | \$ 6,762.89 | \$ 8,683.35 |
| 272 | Senior Telecommunications Supervisor         |    | \$ 5,923.16 | \$ 7,603.41 |
| 273 | Senior Traffic Signal Electrician            | 1  | \$ 5,529.89 | \$ 6,757.51 |
| 274 | Senior Transportation Planner                |    | \$ 6,475.39 | \$ 8,313.94 |
| 275 | Senior Tree Surgeon                          | 1  | \$ 4,266.24 | \$ 5,213.35 |
| 276 | Senior Water Systems Operator                | 5  | \$ 5,303.63 | \$ 5,567.95 |
| 277 | Service Writer                               |    | \$ 3,581.60 | \$ 4,376.74 |
| 278 | Solid Waste Inspector                        |    | \$ 4,494.96 | \$ 5,492.85 |
| 279 | Sports Commission Director                   |    | \$ 6,223.39 | \$ 7,990.07 |
| 280 | Stage Maintenance Worker                     |    | \$ 3,876.43 | \$ 4,736.99 |
| 281 | Storm Water Outreach Coordinator             |    | \$ 4,749.87 | \$ 6,098.59 |
| 282 | Supervising Accountant                       | 1  | \$ 6,473.28 | \$ 8,310.87 |
| 283 | Supervising Combination Inspector            | 1  | \$ 5,967.04 | \$ 7,661.62 |
| 284 | Supervising Evidence Technician              | 2  | \$ 5,464.83 | \$ 7,016.79 |
| 285 | Supervising Librarian                        | 3  | \$ 5,406.90 | \$ 6,941.46 |
| 286 | Supervising Mechanic                         | 2  | \$ 5,356.85 | \$ 6,878.02 |
| 287 | Supervising Office Assistant                 | 4  | \$ 4,238.98 | \$ 5,441.41 |
| 288 | Supervising Parking Attendant                |    | \$ 3,820.72 | \$ 4,904.24 |
| 289 | Supervising Parking Enforcement Officer      |    | \$ 3,497.80 | \$ 4,463.73 |
| 290 | Supervising Plan Checker/Structural Engineer |    | \$ 7,512.59 | \$ 9,645.28 |
| 291 | Supervising Police Records Assistant         | 2  | \$ 4,582.43 | \$ 5,883.82 |

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|     |                                                                                                   |    |             |             |
|-----|---------------------------------------------------------------------------------------------------|----|-------------|-------------|
| 292 | Supervising Public Works Inspector                                                                | 1  | \$ 6,008.79 | \$ 7,715.24 |
| 293 | Supervising Real Property Agent                                                                   |    | \$ 7,496.60 | \$ 9,625.78 |
| 294 | Supervisory Control & Data Acquisition/Computerized Maintenance Management System Program Manager |    | \$ 6,973.58 | \$ 8,953.22 |
| 295 | Survey Party Chief                                                                                |    | \$ 4,385.27 | \$ 5,629.81 |
| 296 | Surveying Supervisor                                                                              |    | \$ 5,213.11 | \$ 6,692.61 |
| 297 | Systems Analyst I                                                                                 | 4  | \$ 4,626.17 | \$ 5,939.83 |
| 298 | Systems Analyst II                                                                                | 3  | \$ 5,706.01 | \$ 7,326.45 |
| 299 | Technology Project Coordinator                                                                    | 1  | \$ 5,864.40 | \$ 7,529.72 |
| 300 | Technology Support Specialist I                                                                   |    | \$ 3,793.48 | \$ 4,870.68 |
| 301 | Technology Support Specialist II                                                                  | 5  | \$ 4,537.10 | \$ 5,824.86 |
| 302 | Technology Training Coordinator                                                                   | 1  | \$ 4,537.10 | \$ 5,824.86 |
| 303 | Telecommunications Coordinator                                                                    |    | \$ 4,511.58 | \$ 5,791.39 |
| 304 | Traffic Engineering Aide                                                                          |    | \$ 3,477.63 | \$ 4,465.06 |
| 305 | Traffic Signal Electrician                                                                        | 6  | \$ 5,029.43 | \$ 6,145.97 |
| 306 | Traffic Signal Electrician Trainee                                                                |    | \$ 3,778.28 | \$ 5,103.91 |
| 307 | Traffic Signal Systems Operator                                                                   |    | \$ 4,734.63 | \$ 5,785.72 |
| 308 | Tree Maintenance Supervisor                                                                       |    | \$ 5,028.05 | \$ 6,455.44 |
| 309 | Tree Surgeon                                                                                      | 3  | \$ 3,860.21 | \$ 4,717.19 |
| 310 | Tree Worker                                                                                       |    | \$ 3,049.87 | \$ 4,119.96 |
| 311 | Utilities Safety & Training Specialist                                                            |    | \$ 3,844.75 | \$ 4,935.68 |
| 312 | Utility Technology Specialist                                                                     | 1  | \$ 4,919.88 | \$ 6,278.53 |
| 313 | Vehicle Abatement Specialist                                                                      |    | \$ 3,137.41 | \$ 4,028.42 |
| 314 | Warehouse Supervisor                                                                              |    | \$ 3,940.87 | \$ 5,059.07 |
| 315 | Water Field Technician                                                                            | 4  | \$ 3,620.59 | \$ 4,620.60 |
| 316 | Water Systems Operator                                                                            | 16 | \$ 3,777.35 | \$ 4,820.09 |
| 317 | Water Systems Superintendent                                                                      | 1  | \$ 7,030.44 | \$ 8,971.92 |
| 318 | Water/Sewer Equipment Operator                                                                    | 3  | \$ 4,139.26 | \$ 5,030.27 |
| 319 | Welder/Fabricator                                                                                 |    | \$ 4,375.07 | \$ 5,346.38 |
| 320 | Welder/Fabricator Specialist                                                                      | 1  | \$ 5,077.65 | \$ 6,204.87 |

Total # Classified Employees 1351

**B. Examinations Held by the Commission**

The Civil Service Commission approved a total of 36 eligible civil service lists during 2017. Of the 36 lists, 2 were safety-promotional, 1 was miscellaneous-promotional, and 33 were miscellaneous-open/promotional. A total of 3,583 on-line applications were

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received during this time for classified vacancies. Of that group, 951 candidates were successful and placed onto the eligibility lists approved by the Commission.

The following table details the examinations:

| Date of Civil Service Commission | Title of Classification                        | Number of Applications Received | Number of Eligibles on List |
|----------------------------------|------------------------------------------------|---------------------------------|-----------------------------|
| 19-Jan                           | Fire Fighter Engineer (P)                      | 14                              | 5                           |
|                                  | Plant Maintenance Mechanic (O/P)               | 84                              | 27                          |
| 16-Feb                           | Evidence Technician I (O/P)                    | 240                             | 53                          |
|                                  | Senior Administrative Analyst (O/P)            | 57                              | 10                          |
|                                  | Senior Evidence Technician (O/P)               | 17                              | 6                           |
|                                  | Systems Analyst I (O/P)                        | 56                              | 7                           |
| 16-Mar                           | Facilities Maintenance Worker I (O/P)          | 177                             | 48                          |
|                                  | Police Services Manager (O/P)                  | 48                              | 9                           |
| 20-Apr                           | Collection Systems Operator (O/P)              | 154                             | 23                          |
| 18-May                           | Community Service Officer I (O/P)              | 206                             | 84                          |
|                                  | Economic Development Analyst (O/P)             | 43                              | 4                           |
|                                  | Police Court Coordinator (O/P)                 | 92                              | 32                          |
|                                  | Senior Recreation Assistant (O/P)              | 131                             | 37                          |
| 15-Jun                           | Electrical Technician I (O/P)                  | 143                             | 18                          |
|                                  | Revenue Supervisor (O/P)                       | 47                              | 12                          |
| 20-Jul                           | Emergency Communication Dispatch Manager (O/P) | 15                              | 6                           |
|                                  | Fire Captain (P)                               | 41                              | 23                          |
|                                  | Project Manager I (O/P)                        | 65                              | 18                          |
| 17-Aug                           | Assistant Planner (O/P)                        | 118                             | 12                          |
|                                  | Human Resources Technician (O/P)               | 174                             | 27                          |
|                                  | Library Aide I (O/P)                           | 291                             | 167                         |
|                                  | Recreation Assistant II (O/P)                  | 128                             | 47                          |

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|        |                                               |      |     |
|--------|-----------------------------------------------|------|-----|
|        | Recreation Program Coordinator (O/P)          | 118  | 14  |
|        | Senior Civil Engineer (O/P)                   | 13   | 8   |
|        | Senior Tree Surgeon (O/P)                     | 14   | 8   |
|        |                                               |      |     |
| 21-Sep | Technology Training Coordinator (P)           | 15   | 1   |
|        |                                               |      |     |
| 20-Oct | Finance Assistant I (O/P)                     | 357  | 117 |
|        | Fire Protection Specialist (O/P)              | 25   | 8   |
|        | Property Room Supervisor (O/P)                | 236  | 15  |
|        |                                               |      |     |
| 16-Nov | Recreation Supervisor (O/P)                   | 118  | 10  |
|        |                                               |      |     |
| 21-Dec | Chemist (O/P)                                 | 34   | 4   |
|        | Plant Maintenance Machinist (O/P)             | 9    | 4   |
|        | Procurement Specialist I (O/P)                | 82   | 19  |
|        | Revenue Collector (O/P)                       | 101  | 27  |
|        | Supervising Office Assistant (O/P)            | 84   | 32  |
|        | Supervising Parking Enforcement Officer (O/P) | 36   | 9   |
|        |                                               |      |     |
|        | Total                                         | 3583 | 951 |

In addition to the examinations held by Commission, the 16 continuous examinations were conducted per Civil Service Rules.

| Title of Classification          | Dates Open           | # of Applications | # of Eligibles |
|----------------------------------|----------------------|-------------------|----------------|
| Police Officer-Academy Graduate  | Continuous           | 152               | 114            |
| Police Officer-Lateral           | Continuous           | 46                | 32             |
| Police Officer-Recruit           | Continuous           | 163               | 109            |
| Police Officer-Trainee           | 12/3/2017-12/21/2017 | 605               | TBD            |
|                                  |                      |                   |                |
| Combination Inspector I          | 11/19/2017-12/1/2017 | 18                | 13             |
| Combination Inspector II         | 8/6/2017-1/4/2018    | 28                | 1              |
| Fire Telecommunicator I          | 1/15/2017-1/27/2017  | 148               | 31             |
| Fire Telecommunicator II-Lateral | 1/22/2017-1/12/2018  | 79                | 7              |
| Junior Engineer                  | 12/11/2017-1/5/2018  | 13                | 30             |

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|                               |                       |      |     |
|-------------------------------|-----------------------|------|-----|
| Librarian I                   | 12/04/2017-12/29/2017 | 53   | 14  |
| Librarian II                  | 5/28/2017-6/30/2017   | 24   | 5   |
| Librarian II                  | 12/03/2017-12/29/2017 | 10   | 3   |
| Plan Checker I                | 12/18/2016-1/19/2017  | 28   | 8   |
| Police Telecommunicator I     | 10/15/2017-10/26/2017 | 126  | 17  |
| Public Works Inspector        | 11/26/2017-12/7/2017  | 35   | 11  |
| Senior Water Systems Operator | 9/24/2017-10/6/2017   | 11   | 5   |
|                               |                       |      |     |
| Total                         |                       | 1539 | 400 |

**C. Appointments Made, Service Ratings, and Removals in the Classified Service**

**Appointments Made**

During the 2017 calendar year, a total of two-hundred and one (201) new employees were hired. Of those employees, seventy-six (76) were hired into a sworn Police Officer position, eight (8) were hired into a sworn Fire Fighter position and one-hundred and seventeen (117) were hired into the miscellaneous classified unsworn service. The following table details appointments made:

| Date appointed | Title                               | # of positions | Department              |
|----------------|-------------------------------------|----------------|-------------------------|
| 1/3/2017       | Community Development Technician    | 1              | Community Development   |
|                | Police Officer Recruit              | 1              | Police                  |
|                | Police Officer Trainee              | 1              | Police                  |
|                | Associate Engineer                  | 1              | Public Works            |
|                | Deputy City Attorney                | 1              | City Attorney's Office  |
|                | Executive Assistant to the Mayor    | 1              | City Manager's Office   |
|                | Human Resources Technician          | 1              | Human Resources         |
|                |                                     |                |                         |
| 1/17/2017      | No New Appointments                 |                |                         |
|                |                                     |                |                         |
| 2/1/2017       | Police Records Assistant I          | 1              | Police                  |
|                | Accountant I                        | 4              | Administrative Services |
|                | Administrative Analyst II           | 1              | Information Technology  |
|                | Police Officer Recruit              | 1              | Police                  |
|                | Fleet Manager                       | 1              | Public Works            |
|                | Plant Operations Supervisor/Water   | 1              | Municipal Utilities     |
|                | Supervising Human Resources Analyst | 1              | Human Resources         |
|                |                                     |                |                         |
| 2/16/2017      | Office Specialist                   | 1              | Police                  |
|                | Code Enforcement Officer I          | 1              | Police                  |

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|           |                                        |   |                               |
|-----------|----------------------------------------|---|-------------------------------|
|           | Library Assistant I                    | 1 | Community Services            |
|           | Risk Analyst II                        | 1 | Human Resources               |
|           | Human Resources Manager/Safety Officer | 1 | Human Resources               |
|           | Police Officer                         | 3 | Police                        |
|           | Police Officer Trainee                 | 6 | Police                        |
|           | Mayor's Senior Policy Advisor          | 1 | City Manager's Office         |
|           | Public Information Officer II          | 1 | City Manager's Office         |
|           |                                        |   |                               |
| 3/1/2017  | Police Officer                         | 1 | Police                        |
|           | Police Officer Trainee                 | 5 | Police                        |
|           | Community Development Technician       | 1 | Community Development         |
|           | Police Officer Recruit                 | 1 | Police                        |
|           | Police Officer Academy Graduate        | 1 | Police                        |
|           | Property Clerk                         | 1 | Police                        |
|           |                                        |   |                               |
| 3/16/2017 | Circulation Assistant I                | 2 | Community Services            |
|           | Crime Analyst                          | 1 | Police                        |
|           | Program Manager II                     | 1 | Information Technology        |
|           | Plant Operator (Entry Level)           | 1 | Municipal Utilities           |
|           | Police Officer Trainee                 | 1 | Police                        |
|           |                                        |   |                               |
| 4/3/2017  | Police Officer Trainee                 | 1 | Police                        |
|           | Police Officer Recruit                 | 1 | Police                        |
|           | Police Officer Academy Graduate        | 1 | Police                        |
|           | Police Records Assistant I             | 1 | Police                        |
|           | Public Works Supervisor                | 1 | Public Works                  |
|           |                                        |   |                               |
| 4/17/2017 | Project Manager I                      | 1 | Fire                          |
|           | Police Officer Trainee                 | 3 | Police                        |
|           | Police Officer Academy Graduate        | 1 | Police                        |
|           | Junior Engineer                        | 1 | Public Works                  |
|           | Human Resources Analyst II             | 1 | Human Resources               |
|           | Management Assistant                   | 1 | Office of Violence Prevention |
|           | Plant Operator (Entry Level)           | 1 | Municipal Utilities           |
|           |                                        |   |                               |
| 5/1/2017  | Police Officer                         | 1 | Police                        |
|           | Police Officer Trainee                 | 6 | Police                        |
|           | Police Telecommunicator II-Lateral     | 1 | Police                        |
|           | Code Enforcement Officer I             | 1 | Police                        |
|           | Community Service Officer I            | 2 | Police                        |
|           | Deputy Director of Human Resources     | 1 | Human Resources               |
|           | Risk Analyst II                        | 1 | Human Resources               |

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|           |                                             |   |                                        |
|-----------|---------------------------------------------|---|----------------------------------------|
|           | Plant Maintenance Mechanic                  | 1 | Municipal Utilities                    |
| 5/16/2017 | Secretary (ERP)                             | 1 | Information Technology                 |
|           | Accountant I                                | 1 | Administrative Services                |
|           | Police Officer                              | 1 | Police                                 |
|           | Police Officer Recruit                      | 1 | Police                                 |
|           | Police Officer Trainee                      | 3 | Police                                 |
|           | Plant Maintenance Mechanic                  | 1 | MUD                                    |
|           | Junior Engineer                             | 1 | Community Development                  |
|           | Information Technology Supervisor           | 1 | Information Technology                 |
|           | Information Technology Officer              | 1 | Information Technology                 |
| 6/1/2017  | Crime Analyst                               | 2 | Police                                 |
|           | Police Officer Academy Graduate             | 1 | Police                                 |
|           | Police Officer Lateral                      | 1 | Police                                 |
|           | Police Officer Trainee                      | 1 | Police                                 |
|           | Plan Checker I                              | 1 | Community Development                  |
|           | Revenue Assistant I                         | 1 | Administrative Services                |
|           | Accounting Manager                          | 1 | Administrative Services                |
|           | Outreach Supervisor                         | 1 | City Manager's Office-<br>Peacekeepers |
| 6/16/2016 | Deputy CD Director/Building and Life Safety | 1 | Community Development                  |
|           | Police Officer Trainee                      | 3 | Police                                 |
|           | Police Officer Recruit                      | 1 | Police                                 |
|           | Supervising Procurement Specialist          | 1 | Administrative Services                |
| 7/3/2017  | Fire Fighter Trainee                        | 8 | Fire                                   |
|           | Circulation Assistant I                     | 2 | Community Services                     |
|           | Revenue Assistant I                         | 1 | Administrative Services                |
|           | Revenue Collector                           | 1 | Administrative Services                |
|           | Revenue Assistant I                         | 1 | Administrative Services                |
|           | Program Manager III                         | 1 | Information Technology                 |
|           | Police Officer Trainee                      | 1 | Police                                 |
| 7/17/2017 | Police Officer                              | 1 | Police                                 |
|           | Plant Maintenance Machinist                 | 1 | Municipal Utilities                    |
| 8/1/2017  | Police Records Assistant I                  | 1 | Police                                 |
|           | Economic Development Analyst                | 1 | Economic Development                   |
|           | Police Officer Trainee                      | 1 | Police                                 |
|           | Library Assistant I                         | 1 | Community Services                     |
|           | Program Manager III                         | 1 | Municipal Utilities                    |

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|            |                                       |   |                         |
|------------|---------------------------------------|---|-------------------------|
|            | Facilities Maintenance Worker I       | 1 | Public Works            |
|            |                                       |   |                         |
| 8/16/2017  | Police Officer Academy Graduate       | 1 | Police                  |
|            | Police Officer                        | 1 | Police                  |
|            | Community Development Technician      | 1 | Community Development   |
|            | Evidence Technician I                 | 1 | Police                  |
|            | Fire Telecommunicator I               | 2 | Fire                    |
|            | Senior Recreation Assistant           | 2 | Community Services      |
|            | Collection Systems Operator           | 1 | Municipal Utilities     |
|            | Facilities Maintenance Worker I       | 1 | Public Works            |
|            | Police Services Manager               | 1 | Police                  |
|            | Revenue Supervisor                    | 1 | Administrative Services |
|            |                                       |   |                         |
| 9/6/2017   | Police Officer Trainee                | 1 | Police                  |
|            | Police Officer Recruit                | 1 | Police                  |
|            | Police Officer Lateral                | 1 | Police                  |
|            | Library Assistant I                   | 1 | Community Services      |
|            | Program Manager III (ERP)             | 1 | Information Technology  |
|            | Electrical Technician I               | 3 | Municipal Utilities     |
|            |                                       |   |                         |
| 9/18/2017  | Police Officer Lateral                | 1 | Police                  |
|            | Systems Analyst I                     | 1 | Information Technology  |
|            | Evidence Technician I                 | 1 | Police                  |
|            | Human Resources Assistant II          | 1 | Human Resources         |
|            |                                       |   |                         |
| 10/2/2017  | Water Systems Operator                | 1 | Municipal Utilities     |
|            | Property Clerk                        | 2 | Police                  |
|            | Police Officer Trainee                | 2 | Police                  |
|            | Police Officer Academy Graduate       | 1 | Police                  |
|            | Deputy Director of Community Services | 1 | Community Services      |
|            | Procurement Manager                   | 1 | Administrative Services |
|            | Human Resources Technician            | 1 | Human Resources         |
|            |                                       |   |                         |
| 10/16/2017 | Police Telecommunicator I             | 1 | Police                  |
|            | Police Officer Academy Graduate       | 1 | Police                  |
|            | Police Officer Recruit                | 1 | Police                  |
|            | Police Officer Trainee                | 3 | Police                  |
|            | Assistant Planner                     | 1 | Community Development   |
|            | Senior Recreation Assistant           | 1 | Community Services      |
|            | Library Assistant I                   | 2 | Community Services      |
|            | Water Field Technician                | 2 | Municipal Utilities     |
|            |                                       |   |                         |

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|            |                                             |     |                                       |
|------------|---------------------------------------------|-----|---------------------------------------|
| 11/1/2017  | Police Officer Trainee                      | 1   | Police                                |
|            | Police Officer Academy Graduate             | 2   | Police                                |
|            | Police Officer Recruit                      | 1   | Police                                |
|            | Police Officer                              | 1   | Police                                |
|            | Senior Recreation Assistant                 | 1   | Community Services                    |
|            |                                             |     |                                       |
| 11/16/2017 | Office Assistant II                         | 1   | Police                                |
|            | Police Officer Recruit                      | 2   | Police                                |
|            | Senior Collection Systems Operator          | 1   | Municipal Utilities                   |
|            | Collection Systems Operator                 | 1   | Municipal Utilities                   |
|            | Plant Maintenance Mechanic                  | 2   | Municipal Utilities                   |
|            | Program Manager III                         | 1   | Economic Development                  |
|            | Outreach Worker                             | 1   | City Manager's Office-<br>Peacekeeper |
|            |                                             |     |                                       |
| 12/1/2017  | Police Officer Trainee                      | 1   | Police                                |
|            | Police Officer Recruit                      | 1   | Police                                |
|            | Community Service Officer I                 | 1   | Police                                |
|            | Assistant Civil Engineer                    | 1   | Municipal Utilities                   |
|            |                                             |     |                                       |
| 12/16/2016 | Fire Telecommunicator I                     | 1   | Fire                                  |
|            | Police Officer Academy Graduate             | 1   | Police                                |
|            | Police Officer Trainee                      | 4   | Police                                |
|            | Fire Telecommunicator II                    | 1   | Fire                                  |
|            | Community Service Officer I                 | 2   | Police                                |
|            | Program Manager II                          | 1   | Community Development                 |
|            | Emergency Communication Dispatch<br>Manager | 1   | Fire                                  |
|            |                                             |     |                                       |
|            | Total                                       | 201 |                                       |

### Service Ratings

The Human Resources Department maintains seniority lists on the City's intranet website. These reports are updated every payday and City employees have access to these reports and are able to review them as needed.

### Removals in the Classified Service

During this reporting period, 557 names were removed from various eligibility lists. The following list details the removals as follows:

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| Removal of Names            | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals |
|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| Police Officer              |     |     |     |     |     |     |     |     |     |     |     |     |        |
| Recruit                     | 7   | 9   | 3   | 5   | 4   | 3   | 13  | 14  | 8   | 8   | 6   | 5   | 85     |
| Trainee                     | 23  | 26  | 23  | 59  | 26  | 38  | 23  | 19  | 40  | 29  | 20  | 8   | 334    |
| Academy Graduate            | 16  | 9   | 12  | 8   | 1   | 7   | 5   | 15  | 7   | 1   | 1   | 8   | 90     |
| Lateral                     | 5   | 2   | 2   | 1   | 1   | 4   | 4   |     | 1   | 1   |     | 2   | 23     |
| Firefighter Trainee         |     | 4   | 9   |     |     | 7   |     |     |     |     |     |     | 20     |
| Office Specialist/Secretary |     | 1   |     |     |     |     |     | 4   |     |     |     |     | 5      |
|                             |     |     |     |     |     |     |     |     |     |     |     |     |        |
| Totals                      | 51  | 51  | 49  | 73  | 32  | 59  | 45  | 52  | 56  | 39  | 27  | 23  | 557    |

**D. The Operation of the Rules of the Commission and Recommendations for Promoting Efficiency and Economy in the Service**

**Rule Amendments.** The Commission received three (3) Civil Service rule amendments for adoption in 2017. The following rules were amended:

| Date     | Rule Change                                                                                                                                                                                                                      |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mar-2017 | AMEND RULE VII, SECTIONS 3, 5, 8 AND 10 OF THE CIVIL SERVICE RULES AND REGULATIONS FOR POLICE AND FIRE EMPLOYEES REGARDING CERTIFICATION AND APPOINTMENT OF THE POLICE AND FIRE DEPARTMENTS                                      |
| May-2017 | AMEND THE POLICE DEPARTMENT RULES AND REGULATIONS                                                                                                                                                                                |
| Oct-2017 | AMEND RULE I (DEFINITION OF TERMS) OF THE CIVIL SERVICE RULES AND REGULATIONS FOR MISCELLANEOUS EMPLOYEES, AND RULE I (DEFINITION OF TERMS), SECTION 5, OF THE CIVIL SERVICE RULES AND REGULATIONS FOR POLICE AND FIRE EMPLOYEES |

**Recruitment of Civil Service Commissioners.** In order to recruit as large and diverse candidate pool as possible for Civil Service Commission vacancies, the Office of the City Clerk has expanded outreach efforts.

Last year, vacancies on the Commission were created by the resignation of commissioners Shellie Lima and Douglas Vigil. The Office of the City Clerk initiated the recruitment process, posted the announcement on the City's Boards and Commissions web page, and hard copies of the notices were posted on the City's public posting boards. A request to publish a public service announcement was sent to the Record,

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and the local Chambers of Commerce, City Council members, and other City staff were notified of the vacancy announcement via electronic mail.

Ten applications were received and three candidates were interviewed. The interviews were recorded and broadcast on the City's website. On September 12<sup>th</sup> and 20<sup>th</sup>, City Council interviewed 4 of the 6 applicants and appointed Mr. Jess Serna and Mr. Langston Sylvester to the Civil Service Commission.

**Commission Accomplishments.** The Commission has a number of defined responsibilities as stated in the Civil Service Rules and Regulations. The Commission continued to adopt, amend and repeal rules for the Civil Service Commission, advised the City Manager on problems concerning personnel administration, were available to hear appeals of dismissals, demotions, or reductions by any person in competitive service, investigated complaints or concerns affecting the administration of the system and provided an annual report.

Over the past year, the Commission reviewed and monitored numerous employee eligibility lists for diversity and ranking. In addition, the Commission reviewed and adopted each department's annual report that outlines the department's progress in reaching equal employment goals.

The Commission reviewed three (3) rules and adopted changes that reflect current practices of the City. Those rules were:

- Amend Rule VII, Sections 3, 5, 8 and 10 of the Civil Service Rules and Regulations for Police and Fire employees regarding certification and appointment of the Police and Fire Departments
- Amend the Police Department Rules and Regulations
- Amend Rule I (definition of terms) of the Civil Service Rules and Regulations for Miscellaneous Employees, and Rule I (Definition of terms), Section 5, of the Civil Service Rules and Regulations for Police and Fire Employees

The Commission continues to schedule and hold employee Appeals on an as needed basis. However, the Commission did not have scheduled Appeals in 2017.

**Recommendations for Promoting Efficiency and Economy in the Service.**

The Commission would like to focus on two goals in 2018. First, the Commission will work with the Human Resources Department to continue a review of all rules and regulations as to their functionality and relevance to City practices. In 2017, the Commission reviewed three rules and adopted changes that reflect current practices of the City. The process is very lengthy and often requires meet and confer sessions with labor groups. It is suggested that a goal of three rules be reviewed and revised where necessary in 2018.

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Second, the Commission will monitor each Departments progress (through annual reports) over the year regarding hiring practices, training and diversity to assure that all employees are treated according to the Civil Service Rules and Regulations. The goal is to create a diverse workforce that is reflective of the City's population.

**E. Details of Expenditure and Progress of Work**

Each Commissioner is paid \$25.00 per month, per meeting; however they must attend the meeting to receive payment. The City spends \$125 per meeting a month on stipends for the five members of the Commission. In each calendar year, the City budgets approximately \$1,500 for 12 regular meetings.

This amount varies depending on the Commissioners' attendance and the number of special meetings held in a given year. The total expenditures the City has incurred on Commissioners' remunerations in 2017 amounted to \$1,125. This amount does not include the 12 Agenda Review meetings that were attended by the Chair and/or the Vice Chair. The City does not provide any compensation for attending these meetings.

Fee expenditures incurred to pay the legal counsel for the Commission amounted to \$10,725.39 in calendar year 2017. Also, the City paid a total cost for interpretive services of \$2,930.

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The Civil Service Commission has regular meetings that are held on the third Thursday of every month at 3:00pm. The commission consists of a Chair, Vice-Chair and three (3) members and follows the Ralph M. Brown Act for posting purposes. The following is a summary of the meetings conducted by the Commission in 2017:

| 2017 Meeting Dates | Type    |
|--------------------|---------|
| January 19         | Regular |
| February 16        | Regular |
| March 16           | Regular |
| April 20           | Regular |
| May 18             | Regular |
| June 15            | Regular |
| July 20            | Regular |
| August 17          | Regular |
| September 21       | Regular |
| October 20         | Regular |
| November 16        | Regular |
| December 21        | Regular |

Respectfully submitted,



PAMELA SLOAN  
CHAIR, CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION