

March 12, 2019

TO: Mayor and City Council

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

SUBJECT: **COMMISSION'S 2018 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

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Commission shall be open to public inspection by any citizen under reasonable supervision."

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 2019.

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 331 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 (Classified positions only)	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
1	Accountant I	3	\$ 4,415.77	\$ 5,667.99
2	Accountant II	1	\$ 5,145.24	\$ 6,605.59
3	Administrative Aide I		\$ 4,084.93	\$ 5,244.15
4	Administrative Aide II		\$ 4,749.87	\$ 6,098.59
5	Administrative Analyst I	3	\$ 4,607.01	\$ 5,914.37
6	Administrative Analyst II	8	\$ 5,356.94	\$ 6,878.03
7	Animal Services Assistant I	5	\$ 2,927.84	\$ 3,758.53
8	Animal Services Assistant II		\$ 3,225.76	\$ 4,141.73
9	Animal Services Officer	3	\$ 3,589.52	\$ 4,608.21
10	Animal Services Supervisor	1	\$ 5,099.89	\$ 6,547.81
11	Arborist		\$ 5,173.29	\$ 6,641.92
12	Architect		\$ 5,474.66	\$ 7,028.39
13	Assessment District Program Coordinator	1	\$ 5,480.20	\$ 7,035.04
14	Assistant Architect		\$ 5,760.58	\$ 6,692.61
15	Assistant Civil Engineer		\$ 6,847.76	\$ 7,955.99
16	Assistant Engineer	3	\$ 6,242.43	\$ 7,252.02
17	Assistant Engineer/Traffic		\$ 6,242.43	\$ 7,252.02
18	Assistant Landscape Architect		\$ 4,482.79	\$ 5,755.05
19	Assistant Planner	2	\$ 4,659.97	\$ 5,983.46
20	Assistant Traffic Engineer		\$ 6,847.76	\$ 7,955.99
21	Associate Civil Engineer	7	\$ 6,896.52	\$ 8,853.65
22	Associate Engineer	5	\$ 6,214.95	\$ 7,979.26
23	Associate Engineer/Mechanical		\$ 6,214.95	\$ 7,979.26
24	Associate Engineer/Traffic		\$ 6,214.95	\$ 7,979.26
25	Associate Mechanical Engineer		\$ 6,896.52	\$ 8,853.65
26	Associate Planner		\$ 5,651.97	\$ 7,256.68
27	Associate Traffic Engineer		\$ 6,896.52	\$ 8,853.65
28	Auto Painter Repair Worker		\$ 4,594.15	\$ 5,613.99
29	Bookmobile Driver/Circulation Assistant	1	\$ 3,374.56	\$ 4,333.18
30	Building Permit Technician		\$ 4,238.98	\$ 5,441.41
31	Chemist	2	\$ 4,656.73	\$ 5,660.08
32	Circulation Assistant I	1	\$ 3,151.88	\$ 4,046.15
33	Circulation Assistant II	12	\$ 3,472.62	\$ 4,458.68
34	Code Analyst		\$ 4,803.07	\$ 6,166.19
35	Code Enforcement Assistant		\$ 3,357.94	\$ 4,311.02
36	Code Enforcement Field Manager	1	\$ 7,017.08	\$ 9,008.65

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#	Job Classification ((Classified positions only))	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
37	Code Enforcement Officer I		\$ 4,093.16	\$ 5,255.10
38	Code Enforcement Officer II	16	\$ 4,532.39	\$ 5,818.70
39	Code Enforcement Supervisor	2	\$ 5,450.80	\$ 6,998.22
40	Collection Systems Operator	26	\$ 3,756.09	\$ 4,792.96
41	Collection Systems Supervisor	2	\$ 5,467.08	\$ 7,018.52
42	Combination Inspector I	3	\$ 4,475.55	\$ 5,745.32
43	Combination Inspector II	2	\$ 4,945.84	\$ 6,348.85
44	Community Development Technician	5	\$ 4,243.07	\$ 5,446.53
45	Community Service Officer I	5	\$ 3,435.05	\$ 4,410.85
46	Community Service Officer II	22	\$ 3,691.13	\$ 4,739.13
47	Computer Operator I		\$ 3,059.83	\$ 3,928.68
48	Computer Operator II		\$ 3,544.12	\$ 4,550.39
49	Craft Maintenance Supervisor		\$ 4,905.02	\$ 6,296.96
50	Craft Maintenance Worker I		\$ 3,441.10	\$ 4,205.03
51	Craft Maintenance Worker II	5	\$ 4,219.41	\$ 5,156.16
52	Crime Analyst	5	\$ 5,121.73	\$ 6,575.54
53	Customer Service Assistant	2	\$ 3,156.23	\$ 4,051.69
54	Data Entry Operator I		\$ 2,706.30	\$ 3,474.31
55	Data Entry Operator II		\$ 2,987.79	\$ 3,835.59
56	Data Entry Specialist		\$ 3,487.60	\$ 4,478.36
57	Dispatcher		\$ 3,507.22	\$ 4,285.85
58	Economic Development Analyst	2	\$ 5,621.24	\$ 7,216.86
59	Electrical Technician I		\$ 4,487.81	\$ 5,484.09
60	Electrical Technician II	2	\$ 4,934.36	\$ 6,029.78
61	Electrician I	3	\$ 3,441.10	\$ 4,205.03
62	Electrician II	4	\$ 4,734.63	\$ 5,785.72
63	EMS Transport Technician (Tier A)		\$ 3,625.20	\$ 4,891.90
64	EMS Transport Technician (Tier B)		\$ 2,971.18	\$ 4,009.98
65	Emergency Communication Dispatch Manager	1	\$ 7,280.66	\$ 9,348.50
66	Engineering Aide		\$ 3,358.16	\$ 4,312.35
67	Engineering Technician I	1	\$ 4,391.95	\$ 5,638.99
68	Engineering Technician II	1	\$ 4,622.07	\$ 5,933.03
69	Environmental Control Officer	4	\$ 4,724.23	\$ 5,468.68
70	Equipment Service Worker		\$ 3,581.60	\$ 4,376.74
71	Evidence Technician I	5	\$ 3,880.37	\$ 4,981.10
72	Evidence Technician II	6	\$ 4,287.81	\$ 5,504.95

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#	Job Classification (Classified positions only)	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
73	Executive Assistant (Legal)		\$ 4,412.38	\$ 5,665.49
74	Executive Assistant (Police and Fire Only)	2	\$ 4,522.69	\$ 5,807.13
75	Facilities Maintenance Supervisor		\$ 4,451.77	\$ 5,715.15
76	Facilities Maintenance Worker I		\$ 2,576.00	\$ 3,479.82
77	Facilities Maintenance Worker II	4	\$ 3,087.10	\$ 3,772.43
78	Facilities Maintenance Worker III		\$ 3,403.93	\$ 4,159.56
79	Facility Aide		\$ 2,576.00	\$ 3,479.82
80	Finance Assistant I	3	\$ 3,213.02	\$ 4,124.79
81	Finance Assistant II	6	\$ 3,425.00	\$ 4,397.30
82	Fire Battalion Chief	9	\$ 8,577.57	\$ 11,197.98
83	Fire Captain	56	\$ 6,748.93	\$ 9,429.21
84	Fire Fighter	47	\$ 4,438.43	\$ 7,208.58
85	Fire Fighter Engineer	53	\$ 5,910.46	\$ 8,257.58
86	Fire Fighter Trainee	15	\$ 4,438.43	
87	Fire Prevention Inspector I	3	\$ 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	1	\$ 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	1	\$ 4,336.14	\$ 5,567.44
100	Geographic Information Systems Specialist II		\$ 4,692.10	\$ 6,024.74
101	Golf Professional		\$ 4,204.63	\$ 5,398.20
102	Graffiti Abatement Technician	3	\$ 3,982.50	\$ 5,379.75
103	Heating, Ventilation & Air Conditioning Mechanic	3	\$ 4,844.68	\$ 5,920.23
104	Housing & Rehabilitation Counselor I		\$ 4,264.46	\$ 5,474.66
105	Housing & Rehabilitation Counselor II		\$ 4,712.20	\$ 6,049.83
106	Housing Financial Advisor		\$ 4,396.92	\$ 5,645.07
107	Human Resources Assistant I		\$ 2,777.60	\$ 3,566.88
108	Human Resources Assistant II	2	\$ 3,060.88	\$ 3,930.16

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#	Job Classification ((Classified positions only))	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
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	2	\$ 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	2	\$ 4,008.14	\$ 4,871.89
120	Landfill Scale Operator		\$ 3,373.63	\$ 4,122.57
121	Librarian I	5	\$ 4,084.93	\$ 5,244.15
122	Librarian II	12	\$ 4,988.15	\$ 6,404.47
123	Librarian Trainee		\$ 3,722.55	\$ 4,778.69
124	Library Aide I	2	\$ 2,706.30	\$ 3,474.31
125	Library Aide II	1	\$ 2,987.79	\$ 3,835.59
126	Library Assistant I	8	\$ 3,213.87	\$ 4,125.94
127	Library Assistant II	15	\$ 3,722.55	\$ 4,778.69
128	Library Building Maintenance Supervisor		\$ 4,238.98	\$ 5,441.41
129	Library Driver/Clerk		\$ 2,916.87	\$ 3,744.72
130	Mail Courier		\$ 2,777.22	\$ 3,565.18
131	Maintenance Repair Technician I	6	\$ 3,556.82	\$ 4,804.75
132	Maintenance Repair Technician II	4	\$ 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	2	\$ 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
144	Mechanical Maintenance Worker II		\$ 4,219.41	\$ 5,156.16

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#	Job Classification (Classified positions only)	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
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		\$ 4,613.29	\$ 5,923.29
149	Network Support Analyst II	1	\$ 5,690.13	\$ 7,306.06
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 I (Legal)		\$ 2,777.22	\$ 3,565.18
153	Office Assistant II	6	\$ 3,059.83	\$ 3,928.68
154	Office Assistant II (Legal)		\$ 3,059.83	\$ 3,928.68
155	Office Assistant II (Conf)	1	\$ 3,059.83	\$ 3,928.68
156	Office Specialist	39	\$ 3,808.99	\$ 4,889.52
157	Office Specialist (Legal)		\$ 3,808.99	\$ 4,889.52
158	Office Specialist (Conf)	1	\$ 3,808.99	\$ 4,889.52
159	Office Technician	7	\$ 4,019.55	\$ 5,161.03
160	Park Aide		\$ 2,060.84	\$ 2,518.33
161	Park Facility Planner		\$ 7,191.31	\$ 9,233.78
162	Parking Enforcement Officer	2	\$ 3,111.66	\$ 3,995.67
163	Parks Equipment Operator		\$ 3,603.66	\$ 4,403.71
164	Parks Supervisor		\$ 4,679.45	\$ 6,007.58
165	Payroll Supervisor	1	\$ 5,398.44	\$ 6,976.71
166	Plan Check Engineer		\$ 6,888.89	\$ 8,843.66
167	Plan Checker I	4	\$ 5,377.14	\$ 6,903.17
168	Plan Checker II		\$ 5,651.97	\$ 7,256.69
169	Planning Technician I		\$ 3,893.22	\$ 4,998.65
170	Planning Technician II		\$ 4,243.07	\$ 5,446.53
171	Plant Maintenance Machinist	1	\$ 4,694.57	\$ 5,706.57
172	Plant Maintenance Mechanic	20	\$ 4,808.18	\$ 5,566.32
173	Plant Maintenance Supervisor	2	\$ 5,719.90	\$ 7,343.08
174	Plant Maintenance Worker	2	\$ 3,776.65	\$ 4,591.35
175	Plant Operations Supervisor	3	\$ 6,087.87	\$ 7,867.31
176	Plant Operator (Entry Level)	15	\$ 4,501.84	\$ 5,744.94
177	Plant Operator Apprentice		\$ 3,713.08	\$ 4,537.39
178	Plant Operator-in-Training	3	\$ 3,519.51	\$ 4,300.85
179	Police Captain	5	\$ 10,514.95	\$ 13,497.93
180	Police Court Coordinator	1	\$ 4,493.72	\$ 5,768.65

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			Low	High
181	Police Lieutenant	17	\$ 9,113.85	\$ 11,700.70
182	Police Officer	354	\$ 5,627.48	\$ 7,230.10
183	Police Officer Recruit	1	\$ 4,840.27	
184	Police Officer Trainee	33	\$ 4,840.27	
185	Police Planning Analyst		\$ 5,726.23	\$ 7,352.00
186	Police Records Assistant I	4	\$ 3,173.86	\$ 4,073.97
187	Police Records Assistant II	21	\$ 3,413.72	\$ 4,383.07
188	Police Records Assistant III		\$ 3,679.56	\$ 4,724.32
189	Police Services Manager	4	\$ 7,459.37	\$ 9,577.97
190	Police Sergeant	56	\$ 6,653.11	\$ 8,547.75
191	Police Telecommunications Supervisor	6	\$ 5,206.42	\$ 6,683.84
192	Police Telecommunicator Call Taker	1	\$ 3,774.44	\$ 4,844.98
193	Police Telecommunicator I	10	\$ 4,194.60	\$ 5,384.66
194	Police Telecommunicator II	27	\$ 4,409.54	\$ 5,660.68
195	Procurement Specialist I	1	\$ 4,057.73	\$ 5,209.20
196	Procurement Specialist II	1	\$ 4,479.48	\$ 5,750.46
197	Project Manager I	3	\$ 4,958.22	\$ 6,366.78
198	Project Manager II	6	\$ 5,213.11	\$ 6,692.61
199	Project Manager III	6	\$ 5,480.20	\$ 7,035.04
200	Property Clerk	4	\$ 3,601.87	\$ 4,624.63
201	Property Room Supervisor	1	\$ 5,161.55	\$ 6,627.43
202	Public Works Field Specialist	4	\$ 4,775.66	\$ 6,130.40
203	Public Works Heavy Equipment Operator	2	\$ 4,829.67	\$ 5,901.86
204	Public Works Inspector	5	\$ 5,304.60	\$ 6,809.40
205	Public Works Maintenance Worker I		\$ 2,989.89	\$ 4,038.91
206	Public Works Maintenance Worker II	3	\$ 3,641.00	\$ 4,449.26
207	Public Works Safety/Training Officer	1	\$ 4,829.67	\$ 5,901.86
208	Public Works Supervisor	5	\$ 5,766.12	\$ 7,402.98
209	Public Works Supervisor/Electrical	1	\$ 6,245.99	\$ 8,019.15
210	Quality Improvement Coordinator		\$ 7,015.91	\$ 9,008.56
211	Real Property Agent I		\$ 4,665.58	\$ 5,989.10
212	Real Property Agent II		\$ 5,424.75	\$ 6,965.69
213	Records Specialist	1	\$ 3,808.99	\$ 4,889.52
214	Recreation Assistant I		\$ 2,987.79	\$ 3,835.59
215	Recreation Assistant II	5	\$ 3,213.87	\$ 4,125.94
216	Recreation Program Coordinator	4	\$ 4,340.94	\$ 5,573.29

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#	Job Classification ((Classified positions only))	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
217	Recreation Supervisor	3	\$ 5,171.79	\$ 6,640.00
218	Recycling Specialist		\$ 4,563.69	\$ 5,859.21
219	Redevelopment Specialist		\$ 5,474.66	\$ 7,028.39
220	Regulatory Compliance Officer		\$ 6,241.77	\$ 8,013.85
221	Reprographics/Mailroom Supervisor		\$ 4,499.41	\$ 5,777.21
222	Reprographics/Mailroom Technician I		\$ 2,777.22	\$ 3,565.18
223	Reprographics/Mailroom Technician II	1	\$ 3,213.87	\$ 4,125.94
224	Revenue Assistant I	11	\$ 3,175.08	\$ 4,076.07
225	Revenue Assistant II	9	\$ 3,384.54	\$ 4,345.37
226	Revenue Collector	5	\$ 3,908.73	\$ 5,018.06
227	Revenue Supervisor	3	\$ 4,665.65	\$ 5,989.99
228	Secretary	6	\$ 3,808.99	\$ 4,889.52
229	Senior Accountant	2	\$ 5,800.66	\$ 7,446.38
230	Senior Administrative Analyst	3	\$ 6,726.54	\$ 8,636.30
231	Senior Animal Services Officer	1	\$ 4,212.99	\$ 5,408.19
232	Senior Building Inspector		\$ 5,151.05	\$ 6,612.81
233	Senior Civil Engineer	5	\$ 7,728.32	\$ 9,921.36
234	Senior Code Enforcement Officer	2	\$ 4,764.33	\$ 6,116.76
235	Senior Collection Systems Operator	8	\$ 5,032.99	\$ 5,283.82
236	Senior Collection Systems Supervisor	1	\$ 6,041.46	\$ 7,755.95
237	Senior Community Development Technician	1	\$ 4,909.31	\$ 6,302.57
238	Senior Community Service Officer	1	\$ 4,272.10	\$ 5,483.67
239	Senior Electrical Inspector		\$ 5,151.05	\$ 6,612.81
240	Senior Electrician	1	\$ 5,205.76	\$ 6,361.42
241	Senior Engineering Technician	1	\$ 5,122.97	\$ 6,576.89
242	Senior Environmental Control Officer	1	\$ 5,741.52	\$ 6,028.48
243	Senior Evidence Technician	5	\$ 4,787.08	\$ 6,145.20
244	Senior Facilities Maintenance Supervisor		\$ 5,755.05	\$ 7,388.57
245	Senior Facilities Maintenance Worker	1	\$ 3,876.43	\$ 4,736.99
246	Senior Finance Assistant	4	\$ 3,955.45	\$ 5,078.04
247	Senior Geographic Information Systems Analyst		\$ 6,776.06	\$ 8,700.28
248	Senior Geographic Information Systems Specialist	1	\$ 5,206.41	\$ 6,684.73
249	Senior Golf Course Supervisor		\$ 5,575.31	\$ 7,157.51
250	Senior Housing Financial Advisor		\$ 5,012.32	\$ 6,435.45
251	Senior Housing Rehabilitation Counselor		\$ 4,953.79	\$ 6,360.14
252	Senior Hydrant Worker		\$ 4,024.27	\$ 4,917.65

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			Low	High
253	Senior Instrument Repair Technician		\$ 5,205.76	\$ 6,361.42
254	Senior Janitor		\$ 3,403.93	\$ 4,159.56
255	Senior Library Aide		\$ 3,374.56	\$ 4,333.18
256	Senior Library Assistant	1	\$ 4,204.63	\$ 5,398.20
257	Senior Maintenance Repair Technician	7	\$ 4,829.67	\$ 5,901.86
258	Senior Mechanic		\$ 5,286.78	\$ 6,460.45
259	Senior Mechanical Maintenance Worker		\$ 4,668.51	\$ 5,704.95
260	Senior Network Support Analyst	3	\$ 6,744.06	\$ 8,659.18
261	Senior Office Assistant		\$ 3,808.99	\$ 4,889.52
262	Senior Parks Supervisor		\$ 5,575.31	\$ 7,157.51
263	Senior Parks Worker I		\$ 3,650.50	\$ 4,460.93
264	Senior Parks Worker II		\$ 3,841.98	\$ 4,694.92
265	Senior Plan Checker		\$ 6,044.29	\$ 7,759.83
266	Senior Planning Technician		\$ 4,556.80	\$ 5,850.02
267	Senior Plant Maintenance Mechanic	6	\$ 6,515.81	\$ 6,842.50
268	Senior Plant Maintenance Supervisor	1	\$ 6,041.46	\$ 7,755.95
269	Senior Plant Operations Supervisor		\$ 6,041.46	\$ 7,755.95
270	Senior Plant Operator	12	\$ 5,377.89	\$ 6,592.08
271	Senior Plumbing/Mechanical Inspector		\$ 5,151.05	\$ 6,612.81
272	Senior Police Records Assistant	1	\$ 4,157.55	\$ 5,336.95
273	Senior Procurement Specialist	1	\$ 5,087.13	\$ 6,530.76
274	Senior Public Works Supervisor		\$ 6,346.83	\$ 8,148.82
275	Senior Public Works Supervisor/Electrical		\$ 6,875.46	\$ 8,827.05
276	Senior Real Property Agent		\$ 6,177.63	\$ 7,930.99
277	Senior Recreation Assistant	12	\$ 3,908.73	\$ 5,018.06
278	Senior Revenue Assistant	5	\$ 3,908.73	\$ 5,018.06
279	Senior Systems Analyst	7	\$ 6,762.89	\$ 8,683.35
280	Senior Telecommunications Supervisor		\$ 5,923.16	\$ 7,603.41
281	Senior Traffic Signal Electrician	1	\$ 5,529.89	\$ 6,757.51
282	Senior Transportation Planner		\$ 6,475.39	\$ 8,313.94
283	Senior Tree Surgeon	1	\$ 4,266.24	\$ 5,213.35
284	Senior Water Systems Operator	4	\$ 5,303.63	\$ 5,567.95
285	Service Writer		\$ 3,581.60	\$ 4,376.74
286	Solid Waste Inspector		\$ 4,494.96	\$ 5,492.85
287	Stage Maintenance Worker		\$ 3,876.43	\$ 4,736.99
288	Storm Water Outreach Coordinator		\$ 4,749.87	\$ 6,098.59

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#	Job Classification (Classified positions only)	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
289	Supervising Accountant	2	\$ 6,473.28	\$ 8,310.87
290	Supervising Combination Inspector	1	\$ 5,967.04	\$ 7,661.62
291	Supervising Crime Analyst	1	\$ 6,358.93	\$ 8,218.00
292	Supervising Evidence Technician	2	\$ 5,464.83	\$ 7,016.79
293	Supervising Librarian	3	\$ 5,406.90	\$ 6,941.46
294	Supervising Mechanic	2	\$ 5,356.85	\$ 6,878.02
295	Supervising Office Assistant	7	\$ 4,238.98	\$ 5,441.41
296	Supervising Parking Attendant		\$ 3,820.72	\$ 4,904.24
297	Supervising Parking Enforcement Officer	1	\$ 3,497.80	\$ 4,463.73
298	Supervising Plan Checker/Structural Engineer		\$ 7,512.59	\$ 9,645.28
299	Supervising Police Records Assistant	2	\$ 4,582.43	\$ 5,883.82
300	Supervising Procurement Specialist	2	\$ 6,473.28	\$ 8,310.87
301	Supervising Public Works Inspector	1	\$ 6,008.79	\$ 7,715.24
302	Supervising Real Property Agent		\$ 7,496.60	\$ 9,625.78
303	Supervisory Control & Data Acquisition/Computerized Maintenance Management System Program Manager		\$ 6,973.58	\$ 8,953.22
304	Survey Party Chief		\$ 4,385.27	\$ 5,629.81
305	Surveying Supervisor		\$ 5,213.11	\$ 6,692.61
306	Systems Analyst I	3	\$ 4,626.17	\$ 5,939.83
307	Systems Analyst II	3	\$ 5,706.01	\$ 7,326.45
308	Technical Services Supervisor	1	\$ 5,826.59	\$ 7,479.74
309	Technology Project Coordinator	1	\$ 5,864.40	\$ 7,529.72
310	Technology Support Specialist I		\$ 3,793.48	\$ 4,870.68
311	Technology Support Specialist II	5	\$ 4,537.10	\$ 5,824.86
312	Technology Training Coordinator		\$ 4,537.10	\$ 5,824.86
313	Telecommunications Coordinator		\$ 4,511.58	\$ 5,791.39
314	Traffic Engineering Aide		\$ 3,477.63	\$ 4,465.06
315	Traffic Signal Electrician	6	\$ 5,029.43	\$ 6,145.97
316	Traffic Signal Electrician Trainee		\$ 3,778.28	\$ 5,103.91
317	Traffic Signal Systems Operator		\$ 4,734.63	\$ 5,785.72
318	Tree Maintenance Supervisor		\$ 5,028.05	\$ 6,455.44
319	Tree Surgeon	3	\$ 3,860.21	\$ 4,717.19
320	Tree Worker	1	\$ 3,049.87	\$ 4,119.96
321	Utilities Safety & Training Specialist		\$ 3,844.75	\$ 4,935.68
322	Utility Technology Specialist	1	\$ 4,919.88	\$ 6,278.53
323	Vehicle Abatement Specialist		\$ 3,137.41	\$ 4,028.42

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#	Job Classification (Classified positions only)	# of positions filled	Base Monthly Salary (Low to High Range)	
			Low	High
324	Warehouse Supervisor		\$ 3,940.87	\$ 5,059.07
325	Water Field Technician	4	\$ 3,668.87	\$ 4,682.21
326	Water Systems Operator (Entry Level)		\$ 3,777.35	\$ 4,820.09
327	Water Systems Superintendent	17	\$ 7,048.02	\$ 8,994.35
328	Water Systems Supervisor	1	\$ 6,087.87	\$ 7,867.31
329	Water/Sewer Equipment Operator	3	\$ 4,139.26	\$ 5,030.27
330	Welder/Fabricator	1	\$ 4,375.07	\$ 5,346.38
331	Welder/Fabricator Specialist		\$ 5,077.65	\$ 6,204.87
	Total # of Classified Employees - 2018	1401		

B. Examinations Held by the Commission

The Civil Service Commission approved a total of 41 eligible civil service lists during 2018, which is five more lists than 2017. Of the 41 lists approved, four were safety-promotional, one was miscellaneous-promotional, and 36 were miscellaneous-open/promotional. A total of 3,887 on-line applications were received during this time for classified vacancies, which is up by 304 applications from 2017. Of the 3,887 applicants, 1220 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
Jan 18	Office Assistant II (O/P)	165	59
	Police Lieutenant (P)	18	15
	Senior Maintenance Repair Technician (O/P)	22	5
	Senior Recreation Assistant (O/P)	71	21
Feb 15	Administrative Analyst I (O/P)	92	29
	Police Sergeant (P)	51	33
	Police Telecommunicator Supervisor (P)	12	7
Mar 15	Administrative Analyst II (O/P)	108	15

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Date of Civil Service Commission	Title of Classification	Number of Applications Received	Number of Eligibles on List
	Economic Development Analyst (O/P)	38	6
	Office Specialist/Secretary (O/P)	159	49
Apr 19	Graffiti Abatement Technician (O/P)	136	23
	Parking Enforcement Officer (O/P)	241	58
	Public Works Heavy Equipment Operator (O/P)	37	2
	Senior Systems Analyst (O/P)	20	10
	Tree Worker (O/P)	88	23
May 17	Engineering Technician II (O/P)	14	1
	Plant Operator-In-Training (O/P)	199	94
	Supervising Crime Analyst (O/P)	24	2
Jun 21	Craft Maintenance Worker II (O/P)	45	17
	Supervising Accountant (O/P)	20	9
Jul 19	Animal Services Supervisor (O/P)	37	7
	Office Technician (O/P)	281	117
Aug 16	Fire Fighter Engineer (P)	15	7
	Fire Fighter Trainee (O/P)	1000	399
	Public Works Maintenance Worker II (O/P)	107	15
	Senior Evidence Technician (O/P)	22	2
Sept 20	Crime Analyst (O/P)	100	6
	Maintenance Repair Technician I (O/P)	53	19
	Project Manager I (O/P)	43	11
	Water Systems Supervisor (O/P)	10	3
Oct 18	Collections Systems Operator (O/P)	83	22
	Occupational Health and Safety Compliance Specialist (O/P)	33	3
	Senior Library Assistant (O/P)	31	9
	Senior Procurement Specialist (O/P)	25	4

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Date of Civil Service Commission	Title of Classification	Number of Applications Received	Number of Eligibles on List
Nov 18	Laboratory Technician (O/P)	98	47
	Plant Maintenance Mechanic (O/P)	140	18
	Police Captain (P)	8	8
	Senior Evidence Technician (O/P)	22	2
Dec 20	Assistant/Associate Planner (O/P)	82	19
	Real Property Agent I (O/P)	33	8
	Recreation Program Coordinator (O/P)	112	16
	Totals	3887	1220

In addition to the examinations held by the Commission, the 15 continuous examinations were conducted per Civil Service Rules. The following table details the continuous examinations:

Title of Classification	Dates Open	# of Applications	# of Eligibles
Police Officer-Academy Graduate	1/1/2018 – 11/5/2018	101	84
Police Officer-Lateral	1/1/2018 – 11/5/2018	26	20
Police Officer-Recruit	1/1/2018 – 11/5/2018	104	88
Police Officer-Trainee	12/3/2017-12/21/2017	605	203
Police Officer-Trainee	7/8/2018 – 7/27/2018	575	161
Assistant Engineer	9/30/2018-10/25/2018	35	5
Combination Inspector I	9/30/2018-10/19/2018	43	14
Engineering Technician	3/25/2018-4/12/2018	14	1
Environmental Control Officer	5/13/2018-6/7/2018	108	25
Fire Telecommunicator I	8/12/2018-8/24/2018	195	37
Fire Telecommunicator II-Lateral	Continuous	78	9
Librarian I	12/17/2017-12/29/2017	53	14
Plan Checker I	5/20/2018-5/31/2018	19	5
Public Works Inspector	11/26/2017-12/07/2017	35	11
Water Systems Operator	1/7/2018-1/18/2018	253	66
Total		2244	743

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

Appointments

During the 2018 calendar year, a total of 185 new employees were hired. Of those employees, 68 were hired into a sworn Police Officer positions, 16 were hired into sworn Fire Fighter positions and 101 were hired into the miscellaneous service. The following table details appointments made:

Date appointed	Title	Department	# of positions	
			Sworn	Misc
1/2/2018	Police Officer - Recruit	Police	1	
	Police Officer - Trainee	Police	6	
	Circulation Assistant I	Community Services		1
	Program Manager III	Economic Development		1
1/16/2018	Police Officer-Lateral	Police	1	
	Police Officer - Acad Grad	Police	1	
	Recreation Program Coordinator	Community Services		1
	Revenue Assistant I	Administrative Services		1
	Police Records Assistant I	Police		1
	Library Aide I	Community Services		1
2/1/2018	Police Officer - Acad Grad	Police	1	
	Library Assistant I	Community Services		1
	Office Technician	Police		1
	Library Aide I	Community Services		1
	Evidence Technician I	Police		1
	Finance Assistant I	Administrative Services		1
	Recreation Assistant II	Community Services		3
	Executive Assistant	Information Technology		1
	Recreation Superintendent	Community Services		1
	Program Manager III	Municipal Utilities		1
2/20/2018	Police Records Assistant I	Police		2
	Recreation Assistant II	Community Services		1
	Combination Inspector I	Community Development		1
3/1/2018	Police Officer - Acad Grad	Police	1	
	Fire Telecommunicator II	Fire		1
	Finance Assistant I	Admin Services		1
	Animal Services Assistant	Police		1

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Date appointed	Title	Department	# of positions	
			Sworn	Misc
3/19/2018	Police Officer Trainee	Police	2	
	Police Officer - Lateral	Police	1	
	Program Manager III	Public Works		1
	Program Manager III	City Manager		1
	Deputy City Attorney	Deputy City Attorney		1
4/2/2018	Police Officer - Acad Grad	Police	2	
	Police Officer Trainee	Police	2	
	Engineering Services Manager	MUD		1
	Plant Maintenance Mechanic	MUD		1
	Program Manager III	MUD		1
	Sr Rec Assistant	Community Services		1
4/16/2018	Police Officer - Acad Grad	Police	1	
	Community Development Tech	Community Development		1
	Revenue Assistant I	Admin Services		1
	Laboratory Technician	MUD		1
	Water Systems Operator	MUD		1
	Program Manager III	MUD		1
5/1/2018	Police Officer Recruit	Police	1	
	Evidence Technician	Police		1
	Recreation Program Coordinator	Community Services		1
	Administrative Analysts I	Information Technology		1
	Collection Systems Operator	MUD		1
	Maintenance Repair Tech	Public Works		1
	Human Resources Analyst II	Human Resources		1
5/16/2018	Police Officer - Acad Grad	Police	1	
	Police Officer - Lateral	Police	1	
	Economic Development Analyst	Econ Development		1
	Collections Systems Operator	MUD		1
	Facilities Manager	Public Works		1
	Tree Worker	Public Works		1
6/1/2018	Police Officer - Acad Grad	Police	1	
	Office Assistant II	MUD		1
	Senior Recreation Assistant	Community Services		1
	Office Specialist	Community Services		1
	Program Manager III	Information Technology - ERP		1
6/18/2018	Police Officer Trainee	Police	1	
	Recreation Assistant II	Community Services		1

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Date appointed	Title	Department	# of positions	
			Sworn	Misc
6/26/2018	Police Officer - Recruit	Police	3	
	Police Officer - Trainee	Police	11	
	Police Officer - Acad Grad	Police	1	
7/2/2018	Police Telecommunicator I	Police		1
	Parking Enforcement Officer	Econ Development		1
	Librarian I	Community Services		1
	Assistant Dir of Comm Dev	Community Development		1
	City Traffic Engineer	Public Works		1
7/16/2018	Police Officer Trainee	Police	1	
	Police Telecommunicator I	Police		1
	Revenue Assistant I	Admin Services		1
	Planning Manager	Community Development		1
8/1/2018	Police Officer Trainee	Police	2	
	Fire Telecommunicator II	Fire		2
	Accountant I	Admin Services		2
	Plant Operator-In-Training	MUD		1
	Program Manager III	Admin Services		1
	Information Technology Officer	Information Technology		1
8/16/2018	Admin Analyst II	Community Services		1
	Procurement Specialist I	Admin Services		1
	Revenue Assistant I	Admin Services		1
	Finance Assistant I	Admin Services		1
	Police Officer Acad Grad	Police	1	
	Supervising Accountant	Admin Services		1
	Director of Human Resources	Human Resources		1
9/1/2018	Property Clerk	Police		1
	Library Assistant I	Community Services		2
	Office Specialist	Econ Development		1
	Craft Maintenance Worker II	Public Works		1
	Graffiti Abatement Technician	Police		1
9/17/2018	Police Officer Trainee	Police	5	
	Community Development Technician	Community Development		1
	Office Assistant II	Community Development		1
	Office Technician	Public Works		1
	Library Assistant	Community Services		1
	Plant Operator-In-Training	MUD		2
	Water Systems Operator	MUD		1

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Date appointed	Title	Department	# of positions	
			Sworn	Misc
10/1/2018	Evidence Technician	Police		1
	Police Officer Trainee	Police	5	
	Water Systems Operator	MUD		1
10/16/2018	Police Telecommunicator I	Police		1
	Police Officer - Trainee	Police	2	
	Police Officer - Acad Grad	Police	1	
	Maintenance Repair Tech	Public Works		1
11/1/2018	Police Telecommunicator I	Police		1
	Police Officer - Recruit	Police	1	
	Police Officer - Trainee	Police	6	
	Police Officer - Acad Grad	Police	1	
	Deputy City Attorney	City Attorney's Office		1
	Maintenance Repair Tech	Public Works		1
11/16/2018	Engineering Technician I	Community Development		1
	Revenue Assistant I	Community Development		1
	Police Officer Trainee	Police	3	
	Maintenance Repair Technician	Public Works		1
	Public Works Maintenance Worker	Public Works		1
12/3/2018	Office Assistant II	Police		1
	Craft Maintenance Worker II	Public Works		1
	Assistant Dir of MUD	MUD		1
12/17/2018	Fire Fighter Trainee	Fire	16	
	Collections Systems Operator	MUD		1
	Police Officer - Recruit	Police	1	
	Maintenance Repair Tech	Public Works		1
			84	101
		Total positions hired	185	

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.

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Removals in the Classified Service

During this reporting period, 494 names were removed from various eligibility lists. The following list details the removals:

Removal of Names	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Police Officer													
Recruit	10	4	5	11	7	3	3	5	9	7	5	10	79
Trainee	29	20	38	23	29	29	11	16	21	18	25	10	269
Academy Graduate	9	14	16	12	5	1	5	5	14	6	1	14	102
Lateral	4	1	1	3	4	1	1	1	3	2	0	4	25
Revenue Assistant I		2											2
Police Records Assistant I				2									2
Senior Recreation Assistant				2				3					5
Animal Services Assistant							4						4
Administrative Analyst II								5					5
Office Specialist / Secretary										1			1
Totals	52	41	60	53	45	34	24	35	47	34	31	38	494

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

Recruitment of Civil Service Commissioners. In order to recruit a large and diverse candidate pool for Civil Service Commission vacancies the Office of the City Clerk continued to expanded outreach efforts.

Last year, vacancies on the Commission were created by the resignation of Commissioner Sylvester Langston. Mr. Langston resigned in May and the Office of the City Clerk initiated the recruitment process. The announcement was posted 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, and the local Chamber of Commerce, City Council members, and other City staff were notified of the vacancy announcement via electronic mail.

The City Clerk's Office will be conducting and recording the interviews for Council's viewing upon receiving sufficient applications.

Commission Accomplishments. The Commission has a number of defined responsibilities as stated in the Civil Service Rules and Regulations. The Commission continues to adopt, amend and repeal rules for the Civil Service Commission, advises 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.

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

The Commission did not make any rule changes during the 2018 calendar year.

The Commission continues to schedule and hold employee Appeals on an "as needed" basis. During 2018 one appeal was filed but withdrawn by the employee. Therefore, the Commission did not have scheduled Appeals in 2018.

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. It is suggested that a goal of three rules be reviewed and revised where necessary in 2019.

Second, the Commission will monitor each Department's 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 anticipates \$125 per meeting a month on stipends for the five members of the Commission. In each calendar year, the City budgets approximately \$2,750 for 12 regular meetings and unanticipated special 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 2018 amounted to \$1,250. 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 \$9,165 in calendar year 2018.

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)

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members and follows the Ralph M. Brown Act for posting purposes. The following is a summary of the meetings conducted by the Commission in 2018:

2018 Meeting Dates	Type
January 18	Regular
February 15	Regular
March 15	Regular
April 19	Regular
May 17	Regular
June 21	Regular
July 19	Regular
August 16	Regular
September 20	Regular
October 18	Regular
November 15	Cancelled
November 19	Lack of quorum
November 29	Special
December 20	Regular

Respectfully submitted,



PAMELA SLOAN
CHAIR, CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION