

January 16, 2014

TO: Mayor and City Council

FROM: Susanne St. Clair, Chair, Civil Service/Equal Employment Commission

SUBJECT: **2013 CIVIL SERVICE COMMISSION 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;
- makes 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 staffing reductions submitted by any person in the competitive service; and
- prepares 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 in handling 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 in equal employment. The Commission may identify and recommend positive steps that can be taken by the Civil Service Commission 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,

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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."

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 2013:

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

The Administrative needs of the 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.

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The classification plan is maintained by the Human Resources Department under the direction of the Commission. Currently, there are 354 classifications assigned to the classified service. The following table is a list of the classifications, number of employees, and the minimum/maximum monthly salary associated with that classification.

Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Accountant I	1	4,038.42	5,183.63
Accountant II	3	4,705.55	6,041.11
Administrative Aide I		3,778.15	4,850.30
Administrative Aide II	1	4,393.15	5,640.58
Administrative Analyst I	1	4,128.59	5,300.19
Administrative Analyst I (Confidential)		4,128.59	5,300.19
Administrative Analyst II	2	4,800.64	6,163.77
Administrative Analyst II (Confidential)		4,800.64	6,163.77
Agenda Coordinator		3,531.00	4,533.00
Animal Services Assistant I	7	2,707.95	3,476.25
Animal Services Assistant II	1	2,983.50	3,830.68
Animal Services Officer	3	3,133.70	4,023.02
Animal Services Supervisor	1	4,716.88	6,056.06
Arborist		4,784.76	6,143.10
Architect		5,063.50	6,500.55
Assessment District Program Coordinator	1	5,068.63	6,506.70
Assistant Architect		5,327.95	6,189.98
Assistant Civil Engineer		6,333.48	7,358.48
Assistant Engineer	2	5,640.58	6,552.83
Assistant Engineer/Traffic		5,640.58	6,552.83
Assistant Landscape Architect		4,146.13	5,322.83
Assistant Planner		4,310.00	5,534.09
Assistant Traffic Engineer		6,333.48	7,358.48
Associate Civil Engineer	9	6,378.58	8,188.73
Associate Engineer	5	5,748.20	7,380.00
Associate Engineer/Mechanical		5,748.20	7,380.00
Associate Engineer/Traffic		5,748.20	7,380.00
Associate Mechanical Engineer		6,378.58	8,188.73
Associate Planner		5,227.50	6,711.69
Associate Traffic Engineer	1	6,378.58	8,188.73
Auto Painter Repair Worker	1	4,249.12	5,192.37

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Benefits Analyst		4,286.00	5,503.00
Bookmobile Driver/Circulation Assistant	1	3,121.13	4,007.75
Building Permit Technician	2	3,920.63	5,032.75
Buyer I		3,752.99	4,817.98
Buyer II	2	4,143.06	5,318.59
Chemist	2	4,307.00	5,235.00
Circulation Assistant I	1	2,568.65	3,297.43
Circulation Assistant II	12	2,830.03	3,633.63
Code Analyst		4,442.35	5,703.10
Code Enforcement Assistant		3,105.75	3,987.25
Code Enforcement Field Manager	1	5,374.60	6,900.01
Code Enforcement Officer I	2	3,785.75	4,860.43
Code Enforcement Officer II	9	4,192.00	5,381.71
Code Enforcement Supervisor	1	5,041.43	6,472.64
Collection Systems Operator	25	3,474.00	4,433.00
Collection Systems Supervisor	2	4,426.00	5,682.00
Combination Inspector I	1	4,119.99	5,288.89
Combination Inspector II	2	4,552.92	5,844.47
Community Development Technician		3,642.62	4,675.77
Community Service Officer I	5	3,121.13	4,007.75
Community Service Officer II	20	3,353.80	4,306.03
Computer Operations & Maintenance Supervisor		4,864.65	6,245.33
Computer Operator I		2,830.03	3,633.63
Computer Operator II		3,277.95	4,208.65
Contract Compliance Specialist		4,295.00	5,514.00
Craft Maintenance Supervisor		4,536.65	5,824.05
Craft Maintenance Worker I		3,182.67	3,889.23
Craft Maintenance Worker II	5	3,902.53	4,768.92
Crime Analyst	2	4,385.42	5,630.23
Customer Service Assistant	2	2,919.20	3,747.40
Data Entry Operator I		2,503.05	3,213.38
Data Entry Operator II		2,763.40	3,547.53
Data Entry Specialist		3,225.68	4,142.03
Deferred Compensation Specialist		3,686.00	4,732.00
Dispatcher		3,243.82	3,963.97
Economic Development Analyst	2	4,779.73	6,136.47

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Economic Development Analyst (Confidential)		4,779.73	6,136.47
Electrical Technician I		4,150.76	5,072.23
Electrical Technician II	6	4,563.78	5,576.93
Electrician I		3,182.67	3,889.23
Electrician II	1	4,379.05	5,351.21
EMS Transport Technician (Tier A)		3,420.00	4,615.00
EMS Transport Technician (Tier B)		2,803.00	3,783.00
Engineering Aide		3,105.96	3,988.48
Engineering Technician I		4,062.11	5,215.49
Engineering Technician II		4,274.94	5,487.45
Environmental Control Officer	3	4,017.00	4,650.00
Equipment Service Worker		3,312.62	4,048.04
Evidence Technician I	6	3,588.95	4,607.01
Evidence Technician II	8	3,965.78	5,091.52
Facilities Maintenance Supervisor		4,117.43	5,285.93
Facilities Maintenance Worker I		2,382.54	3,218.48
Facilities Maintenance Worker II	4	2,855.25	3,489.12
Facilities Maintenance Worker III	1	3,148.28	3,847.17
Facility Aide		2,382.54	3,218.48
Finance Assistant I		2,971.72	3,815.01
Finance Assistant II	9	3,167.77	4,067.06
Financial Services Supervisor		4,531.53	5,817.90
Fire Battalion Chief	5	7,179.00	9,217.00
Fire Battalion Chief - Admin		6,766.21	8,687.02
Fire Battalion Chief (22 years)	1	7,420.00	9,526.00
Fire Battalion Chief (22 years) - Admin	1	6,993.35	8,978.26
Fire Captain	43	5,949.00	7,638.00
Fire Captain - Admin	4	5,606.93	7,198.82
Fire Captain (22 years)	2	6,469.54	8,306.33
Fire Captain (22 years) - Admin	2	6,097.54	7,828.71
Fire Fighter	56	4,139.00	6,173.00
Fire Fighter - Admin		3,901.01	5,818.05
Fire Fighter (22 years)		4,731.71	6,713.14
Fire Fighter (22 years) - Admin		4,459.64	6,327.13
Fire Fighter Engineer	53	5,240.00	6,727.00
Fire Fighter Engineer - Admin		4,938.70	6,340.20

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Fire Fighter Engineer (22 years)	1	5,698.50	7,315.61
Fire Fighter Engineer (22 years) - Admin		5,370.84	6,894.96
Fire Fighter Trainee		4,139.00	
Fire Prevention Inspector I		3,999.53	5,134.91
Fire Prevention Inspector II	1	4,428.72	5,685.62
Fire Protection Specialist		5,063.50	6,500.55
Fire Telecommunications Specialist		4,641.20	5,959.35
Fire Telecommunications Supervisor (10-12 hour)		4,815.41	6,181.87
Fire Telecommunications Supervisor (24 hour)	3	4,815.41	6,181.87
Fire Telecommunicator I (10-12 hour/40 hour workweek)		3,800.70	4,879.00
Fire Telecommunicator I (24 hour/56 hour workweek)		3,800.70	4,879.00
Fire Telecommunicator II (10-12 hour/40 hour workweek)		3,995.45	5,129.10
Fire Telecommunicator II (24 hour/56 hour workweek)	9	3,995.45	5,129.10
Fleet Equipment Parts Assistant		3,479.53	4,252.02
Fleet Manager	1	6,344.51	8,145.83
Fleet Operations Coordinator		5,622.21	7,217.48
Geographic Information Systems Administrator		4,864.65	6,245.33
Geographic Information Systems Analyst I		3,961.90	5,086.93
Geographic Information Systems Analyst II		4,886.69	6,274.46
Geographic Information Systems Manager		5,708.23	7,328.75
Geographic Information Systems Specialist I	1	3,961.90	5,086.93
Geographic Information Systems Specialist II		4,287.14	5,504.76
Geographic Information Systems Supervisor	1	6,456.35	8,288.44
Graffiti Abatement Technician	3	3,683.41	4,975.73
Heating, Ventilation & Air Conditioning Mechanic	3	4,317.89	5,276.50
Housing & Rehabilitation Counselor I		3,944.20	5,063.50
Housing & Rehabilitation Counselor II		4,358.30	5,595.48
Housing Financial Advisor	2	4,066.71	5,221.12
Housing Program Supervisor		5,517.58	7,083.78
Human Resources Assistant I		2,569.00	3,299.00
Human Resources Assistant II	1	2,831.00	3,635.00
Human Resources Specialist	2	3,527.00	4,528.00
Human Resources Technician	4	3,708.00	4,760.00
Hydrant Worker	1	2,957.59	3,614.18
Industrial Electrical Apprentice		3,531.77	4,104.83
Information Technology Interdepartmental Coordinator		4,212.75	5,408.93

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Instrument Repair Technician		4,379.05	5,351.21
Janitor		2,855.25	3,489.12
Junior Engineer	1	4,992.78	5,800.48
Junior Engineer/Traffic		4,992.78	5,800.48
Laboratory Supervisor	1	4,891.00	6,279.00
Laboratory Technician	3	3,652.00	4,439.00
Landfill Scale Operator		3,120.26	3,812.96
Librarian I	3	3,778.15	4,850.30
Librarian II	14	4,613.53	5,923.48
Librarian Trainee		3,442.98	4,419.80
Library Aide I	1	2,503.05	3,213.38
Library Aide II	2	2,763.40	3,547.53
Library Assistant I	2	2,972.50	3,816.08
Library Assistant II	12	3,442.98	4,419.80
Library Building Maintenance Supervisor		3,920.63	5,032.75
Library Driver/Clerk	1	2,697.80	3,463.48
Mail Courier		2,568.65	3,297.43
Maintenance Repair Technician I	5	3,289.70	4,443.90
Maintenance Repair Technician II	3	3,683.41	4,975.73
Maintenance Worker I		2,622.07	3,542.05
Maintenance Worker II		3,120.26	3,812.96
Materials Specialist	3	3,048.92	3,725.79
Materials Supervisor		4,716.03	6,055.70
Mechanic I		3,479.53	4,252.02
Mechanic II (Heavy)	5	3,852.83	4,708.19
Mechanic II (Light)	7	3,852.83	4,708.19
Mechanic III (Heavy)	2	4,249.12	5,192.37
Mechanic III (Light)	3	4,249.12	5,192.37
Mechanical Maintenance Apprentice		3,363.60	3,909.38
Mechanical Maintenance Worker I		3,531.77	4,315.57
Mechanical Maintenance Worker II		3,902.53	4,768.92
Medium Equipment Operator		3,461.71	4,230.22
Microbiologist		4,307.00	5,235.00
Micro-Computer Section Supervisor		4,895.25	6,284.13
Network Support Analyst I		3,710.28	4,763.86
Network Support Analyst II	1	4,576.34	5,875.97

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Network Support Services Supervisor	1	6,044.52	7,759.75
Occupational Health & Safety Compliance Specialist		3,969.00	5,095.00
Office Assistant I		2,568.65	3,297.43
Office Assistant I (Confidential)		2,568.65	3,297.43
Office Assistant I (Legal)		2,568.65	3,297.43
Office Assistant II	16	2,830.03	3,633.63
Office Assistant II (Confidential)	1	2,830.03	3,633.63
Office Assistant II (Legal)		2,830.03	3,633.63
Office Specialist	25	3,522.93	4,522.30
Office Specialist (Confidential)		3,522.93	4,522.30
Office Specialist (Legal)		3,522.93	4,522.30
Office Technician		3,717.68	4,773.43
Park Aide		1,906.07	2,329.20
Park Facility Planner (Landscape Architect)		6,651.23	8,540.30
Parking Violations Deputy		2,796.20	3,590.58
Parks Equipment Operator		3,333.02	4,072.98
Parks Supervisor	1	4,052.74	5,202.99
Plan Check Engineer	1	6,241.97	8,013.18
Plan Checker I	1	4,973.30	6,384.73
Plan Checker II		5,227.50	6,711.70
Planning Technician I		3,342.27	4,291.27
Planning Technician II	1	3,642.62	4,675.77
Plant Maintenance Machinist	1	4,342.00	5,278.00
Plant Maintenance Mechanic	16	4,135.00	4,787.00
Plant Maintenance Worker	7	2,786.00	3,387.00
Plant Operator	20	3,712.00	4,737.00
Plant Operator Apprentice		3,061.63	3,741.31
Plant Operator-in-Training		2,902.02	3,546.27
Police Captain	5	9,725.25	12,484.22
Police Court Coordinator	1	4,156.24	5,335.41
Police Lieutenant	15	8,429.38	10,821.96
Police Officer	279	4,970.39	6,385.88
Police Officer Recruit		4,275.10	
Police Officer Trainee	7	4,275.10	
Police Planning Analyst		5,296.18	6,799.85
Police Records Assistant I	8	2,689.39	3,452.11

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Police Records Assistant II	18	2,892.64	3,714.03
Police Records Assistant III	2	3,117.90	4,003.19
Police Sergeant	43	5,876.26	7,549.69
Police Telecommunications Supervisor	6	4,815.41	6,181.87
Police Telecommunicator I	8	3,800.70	4,879.00
Police Telecommunicator II	27	3,995.45	5,129.10
Project Manager I	3	4,585.85	5,888.63
Project Manager II	6	4,821.60	6,189.98
Project Manager III	2	5,068.63	6,506.70
Property Clerk	2	3,227.83	4,144.38
Property Room Supervisor	1	4,773.91	6,129.70
Public Works Field Specialist	4	4,417.00	5,670.00
Public Works Heavy Equipment Operator	2	4,466.95	5,458.62
Public Works Inspector	4	4,906.22	6,298.00
Public Works Maintenance Worker I	1	2,410.58	3,256.34
Public Works Maintenance Worker II	5	2,935.53	3,587.19
Public Works Safety/Training Officer	1	4,466.95	5,458.62
Public Works Supervisor	4	5,333.08	6,847.00
Public Works Supervisor/Electrical		5,776.90	7,416.90
Quality Improvement Coordinator		6,489.00	8,332.00
Real Property Agent I		4,315.19	5,539.30
Real Property Agent II		5,017.34	6,442.56
Records Research Specialist	1	3,437.00	4,412.00
Records Specialist	1	3,522.93	4,522.30
Recreation Assistant I		2,763.40	3,547.53
Recreation Assistant II	2	2,972.50	3,816.08
Recreation Program Coordinator	2	4,014.93	5,154.73
Recreation Supervisor	2	4,783.38	6,141.32
Recycling Specialist	1	4,220.95	5,419.18
Redevelopment Specialist		5,063.50	6,500.55
Regulatory Compliance Officer	1	5,773.00	7,412.00
Reprographics/Mailroom Supervisor	1	4,161.50	5,343.33
Reprographics/Mailroom Technician I	1	2,568.65	3,297.43
Reprographics/Mailroom Technician II		2,972.50	3,816.08
Revenue Assistant I	5	2,936.63	3,769.95
Revenue Assistant II	10	3,130.35	4,019.03

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Revenue Collector	5	3,615.18	4,641.20
Secretary	12	3,522.93	4,522.30
Secretary (Confidential)		3,522.93	4,522.30
Senior Accountant	1	5,304.96	6,810.05
Senior Administrative Analyst	2	5,789.85	7,433.68
Senior Administrative Analyst (Confidential)		5,789.85	7,433.68
Senior Animal Services Officer	1	3,896.59	5,002.03
Senior Building Inspector	1	4,764.20	6,116.18
Senior Buyer		4,705.08	6,040.28
Senior Civil Engineer	5	7,141.18	9,167.60
Senior Code Enforcement Officer	2	4,406.52	5,657.38
Senior Collection Systems Operator	9	4,655.00	4,887.00
Senior Community Development Technician		4,214.58	5,410.68
Senior Community Service Officer	1	3,881.68	4,982.53
Senior Deputy City Clerk	1	3,764.00	4,832.00
Senior Electrical Inspector		4,764.20	6,116.18
Senior Electrician	1	4,814.79	5,883.67
Senior Engineering Technician	3	4,738.23	6,082.95
Senior Environmental Control Officer	1	4,882.00	5,126.00
Senior Evidence Technician	4	4,427.56	5,683.69
Senior Facilities Maintenance Supervisor		5,322.83	6,833.68
Senior Facilities Maintenance Worker		3,585.30	4,381.24
Senior Finance Assistant	2	3,658.39	4,696.67
Senior Geographic Information Systems Analyst	2	5,791.80	7,436.52
Senior Geographic Information Systems Specialist	1	4,757.06	6,107.78
Senior Golf Course Supervisor		5,156.60	6,619.97
Senior Housing Financial Advisor		4,635.88	5,952.14
Senior Housing Rehabilitation Counselor		4,581.75	5,882.48
Senior Hydrant Worker	1	3,722.04	4,548.32
Senior Instrument Repair Technician		4,814.79	5,883.67
Senior Janitor		3,148.28	3,847.17
Senior Library Aide		3,121.13	4,007.75
Senior Library Assistant		3,888.85	4,992.78
Senior Maintenance Repair Technician	6	4,466.95	5,458.62
Senior Mechanic		4,472.06	5,464.86
Senior Mechanical Maintenance Worker		4,317.89	5,276.50

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Senior Network Support Analyst	3	5,423.97	6,964.23
Senior Office Assistant	1	3,522.93	4,522.30
Senior Office Assistant (Confidential)		3,522.93	4,522.30
Senior Parks Supervisor		5,156.60	6,619.97
Senior Parks Worker I		3,376.34	4,125.90
Senior Parks Worker II		3,553.44	4,342.32
Senior Plan Checker	2	5,590.35	7,177.05
Senior Planner	2	6,018.80	7,727.48
Senior Planning Technician		4,214.58	5,410.68
Senior Plant Maintenance Mechanic	5	5,026.00	5,278.00
Senior Plant Maintenance Supervisor	1	4,891.00	6,279.00
Senior Plant Operations Supervisor	1	4,891.00	6,279.00
Senior Plant Operator	7	4,974.00	5,222.00
Senior Plumbing/Mechanical Inspector		4,764.20	6,116.18
Senior Police Records Assistant		3,522.93	4,522.30
Senior Public Works Supervisor		5,870.18	7,536.83
Senior Public Works Supervisor/Electrical		6,359.10	8,164.13
Senior Real Property Agent		5,713.68	7,335.36
Senior Recreation Assistant	8	3,615.18	4,641.20
Senior Systems Analyst	8	5,765.46	7,402.69
Senior Telecommunications Supervisor		5,478.32	7,032.38
Senior Traffic Signal Electrician	1	4,814.79	5,883.67
Senior Transportation Planner		5,989.08	7,689.55
Senior Tree Surgeon	1	3,694.86	4,515.13
Senior Water Systems Operator	4	4,655.00	4,887.00
Senior Water/Collection Systems Supervisor		4,891.00	6,279.00
Service Writer		3,312.62	4,048.04
Solid Waste Inspector		4,157.38	5,080.32
Stage Maintenance Worker		3,585.30	4,381.24
Storm Water Outreach Coordinator		4,393.15	5,640.58
Supervising Accountant		5,833.05	7,488.89
Supervising Combination Inspector	1	5,518.90	7,086.22
Supervising Evidence Technician	1	5,054.41	6,489.81
Supervising Librarian	3	5,000.83	6,420.15
Supervising Mechanic	1	4,761.39	6,113.47
Supervising Office Assistant	4	3,920.63	5,032.75

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Class Title	# of filled positions	Monthly	
		MIN (\$)	MAX (\$)
Supervising Office Assistant (Confidential)		3,920.63	5,032.75
Supervising Parking Attendant	1	3,533.77	4,536.22
Supervising Plan Checker/Structural Engineer		6,948.38	8,920.90
Supervising Police Records Assistant	2	4,183.03	5,371.00
Supervising Public Works Inspector	1	5,536.63	7,108.99
Supervising Real Property Agent	1	6,651.23	8,540.30
Supervising Revenue Assistant	1	4,315.25	5,540.13
Supervisory Control & Data Acquisition/Computerized Maintenance Management System Program Manager	1	6,449.85	8,280.81
Survey Party Chief		4,055.93	5,207.00
Surveying Supervisor		4,821.60	6,189.98
Systems Analyst I		3,943.88	5,063.79
Systems Analyst II	1	4,864.46	6,245.91
Technology Project Coordinator		5,423.97	6,964.23
Technology Support Specialist I		3,508.58	4,504.88
Technology Support Specialist II	12	4,196.35	5,387.40
Technology Systems Supervisor	3	6,426.85	8,250.58
Technology Training Coordinator		4,196.35	5,387.40
Telecommunications Coordinator		4,172.75	5,356.45
Traffic Engineering Aide		3,216.45	4,129.73
Traffic Signal Electrician	7	4,379.05	5,351.21
Traffic Signal Electrician Trainee		3,289.70	4,443.90
Traffic Signal Systems Operator		4,379.05	5,351.21
Tree Maintenance Supervisor		4,650.43	5,970.63
Tree Surgeon	2	3,343.22	4,085.42
Tree Worker		2,820.82	3,810.54
Utilities Safety & Training Specialist		3,556.00	4,565.00
Utility Technology Specialist		4,196.35	5,387.40
Vehicle Abatement Specialist		2,901.78	3,725.88
Warehouse Supervisor		3,644.90	4,679.13
Water Field Technician	5	2,958.00	3,595.00
Water Systems Operator	16	3,474.00	4,433.00
Water Systems Superintendent	1	5,743.82	7,330.00
Water/Sewer Equipment Operator	3	3,814.00	4,635.00
Welder/Fabricator		4,046.49	4,944.85
Welder/Fabricator Specialist	1	4,696.31	5,738.87
Total	1190		

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B. Examinations Held by the Commission

The Civil Service Commission approved a total of 33 eligible civil service lists during 2013. Of the 33 lists, four were safety-promotional, four were miscellaneous-promotional and 25 were miscellaneous-open/promotional. A total of 8,355 applications were received, 8,353 on-line and 2 paper applications were submitted during this time for all positions. Of that number, 2,218 were submitted for classified positions and a total of 616 received passing scores that earned them a spot on the eligible list. The following table details the examinations:

Date of Civil Service Commission	Title	Number of Eligibles on List
17-Jan	Code Enforcement Supervisor (P)	5
	Water Systems Superintendent (O/P)	1
21-Feb	No eligible lists were certified in February	0
21-Mar	Facilities Maintenance Worker II (O/P)	27
	Fire Fighter Engineer (P)	17
	Public Works Field Specialist (O/P)	14
	Revenue Assistant I (O/P)	49
18-Apr	Library Assistant I (O/P)	84
	Police Captain (P)	10
16-May	Heating, Ventilation and Air Conditioning (HVAC) Mechanic (O/P)	7
	Senior Code Enforcement Officer (P)	3
	Senior Electrician (O/P)	8
	Supervising Revenue Assistant (P)	6
20-Jun	Human Resources Specialist (O/P)	20
	Senior Accountant (O/P)	5
	Technology Support Specialist II (O/P)	14
18-Jul	Collection Systems Operator (O/P)	29
	Mechanic II (Light) (O/P)	12
15-Aug	Animal Services Officer (O/P)	28
	Senior Animal Services Officer (O/P)	8
	Senior Building Inspector (P)	3
	Senior Recreation Assistant (O/P)	44
19-Sep	Accountant I (O/P)	50
	Bookmobile Driver/Circulation Assistant (O/P)	80
	Police Lieutenant (P)	6
	Police Sergeant (P)	30
17-Oct	Economic Development Analyst (O/P)	6
	Fire Prevention Inspector II (O/P)	5
21-Nov	Crime Analyst (O/P)	12
	Recreation Supervisor (O/P)	18
	Technology Project Coordinator (O/P)	6
19-Dec	Electrical Technician II (O/P)	6
	Project Manager I (O/P)	19
	Tree Surgeon (O/P)	9
Total		616

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In addition to the examinations held by Commission, the following continuous examinations were conducted per Civil Service Rules for the Police Department.

Title of Classification	Open Dates	Number of Applications Received	Number of Eligibles
Police Officer - Academy Graduate	1-1-13 to 10-7-13	277	151
Police Officer - Lateral	1-5-13 to 10-7-13	69	19
Police Officer - Recruit	1-1-13 to 10-7-13	384	94
Police Officer - Trainee	2-17-13 to 3-21-13	729	138
Totals		1459	402

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

During the 2013 calendar year, a total of one-hundred thirty-seven (137) appointments were made into the Civil Service. Of the one-hundred thirty-seven (137) appointments, one-hundred twenty-one (121) were new hires, thirteen (13) were made from the reemployment list, and three (3) were reinstatements.

Of the thirteen (13) reemployment appointments, twelve (12) were Firefighters and one (1) was Economic Development Analyst. Two (2) reinstatements were Police Officers and one (1) was Senior Plant Operator. The rest of the 2013 appointments were new hires filling both sworn and miscellaneous positions.

The following table details those hires:

Date appointed	Title	# of positions	Department	Service	List
01/02/13	Police Officer Trainee	1	Police	Misc.	New hire
01/16/13	Police Records Assistant I	1	Police	Misc.	New hire
	Senior Plant Operator	1	MUD	Misc.	New hire
02/01/13	Police Officer	2	Police	Sworn	New hire
	Police Officer Trainee	1	Police	Misc.	New hire
	Water Systems Operator	2	MUD	Misc.	New hire
02/19/13	Associate Civil Engineer	1	Public Works	Misc.	New hire
	Police Officer	2	Police	Sworn	New hire
	Police Officer Recruit	1	Police	Misc.	New hire
	Police Telecommunicator I	1	Police	Misc.	New hire
	Water Systems Operator	1	MUD	Misc.	New hire
03/01/13	Finance Assistant II	1	Admin. Services	Misc.	New hire
	Geographic Information Systems Specialist I	1	MUD	Misc.	New hire
	Maintenance Repair Technician I	1	Public Works	Misc.	New hire
	Plant Maintenance Worker	1	MUD	Misc.	New hire
	Police Officer	1	Police	Sworn	New hire

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Date appointed	Title	# of positions	Department	Service	List
	Police Telecommunicator II	1	Police	Misc.	New hire
	SCADA/CMMS Manager	1	MUD	Misc.	New hire
03/18/13	Fire Fighter	1	Fire	Sworn	Re-employment
	Mechanic II (Heavy)	1	Public Works	Misc.	New hire
	Police Officer	2	Police	Sworn	New hire
	Police Officer Trainee	1	Police	Misc.	New hire
	Police Records Assistant I	1	Police	Misc.	New hire
	Public Works Maintenance Worker I	1	Public Works	Misc.	New hire
04/02/13	Fire Fighter	2	Fire	Sworn	Re-employment
	Police Officer	2	Police	Sworn	New hire
	Police Officer	1	Police	Sworn	Reinstatement
04/16/13	Office Assistant II	1	Manager	Misc.	New hire
	Police Officer	3	Police	Sworn	New hire
	Police Telecommunicator I	1	Police	Misc.	New hire
	Public Works Field Specialist	1	Public Works	Misc.	New hire
	Senior Plant Operator	1	MUD	Misc.	Reinstatement
05/01/13	Animal Services Assistant I	1	Police	Misc.	New hire
	Fire Fighter	1	Fire	Sworn	Re-employment
	Plant Maintenance Mechanic	1	MUD	Misc.	New hire
	Water Systems Operator	1	MUD	Misc.	New hire
05/16/13	Animal Services Assistant I	1	Police	Misc.	New hire
	Circulation Assistant I	1	Community Svcs.	Misc.	New hire
	Fire Fighter	1	Fire	Sworn	Re-employment
	Police Officer	1	Police	Sworn	New hire
	Police Officer Trainee	1	Police	Misc.	New hire
	Revenue Assistant I	2	Admin Services	Misc.	New hire
06/03/13	Maintenance Repair Technician I	1	Public Works	Misc.	New hire
	Office Assistant II	1	MUD	Misc.	New hire
	Police Officer	1	Police	Sworn	New hire
06/17/13	Library Assistant I	1	Community Svcs.	Misc.	New hire
	Police Officer	2	Police	Sworn	New hire
07/01/13	Community Service Officer I	1	Police	Misc.	New hire
	Fire Fighter	5	Fire	Sworn	Re-employment
	HVAC Mechanic	1	Public Works	Misc.	New hire
	Police Officer	2	Police	Sworn	New hire
	Police Officer Recruit	3	Police	Misc.	New hire
	Police Officer Trainee	2	Police	Misc.	New hire
07/16/13	Police Officer	2	Police	Sworn	New hire
	Police Officer Recruit	5	Police	Misc.	New hire
	Police Officer Trainee	2	Police	Misc.	New hire
	Traffic Signal Electrician	1	Public Works	Misc.	New hire
08/01/13	Animal Services Assistant I	1	Police	Misc.	New hire
	Fire Fighter	1	Fire	Sworn	Re-employment
	Library Aide I	1	Community Svcs.	Misc.	New hire
	Plant Operator	1	MUD	Misc.	New hire
	Police Officer Trainee	1	Police	Misc.	New hire
08/16/13	Animal Services Assistant I	1	Police	Misc.	New hire
	Police Records Assistant I	1	Police	Misc.	New hire
	Senior Accountant	1	Admin Services	Misc.	New hire
09/03/13	Economic Development Analyst	1	Econ. Dev.	Misc.	Re-employment

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Date appointed	Title	# of positions	Department	Service	List
	Fire Fighter	1	Fire	Sworn	Re-employment
	Maintenance Repair Technician I	1	Public Works	Misc.	New hire
	Police Officer	2	Police	Sworn	New hire
	Police Officer Recruit	1	Police	Misc.	New hire
	Police Telecommunicator I	1	Police	Misc.	New hire
09/16/13	Police Officer	1	Police	Sworn	New hire
	Police Officer Recruit	1	Police	Misc.	New hire
10/01/13	Human Resources Specialist	1	HR	Misc.	New hire
	Police Officer	1	Police	Sworn	New hire
	Police Officer Trainee	1	Police	Misc.	New hire
10/16/13	Collection Systems Operator	3	MUD	Misc.	New hire
	Mechanic II (Light)	1	Public Works	Misc.	New hire
	Police Officer	3	Police	Sworn	New hire
	Police Officer Trainee	2	Police	Misc.	New hire
	Senior Recreation Assistant	1	Community Svcs.	Misc.	New hire
	Water Systems Operator	1	MUD	Misc.	New hire
11/4/13	Bookmobile Driver/Circulation Assistant	1	Community Svcs.	Misc.	New hire
	Plant Maintenance Mechanic	1	MUD	Misc.	New hire
	Plant Maintenance Worker	1	MUD	Misc.	New hire
	Police Officer	1	Police	Sworn	New hire
	Police Officer Trainee	1	Police	Misc.	New hire
11/18/13	Collection Systems Operator	1	MUD	Misc.	New hire
	Police Officer	1	Police	Sworn	New hire
	Police Officer Trainee	1	Police	Misc.	New hire
	Police Telecommunicator I	1	Police	Misc.	New hire
	Technology Support Specialist II	1	Admin Services	Misc.	New hire
12/2/13	Accountant I	1	Admin Services	Misc.	New hire
	Collection Systems Operator	1	MUD	Misc.	New hire
	Economic Development Analyst	1	Econ. Dev.	Misc.	New hire
	Fire Prevention Inspector II	1	Fire	Misc.	New hire
	Plant Maintenance Worker	1	MUD	Misc.	New hire
	Police Officer	1	Police	Sworn	New hire
	Police Officer	1	Police	Sworn	Reinstatement
	Police Officer Trainee	1	Police	Misc.	New hire
	Police Telecommunicator I	1	Police	Misc.	New hire
	Public Works Maintenance Worker I	1	Public Works	Misc.	New hire
	Senior Animal Services Officer	1	Police	Misc.	New hire
12/16/13	Revenue Assistant I	1	Admin Services	Misc.	New hire
	Police Officer	3	Police	Sworn	New hire
	Total	137			

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

Rule Amendments. During 2013, the Civil Service Commission received four separate requests to amend Civil Service Rules and Regulations. The following detail provides the rules that were amended:

Month Amended	CSC Rules	Specific Rule	Comments
February	Police and Fire	Rule VI, Section 2, and Rule VIII, Section 4 to allow	To allow for probationary period and to detail reversion rights for promotional candidates in the Fire Department.
March	Police and Fire	Rule V, Sections 2(b), 5(b), 6(c), 8(a), (b) and (d), 9(b) and 11(d), and Rule VI, Sections 5(a), (b) and (e)	To correct the title of the Human Resources Department and Director of Human Resources
July	Police and Fire	Rule I, Section 10	To update the qualifying score to rank Police Officer Applicants
August	Miscellaneous	Rule IX, Sections 1 and 2	To remove inaccurate and outdated language

Recruitment of Civil Service Commissioners. There were no vacant Commission vacancies in 2013.

Commission Accomplishments. The Commission continues to receive and review the Equal Employment Commission (EEC) reports on a monthly basis outlining the department's progress in achieving equal employment goals. The report was standardized two years ago and continues to provide a standardized process for reporting employee statistics, when reviewing the information. This format has provided a more routine process and has helped the Commissioners monitor the changes in personnel diversity, demographics and the recruitment efforts of each department.

In response to last year's recommendations, a workshop was conducted by HR staff on June 20, 2013 to review the civil service rules and regulations that apply to Miscellaneous Employees and Police and Fire Employees. A PowerPoint presentation was prepared and presented to the Civil Service Commission who was then given an opportunity to ask questions of staff. These presentations will be provided as requested for new Commissioners.

At the September 19th Meeting, Susanne St. Clair was re-elected as Chair of the Civil Service Commission and Katherine (Kitty) Chapman was elected by fellow commissioners to serve as Vice Chair for the 2013-2014.

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The Civil Service Commission scheduled three (3) appeals from employees whose employment was terminated. Two hearings were completed as scheduled and the other one failed to appear on the scheduled date.

As part of a continued effort to keep the Civil Service Rules and Regulations up to date, the following Rule changes were approved during 2013:

Civil Service Rules and Regulations for Police and Fire

February 21, 2013

Rule	Comments
Amend VI, Section 2 Establish VI, Section 4	Allowed for a probationary period and detailed reversionary rights for candidates in the Fire Department

March 21, 2013

Amend Rule V, Sections 2(b), 5(c), 6(C), 8 (a), (b) and (d), 9 (b) and 11(d), and Amend Rule VI, Sections 5(a), (b), and (e)	Corrected the Title of the Human Resources Department and Director of Human Resources
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July 18, 2013

Amend Rule 1, Section 10	Updated the qualifying Score to Rank Police Officer Recruit Applicants
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Civil Service Rules and Regulations for Miscellaneous Employees

August 15, 2013

Amend Rule IX, Sections 1 & 2	Removed inaccurate and outdated language to Vacation and Sick Leave
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Recommendations for Promoting Efficiency and Economy in the Service. The Commission would like to suggest a couple of goals for the upcoming year.

In 2013, the City purchased new Agenda processing software from Granicus, titled: Legistar. This software was first introduced to the City Council in May of 2013 and is currently being used for all Council meetings. The intention was to roll it out to all City Boards and Commissions since it is designed to ease the agenda flow process. In September, Human Resources staff rolled out this new format for the Civil Service Commission. While the Commission appreciated the new format and in general found it easier to follow, there were a couple of quirks related to the sequencing of events

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related to the closed session that still need to be remedied. Staff is currently working on those issues and striving to improve the process.

E. Details of Expenditure and Progress of Work

At \$25 paid to each Commissioner for attending a meeting, the City spends \$125 per meeting a month on stipends for the five members of the Commission. In each calendar year, the City pays the Commissioners 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. For the 2013 calendar year, in addition to the regularly conducted monthly meetings, the Commission held two special meetings.

The total expenditures the City has incurred on Commissioners' remunerations through November 2013 amounted to \$1,700. The City does not provide the Chair or Vice Chair any compensation for attending the Agenda Review meeting which is held once a month.

Fee expenditures incurred to pay the legal counsel for the Commission amounted to \$18,850.63 for calendar year 2013 through November 30, for a combined total of \$20,550.63 for calendar year 2013.

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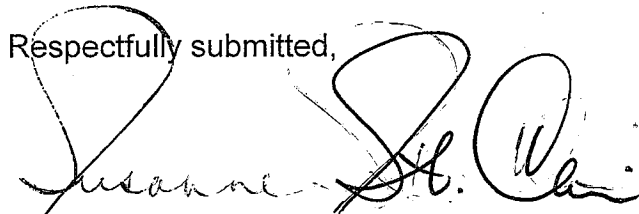
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The following is a summary of the meetings conducted by the Commission in 2013.

Meeting Date	Type
January 17	Regular
February 21	Regular
March 21	Regular
April 18	Regular
May 16	Regular
June 20	Regular
July 18	Special
July 18	Regular
August 15	Regular
September 19	Special
September 19	Regular
October 17	Regular
November 21	Regular
December 19	Regular

Respectfully submitted,



SUSANNE ST. CLAIR
CHAIR, CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION