

February 21, 2017

TO: Mayor and City Council

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

SUBJECT: **COMMISSION'S 2016 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 2016:

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 343 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 filled positions	BASE MONTHLY SALARY BY STEP	
			Low	High
1	Accountant I		\$ 4,415.77	\$ 5,667.99
2	Accountant II	1	\$ 5,145.24	\$ 6,605.59
3	Administrative Analyst I	2	\$ 4,607.01	\$ 5,914.37
4	Administrative Analyst II	6	\$ 5,356.94	\$ 6,878.03
5	Agenda Coordinator		\$ 3,817.72	\$ 4,901.08
6	Animal Services Assistant I	6	\$ 2,927.84	\$ 3,758.53
7	Animal Services Assistant II	1	\$ 3,225.76	\$ 4,141.73
8	Animal Services Officer	4	\$ 3,516.01	\$ 4,513.83
9	Animal Services Supervisor	1	\$ 5,099.89	\$ 6,547.81
10	Arborist		\$ 5,173.29	\$ 6,641.92
11	Architect		\$ 5,474.66	\$ 7,028.39
12	Arts Commission Director		\$ 6,223.39	\$ 7,990.07
13	Assessment District Program Coordinator	1	\$ 5,480.20	\$ 7,035.04
14	Assistant Architect		\$ 5,760.58	\$ 6,692.61
15	Assistant City Traffic Engineer		\$ 7,728.32	\$ 9,921.36
16	Assistant Civil Engineer		\$ 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 to the City Manager		\$ 8,283.07	\$ 10,633.60
22	Assistant Traffic Engineer		\$ 6,847.76	\$ 7,955.99
23	Associate Civil Engineer	6	\$ 6,896.52	\$ 8,853.65
24	Associate Engineer	6	\$ 6,214.95	\$ 7,979.26
25	Associate Engineer/Mechanical		\$ 6,214.95	\$ 7,979.26
26	Associate Engineer/Traffic		\$ 6,214.95	\$ 7,979.26
27	Associate Mechanical Engineer		\$ 6,896.52	\$ 8,853.65
28	Associate Planner		\$ 5,651.97	\$ 7,256.68
29	Associate Traffic Engineer		\$ 6,896.52	\$ 8,853.65
30	Audit Assistant I		\$ 2,985.19	\$ 3,832.85
31	Audit Assistant II		\$ 3,716.08	\$ 4,770.25
32	Auditor (Confidential)		\$ 4,412.38	\$ 5,665.49
33	Auto Painter Repair Worker		\$ 4,594.15	
34	Benefits Analyst		\$ 4,634.02	\$ 5,949.84
35	Bookmobile Driver/Circulation Assistant	1	\$ 3,374.56	\$ 4,333.18
36	Building Permit Technician		\$ 4,238.98	\$ 5,441.41
37	Buyer I	2	\$ 4,057.73	\$ 5,209.20
38	Buyer II		\$ 4,479.48	\$ 5,750.46
39	Chemist	2	\$ 4,656.73	
40	Circulation Assistant I	2	\$ 2,882.02	\$ 3,699.72

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41	Circulation Assistant II	9	\$ 3,175.29	\$ 4,076.93
42	City Traffic Engineer	1	\$ 8,978.88	\$ 11,518.95
43	Code Analyst		\$ 4,803.07	\$ 6,166.19
44	Code Enforcement Assistant		\$ 3,357.94	\$ 4,311.02
45	Code Enforcement Field Manager	1	\$ 6,030.30	\$ 7,741.81
46	Code Enforcement Officer I	2	\$ 4,093.16	\$ 5,255.10
47	Code Enforcement Officer II	14	\$ 4,532.39	\$ 5,818.70
48	Code Enforcement Supervisor	2	\$ 5,450.80	\$ 6,998.22
49	Collection Systems Operator	27	\$ 3,756.09	\$ 4,792.96
50	Collection Systems Supervisor	2	\$ 4,965.97	\$ 6,375.20
51	Combination Inspector I	3	\$ 4,475.55	\$ 5,745.32
52	Combination Inspector II	2	\$ 4,945.84	\$ 6,348.85
53	Community Development Technician	2	\$ 4,087.02	\$ 5,246.22
54	Community Service Officer I	8	\$ 3,435.05	\$ 4,410.85
55	Community Service Officer II	20	\$ 3,691.13	\$ 4,739.13
56	Computer Operations & Maintenance Supervisor		\$ 5,259.66	\$ 6,752.45
57	Computer Operator I		\$ 3,059.83	\$ 3,928.68
58	Computer Operator II		\$ 3,544.12	\$ 4,550.39
59	Contract Compliance Specialist		\$ 4,643.75	\$ 5,961.74
60	Craft Maintenance Supervisor		\$ 4,905.02	\$ 6,296.96
61	Craft Maintenance Worker I		\$ 3,441.10	\$ 4,205.03
62	Craft Maintenance Worker II	5	\$ 4,219.41	\$ 5,156.16
63	Crime Analyst	4	\$ 4,920.44	\$ 6,317.11
64	Customer Service Assistant	2	\$ 3,156.23	\$ 4,051.69
65	Data Entry Operator I		\$ 2,706.30	\$ 3,474.31
66	Data Entry Operator II		\$ 2,987.79	\$ 3,835.59
67	Data Entry Specialist		\$ 3,487.60	\$ 4,478.36
68	Deferred Compensation Specialist		\$ 3,985.30	\$ 5,116.24
69	Deputy Building Official		\$ 7,327.65	\$ 9,408.85
70	Dispatcher		\$ 3,507.22	\$ 4,285.85
71	Economic Development Analyst	1	\$ 5,362.85	\$ 6,885.12
72	Electrical Technician I		\$ 4,487.81	\$ 5,484.09
73	Electrical Technician II	4	\$ 4,934.36	\$ 6,029.78
74	Electrician I		\$ 3,441.10	\$ 4,205.03
75	Electrician II	2	\$ 4,734.63	\$ 5,785.72
76	EMS Transport Technician (Tier A)		\$ 3,625.20	\$ 4,891.90
77	EMS Transport Technician (Tier B)		\$ 2,971.18	\$ 4,009.98
78	Engineering Aide		\$ 3,358.16	\$ 4,312.35
79	Engineering Services Manager		\$ 9,141.33	\$ 11,727.34
80	Engineering Technician I	1	\$ 4,391.95	\$ 5,638.99
81	Engineering Technician II	1	\$ 4,622.07	\$ 5,933.03
82	Environmental Control Officer	2	\$ 4,507.07	\$ 5,217.30

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83	Equipment Service Worker		\$ 3,581.60	\$ 4,376.74
84	Evidence Technician I	6	\$ 3,880.37	\$ 4,981.10
85	Evidence Technician II	5	\$ 4,287.81	\$ 5,504.95
86	Facilities Maintenance Supervisor		\$ 4,451.77	\$ 5,715.15
87	Facilities Maintenance Worker I		\$ 2,576.00	\$ 3,479.82
88	Facilities Maintenance Worker II	4	\$ 3,087.10	\$ 3,772.43
89	Facilities Maintenance Worker III	1	\$ 3,403.93	\$ 4,159.56
90	Facility Aide		\$ 2,576.00	\$ 3,479.82
91	Finance Assistant I	9	\$ 3,213.02	\$ 4,124.79
92	Finance Assistant II		\$ 3,425.00	\$ 4,397.30
93	Finance Officer		\$ 7,777.07	\$ 9,984.88
94	Fire Battalion Chief	8	\$ 7,572.61	\$ 10,280.08
95	Fire Captain	55	\$ 6,271.90	\$ 9,260.83
96	Fire Chief		\$ 12,549.17	\$ 16,218.00
97	Fire Fighter	45	\$ 4,199.39	\$ 7,208.58
98	Fire Fighter Engineer	54	\$ 5,522.14	\$ 8,153.81
99	Fire Fighter Trainee	10	\$ 4,438.43	\$ 4,438.43
100	Fire Prevention Inspector I	1	\$ 4,389.56	\$ 5,835.67
101	Fire Prevention Inspector II	1	\$ 4,860.60	\$ 6,240.08
102	Fire Protection Specialist		\$ 5,474.66	\$ 7,028.39
103	Fire Telecommunications Specialist		\$ 5,018.06	\$ 6,443.25
104	Fire Telecommunications Supervisor	3	\$ 5,206.42	\$ 6,683.84
105	Fire Telecommunicator I	1	\$ 4,109.31	\$ 5,275.17
106	Fire Telecommunicator II	9	\$ 4,319.88	\$ 5,545.58
107	Firearms Examiner		\$ 5,762.80	\$ 7,353.24
108	Fleet Equipment Parts Assistant		\$ 3,688.30	\$ 4,507.14
109	Fleet Operations Coordinator		\$ 6,078.73	\$ 7,803.54
110	Geographic Information Systems Administrator		\$ 5,259.66	\$ 6,752.45
111	Geographic Information Systems Analyst I		\$ 4,445.25	\$ 5,707.54
112	Geographic Information Systems Analyst II		\$ 5,482.86	\$ 7,039.95
113	Geographic Information Systems Manager		\$ 6,171.73	\$ 7,923.85
114	Geographic Information Systems Specialist I	1	\$ 4,336.14	\$ 5,567.44
115	Geographic Information Systems Specialist II		\$ 4,692.10	\$ 6,024.74
116	Geographic Information Systems Supervisor		\$ 6,980.61	\$ 8,961.46
117	Golf Manager		\$ 6,223.39	\$ 7,990.07
118	Golf Professional		\$ 4,204.63	\$ 5,398.20
119	Graffiti Abatement Technician	4	\$ 3,982.50	\$ 5,379.75
120	Heating, Ventilation & Air Conditioning Mechanic	3	\$ 4,844.68	\$ 5,920.23
121	Housing & Rehabilitation Counselor I		\$ 4,264.46	\$ 5,474.66
122	Housing & Rehabilitation Counselor II		\$ 4,712.20	\$ 6,049.83
123	Housing Director		\$ 10,136.25	\$ 13,010.08
124	Housing Financial Advisor		\$ 4,396.92	\$ 5,645.07

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125	Housing Program Supervisor		\$ 5,965.61	\$ 7,658.99
126	Human Resources Assistant I		\$ 2,777.60	\$ 3,566.88
127	Human Resources Assistant II	2	\$ 3,060.88	\$ 3,930.16
128	Human Resources Specialist	1	\$ 3,813.39	\$ 4,895.67
129	Human Resources Technician	4	\$ 4,009.09	\$ 5,146.51
130	Hydrant Worker	1	\$ 3,197.74	\$ 3,907.65
131	Industrial Electrical Apprentice		\$ 3,818.55	\$ 4,438.15
132	Information Technology Interdepartmental Coordinator		\$ 4,554.83	\$ 5,848.14
133	Instrument Repair Technician		\$ 4,734.63	\$ 5,785.72
134	Janitor		\$ 3,087.10	\$ 3,772.43
135	Junior Engineer	2	\$ 5,398.20	\$ 6,271.48
136	Junior Engineer/Traffic		\$ 5,398.20	\$ 6,271.48
137	Laboratory Supervisor	1	\$ 6,400.70	\$ 8,168.47
138	Laboratory Technician	2	\$ 4,008.14	\$ 4,871.89
139	Landfill Scale Operator		\$ 3,373.63	\$ 4,122.57
140	Legal Secretary		\$ 4,110.72	\$ 5,277.34
141	Librarian I	5	\$ 4,084.93	\$ 5,244.15
142	Librarian II	12	\$ 4,988.15	\$ 6,404.47
143	Librarian Trainee		\$ 3,722.55	\$ 4,778.69
144	Library Aide I		\$ 2,706.30	\$ 3,474.31
145	Library Aide II	2	\$ 2,987.79	\$ 3,835.59
146	Library Assistant I	7	\$ 3,213.87	\$ 4,125.94
147	Library Assistant II	10	\$ 3,722.55	\$ 4,778.69
148	Library Building Maintenance Supervisor		\$ 4,238.98	\$ 5,441.41
149	Library Driver/Clerk	1	\$ 2,916.87	\$ 3,744.72
150	Mail Courier		\$ 2,777.22	\$ 3,565.18
151	Maintenance Repair Technician I	2	\$ 3,556.82	\$ 4,804.75
152	Maintenance Repair Technician II	6	\$ 3,982.50	\$ 5,379.75
153	Maintenance Worker I		\$ 2,834.98	\$ 3,829.66
154	Maintenance Worker II		\$ 3,373.63	\$ 4,122.57
155	Materials Specialist	3	\$ 3,420.89	\$ 4,180.34
156	Materials Supervisor		\$ 5,098.97	\$ 6,547.42
157	Mechanic I		\$ 3,904.03	\$ 4,770.77
158	Mechanic II (Heavy)	5	\$ 4,322.88	\$ 5,282.59
159	Mechanic II (Light)	7	\$ 4,322.88	\$ 5,282.59
160	Mechanic III (Heavy)	2	\$ 4,767.51	\$ 5,825.84
161	Mechanic III (Light)	3	\$ 4,767.51	\$ 5,825.84
162	Mechanical Maintenance Apprentice		\$ 3,636.72	\$ 4,226.82
163	Mechanical Maintenance Worker I		\$ 3,818.55	\$ 4,665.99
164	Mechanical Maintenance Worker II		\$ 4,219.41	\$ 5,156.16
165	Medium Equipment Operator		\$ 3,742.80	\$ 4,573.71
166	Microbiologist	1	\$ 4,832.45	\$ 5,873.67

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167	Micro-Computer Section Supervisor		\$ 5,292.75	\$ 6,794.40
168	Network Support Analyst I		\$ 4,162.94	\$ 5,345.05
169	Network Support Analyst II	1	\$ 5,134.66	\$ 6,592.84
170	Occupational Health & Safety Compliance Specialist	1	\$ 4,291.28	\$ 5,508.71
171	Office Assistant I	1	\$ 2,777.22	\$ 3,565.18
172	Office Assistant II	7	\$ 3,059.83	\$ 3,928.68
173	Office Specialist	41	\$ 3,808.99	\$ 4,889.52
174	Office Technician	6	\$ 4,019.55	\$ 5,161.03
175	Park Aide		\$ 2,060.84	\$ 2,518.33
176	Park Facility Planner		\$ 7,191.31	\$ 9,233.78
177	Parking Enforcement Officer	2	\$ 3,111.66	\$ 3,995.67
178	Parks Equipment Operator		\$ 3,603.66	\$ 4,403.71
179	Parks Manager		\$ 7,238.42	\$ 9,294.27
180	Parks Supervisor	1	\$ 4,547.17	\$ 5,837.76
181	Payroll Supervisor	1	\$ 5,398.44	\$ 6,976.71
182	Plan Check Engineer	1	\$ 6,888.89	\$ 8,843.66
183	Plan Checker I	2	\$ 5,377.14	\$ 6,903.17
184	Plan Checker II	2	\$ 5,651.97	\$ 7,256.69
185	Planning Technician I	1	\$ 3,750.03	\$ 4,814.81
186	Planning Technician II		\$ 4,087.02	\$ 5,246.22
187	Plant Maintenance Machinist	1	\$ 4,694.57	\$ 5,706.57
188	Plant Maintenance Mechanic	20	\$ 4,639.47	\$ 5,371.01
189	Plant Maintenance Supervisor	1	\$ 4,965.97	\$ 6,375.20
190	Plant Maintenance Worker	2	\$ 3,125.89	\$ 3,800.21
191	Plant Operations Supervisor		\$ 5,823.18	\$ 7,525.25
192	Plant Operator	18	\$ 4,164.86	\$ 5,314.91
193	Plant Operator Apprentice		\$ 3,435.15	\$ 4,197.75
194	Plant Operator-In-Training		\$ 3,256.07	\$ 3,978.92
195	Police Captain	5	\$ 10,514.95	\$ 13,497.93
196	Police Court Coordinator	1	\$ 4,493.72	\$ 5,768.65
197	Police Lieutenant	17	\$ 9,113.85	\$ 11,700.70
198	Police Officer	313	\$ 5,627.48	\$ 7,230.10
199	Police Officer Recruit	3	\$ 4,840.27	
200	Police Officer Trainee	27	\$ 4,840.27	
201	Police Planning Analyst		\$ 5,726.23	\$ 7,352.00
202	Police Records Assistant I	4	\$ 3,017.50	\$ 3,873.27
203	Police Records Assistant II	22	\$ 3,245.54	\$ 4,167.14
204	Police Records Assistant III	1	\$ 3,498.29	\$ 4,491.58
205	Police Sergeant	51	\$ 6,653.11	\$ 8,547.75
206	Police Telecommunications Supervisor	6	\$ 5,206.42	\$ 6,683.84
207	Police Telecommunicator I	16	\$ 4,194.60	\$ 5,384.66
208	Police Telecommunicator II	25	\$ 4,409.54	\$ 5,660.68

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209	Project Manager I	8	\$ 4,958.22	\$ 6,366.78
210	Project Manager II	6	\$ 5,213.11	\$ 6,692.61
211	Project Manager III	4	\$ 5,480.20	\$ 7,035.04
212	Property Clerk	2	\$ 3,601.87	\$ 4,624.63
213	Property Room Supervisor	1	\$ 5,161.55	\$ 6,627.43
214	Public Works Field Specialist	4	\$ 4,775.66	\$ 6,130.40
215	Public Works Heavy Equipment Operator	2	\$ 4,829.67	\$ 5,901.86
216	Public Works Inspector	6	\$ 5,304.60	\$ 6,809.40
217	Public Works Maintenance Worker I		\$ 2,704.67	\$ 3,653.62
218	Public Works Maintenance Worker II	4	\$ 3,293.66	\$ 4,024.82
219	Public Works Safety/Training Officer	1	\$ 4,829.67	\$ 5,901.86
220	Public Works Supervisor	4	\$ 5,766.12	\$ 7,402.98
221	Public Works Supervisor/Electrical	1	\$ 6,245.99	\$ 8,019.15
222	Quality Improvement Coordinator		\$ 7,015.91	\$ 9,008.56
223	Real Property Agent I		\$ 4,665.58	\$ 5,989.10
224	Real Property Agent II		\$ 5,424.75	\$ 6,965.69
225	Records Research Specialist		\$ 3,716.08	\$ 4,770.25
226	Records Specialist	1	\$ 3,808.99	\$ 4,889.52
227	Recreation Assistant I		\$ 2,987.79	\$ 3,835.59
228	Recreation Assistant II	2	\$ 3,213.87	\$ 4,125.94
229	Recreation Program Coordinator	4	\$ 4,340.94	\$ 5,573.29
230	Recreation Supervisor	3	\$ 5,171.79	\$ 6,640.00
231	Recycling Specialist	1	\$ 4,563.69	\$ 5,859.21
232	Redevelopment Specialist		\$ 5,474.66	\$ 7,028.39
233	Regulatory Compliance Officer	1	\$ 6,241.77	\$ 8,013.85
234	Reprographics/Mailroom Supervisor	1	\$ 4,499.41	\$ 5,777.21
235	Reprographics/Mailroom Technician I		\$ 2,777.22	\$ 3,565.18
236	Reprographics/Mailroom Technician II	1	\$ 3,213.87	\$ 4,125.94
237	Revenue Assistant I	13	\$ 3,175.08	\$ 4,076.07
238	Revenue Assistant II	9	\$ 3,384.54	\$ 4,345.37
239	Revenue Collector	4	\$ 3,908.73	\$ 5,018.06
240	Revenue Supervisor	3	\$ 4,665.65	\$ 5,989.99
241	Secretary	8	\$ 3,808.99	\$ 4,889.52
242	Senior Accountant	1	\$ 5,800.66	\$ 7,446.38
243	Senior Administrative Analyst	2	\$ 6,496.22	\$ 8,340.59
244	Senior Animal Services Officer	1	\$ 4,212.99	\$ 5,408.19
245	Senior Building Inspector	1	\$ 5,151.05	\$ 6,612.81
246	Senior Buyer	1	\$ 5,087.13	\$ 6,530.76
247	Senior Civil Engineer	7	\$ 7,728.32	\$ 9,921.36
248	Senior Code Enforcement Officer	2	\$ 4,764.33	\$ 6,116.76
249	Senior Collection Systems Operator	9	\$ 5,032.99	\$ 5,283.82
250	Senior Collection Systems Supervisor	1	\$ 5,487.70	\$ 7,045.04
251	Senior Community Development Technician	1	\$ 4,728.76	\$ 6,070.78

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252	Senior Community Service Officer	1	\$ 4,272.10	\$ 5,483.67
253	Senior Electrical Inspector		\$ 5,151.05	\$ 6,612.81
254	Senior Electrician	1	\$ 5,205.76	\$ 6,361.42
255	Senior Engineering Technician	1	\$ 5,122.97	\$ 6,576.89
256	Senior Environmental Control Officer	2	\$ 5,477.80	\$ 5,751.37
257	Senior Evidence Technician	5	\$ 4,787.08	\$ 6,145.20
258	Senior Facilities Maintenance Supervisor		\$ 5,755.05	\$ 7,388.57
259	Senior Facilities Maintenance Worker		\$ 3,876.43	\$ 4,736.99
260	Senior Finance Assistant	3	\$ 3,955.45	\$ 5,078.04
261	Senior Geographic Information Systems Analyst	2	\$ 6,498.40	\$ 8,343.78
262	Senior Geographic Information Systems Specialist	1	\$ 5,206.41	\$ 6,684.73
263	Senior Golf Course Supervisor		\$ 5,575.31	\$ 7,157.51
264	Senior Housing Financial Advisor		\$ 5,012.32	\$ 6,435.45
265	Senior Housing Rehabilitation Counselor		\$ 4,953.79	\$ 6,360.14
266	Senior Hydrant Worker		\$ 4,024.27	\$ 4,917.65
267	Senior Instrument Repair Technician		\$ 5,205.76	\$ 6,361.42
268	Senior Janitor		\$ 3,403.93	\$ 4,159.56
269	Senior Library Aide		\$ 3,374.56	\$ 4,333.18
270	Senior Library Assistant		\$ 4,204.63	\$ 5,398.20
271	Senior Maintenance Repair Technician	6	\$ 4,829.67	\$ 5,901.86
272	Senior Mechanic		\$ 5,017.65	\$ 6,131.58
273	Senior Mechanical Maintenance Worker		\$ 4,668.51	\$ 5,704.95
274	Senior Network Support Analyst	3	\$ 6,085.70	\$ 7,813.86
275	Senior Office Assistant		\$ 3,808.99	\$ 4,889.52
276	Senior Parks Supervisor		\$ 5,575.31	\$ 7,157.51
277	Senior Parks Worker I		\$ 3,650.50	\$ 4,460.93
278	Senior Parks Worker II		\$ 3,841.98	\$ 4,694.92
279	Senior Plan Checker		\$ 6,044.29	\$ 7,759.83
280	Senior Planner	1	\$ 6,654.87	\$ 8,544.12
281	Senior Planning Technician		\$ 4,556.80	\$ 5,850.02
282	Senior Plant Maintenance Mechanic	6	\$ 5,639.17	\$ 5,921.92
283	Senior Plant Maintenance Supervisor	1	\$ 5,487.70	\$ 7,045.04
284	Senior Plant Operations Supervisor		\$ 5,487.70	\$ 7,045.04
285	Senior Plant Operator	12	\$ 5,377.89	\$ 6,592.08
286	Senior Plumbing/Mechanical Inspector		\$ 5,151.05	\$ 6,612.81
287	Senior Police Records Assistant	1	\$ 3,952.73	\$ 5,074.03
288	Senior Public Works Supervisor		\$ 6,346.83	\$ 8,148.82
289	Senior Public Works Supervisor/Electrical		\$ 6,875.46	\$ 8,827.05
290	Senior Real Property Agent		\$ 6,177.63	\$ 7,930.99
291	Senior Recreation Assistant	7	\$ 3,908.73	\$ 5,018.06
292	Senior Revenue Assistant	2	\$ 3,908.73	\$ 5,018.06
293	Senior Systems Analyst	7	\$ 6,468.85	\$ 8,305.81

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294	Senior Telecommunications Supervisor		\$ 5,923.16	\$ 7,603.41
295	Senior Traffic Signal Electrician	1	\$ 5,402.20	\$ 6,601.47
296	Senior Transportation Planner		\$ 6,475.39	\$ 8,313.94
297	Senior Tree Surgeon	1	\$ 4,145.64	\$ 5,065.97
298	Senior Water Systems Operator	5	\$ 5,222.91	\$ 5,483.21
299	Service Writer		\$ 3,581.60	\$ 4,376.74
300	Solid Waste Inspector		\$ 4,494.96	\$ 5,492.85
301	Sports Commission Director		\$ 6,223.39	\$ 7,990.07
302	Stage Maintenance Worker		\$ 3,876.43	\$ 4,736.99
303	Storm Water Outreach Coordinator		\$ 4,749.87	\$ 6,098.59
304	Supervising Accountant	2	\$ 6,473.28	\$ 8,310.87
305	Supervising Combination Inspector	1	\$ 5,967.04	\$ 7,661.62
306	Supervising Evidence Technician	1	\$ 5,464.83	\$ 7,016.79
307	Supervising Librarian	3	\$ 5,406.90	\$ 6,941.46
308	Supervising Mechanic	2	\$ 5,342.28	\$ 6,859.31
309	Supervising Office Assistant	5	\$ 4,238.98	\$ 5,441.41
310	Supervising Parking Attendant		\$ 3,820.72	\$ 4,904.24
311	Supervising Parking Enforcement Officer	1	\$ 3,497.80	\$ 4,463.73
312	Supervising Plan Checker/Structural Engineer		\$ 7,512.59	\$ 9,645.28
313	Supervising Police Records Assistant	2	\$ 4,582.43	\$ 5,883.82
314	Supervising Public Works Inspector	1	\$ 6,008.79	\$ 7,715.24
315	Supervising Real Property Agent		\$ 7,462.68	\$ 9,582.22
316	Supervisory Control & Data Acquisition/Computerized Maintenance Management System Program Manager	1	\$ 6,973.58	\$ 8,953.22
317	Survey Party Chief		\$ 4,385.27	\$ 5,629.81
318	Surveying Supervisor		\$ 5,213.11	\$ 6,692.61
319	Systems Analyst I	3	\$ 4,425.04	\$ 5,681.58
320	Systems Analyst II	1	\$ 5,457.93	\$ 7,007.91
321	Technical Services Supervisor		\$ 5,826.59	\$ 7,479.74
322	Technology Project Coordinator	1	\$ 5,864.40	\$ 7,529.72
323	Technology Support Specialist I		\$ 3,793.48	\$ 4,870.68
324	Technology Support Specialist II	6	\$ 4,537.10	\$ 5,824.86
325	Technology Training Coordinator		\$ 4,537.10	\$ 5,824.86
326	Telecommunications Coordinator		\$ 4,511.58	\$ 5,791.39
327	Traffic Engineering Aide		\$ 3,477.63	\$ 4,465.06
328	Traffic Signal Electrician	6	\$ 4,913.29	\$ 6,004.05
329	Traffic Signal Electrician Trainee		\$ 3,691.04	\$ 4,986.06
330	Traffic Signal Systems Operator		\$ 4,734.63	\$ 5,785.72
331	Tree Maintenance Supervisor		\$ 5,028.05	\$ 6,455.44
332	Tree Surgeon	4	\$ 3,751.09	\$ 4,583.84
333	Tree Worker		\$ 3,049.87	\$ 4,119.96
334	Utilities Safety & Training Specialist		\$ 3,844.75	\$ 4,935.68
335	Utility Technology Specialist	1	\$ 4,919.88	\$ 6,278.53

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336	Vehicle Abatement Specialist		\$ 3,137.41	\$ 4,028.42
337	Warehouse Supervisor		\$ 3,940.87	\$ 5,059.07
338	Water Field Technician	2	\$ 3,318.88	\$ 4,235.55
339	Water Systems Operator	17	\$ 3,777.35	\$ 4,820.09
340	Water Systems Superintendent	1	\$ 6,444.57	\$ 8,224.26
341	Water/Sewer Equipment Operator	3	\$ 4,139.26	\$ 5,030.27
342	Welder/Fabricator	1	\$ 4,375.07	\$ 5,346.38
343	Welder/Fabricator Specialist		\$ 5,077.65	\$ 6,204.87

Total 1316

*Numbers reflect Nov 15, 2016 payroll records.

B. Examinations Held by the Commission

The Civil Service Commission approved a total of 31 eligible civil service lists during 2016. Of the 31 lists, 4 were safety-promotional, 1 was miscellaneous-promotional, and 26 were miscellaneous-open/promotional. A total of 2,578 on-line applications were received during this time for classified vacancies. Of that group, 779 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
21-Jan	Animal Services Officer (O/P)	109	23
	Fire Fighter Engineer (P)	21	10
	Police Sergeant (P)	53	37
	Revenue Assistant I (O/P)	319	69
18-Feb	Animal Services Assistant I (O/P)	209	100
	Fire Prevention Inspector I (O/P)	87	12
	Plant Maintenance Mechanic (O/P)	59	13
17-Mar	Administrative Analyst I (O/P)	82	15
	Office Specialist/Secretary (O/P)	133	40
	Public Works Heavy Equipment Operator (O/P)	50	7
	Supervising Accountant (O/P)	11	6
	Systems Analyst II (O/P)	31	10
21-Apr	Plant Maintenance Machinist (O/P)	21	8
	Traffic Signal Electrician (O/P)	37	4

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19-May	Human Resources Technician (O/P)	18	21
16-Jun	Maintenance Repair Technician I (O/P)	92	37
	Senior Plant Maintenance Mechanic (O/P)	24	8
21-Jul	Police Captain (P)	8	7
	Tree Surgeon (O/P)	32	9
	Water/Sewer Equipment Operator (O/P)	45	4
18-Aug	Fire Battalion Chief (P)	25	10
	Fire Telecommunications Supervisor (P)	11	3
	Library Assistant I (O/P)	179	55
	Project Manager III (O/P)	33	5
15-Sep	None		
20-Oct	Community Development Technician (O/P)	220	108
	Police Records Assistant I (O/P)	273	76
17-Nov	Crime Analyst (O/P)	98	7
	Supervising Evidence Technician (O/P)	27	3
15-Dec	Accountant I (O/P)	112	20
	Circulation Assistant (O/P)	118	35
	Public Works Supervisor (O/P)	41	17
	Total	2578	779

(O/P) – Open/Promotional Exam Process

(P) Promotional Process only

In addition to the examinations held by Commission, the 17 continuous examinations were conducted per Civil Service Rules.

Title of Classification	Open Dates	Number of Applications Received	Number of Eligibles
Police Officer - Academy Graduate	Continuous	875	673
Police Officer - Lateral	Continuous	215	125
Police Officer - Recruit	Continuous	568	311
Police Officer - Trainee	03/13/16 – 03/25/16	1335	505
Police Officer - Trainee	10/19/16 – 11/04/16	727	TBD
Police Telecommunicator I	08/21/16 – 09/01/16	192	19
Police Telecommunicator II	11/20/16 – 12/08/16	6	TBD

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Assistant Engineer	4/10/16 – 5/6/16	49	6
Assistant Engineer	10/2/16 – 10/27/16	41	4
Assistant Civil Engineer	4/10/16 – 5/6/16	18	0
Assistant Civil Engineer	10/2/16 – 10/27/16	20	3
Code Enforcement Officer	04/17/16 – 04/22/16	114	29
Environmental Control Officer	7/10/16 -8/4/16	103	24
Plant Operator/Wastewater	8/7/16 – 8/26/16	207	16
Senior Environmental Control Officer	4/3/16 – 4/28/16	4	2
Senior Plant Operator	3/27/16 – 4/18/16	3	3
Water Systems Operator	7/3/16 – 7/15/16	290	87
	Totals	4767	1807

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

During the 2016 calendar year, a total of two-hundred and ten (210) new employees were hired. Of those employees, eighty-one (81) were hired into a sworn Police Officer position, twenty-nine (29) were hired into a sworn Fire Fighter position and one-hundred (100) were hired into the miscellaneous classified unsworn service. The following table details appointments made:

Date appointed	Title	# of positions	Department
1/1/16	Evidence Technician I	1	Police
	Community Services Officer I	1	Police
	Police Records Assistant I (Reinstatement)	1	Police
	Finance Assistant II	1	Admin Services
	Police Officer Trainee	3	Police
1-16-16	Librarian II	2	Community Services
	Police Telecommunicator II	1	Police
	Accountant I	1	Admin Services
2/1/16	Plan Checker I	1	Community Development
	Police Officer Academy Graduate	2	Police
	Laboratory Technician	1	Municipal Utilities
2/16/16	Community Services Officer	1	Police
	Librarian I	2	Community Services
	Police Telecommunicator I	1	Police

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	Police Records Assistant I	1	Police
	Combination Inspector	1	Community Development
	Police Officer Academy Graduate	1	Police
	Police Officer Trainee	1	Police
3/1/16	Community Services Officer I	1	Police
	Assistant Engineer	1	Public Works
	Revenue Assistant I	1	Admin Services
	Police Officer Academy Graduate	1	Police
	Collections Systems Operator	1	Municipal Utilities
	Mechanic II - Heavy	1	Public Works
	Fire Fighter Trainee	17	Fire
2/2/2015	Police Officer	5	Police
	Junior Engineer	1	Public Works
	Code Enforcement Officer 1	1	Police
3/16/16	Evidence Technician I	3	Police
	Office Specialist	1	Police
	Revenue Assistant I	2	Admin Services
	Systems Analyst I	1	Information Technology
	Parking Enforcement Officer	1	Economic Development
	Police Officer Trainee	4	Police
	Police Officer Academy Graduate	1	Police
4/1/2016	Assistant Engineer	1	Public Works
	Office Specialist	1	Municipal Utilities
	Revenue Assistant I	3	Admin Services
	Police Telecommunicator	2	Police
	Police Officer Academy Graduate	3	Police
	Occupational Health and Safety Compliance Specialist	1	Municipal Utilities
4/16/2015	Police Telecommunicator I	1	Police
	Police Officer Trainee	4	Police
	Police Officer Recruit	1	Police
	Police Officer	1	Police
5/1/2016	Librarian I	1	Community Services
	Police Telecommunicator I	1	Police
	Police Records Assistant I	1	Human Resources
	Electrical Technician II	1	MUD
	Plant Maintenance Mechanic	1	MUD

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5/16/2016	Administrative Analyst II	1	Economic Development
	Animal Services Assistant I	1	Police
	Police Officer Academy Graduate	2	Police
	Police Officer Recruit	1	Police
	Police Officer Trainee	1	Police
	Plant Maintenance Mechanic	1	MUD
	Supervising Accountant	1	Administrative Services
6/1/2016	Office Assistant II	1	Police
	Police Officer Academy Graduate	2	Police
	Police Officer	1	Police
	Police Officer Trainee	2	Police
	Supervising Accountant	1	Administrative Services
6/16/2016	Evidence Technician I	1	Police
	Circulation Assistant I	1	Community Services
	Library Assistant I	1	Community Services
	Police Telecommunicator I	1	Police
	Police Officer Academy Graduate	1	Police
	Police Officer Trainee	6	Police
	Police Officer Recruit	2	Police
	Plant Maintenance Mechanic	1	MUD
	Traffic Signal Electrician	1	Public Works
6/30/2016	Police Officer Recruit	2	Police
	Police Officer Academy Graduate	2	Police
	Police Officer Trainee	2	Police
7/1/2016	Community Service Officer I	1	Police
	Circulation Assistant I	1	Community Services
	Office Technician	1	Fire
	Revenue Collector	1	Administrative Services
	Revenue Assistant I	1	Administrative Services
	Police Telecommunicator I	1	Police
	Collections Systems Operator	1	MUD
	Plant Maintenance Machinist	1	MUD
	Laboratory Technician	1	MUD
	Senior Plant Operator/Water	1	MUD
7/16/2016	Police Telecommunicator I	1	Police
8/1/2016	Plant Maintenance Mechanic	1	MUD
	Police Officer Academy Graduate	1	Police

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	Police Officer Trainee	3	Police
8/16/2016	Office Specialist	1	Administrative Services
	Maintenance Repair Technician	1	Public Works
9/1/2016	Police Telecommunicator I	2	Police
	Office Specialist	1	PW/SJAFC
	Police Records Assistant I	1	Police
	Fire Telecommunicator II	1	Fire
	Police Officer Trainee	5	Police
	Police Officer Academy Graduate	1	Police
9/16/2016	Assistant Engineer	1	Public Works
	Police Officer Trainee	3	Police
	Fire Fighter Trainee	12	Fire
10/1/2016	Assistant Planner	1	Community Development
	Police Telecommunicator	1	Police
	Police Officer Trainee	1	Police
	Police Officer Recruit	1	Police
10/16/2015	Animal Services Assistant I	1	Police
	Evidence Technician I	1	Police
	Office Specialist	1	Administrative Services
	Police Officer Trainee	6	Police
11/1/2016	Evidence Technician	1	Police
	Library Assistant I	2	Community Services
	Office Specialist	2	Police
	Community Service Officer I	1	Police
	Police Officer Trainee	2	Police
	Tree Surgeon	1	Public Works
11/16/2015	Police Officer Academy Graduate	1	Police
	Police Officer Recruit	1	Police
	Collection Systems Operator	2	MUD
	Senior Collection Systems Operator	1	MUD
	Water Systems Operator	1	MUD
12/1/2016	Police Officer Trainee	3	Police
	Environmental Control Officer	1	MUD
	Laboratory Technician	1	MUD

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12/16/2016	Community Development Technician	4	Police
	Police Officer Recruit	1	Fire
	Police Officer Trainee	1	Community Development
	Associate Engineer	1	MUD
	Total	210	

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, 812 names were removed from various eligibility lists. The following list details the removals as follows:

REMOVAL OF NAMES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Code Enforcement Officer I												2	2
Combination Inspector I				4									4
Fire Fighter Trainee				16		10				6	5		37
Human Resources Technician									16				16
Office Specialists/Secretary									3				3
Office Technician				1									1
Police Records Assistant							38		6		6		50
Police Officer													
Lateral		8	2	2	2	1	4	6	1	4	4	2	36
Recruit	10	6	16	18	19	27	12	10	6	6	11	14	155
Academy Graduate	35	26	14	17	12	7	11	12	18	24	6	13	195
Trainee	36	5	28	30	10	30	35	25	17	40	34	17	307
Systems Analyst I									6				6
Totals	81	45	60	88	43	75	100	53	73	80	66	48	812

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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. The Commission received five (5) Civil Service rule amendments for adoption in 2016. The following rules were amended:

Date	Rule Change
4-21-16	RULE VI, SECTIONS 1(a) AND 1(b) OF THE CIVIL SERVICE RULES AND REGULATIONS FOR MISCELLANEOUS EMPLOYEES TO UPDATE THE RULE REGARDING THE CONTENTS OF NOTICE FOR ANNOUNCEMENTS OF EXAMINATIONS.
6-16-16	RULE II, SECTION 3(A); RULE IV, SECTION 2; RULE V, SECTIONS 1(A) AND 9(A); AND RULE VI, SECTIONS 3(E), 4(B) AND 6(A) OF THE CIVIL SERVICE RULES AND REGULATIONS FOR POLICE AND FIRE EMPLOYEES TO REFER TO THE CORRECT SECTION IN RULE II
8-18-16	RULE VI, SECTIONS 1 AND 2 OF THE CIVIL SERVICE RULES AND REGULATIONS FOR POLICE AND FIRE EMPLOYEES TO CONFORM WITH THE CHARTER OF THE CITY OF STOCKTON REGARDING THE RANKS AND GENERAL PROMOTIONAL PROVISIONS OF THE POLICE AND FIRE DEPARTMENTS
11-17-16	THE FIRE DEPARTMENT RULES AND REGULATIONS
12-15-16	RULE VI, SECTION 3(a) OF THE CIVIL SERVICE RULES AND REGULATIONS FOR MISCELLANEOUS EMPLOYEES TO UPDATE THE RULE REGARDING THE REASONS FOR DISQUALIFICATION OF APPLICANTS

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 expiring terms of Ms. Pamela Sloan and Mr. Sarbjeet Singh. 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, 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 May 10, 2016, City Council voted to re-appoint Ms. Pamela Sloan and Mr. Sarbjeet Singh 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

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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 five (5) rules and adopted changes that reflect current practices of the City. Those rules were:

- Rule VI, Sections 1(a) and 1(b) Miscellaneous Rules and Regulations
 - Amended the content of notice for announcement of examinations.
- Rule II Section 3(A); Rule IV, Section 3(A); Rule IV, Section 2; Rule V, Sections 1(A) and 9(A) and Rule IV, Sections 3(E), 4(B) and 6(A) of the Police and Fire Rules and Regulations
 - Amended rules to properly refer to correct section in the rules.
- Rule VI, Sections 1 and 2 of the Police and Fire Rules and Regulations
 - To conform to Charter amendments in regard to ranks and general promotional provisions.
- Amend the Fire Department Rules and Regulations
 - To conform to Charter and Municipal Code language.
- Rule VI, Section 3(a)
 - Update rule regarding disqualifications of applicants.

The Commission continues to schedule and hold employee Appeals on an as needed basis. However, the Commission did not have scheduled Appeals in 2016.

Recommendations for Promoting Efficiency and Economy in the Service.

The Commission would like to focus on four goals in 2017. First, the Commission would like to have a refresher workshop conducted by the Human Resources Department to review the civil service rules that apply to Miscellaneous Employees and Police and Fire Employees. It is important that all Commissioners understand the applicable rules, as they currently stand, as well as the City Charter as it applies to the Commission.

Second, it has been recommended that the two sets of rules (Miscellaneous Employees and Police and Fire Employees) be reviewed for consolidation to reduce the number of overlapping rules governing the civil service system. Once there has been a thorough review of current rules and regulations, the Commission will work with staff to determine the feasibility of this option.

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Third, 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 2016, the Commission reviewed five 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 five rules be reviewed and revised where necessary in 2017.

Fourth, 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.

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 2016 amounted to \$1,225. 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 \$8,000 in calendar year 2016. Also, the City paid a total cost for interpretive services of \$1,937.50

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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 2016:

2016 Meeting Dates	Type
January 21	Regular
February 18	Regular
March 17	Regular
April 21	Regular
May 19	Regular
June 16	Regular
July 21	Regular
August 18	Regular
September 15	Regular
October 20	Regular
November 17	Regular
December 15	Regular

Respectfully submitted,



PAMELA SLOAN

CHAIR, CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION