

February 14, 2018

TO: Mayor and City Council

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

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

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

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

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

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

Background:

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

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The Classified Service

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

Total # Classified Employees 1351

**B. Examinations Held by the Commission**

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

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

The following table details the examinations:

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

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

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

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

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

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

**Appointments Made**

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

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

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

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



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

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

### Service Ratings

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

### Removals in the Classified Service

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,



PAMELA SLOAN  
CHAIR, CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION