

March 12, 2019

TO: Mayor and City Council

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

SUBJECT: **COMMISSION'S 2018 ANNUAL REPORT TO THE CITY COUNCIL**

Introduction:

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

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

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

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

Background:

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

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

The Classified Service

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

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

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

The class characteristics of these positions would have no confidential, policy making, fiduciary, or administrative relationship with the department head or deputy department head. Persons holding regular positions in civil service classes are eligible for noncompetitive (non-civil service) assignment through transfers, promotions, or reclassifications without having to compete with the general public in an open examination. The following is a summary of the Commission's accomplishments in calendar year 2019.

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

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

The classification plan is maintained by the Human Resources Department under the direction of the Commission. Currently, there are 331 classifications assigned to classified service. The following table is a list of the classifications, number of employees, and the minimum/maximum monthly salary associated with each classification.

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

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

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| #   | Job Classification (Classified positions only)   | # of positions filled | Base Monthly Salary (Low to High Range) |              |
|-----|--|-----------------------|---|--------------|
|     |  |                       | Low                                     | High         |
| 73  | Executive Assistant (Legal)                      |                       | \$ 4,412.38                             | \$ 5,665.49  |
| 74  | Executive Assistant (Police and Fire Only)       | 2                     | \$ 4,522.69                             | \$ 5,807.13  |
| 75  | Facilities Maintenance Supervisor                |                       | \$ 4,451.77                             | \$ 5,715.15  |
| 76  | Facilities Maintenance Worker I                  |                       | \$ 2,576.00                             | \$ 3,479.82  |
| 77  | Facilities Maintenance Worker II                 | 4                     | \$ 3,087.10                             | \$ 3,772.43  |
| 78  | Facilities Maintenance Worker III                |                       | \$ 3,403.93                             | \$ 4,159.56  |
| 79  | Facility Aide                                    |                       | \$ 2,576.00                             | \$ 3,479.82  |
| 80  | Finance Assistant I                              | 3                     | \$ 3,213.02                             | \$ 4,124.79  |
| 81  | Finance Assistant II                             | 6                     | \$ 3,425.00                             | \$ 4,397.30  |
| 82  | Fire Battalion Chief                             | 9                     | \$ 8,577.57                             | \$ 11,197.98 |
| 83  | Fire Captain                                     | 56                    | \$ 6,748.93                             | \$ 9,429.21  |
| 84  | Fire Fighter                                     | 47                    | \$ 4,438.43                             | \$ 7,208.58  |
| 85  | Fire Fighter Engineer                            | 53                    | \$ 5,910.46                             | \$ 8,257.58  |
| 86  | Fire Fighter Trainee                             | 15                    | \$ 4,438.43                             |              |
| 87  | Fire Prevention Inspector I                      | 3                     | \$ 4,389.56                             | \$ 5,635.67  |
| 88  | Fire Prevention Inspector II                     | 1                     | \$ 4,860.60                             | \$ 6,240.08  |
| 89  | Fire Protection Specialist                       |                       | \$ 5,474.66                             | \$ 7,028.39  |
| 90  | Fire Telecommunications Specialist               |                       | \$ 5,018.06                             | \$ 6,443.25  |
| 91  | Fire Telecommunications Supervisor               | 3                     | \$ 5,206.42                             | \$ 6,683.84  |
| 92  | Fire Telecommunicator I                          | 1                     | \$ 4,109.31                             | \$ 5,275.17  |
| 93  | Fire Telecommunicator II                         | 7                     | \$ 4,319.88                             | \$ 5,545.58  |
| 94  | Fleet Equipment Parts Assistant                  |                       | \$ 3,688.30                             | \$ 4,507.14  |
| 95  | Fleet Operations Coordinator                     |                       | \$ 6,078.73                             | \$ 7,803.54  |
| 96  | Geographic Information Systems Administrator     |                       | \$ 5,259.66                             | \$ 6,752.45  |
| 97  | Geographic Information Systems Analyst I         |                       | \$ 4,635.19                             | \$ 5,951.40  |
| 98  | Geographic Information Systems Analyst II        |                       | \$ 5,717.13                             | \$ 7,340.74  |
| 99  | Geographic Information Systems Specialist I      | 1                     | \$ 4,336.14                             | \$ 5,567.44  |
| 100 | Geographic Information Systems Specialist II     |                       | \$ 4,692.10                             | \$ 6,024.74  |
| 101 | Golf Professional                                |                       | \$ 4,204.63                             | \$ 5,398.20  |
| 102 | Graffiti Abatement Technician                    | 3                     | \$ 3,982.50                             | \$ 5,379.75  |
| 103 | Heating, Ventilation & Air Conditioning Mechanic | 3                     | \$ 4,844.68                             | \$ 5,920.23  |
| 104 | Housing & Rehabilitation Counselor I             |                       | \$ 4,264.46                             | \$ 5,474.66  |
| 105 | Housing & Rehabilitation Counselor II            |                       | \$ 4,712.20                             | \$ 6,049.83  |
| 106 | Housing Financial Advisor                        |                       | \$ 4,396.92                             | \$ 5,645.07  |
| 107 | Human Resources Assistant I                      |                       | \$ 2,777.60                             | \$ 3,566.88  |
| 108 | Human Resources Assistant II                     | 2                     | \$ 3,060.88                             | \$ 3,930.16  |

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| #   | Job Classification ((Classified positions only))     | # of positions filled | Base Monthly Salary (Low to High Range) |             |
|-----|--|-----------------------|---|-------------|
|     |  |                       | Low                                     | High        |
| 109 | Human Resources Specialist                           | 1                     | \$ 3,813.39                             | \$ 4,895.67 |
| 110 | Human Resources Technician                           | 4                     | \$ 4,009.09                             | \$ 5,146.51 |
| 111 | Hydrant Worker                                       | 1                     | \$ 3,197.74                             | \$ 3,907.65 |
| 112 | Industrial Electrical Apprentice                     |                       | \$ 3,818.55                             | \$ 4,438.15 |
| 113 | Information Technology Interdepartmental Coordinator |                       | \$ 4,554.83                             | \$ 5,848.14 |
| 114 | Instrument Repair Technician                         |                       | \$ 4,734.63                             | \$ 5,785.72 |
| 115 | Janitor  |                       | \$ 3,087.10                             | \$ 3,772.43 |
| 116 | Junior Engineer                                      | 2                     | \$ 5,398.20                             | \$ 6,271.48 |
| 117 | Junior Engineer/Traffic                              | 1                     | \$ 5,398.20                             | \$ 6,271.48 |
| 118 | Laboratory Supervisor                                | 1                     | \$ 6,400.70                             | \$ 8,168.47 |
| 119 | Laboratory Technician                                | 2                     | \$ 4,008.14                             | \$ 4,871.89 |
| 120 | Landfill Scale Operator                              |                       | \$ 3,373.63                             | \$ 4,122.57 |
| 121 | Librarian I  | 5                     | \$ 4,084.93                             | \$ 5,244.15 |
| 122 | Librarian II   | 12                    | \$ 4,988.15                             | \$ 6,404.47 |
| 123 | Librarian Trainee                                    |                       | \$ 3,722.55                             | \$ 4,778.69 |
| 124 | Library Aide I                                       | 2                     | \$ 2,706.30                             | \$ 3,474.31 |
| 125 | Library Aide II                                      | 1                     | \$ 2,987.79                             | \$ 3,835.59 |
| 126 | Library Assistant I                                  | 8                     | \$ 3,213.87                             | \$ 4,125.94 |
| 127 | Library Assistant II                                 | 15                    | \$ 3,722.55                             | \$ 4,778.69 |
| 128 | Library Building Maintenance Supervisor              |                       | \$ 4,238.98                             | \$ 5,441.41 |
| 129 | Library Driver/Clerk                                 |                       | \$ 2,916.87                             | \$ 3,744.72 |
| 130 | Mail Courier   |                       | \$ 2,777.22                             | \$ 3,565.18 |
| 131 | Maintenance Repair Technician I                      | 6                     | \$ 3,556.82                             | \$ 4,804.75 |
| 132 | Maintenance Repair Technician II                     | 4                     | \$ 3,982.50                             | \$ 5,379.75 |
| 133 | Maintenance Worker I                                 |                       | \$ 2,834.98                             | \$ 3,829.66 |
| 134 | Maintenance Worker II                                |                       | \$ 3,373.63                             | \$ 4,122.57 |
| 135 | Materials Specialist                                 | 2                     | \$ 3,433.33                             | \$ 4,195.54 |
| 136 | Materials Supervisor                                 |                       | \$ 5,098.97                             | \$ 6,547.42 |
| 137 | Mechanic I   |                       | \$ 4,113.43                             | \$ 5,026.65 |
| 138 | Mechanic II (Heavy)                                  | 5                     | \$ 4,554.74                             | \$ 5,565.92 |
| 139 | Mechanic II (Light)                                  | 7                     | \$ 4,554.74                             | \$ 5,565.92 |
| 140 | Mechanic III (Heavy)                                 | 2                     | \$ 5,023.22                             | \$ 6,138.32 |
| 141 | Mechanic III (Light)                                 | 3                     | \$ 5,023.22                             | \$ 6,138.32 |
| 142 | Mechanical Maintenance Apprentice                    |                       | \$ 3,636.72                             | \$ 4,226.82 |
| 143 | Mechanical Maintenance Worker I                      |                       | \$ 3,818.55                             | \$ 4,665.99 |
| 144 | Mechanical Maintenance Worker II                     |                       | \$ 4,219.41                             | \$ 5,156.16 |

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| #   | Job Classification (Classified positions only)     | # of positions filled | Base Monthly Salary (Low to High Range) |              |
|-----|--|-----------------------|---|--------------|
|     |  |                       | Low                                     | High         |
| 145 | Medium Equipment Operator                          |                       | \$ 3,742.80                             | \$ 4,573.71  |
| 146 | Microbiologist                                     | 1                     | \$ 5,003.79                             | \$ 6,081.92  |
| 147 | Micro-Computer Section Supervisor                  |                       | \$ 5,292.75                             | \$ 6,794.40  |
| 148 | Network Support Analyst I                          |                       | \$ 4,613.29                             | \$ 5,923.29  |
| 149 | Network Support Analyst II                         | 1                     | \$ 5,690.13                             | \$ 7,306.06  |
| 150 | Occupational Health & Safety Compliance Specialist | 1                     | \$ 4,291.28                             | \$ 5,508.71  |
| 151 | Office Assistant I                                 |                       | \$ 2,777.22                             | \$ 3,565.18  |
| 152 | Office Assistant I (Legal)                         |                       | \$ 2,777.22                             | \$ 3,565.18  |
| 153 | Office Assistant II                                | 6                     | \$ 3,059.83                             | \$ 3,928.68  |
| 154 | Office Assistant II (Legal)                        |                       | \$ 3,059.83                             | \$ 3,928.68  |
| 155 | Office Assistant II (Conf)                         | 1                     | \$ 3,059.83                             | \$ 3,928.68  |
| 156 | Office Specialist                                  | 39                    | \$ 3,808.99                             | \$ 4,889.52  |
| 157 | Office Specialist (Legal)                          |                       | \$ 3,808.99                             | \$ 4,889.52  |
| 158 | Office Specialist (Conf)                           | 1                     | \$ 3,808.99                             | \$ 4,889.52  |
| 159 | Office Technician                                  | 7                     | \$ 4,019.55                             | \$ 5,161.03  |
| 160 | Park Aide  |                       | \$ 2,060.84                             | \$ 2,518.33  |
| 161 | Park Facility Planner                              |                       | \$ 7,191.31                             | \$ 9,233.78  |
| 162 | Parking Enforcement Officer                        | 2                     | \$ 3,111.66                             | \$ 3,995.67  |
| 163 | Parks Equipment Operator                           |                       | \$ 3,603.66                             | \$ 4,403.71  |
| 164 | Parks Supervisor                                   |                       | \$ 4,679.45                             | \$ 6,007.58  |
| 165 | Payroll Supervisor                                 | 1                     | \$ 5,398.44                             | \$ 6,976.71  |
| 166 | Plan Check Engineer                                |                       | \$ 6,888.89                             | \$ 8,843.66  |
| 167 | Plan Checker I                                     | 4                     | \$ 5,377.14                             | \$ 6,903.17  |
| 168 | Plan Checker II                                    |                       | \$ 5,651.97                             | \$ 7,256.69  |
| 169 | Planning Technician I                              |                       | \$ 3,893.22                             | \$ 4,998.65  |
| 170 | Planning Technician II                             |                       | \$ 4,243.07                             | \$ 5,446.53  |
| 171 | Plant Maintenance Machinist                        | 1                     | \$ 4,694.57                             | \$ 5,706.57  |
| 172 | Plant Maintenance Mechanic                         | 20                    | \$ 4,808.18                             | \$ 5,566.32  |
| 173 | Plant Maintenance Supervisor                       | 2                     | \$ 5,719.90                             | \$ 7,343.08  |
| 174 | Plant Maintenance Worker                           | 2                     | \$ 3,776.65                             | \$ 4,591.35  |
| 175 | Plant Operations Supervisor                        | 3                     | \$ 6,087.87                             | \$ 7,867.31  |
| 176 | Plant Operator (Entry Level)                       | 15                    | \$ 4,501.84                             | \$ 5,744.94  |
| 177 | Plant Operator Apprentice                          |                       | \$ 3,713.08                             | \$ 4,537.39  |
| 178 | Plant Operator-in-Training                         | 3                     | \$ 3,519.51                             | \$ 4,300.85  |
| 179 | Police Captain                                     | 5                     | \$ 10,514.95                            | \$ 13,497.93 |
| 180 | Police Court Coordinator                           | 1                     | \$ 4,493.72                             | \$ 5,768.65  |

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



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

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

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

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

**B. Examinations Held by the Commission**

The Civil Service Commission approved a total of 41 eligible civil service lists during 2018, which is five more lists than 2017. Of the 41 lists approved, four were safety-promotional, one was miscellaneous-promotional, and 36 were miscellaneous-open/promotional. A total of 3,887 on-line applications were received during this time for classified vacancies, which is up by 304 applications from 2017. Of the 3,887 applicants, 1220 candidates were successful and placed onto the eligibility lists approved by the Commission.

The following table details the examinations:

| Date of Civil Service Commission | Title of Classification                    | Number of Applications Received | Number of Eligibles on List |
|----------------------------------|--|---------------------------------|-----------------------------|
|                                  |  |                                 |                             |
| Jan 18                           | Office Assistant II (O/P)                  | 165                             | 59                          |
|                                  | Police Lieutenant (P)                      | 18                              | 15                          |
|                                  | Senior Maintenance Repair Technician (O/P) | 22                              | 5                           |
|                                  | Senior Recreation Assistant (O/P)          | 71                              | 21                          |
|                                  |  |                                 |                             |
| Feb 15                           | Administrative Analyst I (O/P)             | 92                              | 29                          |
|                                  | Police Sergeant (P)                        | 51                              | 33                          |
|                                  | Police Telecommunicator Supervisor (P)     | 12                              | 7                           |
|                                  |  |                                 |                             |
| Mar 15                           | Administrative Analyst II (O/P)            | 108                             | 15                          |

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

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

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

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

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

**Appointments**

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

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

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



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

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

### Service Ratings

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

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### Removals in the Classified Service

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

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

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

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

Last year, vacancies on the Commission were created by the resignation of Commissioner Sylvester Langston. Mr. Langston resigned in May and the Office of the City Clerk initiated the recruitment process. The announcement was posted on the City's Boards and Commissions web page, and hard copies of the notices were posted on the City's public posting boards. A request to publish a public service announcement was sent to the Record, and the local Chamber of Commerce, City Council members, and other City staff were notified of the vacancy announcement via electronic mail.

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

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

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

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

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

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

The Commission would like to focus on two goals in 2018. First, the Commission will work with the Human Resources Department to continue a review of all rules and regulations as to their functionality and relevance to City practices. It is suggested that a goal of three rules be reviewed and revised where necessary in 2019.

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

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

Each Commissioner is paid \$25.00 per month, per meeting; however they must attend the meeting to receive payment. The City anticipates \$125 per meeting a month on stipends for the five members of the Commission. In each calendar year, the City budgets approximately \$2,750 for 12 regular meetings and unanticipated special meetings.

This amount varies depending on the Commissioners' attendance and the number of special meetings held in a given year. The total expenditures the City has incurred on Commissioners' remunerations in 2018 amounted to \$1,250. This amount does not include the 12 Agenda Review meetings that were attended by the Chair and/or the Vice Chair. The City does not provide any compensation for attending these meetings.

Fee expenditures incurred to pay the legal counsel for the Commission amounted to \$9,165 in calendar year 2018.

The Civil Service Commission has regular meetings that are held on the third Thursday of every month at 3:00pm. The commission consists of a Chair, Vice-Chair and three (3)

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

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

Respectfully submitted,



PAMELA SLOAN  
CHAIR, CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION