

March 20, 2025

TO: Mayor and City Council

FROM: Dwight Williams, Chair, Civil Service/Equal Employment Commission

SUBJECT: **CIVIL SERVICE COMMISSION'S 2024 ANNUAL REPORT TO THE CITY COUNCIL**

Introduction:

In accordance with the Stockton Municipal Code, the Civil Service System was established to create a fair and consistent process for handling personnel matters, ensuring that the most qualified individuals are selected for City Service through the Human Resources Department. The Civil Service Commission is made up of five members, all appointed by the City Council. As outlined in the Stockton Municipal Code, Title 2 Administration and Personnel, Chapter 2.36 Civil Service System, Section 2.36.030, the following functions are assigned to the Civil Service Commission:

"It shall be the duty of the Civil Service Commission:

- A. Establish Rules and Regulations. To adopt, amend or repeal rules for the administration of the Civil Service System.*
- B. Investigations. To make investigations either upon complaint or upon its own motion concerning any matter touching the administration of the Civil Service System.*
- C. Advisory Functions. To act in an advisory capacity to the City Manager on problems concerning personnel administration.*
- D. Appeals. As provided by rule, to hear appeals submitted by any person in the competitive service, except those excluded therefrom, under Section 2.36.060. The Civil Service Commission shall prepare or cause to be prepared a written statement of facts, findings and recommendations on every appeal and shall transmit a duplicate thereof to the person involved, and to the Personnel Officer. The effect of the Commission's recommendations in case of discharge, demotion or reduction shall be final and there shall be no appeal therefrom. The findings of the Commission shall be certified in writing to the appointing authority and shall be forthwith enforced by such officer.*
- E. Reports to City Council. To make an annual report and such other reports as it deems desirable to the City Council, covering the administration of the Human Resources Department."*

In addition, the Civil Service Commission serves as the City's Equal Employment Commission. While the Equal Employment Commission does not have legislative authority or independent power to act, it plays a critical role in overseeing the City's efforts toward achieving equal employment. The Commission may also identify and implement proactive measures to enhance opportunities for underrepresented groups.

Background:

Per the City Charter of the City of Stockton, Article XXV, Section 2525 Reports by the Commission states as follows:

"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."

The Classified Service

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 employees). Under this system, no one can be hired without first passing a competitive exam. This exam, which follows the rules set by the Civil Service Commission, is designed to assess a candidate's qualifications, skills, and suitability for the role. Additionally, candidates must meet the minimum qualifications outlined in the class specification approved by the Civil Service Commission.

Accomplishments of the Civil Service Commission for 2024

A. Administrative Needs of the Civil Service

The Human Resources Department manages the administrative functions of Civil Service. Human Resources is committed to offering a fair and competitive process, while the Commission ensures that the correct procedures are followed for all examination processes.

The classification plan is maintained by the Human Resources Department under the direction of the Civil Service Commission. Currently, there are 321 classified job classifications assigned to 1142 classified employees. The following table is a list of classified job classifications and the number of employees in each classification.

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
1	Accountant I	2
2	Accountant II	2
3	Administrative Aide I	1
4	Administrative Aide II	8
5	Administrative Analyst I	10
6	Administrative Analyst II	7
7	Agenda Coordinator	1

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
8	Animal Services Assistant I	0
9	Animal Services Assistant II	0
10	Animal Services Officer	6
11	Animal Services Supervisor	0
12	Arborist	2
13	Architect	0
14	Assessment District Program Coordinator	0
15	Assistant Architect	0
16	Assistant Civil Engineer	0
17	Assistant Engineer	0
18	Assistant Engineer/Traffic	4
19	Assistant Landscape Architect	0
20	Assistant Planner	0
21	Assistant Traffic Engineer	0
22	Associate Civil Engineer	0
23	Associate Engineer	3
24	Associate Engineer/Mechanical	10
25	Associate Engineer/Traffic	0
26	Associate Mechanical Engineer	0
27	Associate Planner	0
28	Associate Traffic Engineer	1
29	Auditor (Confidential)	1
30	Auto Painter Repair Worker	0
31	Benefits Analyst	1
32	Bookmobile Driver/Circulation Assistant	0
33	Building Permit Technician	2
34	Chemist	6
35	Circulation Assistant I	11
36	Circulation Assistant II	0
37	Code Analyst	0
38	Code Enforcement Assistant	1
39	Code Enforcement Field Manager	5
40	Code Enforcement Officer I	9
41	Code Enforcement Officer II	2
42	Code Enforcement Supervisor	10
43	Collection Systems Operator	17
44	Collection Systems Supervisor	3
45	Combination Inspector I	5
46	Combination Inspector II	1
47	Community Development Technician	4
48	Community Service Officer I	7
49	Community Service Officer II	10
50	Computer Operator I	0
51	Computer Operator II	0
52	Craft Maintenance Supervisor	0
53	Craft Maintenance Worker I	0
54	Craft Maintenance Worker II	4
55	Crime Analyst	5
56	Customer Service Assistant	2
57	Data Entry Operator I	0
58	Data Entry Operator II	0
59	Data Entry Specialist	0

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
60	Dispatcher	0
61	Economic Development Analyst	1
62	Electrical Technician (Entry Level)	0
63	Electrical Technician (Journey Level)	3
64	Electrician I	0
65	Electrician II	2
66	Emergency Manager	1
67	Engineering Aide	0
68	Engineering Technician I	1
69	Engineering Technician II	0
70	Environmental Control Officer (Entry Level)	3
71	Environmental Control Officer (Journey Level)	1
72	Equipment Service Worker	0
73	Evidence Technician I	2
74	Evidence Technician II	7
75	Facilities Maintenance Supervisor	0
76	Facilities Maintenance Worker I	0
77	Facilities Maintenance Worker II	2
78	Facilities Maintenance Worker III	2
79	Facility Aide	0
80	Finance Assistant I	0
81	Finance Assistant II	4
82	Fire Battalion Chief	8
83	Fire Captain	48
84	Fire Fighter	71
85	Fire Fighter Engineer	56
86	Fire Fighter Trainee	1
87	Fire Prevention Inspector I	6
88	Fire Prevention Inspector II	2
89	Fire Telecommunications Supervisor	3
90	Fire Telecommunications/ CAD Coordinator	1
91	Fire Telecommunicator Call Taker	5
92	Fire Telecommunicator I	7
93	Fire Telecommunicator II	6
94	Firearms Examiner	0
95	Fleet Equipment Parts Assistant	0
96	Fleet Operations Coordinator	0
97	Geographic Information Systems Administrator	0
98	Geographic Information Systems Analyst I	1
99	Geographic Information Systems Analyst II	0
100	Geographic Information Systems Specialist I	0
101	Geographic Information Systems Specialist II	0
102	Graffiti Abatement Technician	4
103	Grants Analyst	3
104	Heating, Ventilation & Air Conditioning Mechanic	2
105	Housing Financial Advisor	0

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
106	Housing Program Supervisor	0
107	Hydrant Worker	0
108	Industrial Electrical Apprentice	0
109	Information Technology Interdepartmental Coordinator	0
110	Instrument Repair Technician	0
111	Janitor	2
112	Junior Engineer	9
113	Junior Engineer/Traffic	0
114	Laboratory Supervisor	1
115	Laboratory Technician	1
116	Landfill Scale Operator	0
117	Librarian I	2
118	Librarian II	9
119	Librarian Trainee	6
120	Library Aide I	0
121	Library Aide II	1
122	Library Assistant I	10
123	Library Assistant II	14
124	Library Building Maintenance Supervisor	0
125	Library Driver/Clerk	0
126	Mail Courier	0
127	Maintenance Repair Technician I	6
128	Maintenance Repair Technician II	2
129	Maintenance Worker I	0
130	Maintenance Worker II	0
131	Materials Specialist	2
132	Mechanic I	1
133	Mechanic II (Heavy)	4
134	Mechanic II (Light)	6
135	Mechanic III (Heavy)	1
136	Mechanic III (Light)	0
137	Mechanical Maintenance Apprentice	0
138	Mechanical Maintenance Worker I	0
139	Mechanical Maintenance Worker II	0
140	Medium Equipment Operator	0
141	Microbiologist	1
142	Micro-Computer Section Supervisor	0
143	Network Support Analyst I	0
144	Network Support Analyst II	1
145	Occupational Health & Safety Compliance Specialist	1
146	Office Assistant I	2
147	Office Assistant II	1
148	Office Specialist	40
149	Office Technician	13
150	Park Aide	0
151	Park Facility Planner	0
152	Parking Enforcement Officer	2
153	Parks Equipment Operator	0
154	Parks Supervisor	0
155	Payroll Supervisor	0

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
156	Plan Check Engineer	1
157	Plan Checker I	1
158	Plan Checker II	2
159	Planning Technician I	0
160	Planning Technician II	0
161	Plant Maintenance Machinist	1
162	Plant Maintenance Mechanic (Entry Level)	1
163	Plant Maintenance Mechanic (Journey Level)	21
164	Plant Maintenance Worker	4
165	Plant Operator (Entry Level)	3
166	Plant Operator (Journey Level)	9
167	Plant Operator Apprentice	0
168	Plant Operator-in-Training	4
169	Police Captain	5
170	Police Court Coordinator	1
171	Police Lieutenant	16
172	Police Officer	256
173	Police Officer Recruit	0
174	Police Officer Trainee	36
175	Police Planning Analyst	0
176	Police Records Assistant I	6
177	Police Records Assistant II	6
178	Police Records Assistant III	9
179	Police Records Supervisor	0
180	Police Sergeant	55
181	Police Services Administrator	1
182	Police Services Manager	3
183	Police Telecommunications Supervisor	6
184	Police Telecommunicator Call Taker	0
185	Police Telecommunicator I	12
186	Police Telecommunicator II	21
187	Procurement Specialist I	4
188	Procurement Specialist II	1
189	Program Manager I	0
190	Project Manager I	7
191	Project Manager II	4
192	Project Manager III	1
193	Property Clerk	4
194	Property Room Supervisor	1
195	Public Safety Information Systems Analyst	0
196	Public Works Field Specialist	3
197	Public Works Heavy Equipment Operator	2
198	Public Works Inspector	4
199	Public Works Maintenance Worker I	0
200	Public Works Maintenance Worker II	3
201	Public Works Safety/Training Officer	0
202	Public Works Supervisor	5
203	Public Works Supervisor/Electrical	1
204	Quality Improvement Coordinator	0
205	Real Property Agent I	1
206	Real Property Agent II	0

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
207	Records Specialist	1
208	Recreation Assistant I	0
209	Recreation Assistant II	1
210	Recreation Program Coordinator	6
211	Recreation Supervisor	3
212	Recycling Specialist	0
213	Regulatory Compliance Officer	0
214	Reprographics/Mailroom Supervisor	1
215	Reprographics/Mailroom Technician I	1
216	Reprographics/Mailroom Technician II	0
217	Revenue Assistant I	10
218	Revenue Assistant II	9
219	Revenue Collector	4
220	Revenue Supervisor	3
221	Secretary	2
222	Senior Accountant	2
223	Senior Administrative Analyst	4
224	Senior Animal Services Officer	0
225	Senior Civil Engineer	5
226	Senior Code Enforcement Officer	3
227	Senior Collection Systems Operator	9
228	Senior Collection Systems Supervisor	0
229	Senior Combination Inspector	1
230	Senior Community Development Technician	3
231	Senior Community Service Officer	2
232	Senior Electrical Inspector	0
233	Senior Electrical Technician	4
234	Senior Electrician	1
235	Senior Engineering Technician	2
236	Senior Environmental Control Officer	1
237	Senior Evidence Technician	7
238	Senior Facilities Maintenance Supervisor	0
239	Senior Facilities Maintenance Worker	0
240	Senior Finance Assistant	5
241	Senior Geographic Information Systems Analyst	1
242	Senior Geographic Information Systems Specialist	0
243	Senior Golf Course Supervisor	0
244	Senior Housing Financial Advisor	0
245	Senior Housing Rehabilitation Counselor	1
246	Senior Hydrant Worker	0
247	Senior Instrument Repair Technician	0
248	Senior Janitor	0
249	Senior Library Aide	0
250	Senior Library Assistant	1
251	Senior Maintenance Repair Technician	7
252	Senior Mechanic	0
253	Senior Mechanical Maintenance Worker	0
254	Senior Network Support Analyst	0
255	Senior Office Assistant	0

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
256	Senior Parks Supervisor	0
257	Senior Parks Worker I	0
258	Senior Parks Worker II	0
259	Senior Plan Checker	0
260	Senior Planning Technician	0
261	Senior Plant Maintenance Mechanic	6
262	Senior Plant Operations Supervisor	1
263	Senior Plant Operator	10
264	Senior Plumbing/Mechanical Inspector	0
265	Senior Police Records Assistant	1
266	Senior Procurement Specialist	0
267	Senior Public Works Supervisor	0
268	Senior Public Works Supervisor/Electrical	0
269	Senior Real Property Agent	0
270	Senior Recreation Assistant	12
271	Senior Revenue Assistant	4
272	Senior Systems Analyst	7
273	Senior Telecommunications Supervisor	0
274	Senior Traffic Signal Electrician	1
275	Senior Transportation Planner	0
276	Senior Tree Surgeon	1
277	Senior Water Systems Operator	6
278	Service Writer	0
279	Solid Waste Inspector	0
280	Stage Maintenance Worker	0
281	Storm Water Outreach Coordinator	0
282	Supervising Accountant	1
283	Supervising Combination Inspector	2
284	Supervising Crime Analyst	1
285	Supervising Evidence Technician	1
286	Supervising Fire Prevention Inspector	1
287	Supervising Librarian	0
288	Supervising Mechanic	2
289	Supervising Office Assistant	6
290	Supervising Parking Attendant	0
291	Supervising Parking Enforcement Officer	1
292	Supervising Plan Checker/Structural Engineer	0
293	Supervising Public Works Inspector	1
294	Supervising Real Property Agent	0
295	Survey Party Chief	0
296	Surveying Supervisor	0
297	Systems Analyst I	7
298	Systems Analyst II	2
299	Technology Project Coordinator	1
300	Technology Support Specialist I	3
301	Technology Support Specialist II	3
302	Technology Training Coordinator	1
303	Traffic Engineering Aide	0
304	Traffic Signal Electrician	4
305	Traffic Signal Electrician Trainee	1
306	Tree Maintenance Supervisor	0

#	JOB CLASSIFICATION	# OF POSITIONS FILLED
307	Tree Surgeon	2
308	Tree Worker	1
309	Utilities Safety & Training Specialist	0
310	Utility Technology Manager	1
311	Utility Technology Specialist	1
312	Vehicle Abatement Specialist	0
313	Warehouse Supervisor	0
314	Water Field Technician	3
315	Water Systems Operator (Entry Level)	6
316	Water Systems Operator (Journey Level)	9
317	Water Systems Superintendent	0
318	Water Systems Supervisor	0
319	Water/Sewer Equipment Operator	3
320	Welder/Fabricator	1
321	Welder/Fabricator Specialist	1
Total # of Classified Employees - 2024		1142

B. Examinations Held by the Commission

The Civil Service Commission approved a total of 74 eligible civil service lists during 2024, a increase of 3 from 2023. The 74 lists approved consisted of:

- 7 safety-promotional
- 1 miscellaneous-promotional
- 56 miscellaneous-open/promotional
- 10 miscellaneous part-time

In 2024, a total of 5,005 on-line applications were received, an increase of 1,269 over the number received in 2023. These figures exclude applications received for continuous examinations. Of the 5,005 applicants, a total of 1,482 candidates were successfully placed on eligibility lists approved by the Commission, an increase of 405 candidates from 2023.

The following table details the examinations:

Date of 2024 Civil Service Commission	Title of Classification	# of Applications Received	# of Candidates Placed on Eligible List
18 - Jan	Fire Battalion Chief (P)	11	2
	Accountant I (O/P)	27	10
	Fire Telecommunicator I (O/P)	73	11
15 - Feb	Administrative Analyst I (O/P)	93	31
	Administrative Analyst II (O/P)	72	16
	Facilities Maintenance Worker II (O/P)	89	27
	Fire Captain (P)	12	4
	Janitor (O/P)	101	16

Date of 2024 Civil Service Commission	Title of Classification	# of Applications Received	# of Candidates Placed on Eligible List
	Senior Code Enforcement Officer (O/P)	10	4
	Supervising Combination Inspector (P)	4	1
21 - Mar	Animal Services Officer (O/P)	87	7
	Code Enforcement Field Manager (O/P)	17	0
	Human Resources Technician (O/P)	89	21
	Office Assistant II (Confidential) (O/P)	82	34
	Plant Maintenance Worker (O/P)	177	58
18 – April	Fire Telecommunicator I (O/P)	70	9
	Firefighter Engineer (P)	4	2
	Firefighter Trainee/EMT (O/P)	265	99
	Firefighter Trainee/PM (O/P)	60	8
	Procurement Specialist I (O/P)	65	22
	Program Manager II (O/P)	17	5
16 – May	Animal Services Supervisor (O/P)	20	7
	Senior Recreation Assistant (O/P)	69	19
	Traffic Signal Electrician Trainee (O/P)	166	49
	Water Systems Operator (O/P)	203	81
20 – June	Revenue Supervisor (O/P)	23	8
	Geographic Information Systems Analyst I (O/P)	47	13
	Real Property Agent I (O/P)	30	11
	Senior Accountant (O/P)	13	3
	Supervising Accountant (O/P)	15	1
	Supervising Fire Prevention Inspector (O/P)	5	3
	Public Safety Information Systems Analyst (O/P)	22	3
18 - July	Supervising Crime Analyst (O/P)	22	8
	Police Lieutenant (P)	19	8
	Police Sergeant (P)	32	10
15 - Aug	Administrative Aide II (O/P)	124	22
	Economic Development Analyst (O/P)	66	10
	Fire Telecommunicator Call Taker (O/P)	130	39
	Fire Telecommunications Supervisor (O/P)	3	2
	Plant Operator-In-Training (O/P)	169	38
	Police Aide I (O)	56	10
	Police Services Manager (O/P)	41	7
	Program Specialist – Office Specialist (O/P)	45	2
	Senior Accountant (O/P)	15	10
	Supervising Accountant (O/P)	13	10
	Supervising Public Works Inspector (O/P)	6	6
	Technology Support Specialist II (O/P)	80	15
	Welder/Fabricator (O/P)	94	18
19 – Sept	Animal Services Officer (O/P)	83	11
	Animal Services Supervisor (O/P)	20	8

Date of 2024 Civil Service Commission	Title of Classification	# of Applications Received	# of Candidates Placed on Eligible List
	Firefighter Trainee/Paramedic (O/P)	45	4
	Mail Courier (O/P)	241	91
	Public Safety Information Systems Analyst (O/P)	19	3
	Senior Electrical Technician (O/P)	15	7
	Senior Geographic Systems Analyst (O/P)	18	6
17-Oct	Administrative Analyst I (O/P)	112	40
	Animal Services Assistant I (O/P)	158	57
	Circulation Assistant I (O/P)	77	38
	Firefighter Engineer (P)	13	12
	Plant Maintenance Mechanic – Entry (O/P)	189	42
	Police Captain (P)	9	9
	Police Telecommunications Supervisor (O/P)	11	7
	Project Manager I (O/P)	79	11
21 - Nov	Community Development Technician (O/P)	211	95
	Library Driver/Clerk (O/P)	84	47
	Office Specialist (O/P)	160	49
	Police Aide II (O/P)	53	10
	Technology Support Specialist I (O/P)	94	49
19 – Dec	Administrative Aide II (O/P)	31	7
	Assistant Planner (O/P)	79	24
	Laboratory Technician (O/P)	71	27
	Program Specialist – Office Technician (O/P)	94	17
	Recreation Program Coordinator (O/P)	72	7
	Senior Plant Operator – Wastewater (O/P)	14	4
Totals for 2024		5005	1482

In addition to the examinations held by the Commission, 35 continuous examinations were conducted per the Civil Service Rules, a decrease of 9 from 2023. The City received a total of 7,094 applications for these continuous recruitments and placed 1,279 candidates on the continuous eligible lists.

The following table details the continuous examinations:

Title of Classification	2024 Dates of Examination	# of Applications Received	# of Candidates placed on Eligible List
Animal Services Assistant	2/18/24 – 3/01/24	116	39
Animal Services Assistant	9/01/24 – 9/19/24	158	57
Assistant Civil Engineer	12/17/23 - 2/28/24	19	1

Title of Classification	2024 Dates of Examination	# of Applications Received	# of Candidates placed on Eligible List
Assistant Engineer	12/17/23 - 1/31/24	25	3
Code Enforcement Officer	7/07/2024 - 7/19/2024	151	40
Combination Inspector I/II	8/25/2024 - 9/15/2024	67	23
Community Service Officer	5/05/2024 – 5/10/2024	63	18
Crime Analyst	3/17/2024 – 3/29/2024	71	12
Engineering Technician I	8/01/2024 - 8/21/2024	50	23
Environmental Control Officer	11/17/24 - 11/29/24	51	11
Evidence Technician I	5/19/2024 – 5/30/2024	153	47
Fire Telecommunicator Call Taker	6/27/2024 - 7/19/2024	130	39
Fire Telecommunicator II	5/14/2024 - 6/27/2024	16	3
Librarian II	03/22/2024 - 04/04/2024	17	1
Librarian II	04/02/2024 - 07/09/2024	40	5
Librarian II	07/10/2024 - 08/27/2024	35	2
Plan Checker I	5/26/2024 - 6/27/2024	78	11
Plant Operator / Wastewater	10/17/24 - 11/29/24	14	4
Police Officer Trainee	1/07/2024 – 2/10/2024	519	77
Police Officer Trainee	2/11/2024 – 3/16/2024	473	85
Police Officer Trainee	3/17/2024 – 4/20/2024	457	79
Police Officer Trainee	4/21/2024 – 5/25/2024	464	79
Police Officer Trainee	5/26/2024 – 6/29/2024	463	80
Police Officer Trainee	6/30/2024 – 8/03/2024	449	99
Police Officer Trainee	8/04/2024 – 9/07/2024	424	68
Police Officer Trainee	9/08/2024 – 10/12/2024	483	93
Police Officer Trainee	10/13/2024 – 11/16/2024	374	71
Police Officer Trainee	11/17/2204 – 12/15/2024	324	52
Police Records Assistant I	5/05/2024 – 5/16/2024	171	55
Police Telecommunicator I	2/04/2024 – 3/01/2024	103	10
Police Telecommunicator I	3/31/2024 – 5/30/2024	234	26
Police Telecommunicator I	6/02/2024 - 8/08/2024	727	34
Safety Dept Aide I – Live Scan	1/28/2024 – 3/01/2024	74	6
Senior Water Systems Operator	11/10/24 - 11/27/24	14	8
Systems Analyst I	07/22/2024 - 08/05/2024	87	18
Totals for 2024		7096	1279

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

During the 2024 calendar year, 260 employees were appointed which is a decrease of 15 from 2023. The 260 employees consisted of:

- 71 sworn positions
- 57 hired into Police Officer Trainee, Recruit
- 35 hired into Fire Fighter Trainee
- 97 hired into the miscellaneous service

The following table details appointments made:

APPOINTMENTS			# OF POSITIONS			
Date Appointed	Title	Department	Sworn	Police officer Trainee / Recruit	Misc.	Firefighter Trainee
1/01/2024	Grants Analyst	EDD			1	
1/02/2024	Police Officer Trainee	PD		2		
1/16/2024	Code Enforcement Officer	PD			1	
	Office Technician	PD			1	
	Administrative Analyst II	Fire			1	
	Circulation Assistant I	CSD			3	
	Recreation Supervisor	CSD			1	
2/01/2024	Senior Administrative Analyst	PD			1	
	Firefighter Trainee	Fire				17
	GIS Analyst I	IT			1	
2/02/2024	Police Officer	PD	4			
2/09/2024	Police Officer	PD	1			
2/16/2024	Fire Telecommunicator I	Fire			1	
	Fire Captain	Fire	4			
	Library Assistant I	CSD			1	
	Procurement Specialist I	ASD			1	
2/28/2024	Program Specialist	Fire			1	
3/01/2024	Senior Code Enforcement Officer	PD			1	
	Revenue Assistant I	CDD			1	
	Revenue Assistant I	ASD			1	
	Fire Telecommunicator I	Fire			1	
	Supervising Combination Inspector	CDD			1	
	Project Manager	CSD			1	
	Recreation Program Coordinator	CSD			1	
	Library Trainee	CSD			1	

APPOINTMENTS			# OF POSITIONS			
Date Appointed	Title	Department	Sworn	Police officer Trainee / Recruit	Misc.	Firefighter Trainee
	Library Assistant I	CSD			1	
3/16/2024	Office Technician	PD			1	
	Administrative Analyst II	Fire			1	
	Administrative Analyst II	CDD			1	
3/18/2024	Fire Telecommunicator I	Fire			1	
	Revenue Assistant	ASD			3	
	Grants Analyst	ASD			1	
	Library Assistant I	CSD			1	
	Library Trainee	CSD			1	
	Recreation Program Coordinator	CSD			1	
	Police Officer Trainee	PD		1		
4/1/2024	Library Trainee	CSD			1	
	Library Assistant I	CSD			1	
	Police Officer Trainee	PD		1		
4/16/2024	Animal Services Assistant	PD			1	
	Code Enforcement Field Manager	PD			1	
	Supervising Office Assistant	Fire			1	
	Police Officer Trainee	PD		2		
5/01/2024	Animal Services Assistant	PD			1	
	Police Captain	PD	1			
	Police Lieutenant	PD	2			
	Firefighter Engineer	Fire	2			
	Accountant I	ASD			1	
	Recreation Program Coordinator	CSD			1	
	Systems Analyst I	IT			1	
	Senior Systems Analyst	IT			1	
	Revenue Assistant I	ASD			1	
	Police Officer Trainee	PD		10		
5/16/2024	Senior Administrative Analyst	PD			1	
	Fire Telecommunicator I	Fire			1	
	Revenue Assistant I	ASD			1	
	Administrative Analyst I	ASD			1	
	Systems Analyst	IT			1	
	Police Officer Trainee	PD		4		
5/20/2024	Police Officer	PD	4			
6/04/2024	Combination Inspector I	CDD			1	
	Circulation Assistant I	CSD			1	

APPOINTMENTS			# OF POSITIONS			
Date Appointed	Title	Department	Sworn	Police officer Trainee / Recruit	Misc.	Firefighter Trainee
	Police Officer Trainee	PD		2		
6/16/2024	Firefighter	Fire	12			
6/17/2024	Administrative Analyst I	CDD			1	
	Senior Recreation Assistant	CSD			1	
	Procurement Specialist I	ASD			1	
	Police Officer Trainee	PD		4		
7/1/2024	Fire Department Administrative Manager	Fire			1	
	Procurement Specialist	ASD			1	
	Office Specialist	CSD			1	
	Senior Recreation Assistant	CSD			2	
	Recreation Program Coordinator	CSD			1	
	Procurement Specialist I	ASD			1	
	Police Officer Trainee	PD		5		
7/16/2024	Animal Services Officer	PD			1	
	Procurement Specialist	ASD			1	
	Police Officer Trainee	PD		1		
8/01/2024	Crime Analyst	PD			1	
	Firefighter Trainee	Fire				18
08/02/2024	Procurement Specialist	ASD			1	
	Police Officer Trainee	PD		2		
8/09/2024	Police Officer	PD	1			
8/16/2024	Police Lieutenant	PD	1			
	Real Property Agent I	EDD			1	
	Fire Telecommunicator II	Fire			1	
	Police Officer Trainee	PD		4		
9/01/2024	Supervising Crime Analyst	PD			1	
	Plan Checker I	CDD			1	
	Fire Telecommunicator Supervisor	Fire			1	
09/03/2024	Revenue Assistant I	ASD			1	
9/04/2024	Program Specialist – Fire Prevention Inspector	Fire			1	
9/16/2024	Senior Accountant	ASD			1	

APPOINTMENTS			# OF POSITIONS			
Date Appointed	Title	Department	Sworn	Police officer Trainee / Recruit	Misc.	Firefighter Trainee
	Senior Recreation Assistant	CSD			1	
	Recreation Program Coordinator	CSD			1	
	Librarian II	CSD			1	
	Police Officer Trainee	PD		1		
9/23/2025	Police Officer Trainee	PD		1		
10/06/2024	Administrative Aide II	PD			1	
	Code Enforcement Officer I	PD			1	
	Police Sergeant	PD	1			
	Supervising Fire Prevention Inspector	Fire			1	
	Senior Recreation Assistant	CSD			1	
	Tech Support Specialist II	IT			1	
10/07/2024	Police Officer Trainee	PD		4		
10/20/2024	Firefighter Engineer	Fire	11			
10/21/2024	Librarian Trainee				1	
	Police Officer Trainee	PD		5		
10/28/2024	Fire Battalion Chief	Fire	1			
11/03/2024	Office Technician	ASD			1	
11/04/2024	Economic Development Analyst	EDD			1	
	Supervising Accountant	ASD			1	
	Revenue Supervisor	ASD			1	
	Police Officer Trainee	PD		3		
11/18/2024	Animal Services Officer	PD			1	
	Fire Telecommunicator Call Taker	Fire			2	
	Geographic Information Systems Analyst	IT			1	
	Police Officer Trainee	PD		2		
12/01/2024	Administrative Analyst	PD			1	
	Police Officer Trainee	PD		3		
12/03/2024	Deputy Chief of Police II	PD	1			
12/15/2024	Fire Battalion Chief	Fire	1			
	Firefighter	Fire	12			
	Tech Support Specialist I	IT			1	

APPOINTMENTS			# OF POSITIONS			
Date Appointed	Title	Department	Sworn	Police officer Trainee / Recruit	Misc.	Firefighter Trainee
	Revenue Assistant I	ASD			1	
12/16/2024	Police Officer	PD	6			
	Fire Prevention Inspector	Fire			1	
12/17/2024	Police Officer	PD	6			
12/29/2024	Community Development Technician	CDD			1	
12/30/2024	Library Assistant I	CSD			1	
		TOTALS	71	57	97	35
2024 Total Positions Appointed			260			

Removals in the Classified Service

During this reporting period, 737 names were removed from Police Officer and Fire Fighter Trainee eligibility lists. Names were removed according to the Civil Service Rules for Miscellaneous Employees, Rule 6, Section 12 and the Civil Service Rules for Police and Fire Employees, Rule 5, Section 4. The following table details the removals:

Removal of Names	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Police Officer													
Recruit	1		1		2		1		1	1			7
Trainee	31	49	30	33	123	24	99	73	23	62	86	48	681
Academy Graduate	1	1	1		2		7	2	3	2	4		23
Lateral	1		3	1	4		1				1		11
Firefighter Trainee						1	11					3	15
2024 Totals	34	50	35	34	131	25	119	75	27	65	91	51	737

- 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 July of 2024, Commissioner Christina Mambourg resigned from her position. This was followed by the term expiration of both Chair Lori Diaz-Liddicoat and Vice Chair Linda Vasquez in December. To recruit a large and diverse candidate pool for Civil Service Commission vacancies, the Office of the City Clerk continued its expanded outreach efforts. Ads were sent to the Record, the local Chamber of Commerce, City Council members, and City staff were notified of the vacancy announcement via electronic mail. As a result of these recruitment efforts, the position vacated by Commissioner Mambourg was filled on October 01, 2024 by Dwight Williams, who was subsequently elected Chair with the exit of Chair Diaz-Liddicoat. The additional vacancies were filled on February 04, 2025 by Commissioner Raymond Zulueta Jr. and on February 18, 2025 by Commissioner Michele Sherman.

2024 Commission Accomplishments and Comments

The Commission is entrusted with a range of clearly defined responsibilities as outlined in the Civil Service Rules and Regulations. These duties include the adoption, amendment, and repeal of rules governing the Civil Service Commission, personnel administration matters, hearing appeals related to dismissals, demotions, or reductions within the competitive service, investigating complaints or concerns affecting the administration of the system, and preparing an annual report.

Over the past year, the Commission reviewed and monitored numerous employee eligibility lists for diversity, gender, and ranking. Additionally, the Commission reviewed the annual report composed by each City department that outlines progress towards reaching equal employment goals.

The Commission did not make any changes to the Civil Service Rules during the 2024 calendar year.

The Commission continues to schedule and hold employee Appeals as needed in accordance with the Civil Service Rules. During 2024, one appeal was requested and subsequently cancelled.

The Commission also continues to hold Public Hearings as needed. One Public Hearing was held in 2024, as follows:

- To amend the classification specification for Safety Department Aide I/II.

Goals for the Commission in 2025

The Commission would like to focus on two goals in 2025.

- **Goal 1 – Increase and Promote Diversity, Equity and Inclusion Efforts:**

The Civil Service Commission's goal is to strengthen and expand the efforts to promote Diversity, Equity, and Inclusion across the City by collaborating and working with Human Resources and the other Departments. We are committed to creating a more inclusive and supportive environment where the workforce aligns with the diverse backgrounds of the citizens that make up the City.

- **Goal 2 – Continue to Promote Fairness, Merit, and Excellence in Public Service:**

The goal of the Civil Service Commission is to ensure a fair, transparent, and efficient process for hiring, promoting, and retaining public employees. We are committed to upholding the principles of merit, equal opportunity, and accountability in all aspects of civil service. By continuously reviewing and improving policies and practices, we aim to create a workforce that reflects the diverse needs of the community, while fostering professionalism, integrity, and excellence in public service. Our focus is on ensuring that all employees are treated fairly and equitably, and that the public can have confidence in the integrity of the civil service system.

E. Details of Expenditure and Progress of Work

The City budgets \$2,750 annually for 12 regular meetings and unanticipated special meetings. Each Commissioner is paid \$25.00 per month, per meeting; however they must attend the meeting to receive payment. The City estimates \$125 per month based on five members of the Commission attending one meeting per month. In 2024, the total incurred on Commissioners' remunerations was \$1,200.

The Civil Service Commission regular meetings are held on the third Thursday of every month at 3:00 p.m. The commission consists of a Chair, Vice-Chair and three commission members. The following is a summary of the meetings conducted by the Commission in 2024:

2024 Meeting Dates	Type
January 18	Regular
February 15	Regular
March 21	Regular
April 18	Regular
May 16	Regular
June 20	Regular
July 18	Regular
August 15	Regular
September 19	Regular
October 17	Regular
November 21	Regular
December 19	Regular

This concludes the 2024 annual report. I hope the information contained in this report provided valuable insight.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dwight Williams", written over the typed name.

DWIGHT WILLIAMS
CHAIR, CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION