

THE CITY OF  
**COLUMBUS**

ANDREW J. GINTHER, MAYOR

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CIVIL SERVICE COMMISSION

**2016 Annual Report**

*The Municipal Civil Service Commission of Columbus, Ohio*

*77 North Front Street, 3<sup>rd</sup> Floor, Columbus, Ohio 43215  
[www.columbus.gov/civilservice](http://www.columbus.gov/civilservice)*

## **MISSION**

The Civil Service Commission is committed to providing a quality work force for the City of Columbus based upon merit system principles. Through our collective knowledge and experience, we strive for efficiency and consistency in the application of the Commission's Rules and Policies. We are dedicated to improving the services we provide by anticipating employment trends, by listening to the needs of the operating agencies, and by responding accordingly.

## **INTRODUCTION**

The Columbus Covenant identifies peak performance as one of its seven goals. "Peak Performance" is defined as investing in all City employees and developing systems that support a high-performing City government. The Civil Service Commission is on the front line, playing an integral role in achieving this goal.

The Civil Service Commission is the primary contact point for candidates seeking employment with the City of Columbus. The Commission acts as the gateway, assessing applicant qualifications for 89 percent of all City jobs. Through the online Employment Center and applicant testing, the Commission ensures the individuals who ultimately comprise the City's workforce of approximately 7,800 full-time employees, are of the highest caliber capable of providing exceptional service to the citizens of Columbus.

Together with its Civil Service Commissioners, the Civil Service Commission is responsible for upholding and administering all mandated provisions of the Columbus City Charter, including, but not limited to, the administration of the City's class plan, verifying personnel actions and certifying City payroll, and serving as a neutral hearing body for employee appeals regarding suspension or discharge actions by an appointing authority. As required by the Ohio Revised Code, the Commission also provides class plan maintenance, personnel actions oversight, and appeal hearing services for all classified employees of the Columbus City Schools.

## **CLASS PLAN MAINTENANCE**

The Civil Service Commission is responsible for maintaining the City's class plan, which provides a structural framework for all personnel actions and provides the basis for an equitable compensation plan. Regular class plan reviews and revisions are necessary to ensure each class specification continues to meet the ever-changing needs of each department. For this reason, an important Commission objective is to review every classification at least once every five years. At the close of 2016, 100 percent of the City's class plan was up-to-date. As part of this objective, staff completed a total of 140 class reviews with recommendations approved by the Commission in 2016.

The 140 reviews resulted in:

- 2 actions to create new classification specifications
- 4 action to abolish classifications
- 68 actions to review without change
- 66 actions to revise and/or retitle

Additionally, 82 positions were randomly reviewed to determine if their duties matched their current classification; 100 percent of these positions were properly classified.

The Commission also conducts job audits upon request by an individual, a department, or a union. The purpose of these audits is to ensure that City employees are performing the duties for which they were hired, qualified, and being properly compensated. During 2016, Commission staff completed a total of 18 position audits; two of those positions were identified as misclassified. Misclassifications are typically resolved through reassignment of duties to the position which are appropriate for the current class, or reallocation of the position to a different class for which the current duties best fit.

## **APPLICANT AND EMPLOYEE SERVICES**

In order to ensure that specific positions under each of the job classes in the class plan can be filled in a timely fashion with qualified employees, the City's Charter has designated primarily two classification types: noncompetitive and competitive. Noncompetitive classes are either non-skilled positions or those with qualifications that have a license or other conditions that must be met by an external source, such as a Registered Nurse, and for which it is impracticable to test. Competitive classes are those which require a broader set of minimum qualifications and a variety of job-specific knowledge, skills, and abilities, such as an Office Assistant and for which testing is practical.

To identify an initial pool of candidates for City employment, the Commission uses its online Employment Center database. The Center includes a wealth of information about jobs with the City, including: current vacancies, exam opportunities, job descriptions, qualification requirements, and salary information. Additionally, the Center houses an automated job interest database and the convenience of submitting applications on-line. This service can be utilized via the Commission's website from any computer with web access or at kiosks located at the Commission's downtown offices at 77 N. Front Street on floors one and three. A potential applicant can indicate interest in multiple jobs and will automatically receive an email notice to apply when the City is taking applications for a given job.

The Applicant and Employee Services Unit is responsible for the notification and application process for the City's noncompetitive, provisional, and unclassified jobs.

In 2016, the Applicant and Employee Services Unit:

- received 27,634 Job Interest Cards submitted electronically for all City jobs
- posted 396 noncompetitive/provisional/unclassified job vacancies
- received 16,971 online applications for noncompetitive/provisional/unclassified job postings

## **NON-UNIFORMED TESTING**

The Commission's Non-Uniformed Testing Unit administers exams to further determine candidates' suitability for the work which will be performed in all tested (competitive and qualifying noncompetitive) job classes, other than the Police and Fire sworn jobs.

In 2016, the Non-Uniformed Testing Unit:

- conducted 138 exam recruitments (93 regular recruitments and 45 Rule VI)
- received 14,386 exam applications (14,330 online; 56 paper)
- tested 4,910 candidates (4,848 regular and 62 Rule VI)

The Commission is committed to having a current exam in place and ready to be administered for each of the 256 non-uniformed competitive and qualifying noncompetitive classifications in the City and to establishing an eligible list within 60 days from the date a test is requested by a department. The exams are directly based on the work performed by current employees in the job class and are comprised of varying combinations of components, called subtests. The most common subtests include: computer skills, information ordering, logic and reasoning, mathematics, memorization, name/number comparison, oral communication, oral comprehension, problem sensitivity, reading maps/plans, written communication, reading comprehension, and written expression.

To keep the tests current, our goal is to complete a full job analysis and to review, revise, and/or develop the exam for 51 non-uniformed competitive and qualifying noncompetitive classifications each year. In 2016, we completed 52 job analysis projects, 52 test development projects, and averaged 56 days to create eligible lists.

Commission Rules also allow latitude for City departments to hire personnel provisionally when there is a critical need to immediately fill a position but there is no eligible list in place. In order to ensure fair access to City jobs, the Commission is committed to maintaining a provisional employee count below two percent. The City began 2016 with no full-time provisional employees and ended the year with no full-time provisional employees, resulting in a provisional appointment rate of zero percent.

## UNIFORMED TESTING

The Commission's Uniformed Testing Unit administers exams for nine job classes that make up the Public Safety services for the City of Columbus. The majority of the examinations are comprised of at least three components, including a paper test, an oral response, and a physical assessment or tactical exercise. The Uniformed Testing Unit works closely with the IAFF and the FOP to ensure fairness and consistency in the testing processes of promotional exams. The following exams were administered in 2016 with resulting eligible lists established in 2016: Entry-level Police Officer, Police Lieutenant, and Police Commander. Each of these exams were developed, administered, and validated by Civil Service Commission staff. A non-competitive Fire Assistant Chief was posted to accept applications one time in 2016. The Fire Assistant Chief posting occurred per the newly negotiated Article 23.5 G of the IAFF, Local 67 bargaining agreement. The exams for Fire Lieutenant and Fire Captain were developed in 2016 and the exams for Fire Battalion Chief and Fire Deputy Chief were developed and administered in 2016. However, the eligible lists for each of these Fire promotional exams will be established in 2017 and the reporting of the exam results will be contained in the 2017 Annual Report.

### Entry-Level Testing

The Entry-level Police Officer exam consists of four phases. In 2016, there were 2,661 individuals who applied to take the Police Officer exam. In all, 426 candidates were placed on the Police Officer eligible list.

### Promotional Testing

	Number of Exam Phases	Number of Applicants	Number of Candidates Tested	Number of Candidates Added to Eligible List
Police Lieutenant	4	67	37	29
Police Commander	4	19	14	10

## PAYROLL AND PERSONNEL ACTIONS

Another City Charter responsibility conferred upon the Commission is the monitoring and certification of the entire bi-weekly City payroll. This means that no City employee can be paid until the Commission certifies that the individual was hired and continues to be employed in accordance with the City Charter and Civil Service Commission Rules. The monitoring process includes verifying personnel transactions such as appointments, changes in pay, leaves of absences, and political activity. During 2016, the Commission processed an average of 534 transactions per pay period before the payroll was certified correct to the City Auditor and paychecks issued.

## COLUMBUS CITY SCHOOLS

In addition to services provided to the City of Columbus and its employees, the Ohio Revised Code (ORC) provides that the Commission also oversees various administrative personnel functions for approximately 2,437 employees in the classified service of the Columbus Board of Education (Board). In 2016, the Commission and the Board executed an agreement whereby services provided by Commission staff for the various administrative personnel functions would be billed to the Board. This agreement covers any and all work associated with class plan maintenance (creation, revision, abolishment of class specifications), test development and/or administration, and trial board administration for the Board. In accordance with the ORC, the Commission will make such services available to the Board as long as Board funding is available for reimbursement of Commission costs for the services.

As of January 1, 2016, there were 158 classification specifications in the Columbus City Schools' class plan. During the year, the Commission approved recommendations for revisions to seven classification specifications, three revision and retitles and/or retitles, 47 recommendations to abolish classification specifications, 16 creations of job classes, and 38 reallocations of positions. These actions resulted in the district's class plan totaling 127 classifications as of December 31, 2016. It is noteworthy to state that there were 132 reassignments of job code numbers for class specifications in order to be consistent with the job code numbering associated with the District's MUNIS Human Resources Information System.

In 2016, Columbus City Schools utilized the Commission’s downtown test center for (18) days of testing, and the Hearing Room for five days of trial board hearings.

## CIVIL SERVICE COMMISSIONERS

The City Charter provides that the Mayor, with the approval of City Council, appoint the three Civil Service Commissioners:

Grady L Pettigrew, Jr., President	Term expires January 31, 2018
Delena Edwards, Member	Term expired January 31, 2014
Stefanie Coe, Member	Term expires January 31, 2022

The Commissioners have the responsibility to establish the Rules that govern the selection, classification, promotion, and termination of the classified employees of the City of Columbus and the Columbus City Schools. During 2016, the Commissioners ruled on applicant appeals, heard employee disciplinary appeals, amended Commission Rules and Regulations, and responded to personnel requests from department directors, elected City Officials, and the School Board.

Throughout 2016, the Commission:

- held 12 regular meetings
- conducted 1 full Commission hearing
- held 5 trial board disciplinary appeal hearings

The Commission’s 2016 docket included:

- 9 disciplinary appeals filed by employees/unions
- 13 non-disciplinary appeals filed by employees/unions
- 1 appeal withdrawn
- 18 disciplinary appeal rulings (9 carried over from 2015 appeals)
- 13 non-disciplinary appeal rulings
- 47 requests for background administrative reviews by applicants
- 45 background administrative review rulings

## EXPENDITURES

<b>Summary - Expenditures by Unit</b>	<b>2015</b>	<b>2016</b>
Administration	\$1,971,766	\$2,089,551
Classification & Testing-Sworn Employees	1,112,668	1,174,513
Classification & Testing-Civilian Employees	580,168	611,269
<b>Total Expenditures</b>	<b>\$3,664,602</b>	<b>\$3,875,333</b>

2016  
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	QTR	TYPE	EXAM DATE	TYPE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
							B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
911 Emergency Call Taker	3	OC	9/26/2016	ocn	2041	M	158	296	48	14	15	1	105	210	39	34	38	6	5	33	2	1	568
				ocn		F	510	882	147	24	31	7	323	599	105	123	148	21	40	104	14		
Administrative Secretary	1	SR	2/5/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
Administrative Secretary	2	ONC	5/5/2016	qnc	324	M	14	24	3	3	1	0	8	20	3	2	2	0	1	1	0	1	106
				qnc		F	92	172	19	7	9	3	51	103	10	33	39	6	1	21	0		
Administrative Secretary	3	SR	7/25/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0		
Automotive Mechanic (H)	2	OC	4/23/2016	ocn	32	M	7	24	1	1	3	0	2	6	0	0	5	0	4	10	1	4	20
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Automotive Mechanic Supervisor I	4	SR	12/13/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	2	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Automotive Mechanic Supervisor II	2	OC	5/23/2016	ocn	45	M	5	37	3	4	18	1	1	4	1	0	1	1	0	14	0	2	16
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Building Maintenance Manager	1	OC	3/3/2016	ocn	89	M	12	64	6	8	18	3	3	13	0	0	0	0	1	33	3	1	38
				ocn		F	3	3	1	2	2	1	1	0	0	0	0	0	1	0	0		
Building Maintenance Supervisor II	1	OC	2/9/2016	ocn	84	M	16	62	1	14	40	1	2	6	0	0	3	0	0	13	0	2	17
				ocn		F	2	3	0	2	2	0	0	0	0	0	0	0	1	0	0		
Cable Broadcast Assistant	3	OC	9/29/2016	ocn	56	M	12	22	2	10	14	2	0	1	0	0	0	2	7	0	2	12	
				ocn		F	10	8	2	9	6	2	0	0	0	1	1	0	1	0	0		
Cable Worker I	3	OC	8/4/2016	ocn	58	M	19	33	6	16	25	6	1	4	0	1	0	0	1	4	0	2	6
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Cable Worker II	0	OC	N/A	ocn	12	M	7	4	1	7	4	1	0	0	0	0	0	0	0	0	0	2	0
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Cable Worker Supervisor I	3	OC	8/3/2016	ocn	11	M	4	6	1	4	4	1	0	0	0	0	0	0	0	2	0	1	2
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Cable Worker Supervisor I	3	SR	8/12/2016	sr	1	M	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Cable Worker Supervisor II	0	OC	N/A	ocn	6	M	1	4	1	1	4	1	0	0	0	0	0	0	0	0	0	1	0
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Composing Facility Supervisor	3	OC	7/25/2016	ocn	59	M	6	41	5	5	16	2	0	4	0	0	3	1	1	18	2	2	28
				ocn		F	1	6	0	1	2	0	0	1	0	0	0	0	3	0	0		
Community Relations Representative	4	OC	10/25/2016	ocn	199	M	25	40	6	3	5	1	12	16	3	3	4	1	7	15	1	3	86
				ocn		F	62	55	11	8	7	2	30	21	5	8	1	1	16	26	3		
Construction Inspector I	1	OC	2/23/2016	ocn	148	M	24	93	18	12	39	6	6	26	8	1	3	1	5	25	3	1	41
				ocn		F	3	8	2	2	4	0	1	2	1	0	1	0	1	1	1		
Construction Inspector I	3	SR	7/21/2016	sr	4	M	1	3	0	0	0	0	0	0	0	1	0	0	0	3	0	1	4
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Crime Analyst	2	OC	6/14/2016	ocn	198	M	16	53	11	3	3	0	6	23	7	4	4	1	3	23	3	3	88
				ocn		F	19	91	8	1	18	1	11	32	5	5	10	1	2	31	1		
Customer Service Representative I	2	OC	6/20/2016	ocn	798	M	102	106	26	14	7	4	52	61	13	16	3	3	20	35	6	2	322
				ocn		F	287	231	46	22	15	5	147	119	17	31	17	3	87	80	21		

2016  
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	QTR	TYPE	EXAM DATE	TYPE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
							B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Damage Prevention Supervisor	1	OC	3/31/2016	ocn	39	M	4	30	3	1	7	0	1	9	0	1	1	1	1	13	2	2	19
				ocn		F	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	
Desktop Support Technician	4	OC	11/1/2016	ocn	93	M	27	48	9	11	15	5	8	24	2	2	1	0	6	8	2	3	19
				ocn		F	3	5	1	0	3	1	3	2	0	0	0	0	0	0	0	0	
Electric Meter Technician	3	OC	8/2/2016	ocn	75	M	20	48	4	15	17	3	2	16	0	1	4	0	2	11	1	1	20
				ocn		F	3	0	0	0	0	0	2	0	0	0	0	0	1	0	0		
Electric Metering Supervisor I	2	OC	6/30/2016	ocn	34	M	9	19	3	8	11	3	0	2	0	0	1	0	1	5	0	2	7
				ocn		F	2	0	1	2	0	1	0	0	0	0	0	0	0	0	0	0	
Electrical Engineering Associate I	3	OC	7/27/2016	ocn	28	M	7	13	5	4	3	1	2	3	3	0	1	0	1	6	1	2	9
				ocn		F	1	0	2	0	0	0	1	0	2	0	0	0	0	0	0	0	
Electronic System Technician	1	SR	2/25/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Electronic System Technician Supervisor	2	OC	5/19/2016	ocn	35	M	4	26	4	3	7	1	0	7	0	0	2	1	1	10	2	2	17
				ocn		F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0		
Employee Benefits Analyst I	4	OC	10/25/2016	ocn	192	M	17	43	7	2	3	0	9	16	2	5	3	2	1	21	3	3	100
				ocn		F	52	61	12	6	5	1	23	19	6	10	3	0	13	34	5		
Employee Benefits Analyst I	1	SR	1/7/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
				sr		F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
Engineering Aide II	2	OC	6/28/2016	ocn	24	M	6	14	2	1	1	0	2	7	1	2	0	1	1	6	0	1	12
				ocn		F	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1		
Engineering Associate I	3	SR	9/16/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1
				sr		F	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	
Engineering Associate I	4	OC	12/19/2016	ocn	65	M	12	39	4	8	8	0	1	5	2	1	6	1	2	20	1	2	34
				ocn		F	2	6	2	0	3	0	2	1	1	0	1	0	0	1	1		
Engineering Associate II	3	SR	7/26/2016	sr	1	M	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	3	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Engineering Associate II	4	OC	12/19/2016	ocn	48	M	12	29	4	5	4	0	1	5	3	4	3	1	2	17	0	3	29
				ocn		F	1	1	1	0	0	0	1	0	0	0	0	0	0	1	1		
Equipment Operator I	2	QNC	4/27/2016	qnc	114	M	39	63	6	13	13	2	10	25	3	5	5	0	11	20	1	1	45
				qnc		F	4	2	0	1	1	0	1	0	0	1	1	0	1	0	0		
Equipment Operator II	2	QNC	4/28/2016	qnc	62	M	19	38	3	8	9	1	4	15	1	2	0	0	5	14	1	1	22
				qnc		F	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0		
Equipment Operator II	3	QNC	9/21/2016	qnc	65	M	22	38	3	13	15	1	4	8	2	2	1	0	3	14	0	1	20
				qnc		F	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0		
Fingerprint Technician	4	PRO	11/23/2016	pron	14	M	3	3	1	3	3	1	0	0	0	0	0	0	0	0	0	3	1
				pron		F	2	3	2	2	2	2	0	0	0	0	0	0	0	1	0		
Fingerprint Technician Trainee	4	OC	11/22/2016	ocn	704	M	123	182	41	79	110	22	0	1	0	18	10	5	26	61	14	3	278
				ocn		F	139	181	38	85	101	27	0	1	0	17	7	4	37	72	7		
Fiscal Assistant I	3	OC	9/1/2016	ocn	243	M	26	36	5	4	3	1	15	18	3	4	3	0	3	12	1	1	104
				ocn		F	75	81	20	6	2	1	39	36	11	4	12	4	26	31	4		
Fiscal Assistant I	4	SR	12/1/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

2016  
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	QTR	TYPE	EXAM DATE	TYPE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
							B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Fiscal Assistant II	1	OC	2/17/2016	ocn	137	M	15	23	3	3	5	2	3	10	1	4	1	0	5	7	0	1	56
				ocn		F	35	55	6	12	2	3	12	26	2	7	3	0	4	24	1		
Fiscal Assistant II	3	SR	8/5/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0		
Fiscal Assistant II	4	SR	12/2/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0		
Fleet Administrative Specialist	3	OC	9/28/2016	ocn	86	M	6	38	1	5	24	1	1	8	0	0	0	0	6	0	0	2	9
				ocn		F	15	24	2	14	19	2	1	2	0	0	0	0	0	3	0		
Fleet Attendant	4	SR	12/23/2016	sr	1	M	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fuel Systems Specialist	4	OC	11/30/2016	ocn	42	M	16	22	2	16	16	2	0	0	0	0	0	0	0	6	0	3	6
				ocn		F	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0		
Gardener Supervisor	2	OC	4/12/2016	ocn	23	M	1	18	0	1	6	0	0	3	0	0	1	0	0	8	0	2	11
				ocn		F	0	4	0	0	1	0	0	1	0	0	1	0	0	1	0		
Golf Course Superintendent	2	PRO	6/10/2016	pron	6	M	1	5	0	1	2	0	0	1	0	0	0	0	0	2	0	1	2
				pron		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Health Education Program Planner	2	QNC	4/21/2016	qnc	48	M	6	8	1	1	2	0	5	3	1	0	0	0	0	3	0	2	14
				qnc		F	13	18	2	1	2	0	6	11	2	0	0	0	6	5	0		
Horticultural Specialist II	1	OC	3/25/2016	ocn	29	M	17	2	0	6	1	0	4	1	0	0	0	0	0	7	0	1	11
				ocn		F	0	9	1	0	2	0	0	3	1	0	1	0	0	3	0		
Human Resources Representative	1	SR	1/7/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
				sr		F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0		
Human Resources Representative	1	SR	3/10/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
				sr		F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0		
Human Resources Representative	2	SR	4/18/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
				sr		F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0		
Human Resources Representative	2	SR	6/6/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
				sr		F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0		
Human Resources Representative	3	SR	7/18/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	3	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Human Resources Representative	4	OC	10/25/2016	ocn	219	M	21	48	2	2	2	0	9	27	0	7	3	1	3	16	1	3	102
				ocn		F	71	63	14	6	8	2	35	20	6	15	4	0	15	31	6		
Income Tax Auditor	1	OC	2/4/2016	ocn	54	M	9	12	1	2	3	1	4	4	0	0	0	0	3	5	0	3	19
				ocn		F	14	16	2	4	6	0	6	4	1	0	0	0	4	6	1		
Inventory Control Manager	1	OC	1/5/2016	ocn	116	M	24	59	5	15	31	3	5	8	0	0	0	0	4	20	2	1	31
				ocn		F	7	21	0	4	13	0	0	6	0	0	0	0	3	2	0		
Laboratory Assistant	1	OC	3/9/2016	ocn	193	M	27	73	5	6	11	0	11	30	3	7	3	1	3	29	1	2	74
				ocn		F	26	52	10	10	7	2	11	23	5	3	3	2	2	19	1		
License Supervisor	4	PRO	11/3/2016	pron	5	M	0	2	2	0	0	0	0	0	0	0	0	0	0	2	2	2	5
				pron		F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0		
Management Analyst I	1	SR	1/7/2016	sr	2	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2
				sr		F	1	1	0	0	0	0	0	0	0	1	0	0	0	1	0		



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SELECTION PROCESS SUMMARY

EXAMINATION TITLE	QTR	TYPE	EXAM DATE	TYPE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
							B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Management Analyst I	1	SR	1/23/2016	sr	1	M	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	3	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Management Analyst I	2	SR	5/11/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	3	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Management Analyst I	4	OC	10/25/2016	ocn	130	M	13	38	8	1	1	0	6	15	3	3	2	3	3	20	2	3	78
				ocn		F	26	37	8	2	2	1	9	9	3	7	4	0	8	22	4		
Office Assistant I	1	SR	1/15/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
Office Assistant I	2	OC	6/2/2016	ocn	416	M	43	44	12	7	11	4	24	21	6	5	0	2	7	12	0	1	152
				ocn		F	139	149	29	9	14	6	82	69	11	19	14	2	29	52	10		
Office Assistant I	3	SR	9/2/2016	sr	6	M	5	0	0	0	0	0	0	0	0	2	0	0	3	0	0	1	6
				sr		F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
Office Assistant I	4	SR	12/2/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0		
Office Assistant II	1	SR	1/15/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
Office Assistant II	2	OC	6/3/2016	ocn	337	M	29	28	6	5	3	1	18	16	3	4	2	1	2	7	1	1	130
				ocn		F	108	144	22	6	11	4	63	69	8	11	11	3	28	53	7		
Office Assistant II	3	SR	9/2/2016	sr	3	M	3	0	0	0	0	0	0	0	0	2	0	0	1	0	0	1	3
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office Assistant III	1	SR	1/15/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
Office Assistant III	1	SR	1/15/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0		
Office Assistant III	3	SR	8/1/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
				sr		F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0		
Office Assistant III	3	SR	9/1/2016	sr	2	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
				sr		F	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0		
Office Assistant III	4	OC	10/28/2016	ocn	291	M	11	34	9	2	2	2	7	16	3	1	1	2	1	15	2	1	118
				ocn		F	98	123	16	11	12	4	47	61	6	15	12	3	25	38	3		
Office Manager	1	SR	3/28/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
				sr		F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0		
Office Manager	4	OC	10/12/2016	ocn	615	M	36	101	11	10	29	6	17	33	3	7	6	2	2	33	0	3	211
				ocn		F	148	291	28	26	45	9	82	133	11	15	21	2	25	92	6		
Office Manager	4	SR	12/2/2016	sr	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
				sr		F	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0		
Operator-In-Training	1	OC	1/26/2016	ocn	425	M	127	199	27	1	0	0	63	96	12	28	18	4	35	85	11	1	213
				ocn		F	33	32	7	3	0	0	18	17	2	7	2	0	5	13	5		
Parking Enforcement Officer	4	OC	12/7/2016	ocn	314	M	91	104	21	18	19	2	48	50	12	11	5	2	14	30	5	2	94
				ocn		F	50	38	10	10	2	3	26	25	5	3	1	0	11	10	2		
Payroll Benefits Clerk	3	SR	7/18/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

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SELECTION PROCESS SUMMARY

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							B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Plant Maintenance Mechanic	2	OC	6/22/2016	ocn	104	M	18	77	6	14	36	4	3	14	2	0	6	0	1	21	0	2	28
				ocn		F	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	
Parks Maintenance Supervisor I	1	OC	3/10/2016	ocn	93	M	21	64	4	15	24	2	3	16	2	2	6	0	1	18	0	2	29
				ocn		F	0	4	0	0	1	0	0	1	0	0	0	0	0	2	0		
Personnel Analyst I	1	SR	1/7/2016	sr	2	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2
				sr		F	1	1	0	0	0	0	0	0	0	1	0	0	0	1	0		
Personnel Analyst I	4	OC	10/25/2016	ocn	187	M	21	39	7	2	1	0	11	19	2	5	1	2	3	18	3	3	95
				ocn		F	49	60	11	3	5	1	24	20	4	13	4	1	9	31	5		
Plant Maintenance Electrician I	1	OC	1/12/2016	ocn	35	M	5	26	3	4	13	3	0	6	0	0	0	0	1	7	0	1	8
				ocn		F	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Supervisor	1	OC	3/10/2016	ocn	100	M	12	79	6	10	34	5	0	13	0	1	6	0	1	26	1	2	35
				ocn		F	1	2	0	1	2	0	0	0	0	0	0	0	0	0	0	0	
Police Commander	3	PRO	7/27/2016	prou	19	M	0	15	0	0	0	0	0	5	0	0	1	0	0	9	0	2	14
				prou		F	1	3	0	0	0	0	0	0	0	1	2	0	0	1	0		
Police Lieutenant	4	PRO	11/15/2016	prou	67	M	5	55	2	0	0	0	2	32	1	2	5	1	1	18	0	4	29
				prou		F	2	3	0	0	0	0	1	2	0	1	1	0	0	0	0		
Police Officer	4	OC	11/9/2016	ocu	2696	M	477	1502	264	42	56	16	274	829	130	110	356	79	51	261	39	4	1072
				ocu		F	136	237	80	11	4	9	81	131	41	27	51	20	17	51	10		
Power Line/Cable Worker Trainee	2	OC	6/30/2016	ocn	143	M	47	78	12	41	53	9	4	13	3	1	2	0	1	10	0	2	15
				ocn		F	4	2	0	3	2	0	0	0	0	0	0	0	1	0	0		
Power Line Worker I	3	OC	8/4/2016	ocn	25	M	5	17	3	4	13	2	0	0	0	0	0	0	1	4	1	2	6
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Power Line Worker Supervisor I	3	OC	8/2/2016	ocn	7	M	1	6	0	0	0	0	0	2	0	0	0	0	1	4	0	1	5
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Print Services Technician	3	OC	7/21/2016	ocn	97	M	24	25	10	0	0	0	16	20	4	3	0	2	5	5	4	3	24
				ocn		F	19	16	3	0	0	0	17	13	3	0	1	0	2	2	0		
Print Services Specialist	3	OC	7/20/2016	ocn	40	M	11	11	4	11	3	4	0	1	0	0	0	0	0	7	0	1	8
				ocn		F	8	4	2	7	4	2	0	0	0	1	0	0	0	0	0		
Public Health Sanitarian Aide	2	OC	5/24/2016	ocn	90	M	26	22	6	0	0	1	19	14	3	3	1	0	4	7	2	2	34
				ocn		F	15	16	5	0	0	2	6	9	2	4	1	1	5	6	0		
Purchasing Expediter	2	SR	5/31/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	3	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Recreation Leader	3	QNC	8/4/2016	qnc	170	M	55	41	7	19	5	2	15	14	2	5	2	1	16	20	2	1	78
				qnc		F	32	29	6	10	6	1	9	9	0	4	0	1	9	14	4		
Refuse Collection Vehicle Operator (Automated)	4	OC	11/10/2016	ocn	193	M	75	85	3	37	20	0	16	39	1	3	4	1	19	22	1	3	57
				ocn		F	20	9	1	4	2	0	13	3	1	0	1	0	3	3	0		
Refuse Container Assembler and Repairer	4	OC	11/30/2016	ocn	192	M	85	78	9	4	0	0	50	48	7	9	5	0	22	25	2	2	71
				ocn		F	7	11	2	0	0	0	5	7	0	1	1	2	1	3	0		
Relocation Specialist	1	SR	1/7/2016	sr	2	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2
				sr		F	1	1	0	0	0	0	0	0	0	1	0	0	0	1	0		
Relocation Specialist	4	OC	10/25/2016	ocn	181	M	22	31	7	1	1	0	13	13	4	6	2	2	2	15	1	3	88
				ocn		F	53	58	10	5	3	2	23	26	2	9	1	0	16	28	6		
Safety Manager	2	OC	6/8/2016	ocn	48	M	14	18	2	14	9	1	0	2	0	0	0	1	0	7	0	2	13

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							B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
				ocn		F	5	7	2	5	2	2	0	0	0	0	0	0	0	5	0		
Safety Manager	2	SR	9/15/2016	sr	1	M	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	2	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Security Specialist	1	SR	2/18/2016	sr	4	M	3	1	0	0	0	0	0	0	0	3	1	0	0	0	0	3	4
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Security Specialist	2	OC	4/19/2016	ocn	212	M	70	68	14	44	39	9	0	0	0	18	19	4	8	10	1	3	79
				ocn		F	28	26	6	20	17	4	0	0	0	5	5	1	3	4	1		
Security Specialist	2	SR	6/21/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	3	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Security Specialist Supervisor	4	OC	12/13/2016	ocn	110	M	37	48	7	23	25	5	8	16	1	1	1	0	5	6	1	3	15
				ocn		F	12	5	1	6	5	1	5	0	0	0	0	0	1	0	0		
Senior Storekeeper	1	SR	3/14/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Senior Storekeeper	2	SR	6/29/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Maintenance Supervisor I	4	OC	11/16/2016	ocn	41	M	15	24	2	12	9	1	0	8	1	1	0	0	2	7	0	2	10
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Maintenance Supervisor II	4	OC	11/18/2016	ocn	88	M	20	56	8	15	30	4	0	10	3	2	4	0	3	12	1	2	22
				ocn		F	1	3	0	1	3	0	0	0	0	0	0	0	0	0	0		
Sewer Maintenance Worker	1	OC	1/29/2016	ocn	176	M	55	99	11	38	57	7	5	18	1	3	1	1	9	23	2	2	39
				ocn		F	8	2	1	8	2	1	0	0	0	0	0	0	0	0	0		
Sewer Telemonitoring Operator	3	QNC	9/29/2016	qnc	109	M	33	64	5	31	47	5	1	6	0	1	1	0	0	10	0	2	12
				qnc		F	4	2	1	4	2	1	0	0	0	0	0	0	0	0	0		
Street Maintenance Assistant Manager	1	SR	2/1/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Substation Maintenance Technician	2	OC	6/29/2016	ocn	33	M	6	24	2	5	14	1	0	3	0	0	0	0	1	7	1	1	9
				ocn		F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Traffic Line Worker	3	OC	7/19/2016	ocn	50	M	16	29	4	16	19	2	0	5	1	0	0	0	0	5	1	3	6
				ocn		F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Traffic Maintenance Worker	2	SR	4/14/2016	sr	1	M	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Traffic Maintenance Worker	4	OC	11/2/2016	ocn	186	M	54	103	12	31	42	9	15	36	1	2	2	0	6	23	2	2	35
				ocn		F	7	8	2	6	6	1	1	2	1	0	0	0	0	0	0		
Traffic Paint and Sign Worker	3	OC	8/9/2016	ocn	108	M	33	58	6	33	52	5	0	0	0	0	0	0	0	6	1	2	7
				ocn		F	6	2	3	6	2	3	0	0	0	0	0	0	0	0	0		
Tree Trimmer Supervisor	2	OC	4/5/2016	ocn	20	M	2	16	2	2	8	1	0	0	1	0	1	0	0	7	0	2	8
				ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Utility Line Locator	3	OC	7/26/2016	ocn	68	M	12	47	4	10	26	3	0	11	1	0	2	0	2	8	0	2	13
				ocn		F	2	2	1	2	0	1	0	1	0	0	0	0	0	1	0		
Vehicle Impound Inspector	1	OC	1/6/2016	ocn	127	M	21	55	7	8	26	2	7	17	2	4	2	0	2	10	3	2	30
				ocn		F	22	16	6	13	8	3	5	3	3	3	1	0	1	4	0		
Wastewater Pretreatment Specialist	3	OC	9/28/2016	ocn	70	M	11	49	3	10	29	3	1	11	0	0	0	0	9	0	1	9	
				ocn		F	4	3	0	4	2	0	0	1	0	0	0	0	0	0	0		

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							B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
Wastewater Pretreatment Technician	3	OC	7/28/2016	ocn	93	M	19	52	7	12	22	2	5	14	4	2	3	1	0	13	0	1	23	
				ocn		F	3	8	4	1	4	1	1	2	2	0	0	0	1	2	1			
Water Distribution Operator I	3	OC	7/27/2016	ocn	69	M	25	31	3	18	16	3	2	7	0	1	1	0	4	7	0	2	14	
				ocn		F	1	7	2	1	5	1	0	1	1	0	1	0	0	0	0			
Water Maintenance Supervisor I	4	OC	12/14/2016	ocn	42	M	6	29	5	6	16	4	0	3	0	0	1	0	0	9	1	2	11	
				ocn		F	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0			
Water Maintenance Worker	1	OC	1/27/2016	ocn	243	M	59	152	22	44	102	17	6	18	0	5	4	1	4	28	4	1	47	
				ocn		F	7	3	0	7	2	0	0	0	0	0	0	0	0	1	0			
Water Maintenance Worker	3	SR	7/20/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Water Maintenance Worker	3	SR	9/15/2016	sr	1	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
				sr		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Water Protection Coordinator	4	OC	11/14/2016	ocn	79	M	12	40	4	10	24	3	0	4	0	1	0	1	12	0	2	23		
				ocn		F	5	15	3	4	6	2	1	2	0	0	3	0	0	4	1			
Water Protection Specialist I	4	OC	11/7/2016	ocn	187	M	20	98	14	8	26	4	10	39	9	2	6	0	0	27	1	2	52	
				ocn		F	14	34	7	5	7	2	7	16	2	1	1	2	1	10	1			
Water Protection Specialist II	1	OC	3/1/2016	ocn	85	M	7	52	4	7	45	4	0	3	0	0	0	0	0	4	0	2	4	
				ocn		F	3	17	2	3	16	2	0	1	0	0	0	0	0	0	0			
Water Service Manager	4	OC	12/22/2016	ocn	61	M	7	42	2	7	34	1	0	0	1	0	0	0	0	8	0	1	9	
				ocn		F	4	6	0	4	5	0	0	0	0	0	0	0	0	1	0			
Water Service Supervisor	3	OC	8/30/2016	ocn	52	M	4	40	5	3	10	4	0	8	0	0	7	0	1	15	1	1	24	
				ocn		F	2	1	0	2	1	0	0	0	0	0	0	0	0	0	0			
Water Service Technician I	3	OC	8/24/2016	ocn	620	M	159	313	38	1	1	1	79	167	20	41	49	9	38	96	8	2	279	
				ocn		F	42	58	10	3	0	0	28	35	6	9	13	4	2	10	0			
Web Content Coordinator	3	OC	9/30/2016	ocn	70	M	7	25	3	3	7	1	1	6	2	1	3	0	2	9	0	2	27	
				ocn		F	7	25	3	4	6	1	1	10	1	1	4	0	1	5	1			
Weights and Measures Inspector	2	OC	6/23/2016	ocn	139	M	37	67	17	25	47	11	7	4	3	3	2	0	2	14	3	1	25	
				ocn		F	10	7	1	9	6	0	1	1	0	0	0	0	0	0	1			
<b>Total by EEO Category</b>							<b>5580</b>	<b>10009</b>	<b>1579</b>	<b>1503</b>	<b>2157</b>	<b>393</b>	<b>2318</b>	<b>4122</b>	<b>650</b>	<b>855</b>	<b>1072</b>	<b>234</b>	<b>897</b>	<b>2665</b>	<b>302</b>			
<b>Total</b>							<b>17168</b>			<b>4053</b>			<b>7090</b>			<b>2161</b>			<b>3864</b>				<b>6025</b>	
O/C = Open Competitive Tests							84									Phase 1						53		
PRO = Promotional Tests							5									Phase 2						49		
QNC = Qualifying Noncompetitive Tests							7									Phase 3						36		
																Phase 4						3		
<b>Total Tests</b>							<b>96</b>									<b>Total Tests by Phase</b>						<b>141</b>		
Open Competitive - Nonuniformed Tests							83			13407			3656			5208			1365			3178		
Open Competitive - Uniformed Tests							1			2696			138			1486			643			429		
Promotional - Nonuniformed Tests							3			25			16			1			0			8		
Promotional - Uniformed Tests							2			86			0			43			14			29		
Qualifying Noncompetitive Tests							7			892			243			352			114			183		
Rule 6 (Special Recruitment)							45			62			0			0			25			37		
<b>Grand Total</b>							<b>141</b>			<b>17168</b>			<b>4053</b>			<b>7090</b>			<b>2161</b>			<b>3864</b>		