

**Municipal Civil Service Commission
Columbus, Ohio**

**2001
Annual Report**



Michael B. Coleman, Mayor
Priscilla R. Tyson, President
Grady L. Pettigrew, Jr., Member
Douglas S. Morgan, Member
Barbara Gates McGrath, Executive Director





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The Columbus Covenant

Vision:

To be the best city in the nation in which to live, work,
and raise a family.

Mission:

To provide leadership that will inspire: high standards of excellence in the delivery of city services; a spirit of cooperation, pride and responsibility to achieve strong, safe and healthy neighborhoods; and, a shared economic prosperity and enhanced quality of life. We undertake this mission believing and knowing that we can make a difference for future generations.

Principles of Progress:

Prepare city for the next generation
Promote a diverse and vibrant economy that offers everyone
An opportunity to share in our prosperity
Deliver measurable, quality public services and results to our residents
Advance our neighborhoods
Challenge ourselves to realize our city's promise and potential



The Columbus Covenant

Goals:

- Customer Service: provide quality and efficient service delivery to customers using "best practices"
- Neighborhoods: engage and promote strong, distinct, and vibrant neighborhoods
- Safety: enhance the delivery of safety services
- Economic Development and Technology: provide an atmosphere that promotes job creation and economic growth in existing and emerging industries
- Education: encourage and promote participation in learning opportunities
- Downtown Development: develop a vibrant and thriving downtown that is recognized as an asset for the region.
- Peak Performance: invest in all city employees and develop systems that support a high-performing city government



Civil Service Commission Philosophy

The Commission recognizes that the manner in which government conducts its business affects the quality of life for every citizen.

Our first responsibility is to the citizens of Columbus to ensure the City work force is of the highest caliber. Our next responsibility is to City employees, operating agencies and others who use our services.

In fulfilling our responsibilities, our actions must reflect a spirit of cooperation, a mutual respect for those we serve and the highest ethical standard and level of integrity.

Commission staff will provide quality services and accurate information in a timely, efficient and courteous manner.

In addition, we will be responsive to issues of fairness, equal access and changing organizational and public needs, while upholding merit system principles.

The Civil Service Commission will foster an environment in which employees are encouraged to think creatively, and are treated fairly and with respect. Employees shall be recognized for their efforts and compensated fairly for their contributions.

In working together, we recognize and respect that we are individuals with diverse talents dedicated to achievement of a common goal.

As Commission employees, we will fulfill our responsibilities in a manner that reflects favorably upon the Commission and the City of Columbus.



Civil Service Commission Mission Statement

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.



2001 REPORT TO COLUMBUS CITY COUNCIL

The Civil Service Commission plays an integral role in helping the City of Columbus achieve its peak performance goal for its 8,500+ employees. City employees serve the public in a wide variety of jobs, such as refuse collectors, firefighters, traffic line workers, police officers and water meter readers. Other City employees work in jobs that are less visible but provide important services, like water plant operators. Still other employees provide the support that keeps the front-line workers moving. These jobs include computer operators, automobile mechanics, storekeepers and accountants. For about 97 percent of all City jobs, the Civil Service Commission reviews and assesses the qualifications of applicants to help ensure they are capable of delivering quality services to the public. The more competent the work force, the greater the quantity and quality of services that can be provided to the public with the same tax dollars.

Applicant Testing

One of the primary ways the Commission supports the peak performance goal is to administer the City's competitive testing system. For approximately 75 percent of all City jobs, the Commission staff develops and administers exams designed to measure important knowledge, skills and abilities needed for successful job performance. Applicants then compete by demonstrating their qualifications through performance tests, written tests, training and experience assessments and other ways. This system guarantees the public access to City jobs and ensures tax dollars are spent hiring highly, rather than marginally, qualified employees

Although the Commission is a quasi-regulatory agency, the Commission in recent years adopted a customer service orientation. As it relates to the testing system, the Commission has implemented convenient policies which allow applicants more flexibility. These new testing policies were possible due to the on-site testing center the Commission opened in 1997. During 2001, the Commission opened the Piedmont Testing Center which can accommodate large-scale testing. This new testing site has allowed the Commission to extend its flexible testing policies to police officer and firefighter applicants. In 2001, for example, the Commission conducted police officer testing in one day, when previously applicants had to make repeat visits to a test site.

In years past, the Commission practice was to give a test for a job once every two years. Currently, for most jobs the practice is to conduct a test whenever there is a vacancy. This practice provides better service to applicants who are not wasting time testing when there are no vacancies. It provides better service



to the departments as they can recruit from the current labor pool. The overall result of the testing system and these policies is that the City can more easily hire the highest qualified applicants available to serve the public and meet its peak performance goal.

Recruitment

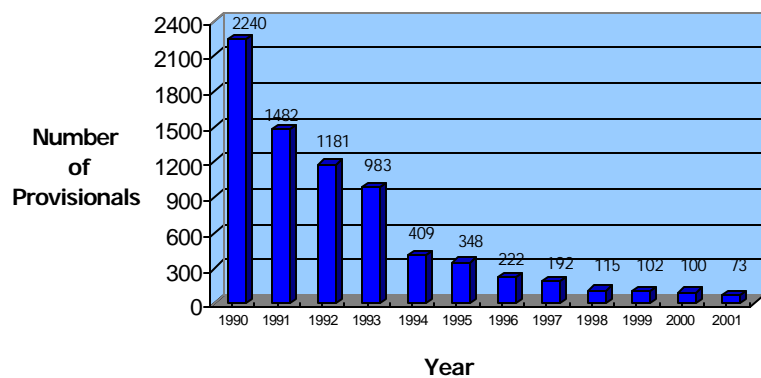
The Commission's primary recruitment tool is an automated job interest database. This service can be utilized over the Internet at the Commission's website, by mail or in person at the Commission offices. The website also provides potential applicants comprehensive access to City of Columbus job information, including current vacancies, job descriptions, qualification requirements and salary information. During 2001, the Commission received nearly 5,000 job interest forms which triggered the mailing of approximately 8,000 notices of job vacancies or testing opportunities to potential applicants. A total of nearly 12,000 applications for City jobs were filed with the Commission during the year.

Testing Results

During 2001, tests were completed for 104 competitive classes, including 16 promotional exams. For positions filled on a noncompetitive basis, in addition to conducting qualification reviews, the Commission administered 4 qualifying exams. A total of 493 noncompetitive certification lists were issued with 1,522 names being certified for 853 openings.

At the end of 2001, less than one percent of all full-time City employees held provisional status in their current job classification. The number of full-time provisional employees dropped from 2,240 in 1990 down to 73, a 97 percent reduction.

Testing Performance Measure



Class Plan Maintenance

The Civil Service Commission maintains the City's class plan to provide a sound structural framework for all personnel actions, including an equitable compensation plan. In 1993 the Commission adopted a five-year review standard for City job



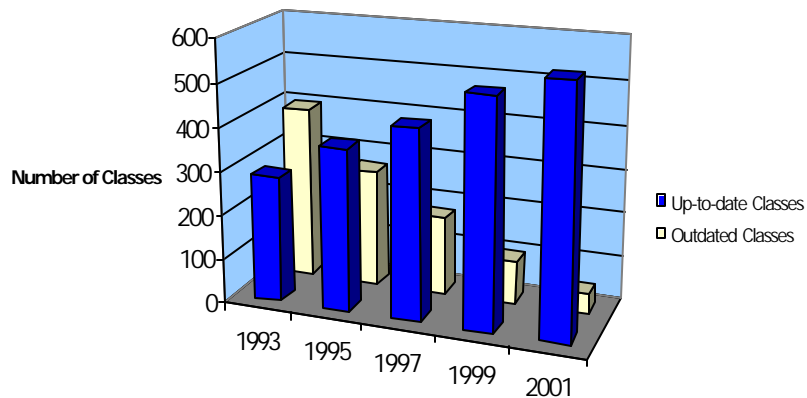
classes. This means that if the Commission, during the preceding five years, reviewed all City job classifications, the class plan would be considered up-to-date. Regular class plan reviews and revisions are necessary to make the classifications consistent with ever-changing technology and the needs of the various City agencies.

During 2001, the Commission took action on 216 job classifications, including 131 revisions, 17 creations, 13 abolishments, 51 reviews and 4 hiring moratoriums. These efforts bring the total number of classes in the City's class plan to 617. Further, 93 percent of the City's classes were current at year-end using the five-year standard.

Related to its classification responsibilities, the Commission also conducts job audits. The purpose of these audits is to ensure that City

employees are performing the duties for which they were hired and are being compensated. During 2001, the staff completed 12 job audits. Five of the audits resulted in no job class change; 3 resulted in upward reallocations and 4 resulted in lateral reallocations.

Class Plan Performance Measure



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 Charter and Civil Service Commission Rules. The monitoring process includes verifying personnel transactions such as appointments, changes in pay status, leaves of absences and residency. During 2001, the Commission processed an average of 1,300 transactions per month before the payrolls were certified as correct and paychecks issued.

Over the course of the year, the City hired 1,068 new employees, 445 in full-time and 623 in part-time positions. A total of 328 City employees received upgrades or



promotions during the year. Employee separations totaled 803, which included 577 resignations and 176 retirements.

Columbus Public Schools

In addition to overseeing the classified service of the City, the Ohio Revised Code provides that the Commission oversees the approximately 2,700 employees in the classified service of the Columbus Board of Education. As of December, there were 174 job classes in the Columbus Public Schools class plan. During the course of the year, the Commission took 12 class plan actions, including 1 creation, 1 merger and 10 revisions. Additionally, the classified personnel department of the School Board conducted 145 test administrations including 99 entrance and 46 promotional exams.

Civil Service Commissioners

The City Charter provides that the Mayor, with the approval of City Council, appoint the three Civil Service Commissioners. It is their 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 Public Schools. During 2001 the Commission 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 2001, the full Commission held 14 public meetings, including 10 regular meetings and 4 special meetings. Additionally, one Commissioner and two Civil Service staff members held 8 Trial Board sessions to hear disciplinary appeals. On 3 occasions, a Commission staff member served as a Hearing Officer to investigate violations of the City's residency requirement or other matters.

With respect to the Commission's docket, a total of 21 disciplinary appeals and 30 non-disciplinary appeals were filed during the year. The Commission ruled on 34 disciplinary and 34 non-disciplinary appeals. Additionally during the year applicants removed from eligibility lists as a result of background checks filed 121 new requests for administrative reviews. The Commission ruled on 121 administrative reviews, reinstating 33 applicants and denying 88 requests.

Civil Service Commissioners:

Priscilla R. Tyson, President (reappointed 1998, term expires 2004)

Douglas S. Morgan, Member (appointed 1996, term expires 2002)

Grady L. Pettigrew, III, Member (appointed 2000, term expires 2006)



2000-2001 EXPENDITURE COMPARISON

Appendix A

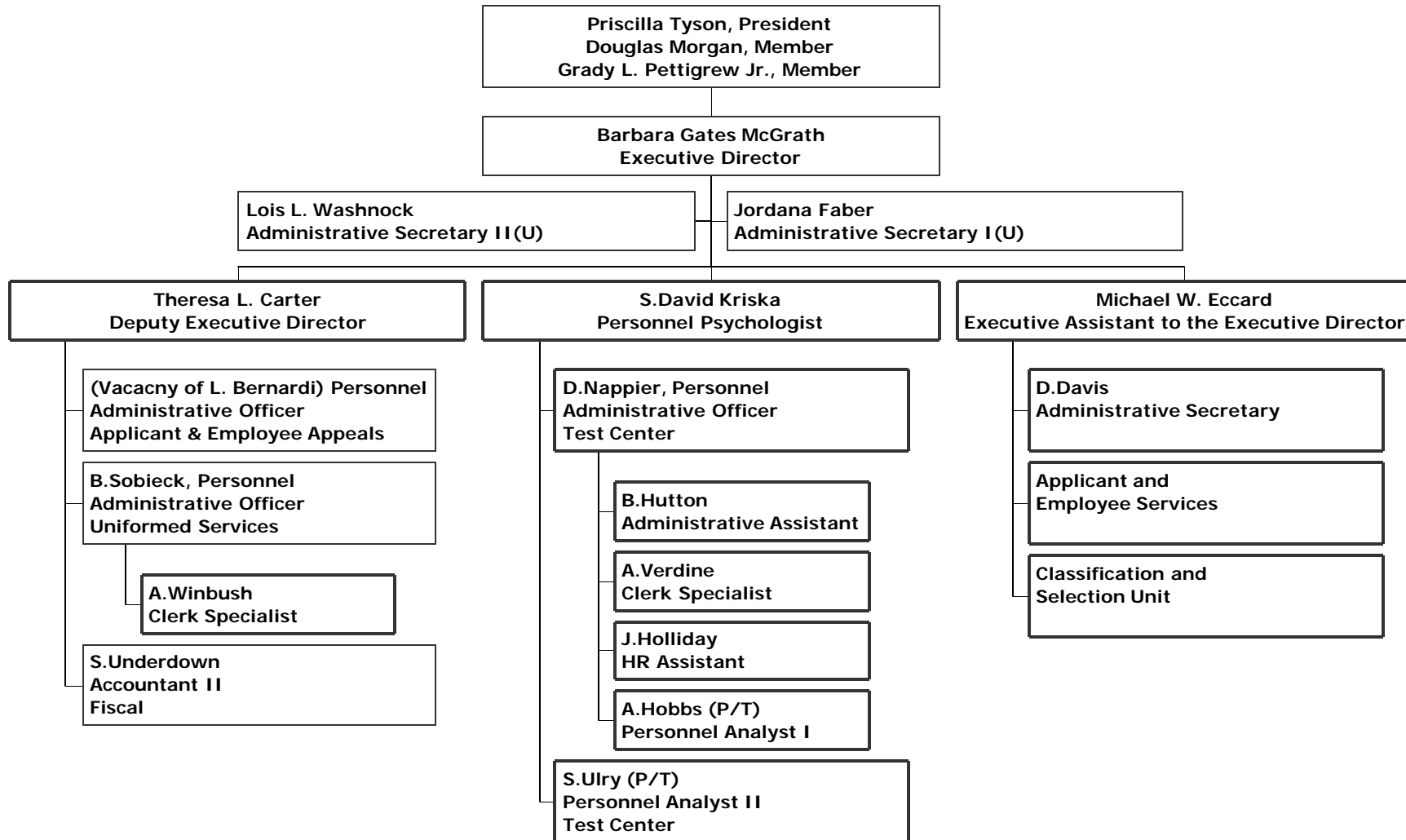
Expenditures by Object Level One and OCA		2000	2001
Object Level 01 - Personnel			
270108	Administration	\$484,260	\$571,956
270165	Classification & Testing-Sworn Employees	854,030	888,766
270181	Classification & Testing-Civilian Employees	667,415	763,571
270157	Information Systems	521,362	443,682
	Total	\$2,527,067	\$2,667,975
Object Level 02 - Office Materials & Supplies			
270108	Administration	\$14,364	\$16,817
270165	Classification & Testing-Sworn Employees	2,351	4,746
270181	Classification & Testing-Civilian Employees	10	10
270157	Information Systems	7,347	5,751
	Total	\$24,072	\$27,324
Object Level 03 - Services & Maintenance			
270108	Administration	\$155,948	\$76,237
270165	Classification & Testing-Sworn Employees	417,605	237,539
270181	Classification & Testing-Civilian Employees	7,026	3,205
270157	Information Systems	28,371	52,243
	Total	\$608,950	\$369,224
Object Level 05 - Other Expenditures			
270108	Administration	\$0	\$0
270165	Classification & Testing-Sworn Employees	18	0
270181	Classification & Testing-Civilian Employees	0	0
270157	Information Systems	0	0
	Total	\$18	\$0
Object Level 06 - Furniture & Equipment			
270108	Administration	\$4,871	\$19,055
270165	Classification & Testing-Sworn Employees	0	149,859
270181	Classification & Testing-Civilian Employees	7,042	5,586
270157	Information Systems	71,119	889
	Total	83,032	175,389
	Total Expenditures	\$3,243,139	\$3,239,912
Summary - Expenditures by Unit			
	Administration	\$659,443	\$684,065
	Classification & Testing-Sworn Employees	1,274,004	1,280,910
	Classification & Testing-Civilian Employees	681,493	772,372
	Information Systems	628,199	502,565
	Total Expenditures	\$3,243,139	\$3,239,912



CIVIL SERVICE COMMISSION - TABLE OF ORGANIZATION

Appendix B

Effective 12/31/2001
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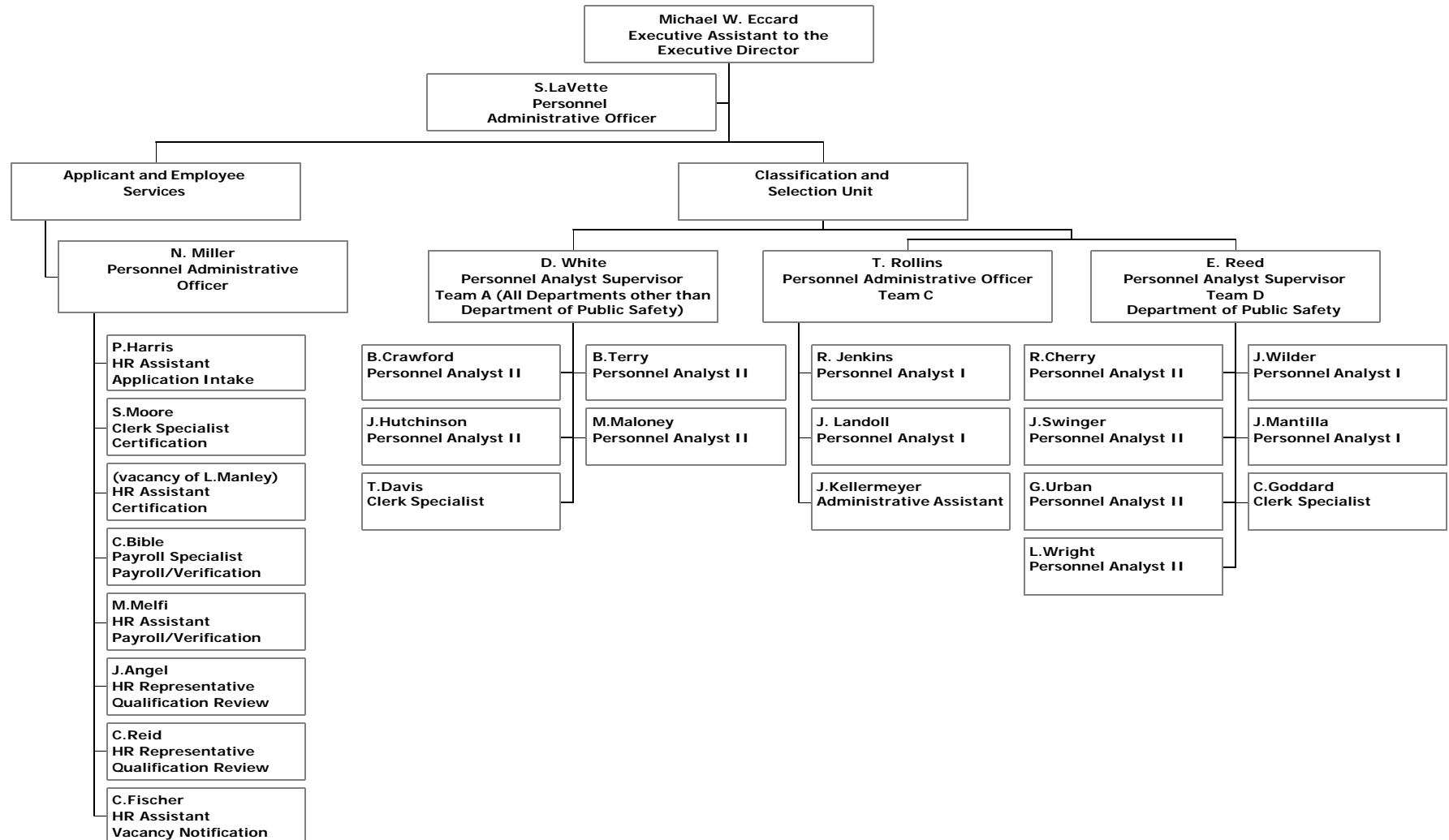


CIVIL SERVICE COMMISSION - TABLE OF ORGANIZATION

Appendix B

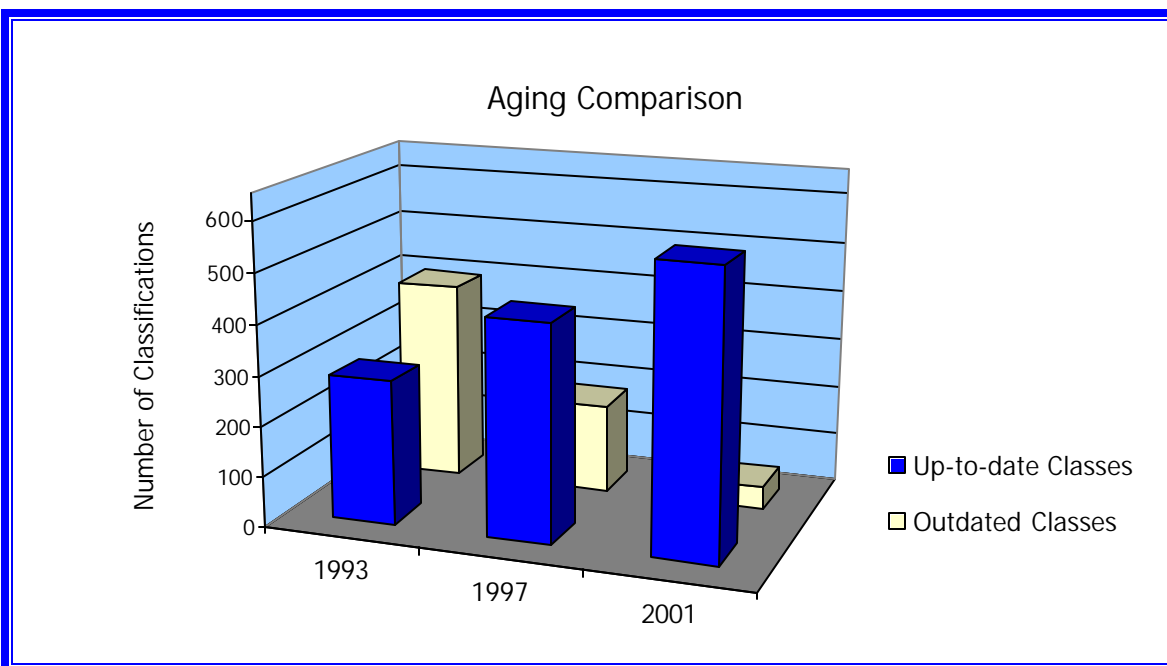
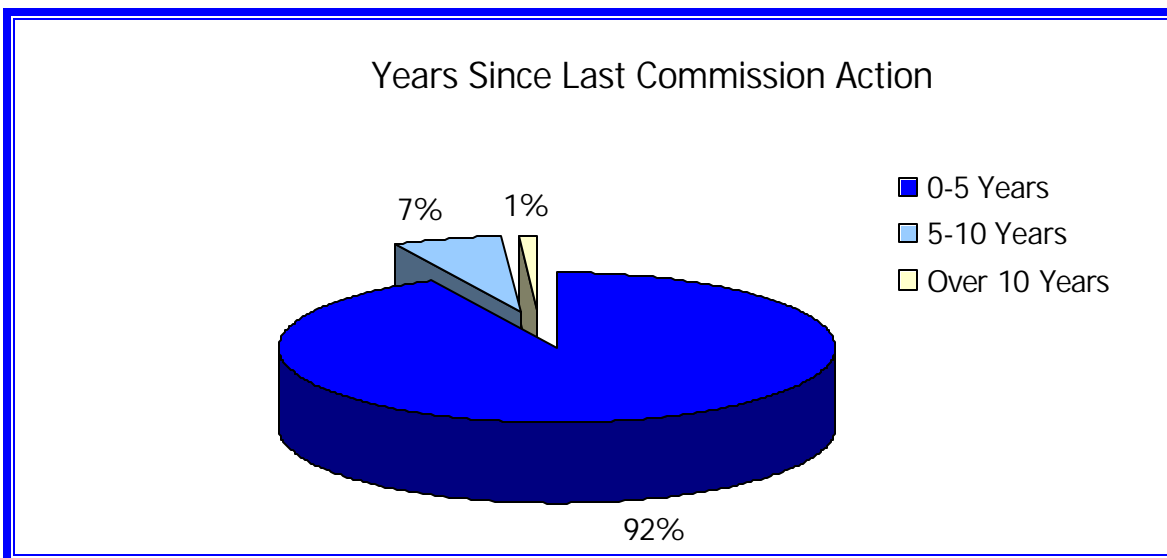
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2001 Class Plan Status Report

Appendix C





2001 Classifications Actions

Appendix D

New Classifications

	<u>Class Code</u>
Action Center Assistant Coordinator	0859
Budget Management Officer	0856
Building Services Division Administrator	0167
Business Processes Coordinator	0867
Downtown Development Office Administrator	2002
Economic Development Division Administrator	0169
Grants Management Coordinator	0752
Housing Division Administrator	0171
Land Management Office Administrator	2003
Neighborhood Services Division Administrator	0174
Public Health Administrator (Clinical and Prevention Services)	0262
Public Health Administrator (Health Assessment, Planning & Promotion)	0263
Planning Division Administrator	0178
Sewer Cleaning Equipment Operator	3952
Trade and Development Aide (Seasonal)	1787
Transportation Division Administrator	0202
Transportation Division Assistant Administrator	0203

Classifications Revised/Retitled

	<u>Class Code</u>
Account Clerk	1230
Accountant II	1235
Accountant III	1236
Aging Programs Administrator	0873
Aging Programs Care Coordinator (Health Services)	0870
Aging Programs Manager	0874
Aging Programs Specialist I	0875
Aging Programs Specialist II	0876
Automotive Body Mechanic	3468
Automotive Body Repair Supervisor	3469
Automotive Mechanic (Heavy)	3459
Budget Management Analyst	0857
Building and Development Services Specialist	2016
Building Inspector II	1769
Building Plan Examiner III	1117
Building Maintenance Manager	3497
Business Manager	1252
Cable Worker I	3555



Cable Worker II	3556
Cable Worker Supervisor I	3557
Clerk II	0431
Clerk Specialist	0557
Commission Secretary (U)	0497
Communications Division Administrator	0266
Communications Division Assistant Administrator	0267
Community Relations Commission Executive Director (Secretary)(U)	0038
Construction Inspector I (Civil)	1019
Contract Compliance Investigator	0771
Crime Laboratory Manager	1915
Criminalist II	1912
Custodial Worker	3525
Customer Service Representative I	0434
Debt Management Coordinator	0755
Dental Hygienist	1584
Development Project Coordinator (Visual Communications)	2029
Development Rehabilitation Technician	2044
Disease Intervention Specialist I	1826
Disease Intervention Specialist II	1825
Disease Intervention Specialist III	1824
Drafter/CAD Operator	1183
Duplicating Machines Operator	0627
Duplicating Services Supervisor	0631
Employee Assistance Counselor	1765
Employee Assistance Programs Manager	1764
Employee Benefits Analyst I	0824
Employee Benefits Analyst II	0825
Engineer II	1047
Engineer III	1048
Engineer IV	1049
Engineering Associate I	1031
Environmental Programs Specialist	0768
Equal Business Opportunity Specialist	0805
Equipment Operator II	3421
Executive Assistant to the City Attorney (U)	0787
Fleet Assistant Manager	0845
Golf Assistant Professional	3187
Golf Professional	3189
Golf Program Manager	3191
Greenskeeper	3712
Homemaker	1625



Housing Rehabilitation Programs Coordinator	2049
Human Resources Generalist	0855
Human Resources Manager	0894
Income Tax Assistant Administrator	0225
Income Tax Auditor I	0660
Income Tax Auditor II	0661
Income Tax Auditor Specialist	0662
Inventory Control and Property Manager	1335
Labor Relations Coordinator	0218
Labor Relations Manager	0219
Law Student Intern (U)	1988
Legal Intake Counselor (U)	1990
Legal Intern (U)	1989
License Officer	1891
Maintenance Carpenter	3515
Maintenance Painter	3720
Meter Reader	3260
Micrographics Machine Operator	0614
Office Manager	1240
Offset Print Operator	0629
Parking Meter Collector I	1300
Parking Meter Collector II	1301
Parking Regulations Attendant Supervisor	3023
Personnel Analyst II	0901
Placement Coordinator	0868
Plant Maintenance Assistant Manager	3817
Plant Maintenance Manager	3816
Plant Maintenance Supervisor I	3814
Police Chief	3061
Police Records Technician	0445
Practical Nurse	1630
Property Maintenance Inspection Trainee	1789
Public Health Assistant Administrator (Environmental Health)	0261
Public Health Assistant Administrator (Nursing and Rehabilitation)	1653
Public Health Assistant Commissioner (Ambulatory Services)	0255
Public Information Officer	3105
Public Safety Director (U)	0072
Purchasing Expediter	0783
Radio Dispatcher	0813
Real Estate Relocation Specialist	2034
Refuse Collection District Assistant Manager	3931
Refuse Collection Vehicle Operator (Auto)	3922



Research Analyst Specialist	2083
Safety Program Manager	1718
Secretary	0477
Senior Legislative Analyst (U)	0839
Sewer Maintenance Supervisor II	3969
Sewer Service Worker (Emergency)	3313
Software Engineer	0585
Solid Waste Inspector	1866
Substation Maintenance Technician	0595
Supportive Services Advisor	3111
Trade and Development Administrative Coordinator	0328
Trade and Development Aide (Seasonal)	1787
Trade and Development Planning Manager	2012
Trade and Development Program Coordinator	2015
Trade and Development Program Manager	0350
Trade and Development Services Assistant	2007
Traffic Line Worker	4024
Traffic Maintenance Supervisor II	4019
Utility Consumer Transaction Coordinator	0729
Wastewater Chemist II	1926
Wastewater Plant Supervisor II	3876
Wastewater Surveillance Analyst	1862
Wastewater Surveillance Technician II	1861
Water Consumer Service Manager	3280
Water Consumer Service Supervisor	3278
Water Consumer Servicer	3276
Water Customer Services Assistant Coordinator	0864
Water Plant Operator II	3882
Water Research Analyst II	1936
<u>Classifications Abolished</u>	<u>Class Code</u>
Aging Programs Coordinator (Social Services)	0871
Building Manager	0785
Deputy Trade and Development Director	0062
Federal and State Programs Coordinator	0790
Hearing Officer	0896
International Affairs Coordinator	0759
Registrar of Vital Statistics	0816
Water Meter Reader Supervisor	3266
Water Meter Reading Manager	3269
Water Metering Manager	4074



<u>AFSCME Classifications Merged into Other Classes</u>	<u>Class Code</u>
Water Meter Repairer Tester I	4069
Water Meter Repairer Tester II	4070
Water Meter Route Planner	3263

<u>Classifications with Hiring Moratoriums</u>	<u>Class Code</u>
Action Center Coordinator (Lifted)	0860
Trade and Development Administrative Coordinator	0328
Water Metering Supervisor	4072
Word Processing Specialist	0570

<u>Classifications Reviewed with No Changes</u>	<u>Class Code</u>
Automotive Partskeeper Supervisor	1351
Cashier II	1296
City Treasurer (U)	0157
Community Relations Coordinator	0796
Coordinator of Voluntary Services and Education	1766
Crime Analyst I	3026
Crime Analyst II	3027
Customer Service Representative II	0435
Data Communications Specialist I	3640
Data Communications Specialist II	3641
Deputy City Treasurer (U)	0158
Development Director (U)	0061
Electric Meter Technician	3626
Electric Switchboard Operator Trainee	3587
Electricity Consumer Service Supervisor	3306
Electricity Distribution Assistant Manager	3581
Electricity Load Dispatcher	3589
Engineering Associate III	1104
Facilities Management Division Administrator	0295
Information Services Division Administrator	0248
Information Services Division Assistant Administrator	0247
Information Systems Manager	0869
Keep Columbus Beautiful Coordinator	0751
Legal Investigator I	1994
Legal Investigator II	1995
Legal Investigator III	1996
Parks Development Associate	1206
Parks Planning and Design Manager	1203
Public Health Assistant Administrator (Ambulatory)	0260
Public Health Assistant Commissioner (Administrative Services)	0257



Public Health Assistant Commissioner (Environmental Health)	0258
Public Health Assistant Commissioner (Medical Services)	0256
Procurement Manager	0776
Property Evidence Technician	3029
Receptionist-Secretary	0467
Refuse Collection District Manager	3933
Refuse Collector	3924
Refuse Collector and Vehicle Operator (Manual)	3923
Refuse Collector and Packer Operator	3925
Refuse Container Assembler and Repairer	3929
Safety Program Technician	1716
Substation Maintenance Supervisor	3596
Summer Worker	3680
Telecommunications Division Administrator	0244
Telecommunications Division Assistant Administrator	0245
Vehicle Impounding Inspector	3070
Wastewater Plant Supervisor I	3875
Water Accounts Assistant Supervisor	1262
Watershed Operations Manager	1873
Watershed Ranger I	1871
Word Processing Equipment Operator	0569

Summary

New Classifications	17
Revised/Retitled Classifications	131
Abolished Classifications	10
AFSCME Classes Merged into Other Classes	3
Hiring Moratoriums	4
Review/No Change	51
Total	<u>216</u>



Job Audit Results

Appendix E

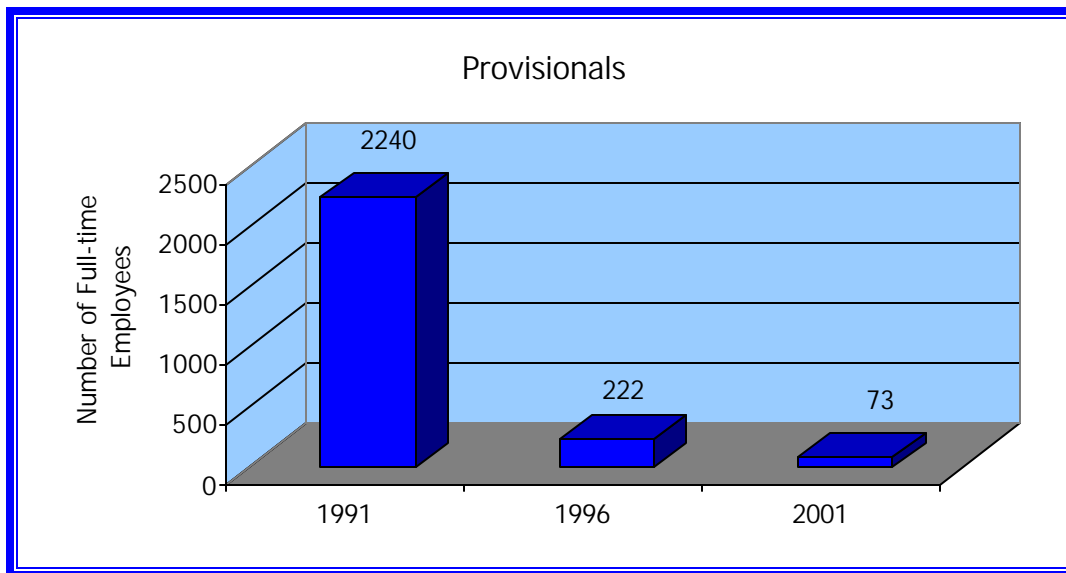
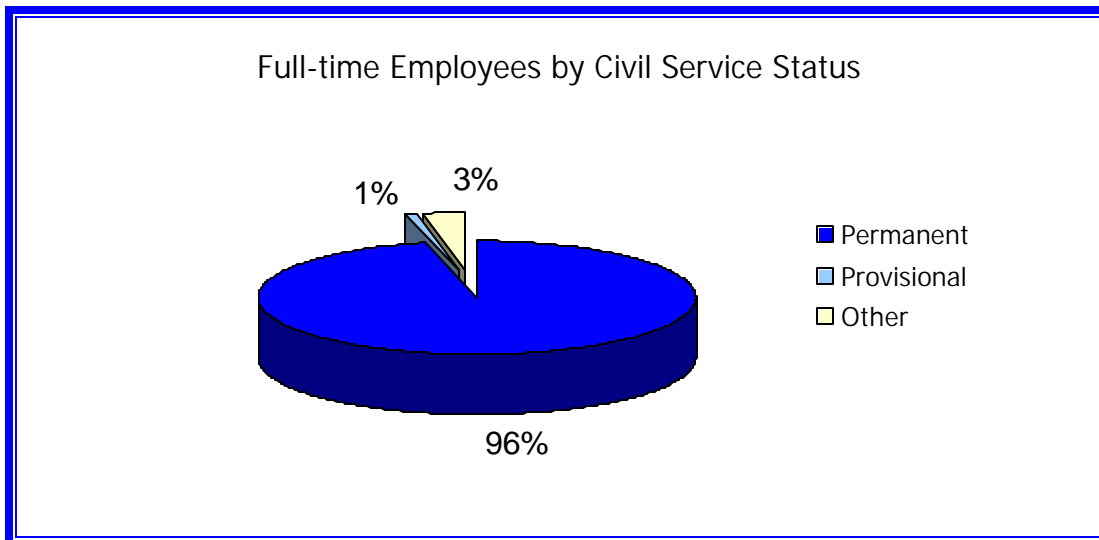
Class Title	Department	Positions	Result
Account Clerk	Recreation & Parks	1	Lateral
Account Clerk	Public Service	1	Lateral
Administrative Assistant	Technology	1	Rescinded
Administrative Secretary	Finance	1	Same
Clerk II	Development	1	Same
Drafter/Cad Operator	Public Service	1	Same
Engineering Associate III	Public Utilities	1	Lateral
Office Manager	Public Utilities	1	Lateral
Property Maintenance Inspector	Development	1	Same
Storekeeper III	Public Utilities	1	Upward
Typist Clerk	Recreation & Parks	1	Upward
Water Maintenance Supervisor II	Public Utilities	1	Same
Water Maintenance Worker	Public Utilities	1	Upward

Summary:

No Change	5
Upward Reallocation	3
Rescinded	1
Lateral Reallocation	4
Downward Reallocation	0
Total	13

2001 Testing Status Report

Appendix F





2001 Examination Summary

Appendix G

Examination Type	Number Examinations Completed	Number Applications Filed	Number Applications Rejected	Number Applicants Failed to Appear	Number Applicants Passed	Number Applicants Failed
OPEN COMPETITIVE:						
Nonuniformed	84	8358	1563	1563	3622	1610
Police Officer	4	3061	298	1565	681	517
Continuous	0	0	0	0	0	0
Total	88	11419	1861	3128	4303	2127
PROMOTIONAL:						
Nonuniformed	9	77	17	5	45	10
Uniformed	7	897	2	409	268	218
Total	16	974	19	414	313	228
NONCOMPETITIVE:						
Qualifying	4	271	98	37	119	17
TOTAL ALL EXAMS	108	12664 *	1978	3579	4735	2372
Special Recruitment Exams	43	182	5	38	85	54
Total	151	12846	1983	3617	4820	2426

*Includes 2,014 applications processed in 2000 for 11 tests completed in 2001; does not include 10 applications for one test to be completed in 2002.



2001 EEO Report

Appendix H

	CERTIFIED*							APPOINTED*						
	BLACK MALE	WHITE MALE	OTHER MALE	BLACK FEMALE	WHITE FEMALE	OTHER FEMALE	TOTAL	BLACK MALE	WHITE MALE	OTHER MALE	BLACK FEMALE	WHITE FEMALE	OTHER FEMALE	TOTAL
JANUARY	69	123	7	119	172	5	495	16	25	0	10	19	0	70
FEBRUARY	52	146	8	93	200	11	510	8	28	0	5	8	1	50
MARCH	57	178	16	150	226	13	640	15	51	2	8	23	0	99
APRIL	73	244	18	133	237	16	721	21	55	5	13	35	1	130
MAY	105	275	10	215	357	24	986	15	35	0	26	35	4	115
JUNE	155	243	28	297	373	30	1126	79	67	4	58	51	3	262
JULY	63	150	15	117	178	9	532	8	22	0	7	16	0	53
AUGUST	84	186	13	103	166	9	561	12	24	0	12	7	0	55
SEPTEMBER	86	230	14	84	122	13	549	9	20	2	12	17	0	60
OCTOBER	83	175	16	67	151	14	506	16	25	3	8	16	1	69
NOVEMBER	63	146	10	117	218	16	570	12	21	0	5	25	0	63
DECEMBER	26	74	4	61	120	9	294	0	5	1	3	3	0	12
TOTAL	916	2170	159	1556	2520	169	7490	211	378	17	167	255	10	1038

*These figures include all competitive, noncompetitive and qualifying noncompetitive certifications issued in 2000 or 2001 and filled in 2001.



2001 Employee Appointment/Separation Summary

Appendix I

Employee Appointments			
Type of Appointment	Full-time	Part-time	Total
New City Employees	445	623	1068
Employee Upgrades and Promotions	264	64	328
Transfers (to a like class between City departments and divisions)	263	11	274
Transfers (to a different class between City departments and divisions)	74	12	86
Voluntary Demotions	13	0	13
Involuntary Demotions	0	0	0
Total	1059	710	1769

Employee Separations			
Type Of Separation	Full-time	Part-time	Total
Retirement	174	2	176
Resignation	284	293	577
Layoff	1	0	1
Probationary Termination	13	7	20
Discharge	17	2	19
Deceased	8	2	10
Total	497	306	803



2001 Commission Docket Summary

Appendix J

Filings			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Suspensions	5	3	8
Demotions	0	0	0
Discharges	2	7	9
Miscellaneous	0	4	4
Subtotal	7	14	21
Nondisciplinary Appeals	21	9	30
Total	28	23	51

Dispositions			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Full Commission Disciplinary Hearings	3	0	3
Trial Board Hearings	0	8	8
Other	6	17	23
Subtotal	9	25	34
Nondisciplinary Appeals	25	9	34
Total	34	34	68



2001 Commission Decisions

Appendix K

Trial Board Hearings

- 1) Environmental Systems Technician, Columbus Public Schools, appealed a 10-day suspension. The Trial Board hearing was held on December 11, 2000. The Trial Board recommended that the Commission modify the decision of the appointing authority to a 5-day suspension without pay. On February 15, 2001, the Commission adopted the recommendation of the Trial Board and modified the discipline.
- 2) Bus Driver, Columbus Public Schools, appealed a 5-day suspension. The Trial Board hearing was held on February 12, 2001. The Trial Board recommended that the Commission affirm the decision of the appointing authority. On March 26, 2001, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 3) Intervention Aide, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held on September 10, 2001. The Trial Board recommended that the Commission affirm the decision of the appointing authority. On October 29, 2001, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 4) Bus Driver, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held on November 12, 2001. The Trial Board recommended that the Commission modify the level of discipline imposed, from a discharge to a 30-day suspension. On December 17, 2001, the Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.
- 5) Secretary II, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held on June 14, 2001. The Trial Board recommended that the Commission affirm the decision of the appointing authority. On July 30, 2001, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 6) Bus Driver, Columbus Public Schools, appealed a 5-day suspension. The Trial Board hearing was held on November 5, 2001. The Trial Board recommended that the Commission modify the level of discipline imposed, from a 5-day suspension to a 3-day suspension. On December 17, 2001, the Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.



- 7) Food Service Helper, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held on August 13, 2001. The Trial Board recommended that the Commission affirm the decision of the appointing authority. On November 26, 2001, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 8) Custodian II, Columbus Public Schools, appealed a 10-day suspension. The Trial Board hearing was held on September 17, 2001. The Trial Board recommended that the Commission affirm the decision of the appointing authority. On October 29, 2001, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.

Commission Hearings

- 1) Police Officer, Department of Public Safety, Division of Police, appealed a 160-hour suspension. The Commission hearing was held on March 26, 2001. On May 8, 2001, the Commission modified the action of the appointing authority to a 40-hour suspension
- 2) Firefighter, Department of Public Safety, Division of Fire, appealed a 48-hour suspension. The Commission hearing was held on May 21, 2001. On June 25, 2001, the Commission affirmed the action of the appointing authority.
- 3) Firefighter, Department of Public Safety, Division of Fire, appealed a discharge. The Commission hearing was held on August 27, 2001, and the action of the appointing authority was affirmed.

Residency Hearings

- 1) Police Officer, Department of Public Safety, Division of Police, reported an address that did not appear to meet the residency requirement. The hearing was held on December 21, 2000, and the Hearing Officer recommended that the employee be found in compliance. On February 15, 2001, the Commission adopted the recommendation of the hearing officer and found the employee to be in compliance with the residency requirement.
- 2) Sewer Service Worker (Emergency), Department of Public Utilities, Division of Sewerage and Drainage, was reported to be living at an address other than what he had provided to the City and which was not in compliance with the residency requirement. The hearing was held on July 19, 2001, and the Hearing Officer recommended that the employee be found in noncompliance. On July 30, 2001, the Commission reviewed the recommendation of the Hearing Officer and



requested additional documentation from the employee. On August 9, 2001, the Commission reviewed the additional documentation provided by the employee and found the employee to be in compliance with the residency requirement.

- 3) Firefighter, Department of Public Safety, Division of Fire, reported an address that did not appear to meet the residency requirement. The employee requested and received permission to submit documentation in lieu of appearing for a hearing, but failed to do so, nor did he appear for the scheduled hearing. The Hearing Officer therefore recommended that the employee be found in noncompliance. On September 24, 2001, the Commission reviewed the hearing officer's report and found the employee to be in violation of the residency requirement. The employee appeared after the Commission meeting had concluded and provided documentation to verify his compliance with the residency requirement. The Executive Director decided to hold the Commission's decision in abeyance until the Commission could meet again to review the late documentation submitted by the employee. On October 29, 2001, the Commission reviewed the documentation and revised Hearing Officer report, and found the employee to be in compliance with the residency requirement.



2001 Commission Decisions on Background Administrative Reviews

Appendix L

Filings	
Category	Total
Firefighter:	
Pre-test	0
Post-test	4
Police Officer:	
Pre-test	22
Post-test	64
Others:	
Police Communication Technician:	
Pre-test	3
Post-test	8
Total	101

Dispositions			
Category	Granted	Denied	Total
Firefighter:			
Pre-test	0	0	0
Post-test	3	5	8
Police Officer:			
Pre-test	5	16	21
Post-test	23	57	80
Others:			
Police Communication Technician:			
Pre-test	1	2	3
Post-test	1	8	9
Total	33	88	121



2001 Selection Process Summary

Legend:

Examination Categories:

- OC Open Competitive
- PRO Promotional
- QNC Qualifying Noncompetitive
- SR Special Recruitment

EEO Categories:

- B Black
- F Female
- M Male
- O Other
- W White



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Account Clerk	OC	11/16/2001	224	M	16	19	1	9	7	1	3	3	0	3	6	0	1	3	0	2
				F	73	107	8	26	35	3	12	13	2	24	46	3	11	13	0	
Administrative Assistant	OC	11/16/2001	312	M	18	19	3	8	6	1	0	2	0	5	9	1	5	2	1	1
				F	112	151	9	22	23	4	14	16	0	45	97	4	31	15	1	
Automotive Mechanic (Heavy)	OC	5/12/2001	19	M	2	15	2	1	9	1	0	1	0	0	2	0	1	3	1	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Mechanic (Heavy)	OC	9/29/2001	36	M	8	27	1	1	7	0	1	5	0	4	12	1	2	3	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Mechanic (Light)	OC	5/12/2001	27	M	3	23	1	1	10	0	0	1	0	2	10	1	0	2	0	3
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Mechanic Supervisor II	OC	12/14/2001	29	M	3	26	0	1	1	0	0	4	0	1	15	0	1	6	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Parts Keeper	OC	4/21/2001	38	M	10	25	0	7	10	0	0	0	0	3	11	0	0	4	0	3
				F	0	2	1	0	0	0	0	0	1	0	2	0	0	0	0	
Cable Worker Supervisor I	OC	No Test	1	M	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	N/A
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cashier I	OC	4/18/2001	121	M	10	8	0	4	3	0	2	2	0	2	3	0	2	0	0	1
				F	55	46	2	19	11	1	9	5	0	18	25	0	9	5	1	
Cashier I	OC	11/16/2001	279	M	24	22	1	20	11	1	3	2	0	1	7	0	0	2	0	1
				F	103	120	9	54	58	3	13	17	3	20	35	2	16	10	1	
Clerk I	OC	5/2/2001	71	M	7	6	1	0	0	0	1	2	0	3	4	1	3	0	0	1
				F	37	17	3	0	0	0	14	4	2	18	11	1	5	2	0	
Clerk I	OC	11/2/2001	218	M	22	22	3	0	0	0	5	8	0	9	8	2	8	6	1	1
				F	82	82	7	0	0	0	27	28	0	40	41	4	15	13	3	
Clerk II	OC	11/2/2001	230	M	9	17	5	0	0	0	4	8	1	5	5	3	0	4	1	1
				F	99	92	8	0	0	0	23	27	0	49	54	5	27	11	3	
Clerk Specialist	OC	11/16/2001	360	N	18	18	3	9	4	2	1	4	0	3	7	1	5	3	0	2
				F	149	162	10	20	23	3	29	19	1	58	100	5	42	20	1	
Computer Operations Supervisor	OC	1/24/2001	24	M	5	12	1	3	7	1	0	1	0	2	1	0	0	3	0	2
				F	2	4	0	2	2	0	0	0	0	0	2	0	0	0	0	
Construction Inspector I (Civil)	OC	2/28/2001	40	M	11	22	4	5	5	1	1	1	0	3	16	3	2	0	0	2
				F	0	3	0	0	1	0	0	0	0	2	0	0	0	0	0	
Construction Inspector II (Civil)	OC	7/27/2001	7	M	1	6	0	0	0	0	0	1	0	0	4	0	1	1	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Construction Inspector II (Civil)	PRO	7/27/2001	5	M	1	4	0	0	1	0	1	0	0	0	2	0	0	1	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



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Criminalist I	OC	12/10/2001	39	M	1	8	2	1	4	1	0	0	0	0	3	1	0	1	0	1
				F	3	17	8	1	5	3	0	1	0	0	9	3	2	2	2	
Criminalist II	PRO	3/23/2001	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Customer Relations Manager	OC	5/14/2001	68	M	10	11	3	7	8	1	0	0	1	3	3	1	0	0	0	
				F	19	24	1	16	12	0	1	2	0	2	10	1	0	0	0	
Customer Service Representative I	OC	11/16/2001	335	M	26	21	2	7	5	0	4	7	0	5	7	2	10	2	0	
				F	139	138	9	18	13	2	37	33	2	47	73	4	37	19	1	
Customer Service Representative II	PRO	11/28/2001	33	M	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
				F	13	17	1	1	1	0	2	0	0	8	14	1	2	2	0	
Data Entry Operator	OC	11/2/2001	211	M	13	18	4	0	0	0	3	2	0	5	11	3	5	5	1	
				F	84	82	10	0	0	0	26	23	0	38	44	9	20	15	1	
Data Processing Operations Assistant	OC	11/2/2001	108	M	13	13	2	0	0	0	3	3	0	6	5	1	4	5	1	
				F	38	40	2	0	0	0	11	13	0	20	20	1	7	7	1	
Development Services Assistant	OC	11/16/2001	325	M	24	22	2	12	9	1	1	2	0	7	9	1	4	2	0	
				F	121	148	8	18	22	2	16	21	0	48	87	5	39	18	1	
Duplicating Machine Operator	OC	11/2/2001	110	M	20	19	3	0	0	0	3	4	0	9	10	2	8	5	1	
				F	31	35	2	0	0	0	7	9	1	16	20	1	8	6	0	
Electrical Engineering Associate I	OC	12/7/2001	5	M	0	3	0	0	0	0	0	1	0	0	0	0	0	2	0	
				F	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0	
Electronic System Technician	OC	1/12/2001	N/A	M	3	20	0	0	1	0	1	2	0	0	14	0	2	3	0	
				F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
Engineering Aide I	OC	6/11/2001	9	M	3	5	1	1	1	0	1	1	0	1	3	1	0	0	0	
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Equipment Operator I	QNC	6/6/2001	90	M	39	38	4	12	8	0	9	8	2	13	22	2	5	0	0	
				F	6	3	0	2	1	0	3	0	0	0	2	0	1	0	0	
Equipment Operator II	QNC	5/1/2001	79	M	29	42	4	10	10	1	6	3	0	10	27	1	3	2	2	
				F	3	1	0	3	1	0	0	0	0	0	0	0	0	0	0	
Excavator	QNC	6/26/2001	22	M	4	18	0	2	4	0	1	4	0	1	10	0	0	0	0	
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fingerprint Technician I	PRO	8/31/2001	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Fire Assistant Chief	PRO	1/12/2001	3	M	1	1	1	0	0	0	0	0	0	1	1	1	0	0	0	
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fire Assistant Chief	PRO	8/27/2001	1	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



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Fire Battalion Chief	PRO	12/14/2000	N/A	M	2	18	6	0	0	0	0	5	1	2	11	1	0	2	4	4
				F	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Fire Captain	PRO	4/4/2001	N/A	M	16	81	4	0	0	0	8	32	3	4	35	0	4	14	1	3
				F	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	
Fire Deputy Chief	PRO	12/14/2000	N/A	M	5	9	0	0	0	0	5	1	0	4	4	0	0	0	0	4
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fire Lieutenant	PRO	4/6/2001	N/A	M	50	276	44	0	0	0	15	94	23	5	85	7	30	97	14	3
				F	0	6	4	0	0	0	0	0	2	0	1	0	0	5	2	
Garage Attendant	OC	6/23/2001	141	M	48	42	6	2	1	0	9	5	2	24	29	3	13	7	1	2
				F	20	24	1	1	0	0	7	6	0	4	12	0	8	6	1	
Gardener	OC	5/10/2001	17	M	2	4	0	1	4	0	1	0	0	0	0	0	0	0	0	1
				F	2	9	0	2	3	0	0	0	0	0	3	0	0	3	0	
Health Education Program Planner	OC	1/17/2001	N/A	M	1	2	0	0	0	0	1	0	0	0	2	0	0	0	0	2
				F	6	15	0	5	5	0	0	2	0	1	6	0	0	2	0	
Human Resources Assistant	OC	11/16/2001	371	M	26	22	4	6	6	0	6	4	1	6	10	2	8	2	1	1
				F	149	156	14	5	8	1	37	36	3	63	85	6	44	27	4	
Income Tax Auditor I	OC	5/31/2001	32	M	1	13	2	0	2	2	1	2	0	0	7	0	0	2	0	2
				F	4	8	4	2	3	2	0	0	0	1	5	1	1	0	1	
Machinist	OC	12/19/2001	33	M	7	24	2	4	3	1	2	4	0	0	15	1	1	2	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mail Handler I	OC	8/1/2001	225	M	69	36	5	6	0	2	20	7	0	28	26	3	15	3	0	1
				F	56	59	0	1	1	0	9	24	0	30	29	0	16	5	0	
Medical Assistant	OC	10/10/2001	9	M	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
				F	4	3	0	2	0	0	0	1	0	1	2	0	1	0	0	
Medical Services Reimbursement Assistant	OC	11/16/2001	203	M	13	16	2	5	6	1	1	2	0	5	7	1	2	1	0	1
				F	79	89	4	13	13	3	10	11	0	32	60	1	24	5	0	
Messenger	OC	11/2/2001	158	M	27	26	5	2	3	1	2	5	0	13	11	3	10	7	1	1
				F	46	52	2	3	9	0	10	11	1	25	26	0	8	6	1	
Meter Reader	OC	7/3/2001	238	M	75	80	5	4	5	0	23	11	1	28	54	3	20	10	1	1
				F	53	23	2	3	1	0	17	4	0	17	13	2	16	5	0	
Micrographics Machine Operator	OC	11/2/2001	74	M	12	12	3	0	0	0	2	3	0	6	6	2	4	3	1	1
				F	18	27	2	0	0	0	3	8	0	10	15	2	5	4	0	
Nutrition Assistant	OC	7/25/2001	59	M	5	3	0	5	2	0	0	0	0	0	1	0	0	0	0	2
				F	34	15	2	18	8	1	3	2	1	9	3	0	4	2	0	
Office Manager	OC	3/14/2001	147	M	5	16	2	2	2	1	0	3	0	2	9	1	1	2	0	2
				F	50	69	5	6	1	1	11	17	1	19	43	3	14	8	0	



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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Parking Meter Collector I	OC	12/8/2000	N/A	M	32	38	7	2	2	1	12	8	1	8	21	4	10	7	1	1
				F	20	13	0	2	0	0	7	1	0	4	11	0	7	1	0	
Parking Meter Collector II	OC	5/17/2001	51	M	19	16	1	18	12	1	0	1	0	1	3	0	0	0	0	1
				F	7	7	1	7	7	1	0	0	0	0	0	0	0	0	0	0
Parking Regulations Attendant	OC	6/28/2001	155	M	48	48	6	30	19	2	1	5	0	12	22	2	5	2	2	2
				F	22	30	1	7	6	0	4	8	0	6	11	0	5	5	1	
Parks Maintenance Worker	PRO	9/7/2001	N/A	M	17	8	0	8	2	0	1	1	0	5	5	0	3	0	0	2
				F	2	1	0	1	0	0	0	0	0	0	0	0	1	1	0	
Payroll Clerk I	OC	11/2/2001	155	M	13	17	4	0	0	0	2	5	0	5	5	2	6	7	2	1
				F	53	63	5	0	0	0	15	20	0	28	33	3	10	10	2	
Payroll Clerk II	OC	11/16/2001	198	M	11	16	2	7	7	1	0	2	0	2	6	1	2	1	0	1
				F	64	99	6	17	23	3	13	11	0	21	59	2	13	6	1	
Payroll Specialist	OC	11/16/2001	166	M	11	10	1	4	3	0	0	1	0	3	6	1	4	0	0	1
				F	54	85	5	11	11	2	9	8	0	19	58	2	15	8	1	
Personnel Analyst II	PRO	10/26/2001	2	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Pipeline Locator	OC	5/8/2001	20	M	5	15	0	4	4	0	0	1	0	1	9	0	0	1	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Electrician	OC	5/8/2001	12	M	0	12	0	0	6	0	0	1	0	0	2	0	0	3	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Electrician	OC	7/13/2001	12	M	3	7	1	3	3	1	0	1	0	0	2	0	0	1	0	2
				F	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	
Plant Maintenance Mechanic	OC	11/28/2001	42	M	4	38	0	1	13	0	1	2	0	0	16	0	2	7	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Supervisor II	OC	3/23/2001	16	M	0	14	2	0	1	2	0	0	0	0	12	0	0	1	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Supervisor I	OC	8/10/2001	23	M	2	21	0	2	3	0	0	2	0	0	13	0	0	3	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Police Communications Technician	OC	2/22/2001	139	M	14	12	0	2	1	0	7	3	0	0	4	0	5	4	0	2
				F	40	70	3	1	6	1	19	29	1	8	22	0	12	13	1	
Police Communications Technician	OC	7/30/2001	390	M	42	71	2	5	5	0	22	27	0	2	20	1	13	19	1	1
				F	123	145	7	8	7	0	56	42	2	20	57	2	39	39	3	
Police Officer	OC	11/8/2000	N/A	M	129	524	54	28	36	6	57	243	28	18	164	10	26	81	10	3
				F	76	111	15	14	12	1	39	49	12	16	32	0	7	18	2	
Police Officer	OC	2/14/2001	N/A	M	48	227	25	6	24	2	26	102	13	5	60	5	11	41	5	3
				F	29	41	7	3	2	2	16	20	2	4	6	2	6	13	1	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Police Officer	OC	5/23/2001	78	M	30	8	28	2	0	2	12	7	13	5	0	1	11	1	12	3
				F	3	5	4	0	0	0	3	2	2	0	1	1	0	2	1	
Police Officer	OC	11/12/2001	1697	M	253	962	119	36	80	15	135	515	62	31	218	21	51	149	21	3
				F	159	181	23	17	7	3	93	101	13	24	54	3	25	19	4	
Police Records Technician	OC	11/2/2001	213	M	14	13	5	10	6	0	3	1	1	0	4	1	1	2	3	2
				F	74	98	9	7	7	0	16	27	2	27	46	2	24	18	5	
Police Sergeant	PRO	10/4/2001	369	M	35	227	53	0	1	1	27	118	50	8	84	1	15	24	1	4
				F	26	21	7	0	0	0	6	13	6	2	7	1	3	1	0	
Print Services Specialist		N/A	10	M	N/A			N/A			N/A			N/A			N/A			N/A
				F	N/A			N/A			N/A			N/A			N/A			
Procurement Specialist	OC	3/12/2001	53	M	5	21	2	2	4	0	0	0	0	1	15	1	2	2	1	1
				F	11	14	0	5	4	0	0	0	0	9	0	6	1	0		
Property Maintenance Inspection Trainee	OC	2/14/2001	323	M	110	137	8	6	0	0	26	13	1	41	101	7	37	23	0	1
				F	28	37	3	0	0	0	2	2	0	16	31	2	10	4	1	
Radio Dispatcher	OC	6/1/2001	157	M	23	29	4	13	12	1	3	2	1	3	14	2	4	1	0	2
				F	54	41	6	19	12	3	7	6	1	20	16	1	8	7	1	
Recreation Leader	QNC	Continuous	80	M	31	13	4	22	4	2	1	0	0	7	8	2	1	1	0	1
				F	17	12	3	12	3	1	0	0	0	3	9	2	2	0	0	
Refuse Collection Vehicle Operator (Automated)	OC	7/26/2001	134	M	86	23	6	20	4	2	6	0	0	48	18	3	12	1	1	2
				F	17	2	0	4	1	0	2	0	0	8	1	0	3	0	0	
Refuse Collector and Vehicle Operator (Manual)	OC	7/26/2001	121	M	78	21	5	18	3	1	5	0	0	43	17	3	12	1	1	2
				F	15	2	0	4	1	0	2	0	0	6	1	0	3	0	0	
Research Analyst Specialist	OC	1/18/2001	N/A	M	1	8	0	0	2	0	0	2	0	0	3	0	1	1	0	2
				F	1	8	0	1	2	0	0	1	0	0	5	0	0	0	0	
Secretary	OC	11/16/2001	119	M	3	5	0	3	4	0	0	1	0	0	0	0	0	0	0	3
				F	39	66	6	17	24	1	11	17	5	3	9	0	8	16	0	
Sewer Maintenance Supervisor I	OC	4/27/2001	16	M	8	7	1	2	3	1	1	0	0	3	0	0	2	4	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Maintenance Supervisor II	OC	4/18/2001	13	M	5	8	0	4	6	0	0	0	0	1	0	0	0	2	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Maintenance Supervisor II	OC	No Test	2	M	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	N/A
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Maintenance Supervisor II	OC	10/5/2001	11	M	3	8	0	2	5	0	1	0	0	0	3	0	0	0	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Maintenance Worker	OC	8/17/2001	80	M	41	35	4	28	21	3	5	0	0	3	13	0	5	1	1	1
				F	0	0	0	0	0	0	0	0	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			
Sewerage Charge Investigator	OC	12/14/2001	34	M	11	19	2	5	9	2	2	0	0	2	7	0	2	3	0	1		
				F	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	
Traffic Line Worker	OC	5/9/2001	10	M	2	8	0	0	5	0	0	0	0	0	0	1	2	0	1	1	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Line Worker Supervisor	OC	5/9/2001	10	M	1	9	0	1	1	0	0	0	0	0	5	0	0	3	0	1		
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Maintenance Supervisor I	OC	3/14/2001	18	M	3	13	2	1	2	1	0	1	0	1	7	1	1	3	0	1		
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Maintenance Supervisor II	OC	3/14/2001	9	M	1	6	2	0	0	1	0	1	0	0	4	1	1	1	0	2		
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Paint and Sign Worker	OC	8/10/2001	19	M	7	12	0	6	5	0	0	1	0	1	6	0	0	0	0	1		
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Typist Clerk	OC	11/2/2001	148	M	5	5	2	0	0	0	0	1	0	0	2	0	5	2	2	2		
				F	53	75	8	0	0	0	16	24	0	7	17	1	30	34	7	0	0	
Wastewater Chemist I	OC	6/20/2001	10	M	2	1	0	2	1	0	0	0	0	0	0	0	0	0	0	2		
				F	3	4	0	0	0	0	0	0	0	2	3	0	1	1	0	0	0	
Wastewater Plant Operator	OC	3/12/2001	37	M	12	22	1	9	14	1	1	0	0	1	8	0	1	0	0	1		
				F	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Wastewater Surveillance Technician I	OC	9/28/2001	55	M	14	37	1	6	9	1	2	6	0	3	16	0	3	6	0	1		
				F	1	2	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	
Wastewater Surveillance Technician II	OC	9/10/2001	12	M	7	4	0	3	2	0	2	1	0	2	1	0	0	0	0	1		
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Watcher	OC	6/23/2001	145	M	54	38	5	1	0	0	13	6	1	28	26	2	12	6	2	2		
				F	20	27	1	0	0	0	6	7	0	5	14	0	9	6	1	0	0	
Water Consumer Servicer	OC	7/2/2001	34	M	6	25	2	2	6	2	1	0	0	2	16	0	1	3	0	2		
				F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	
Water Maintenance Supervisor I	OC	7/27/2001	3	M	0	3	0	0	2	0	0	0	0	0	0	0	0	0	0	1		
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Water Maintenance Supervisor I	PRO	7/27/2001	4	M	2	2	0	1	1	0	0	0	0	1	1	0	0	0	0	1		
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Water Meter Reading Manager	OC	5/14/2001	12	M	1	8	1	1	7	1	0	0	0	0	1	0	0	0	0	1		
				F	0	2	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	
Water Meter Repairer/Tester II	OC	6/6/2001	13	M	6	7	0	4	4	0	2	0	0	0	3	0	0	0	0	1		
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Water Meter Repairer/Tester II	PRO	6/6/2001	2	M	0	2	0	0	1	0	0	0	0	1	0	0	0	0	0	1		
				F	0	0	0	0	0	0	0	0	0	0	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	
Water Metering Manager	OC	No Test	3	M	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	N/A
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Water Service Manager	OC	10/29/2001	9	M	2	5	1	1	3	1	0	1	0	1	1	0	0	0	0	1
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Water Service Manager	PRO	10/29/2001	1	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Welder	OC	10/24/2001	27	M	10	16	1	2	4	0	2	2	0	4	7	1	2	3	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Totals			10660					12664*			1978			3579			4735		2372	
																			Phase 1	56
O/C = Open Competitive			84																Phase 2	40
PRO = Promotional			16																Phase 3	9
QNC = Qualifying Noncompetitive			4																Phase 4	3
SR = Special Recruitment			0																	
Total Tests			111																Total Tests Completed	108

*Includes 2,014 applications processed in 2000 for 11 tests completed in 2001; does not include 10 applications for one test to be completed in 2002.