



**Municipal Civil Service Commission
Columbus, Ohio**

**2003
Annual Report**



Michael B. Coleman, Mayor

**Priscilla R. Tyson, President
Grady L. Pettigrew, Jr., Member
Mary Jo Hudson, 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 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.



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.



1984 – 2004

Twenty Years Of Change At The Columbus Civil Service Commission

Historical Background

In 1984, the City of Columbus had just over 6,000 full-time employees and the Civil Service Commission had 34 employees. The office had no computers. If someone was interested in city employment, the only way to learn of jobs was to visit City offices every two weeks to look at postings. Little competitive testing was being done, so most employees were hired on a provisional basis. This meant anyone who was minimally qualified could be hired. Even these minimal qualifications were not verified by the Commission staff, so formal education, for example, was subject to falsification by applicants. The competitive testing that was done was completed on a two-year cycle and the Rule of Three was used for all the resulting lists. This meant that even if 5 candidates had performed identically on a test, not all 5 could be considered for the job vacancy. The City's class plan was large, with over 700 classes. It was significantly out-of-date, in that the vast majority of job classes had not been reviewed or revised for years. The position control system had been made automated three years earlier but was never fully implemented. In the absence of a control system, there was ample opportunity for job misclassifications to occur throughout the City. Relations with the unions were rancorous. Disciplinary appeals were backlogged as much as two years.

The Transition

During the late 1980's, the Commission began to review its operations towards the goal of making the office functional again. By 1990, the office staff had grown to 47 with a budget of \$2.2 million dollars. Technology was introduced. Some testing that had previously taken weeks to grade was completed in days. Commission Rules were revised in their entirety to begin to address systemic problems which precluded the Commission from achieving its mission. These changes included the implementation of a trial board system to speed up the disciplinary appeal process. It also included the implementation of the preferred eligible list rule. This rule provided that when current employees were required to test to retain their jobs, they could keep their job so long as they passed the test. However, in 1990, one third of all classified employees were still provisional. The class plan was still significantly out-of-date. Much work was left to be done.

Two benchmarks became the primary measures of our progress – the percentage of employees who were hired provisionally and the percentage of job classes which were outdated. Figure 1 reflects the constant progress made in the last ten years. At the start of 1993, seventeen percent of all City employees were still provisional. Forty-two



percent of all job classes still had not been reviewed for more than ten years. Only 37% of them had been reviewed or revised within the last five years. During 1993, the Commission adopted an aggressive customer-oriented approach, acquired new technology and initiated a comprehensive strategic plan with the objective of reforming the civil service system. This effort resulted in a complete overhaul of the application process and a series of Charter amendments, the first of which passed in 1994. This amendment allowed the Commission to implement grade banding and to adopt more efficient ways to hire temporary employees. These changes, along with a new automated test management system, set the stage for the next phase of the reform which involved testing.

Competitive testing is the core concept of the merit system. Its importance is reflected by the fact that it is specifically referenced in the Ohio Constitution as the selection process of choice when filling appointments in the classified service. It is the competitive process that guarantees the public access to government jobs and curtails patronage appointments. It is the competitive testing process which helps ensure that the City is hiring the most qualified applicants and not those with only marginal qualifications. Beginning in 1995, the Commission made strategic changes to its testing procedures to make testing far more efficient than before. With the use of new computer software, the strategic procedural changes, and the Charter amendments which impacted the certification process, the Commission's competitive testing process was transformed. The Commission testing system began as a labor-intensive testing process that occurred once every two years. This process resulted in a list that then lasted for two years and from which all appointments were made using the highly restrictive Rule of Three. The Commission testing system evolved to a system in which tests could be given whenever there was a need to fill a vacancy. The resulting list lasts for two years but new applicants in the job market can be added to the list. This means highly qualified candidates can be repeatedly replenished at the top of the list. Candidates are selected from the list using bands which allow more flexibility so the test is not the exclusive hiring criteria. This system still requires new employees be chosen from among the most highly qualified candidates but provides a proper balance to match applicants to jobs.

The Commission in 2004

In 2004, the City of Columbus has nearly 8,000 full-time employees and the Civil Service Commission staff has 32. The office is highly dependent on technology. All the information potential applicants need is available on the Commission's website, 24 hours a day, 7 days a week. Applicants can apply on-line for all City jobs and if applications are not being accepted, they can file on-line to be notified when the jobs they want become available. Competitive testing is being done on an as-needed basis for nearly all the competitive job classes. Bands are being used to give hiring managers



the degree of flexibility they need to hire good employees. There is virtually no provisional hiring being done. In fact, the number of full-time provisional employees working for the City has plummeted from a high of 2,240 to 15. The City's class plan has been reduced in size to 620 job classes and is 100% up-to-date. An electronic position control system is in place which works to ensure employees are properly classified. Relations with the unions are cordial and regular meetings are held that help retain a cooperative spirit. Disciplinary appeals are no longer backlogged.

In 1990, the Commission spent \$2.2 million dollars; fourteen years later, its budget for 2004 is \$2.6 million. Its current staffing of 32 is two fewer than its staff of 20 years ago.

Figure 1.
Ten Year History
Provisional Count and Classification Plan

	Civil Service Commission Budget	# Full-time Commission Employees	# Full-time City Employees	# Full-time Provisional Employees	Percent Provisional Employees	Total # Job Classifications	# Classifications Out of Date (Over 5 Years Since Last Review)	Percent Classifications Out of Date
1993	\$2,231,742	45	6794	983	14%	684	455	67%
1994	\$2,332,210	43	6911	409	6%	643	397	62%
1995	\$2,523,299	46	7145	348	5%	636	338	53%
1996	\$2,857,804	44	7435	222	3%	622	267	43%
1997	\$2,859,676	47	7615	192	3%	608	217	36%
1998	\$2,903,086	47	7807	115	1%	597	178	30%
1999	\$3,214,259	47	8363	102	1%	615	147	24%
2000	\$3,243,139	45	8352	100	1%	613	98	16%
2001	\$3,239,912	44	7938	73	1%	609	114	19%
2002	\$2,965,793	46	7844	37	0%	617	46	7%
2003	\$2,743,612	35	7512	16	0%	620	0	0%



2003 Report To Columbus City Council

The Columbus Covenant identifies peak performance as one of its seven goals. The Civil Service Commission plays an integral role in helping the City achieve the peak performance goal for its 8,000+ employees. City employees serve the public in a wide variety of jobs, such as sewer maintenance workers, police officers, recreation leaders, tree trimmers and water meter readers. Other City employees work in jobs that are less visible but provide important services, like customer service representatives and 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 workforce, 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, its mission is to provide a quality workforce while being responsive to the needs of the operating agencies. To do this successfully requires a customer service orientation. As it relates to the testing system, the Commission has implemented convenient policies that allow both the operating agencies and applicants more flexibility. These testing policies are possible due to the Commission's two testing centers, the downtown center located at the Commission offices and the large-scale testing center located in the City's Piedmont facility.

In years past, the common practice was to give a test for a job once every two years. Once on an eligibility list, applicants might then wait up to two years before being interviewed for a vacancy. The current practice for most jobs 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 City'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. A potential applicant can indicate an interest in a particular job and when the City is taking applications for that job, the applicant receives a notification to apply. During 2003, 74 percent of those using this service filed their information using the Internet. The Commission website also provides potential applicants comprehensive access to City of Columbus job information, including current vacancies, job descriptions, qualification requirements and salary information. During 2003, the Commission received over 7,500 job interest forms that triggered the mailing of nearly 5,000 notices of job vacancies or testing opportunities to potential applicants. More than 3,600 applications for vacant City jobs were filed with the Commission during the year.

Testing Results

During 2003, tests were completed for 69 competitive classes, including 14 promotional exams. For positions filled on a noncompetitive basis, in addition to conducting qualification reviews, the Commission administered 5 qualifying exams. A total of 329 noncompetitive certification lists were issued with 464 names being certified for 448 openings.

At the end of 2003, less than 1 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 16 in 2003, a 99 percent reduction.

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 the 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 City agencies.

During 2003, the Commission took action on 120 job classifications, including 73 revisions, 21 creations, 7 abolishments, and 19 reviewed with no change. These efforts bring the



total number of classes in the City's class plan to 620. Further, 100 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 2003, the staff completed 9 job audits. Five of the audits resulted in no job class change; 1 resulted in a lateral reallocation and 3 resulted in upward reallocations or had work of a lower class reassigned.

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 compliance. During 2003, the Commission processed an average of 964 transactions per month before the payroll was certified as correct and paychecks issued.

Over the course of the year, the City hired 676 new employees, 321 in full-time and 355 in part-time positions. A total of 262 City employees received upgrades or promotions during the year. Employee separations totaled 760, which included 499 resignations and 178 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 2,800 employees in the classified service of the Columbus Board of Education. As of December, there were 175 job classes in the Columbus Public Schools class plan. During the course of the year, the Commission approved recommendations for revisions to 8 classification specifications. Additionally, the classified personnel department of the School Board conducted 173 test administrations including 148 entrance and 25 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 2003, 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 2003, the full Commission held 15 public meetings, including 12 regular meetings and 3 special meetings. Additionally, 1 Commissioner and 2 Civil Service staff members held 8 trial board sessions to hear disciplinary appeals. On 2 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 22 disciplinary appeals and 21 non-disciplinary appeals were filed during the year. The Commission ruled on 24 disciplinary and 23 non-disciplinary appeals. Additionally during the year applicants removed from eligibility lists as a result of background checks filed 68 new requests for administrative reviews. The Commission ruled on 67 administrative reviews, reinstating 18 applicants and denying 49 requests.

Civil Service Commissioners:

Priscilla R. Tyson, President

(Reappointed 1998, term expires 2004.)

Grady L. Pettigrew, III, Member

(Appointed 2000, term expires 2006.)

Mary Jo Hudson, Member

(Appointed February 4, 2003, term expires February 1, 2008.)



Expenditure Comparison 2002-2003

Appendix A

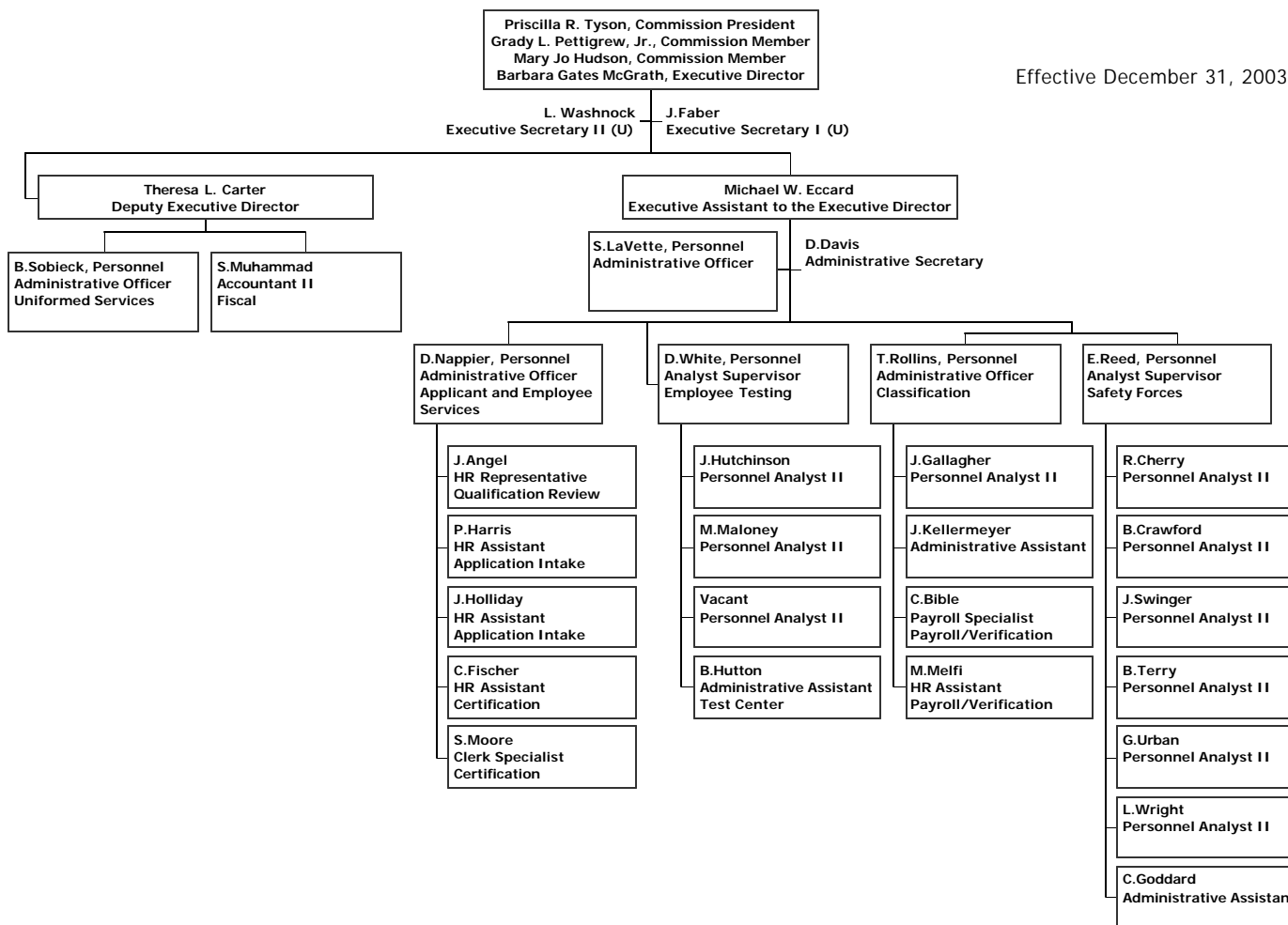
Expenditures by Object Level One and OCA		2002	2003
Object Level 01 - Personnel			
270108	Administration	\$493,871	\$1,375,362
270165	Classification & Testing-Sworn Employees	1,026,293	505,574
270181	Classification & Testing-Civilian Employees	759,378	507,631
270157	Information Systems	450,609	42,872
	Total	\$2,730,151	\$2,431,439
Object Level 02 - Office Materials & Supplies			
270108	Administration	\$9,907	\$9,308
270165	Classification & Testing-Sworn Employees	8,672	4,179
270181	Classification & Testing-Civilian Employees	88	0
270157	Information Systems	4,609	0
	Total	\$23,276	\$13,487
Object Level 03 - Services & Maintenance			
270108	Administration	\$73,766	\$71,613
270165	Classification & Testing-Sworn Employees	138,258	52,480
270181	Classification & Testing-Civilian Employees	207	13
270157	Information Systems	135	0
	Total	\$212,366	\$124,106
Object Level 05 - Other Expenditures			
270108	Administration	\$0	\$0
270165	Classification & Testing-Sworn Employees	0	1,212
270181	Classification & Testing-Civilian Employees	0	0
270157	Information Systems	0	0
	Total	\$0	\$1,212
Object Level 06 - Furniture & Equipment			
270108	Administration	\$0	\$0
270165	Classification & Testing-Sworn Employees	0	0
270181	Classification & Testing-Civilian Employees	0	0
270157	Information Systems	0	0
	Total	\$0	\$0
	Total Expenditures	\$2,965,793	\$2,570,244
Summary – Expenditures by Unit			
	Administration	\$577,544	\$1,456,283
	Classification & Testing-Sworn Employees	1,173,223	563,446
	Classification & Testing-Civilian Employees	759,673	507,643
	Information Systems	455,353	42,872
	Total Expenditures	\$2,965,793	\$2,570,244



Civil Service Commission – Table of Organization

Appendix B

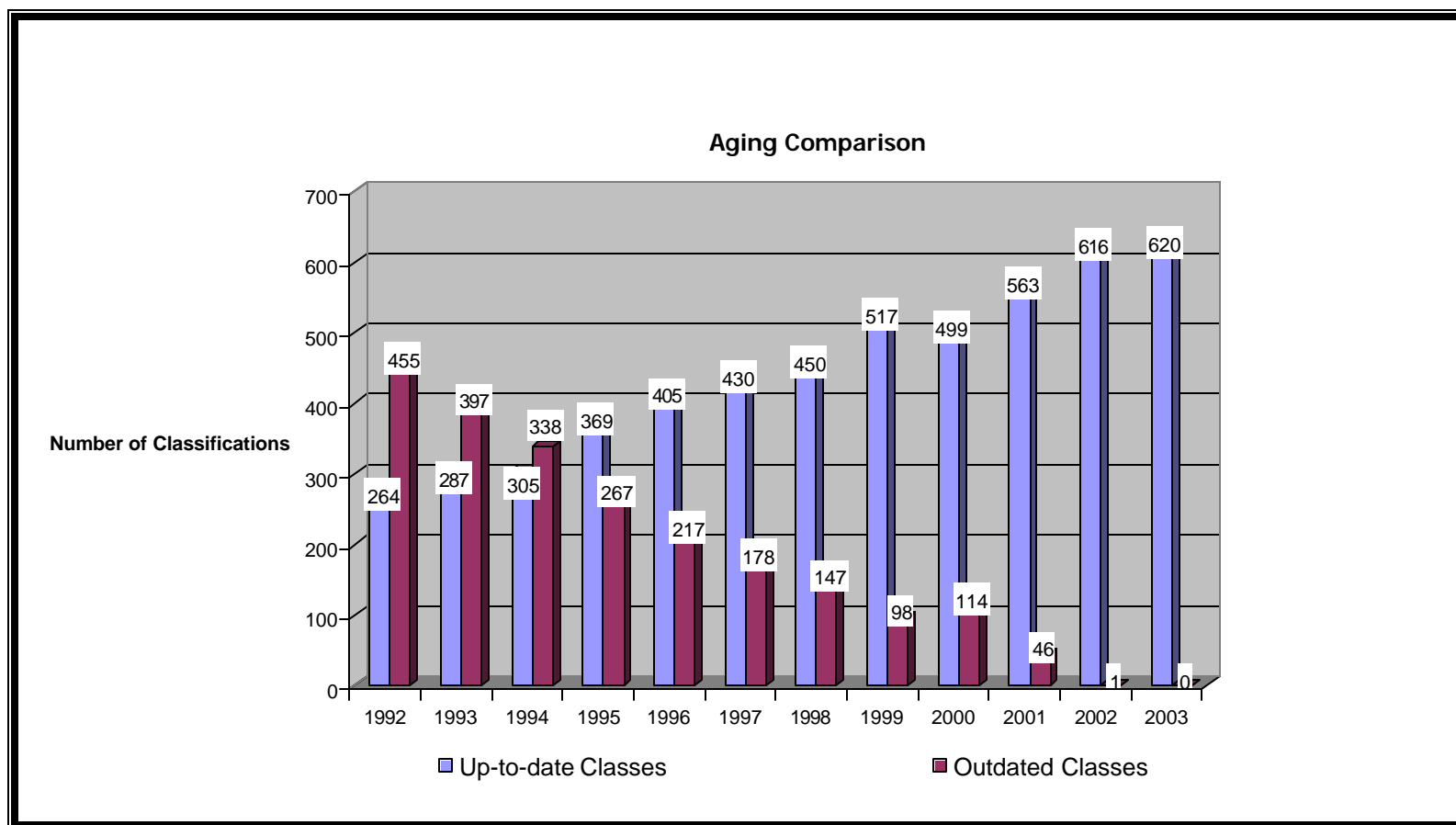
Effective December 31, 2003





2003 Class Plan Status Report

Appendix C





2003 Classification Actions

Appendix D

<u>New Classifications</u>	<u>Class Code</u>
Citywide Web Coordinator	0527
Criminalist III	1913
Deputy Chief of Staff (U)	0109
Fire Protection Plans Reviewer	1120
Mail Clerk	0411
Nature Programs Administrative Manager	3155
Nature Programs Developer	3154
Network Administrator	0522
Network Analyst	0521
Network Engineer	0523
Network Technician	0520
Office Assistant I	0407
Office Assistant II	0408
Office Assistant III	0409
Office Support Clerk	0406
Parks Management Coordinator	3780
Payroll/Account Clerk	0414
Senior Systems Administrator	0563
Systems Administrator	0562
Telecommunications Specialist I	0609
Telecommunications Specialist II	0610

<u>Classifications Revised/Retitled</u>	<u>Class Code</u>
Alcohol & Drug Abuse Prevention Coordinator	1561
Aquatics Supervisor	3184
Assistant Chief Building Official	0176
Boiler Operator	3855
Building Plan Examiner I	1115
Building Plan Examiner II	1116
Business Manager	1252
Cable Broadcast Assistant	3126
Cable Broadcast Manager	0269
Cable Broadcast Production Technician	3127
Cashier I	1295
Chief Building Official	0177
Chief Zoning Official	0199
Community Relations Coordinator	0796
Community Relations Representative	0798



Crime Laboratory Manager	1915
Criminalist I	1911
Criminalist II	1912
Database Administrator	0572
Department Deputy Director (U)	0051
Desktop Support Technician	0552
Development Project Coordinator (Urban Renewal)	2027
Electrical Inspector I	1782
Electrical Inspector II	1783
Electricity Consumer Servicer	3305
Executive Assistant to the Mayor (U)	0110
Fire Battalion Chief	3087
Fire Chief	3089
Fire Deputy Chief	3085
Geographic Information System (GIS) Technician	0545
Golf Courses Division Administrator	0300
Human Resources Generalist	0855
Human Resources Representative	0854
Mail Handler II	0937
Medical Laboratory Manager	1961
Medical Technologist	1952
Medical Technologist Supervisor	1959
Nature Programs Administrative Manager	3155
Nature Programs Developer	3154
Parking Violations Bureau Administrator (Violations Clerk)	0240
Parking Violations Bureau Assistant Administrator	0239
Parks Planning & Maintenance Coordinator	1204
Plumbing Inspector I	1775
Plumbing Inspector II	1776
Police Officer	3064
Police Records Technician	0455
Police Sergeant	3066
Pretreatment Program Manager	1932
Public Health Physician	1704
Public Health Quality Assurance Coordinator	1747
Public Health Sanitarian Aide	1828
Public Health Sanitarian I	1832
Public Health Sanitarian II	1833
Public Health Sanitarian III	1844
Public Health Sanitarian IV	1845
Public Health Sanitarian-in-Training	1831
Public Health Veterinarian	3242



Refrigeration and HVAC Inspector I	1815
Refrigeration and HVAC Inspector II	1816
Senior Executive Assistant (U)	0063
Sewerage & Drainage Division Administrator	0165
Social Worker	1767
Street Cleaning & Maintenance Supervisor	3989
Street Maintenance Assistant Manager	3991
Street Maintenance Manager	3990
Technical Support Analyst	0553
Wastewater Treatment Residuals Manager	1157
Water Distribution Assistant Manager	4046
Water Distribution Manager	4047
Water Distribution Operator I	3864
Water Distribution Operator II	3864
Water Division Administrator	0146
Water Maintenance Manager	4052

Classifications Abolished

Class Code

Citizen Member, Board of Examiners, Motion Picture Projectionists (U)	0018
Citizen Member, Boxing & Wrestling Commission (U)	0024
Citizen Member, Examining Board of Steam & Hot Water Contractors (U)	0029
Clerk, Boxing & Wrestling Commission (U)	0034
Legal Investigator I (U)	1994
Legal Investigator II (U)	1995
Legal Investigator III (U)	1996

AFSCME Classifications Merged into Other Classes

Class Code

None

Classifications with Hiring Moratoriums

Class Code

None

Classifications Reviewed with No Changes

Class Code

Cable Broadcast Writer/Producer	3128
City Clerk (U)	0150
Deputy City Clerk (U)	0151
Deputy Director (Chief Negotiator) (U)	0122
Development Project Assistant (Audio/Visual Communications)	2030
Energy Programs Coordinator	0756
Fire Captain	3088
Fire Lieutenant	3091
Human Resources Director (U)	0130



Income Tax Division Administrator	0224
Income Tax Assistant Administrator	0225
Information Systems Analyst	0548
Legal Secretary II	0519
Legislative Analyst (U)	0836
Medical Services Reimbursement Specialist	0815
Physician Extender I	1677
Plant Operation and Maintenance Coordinator	1162
Senior Legislative Analyst (U)	0839
Street Maintenance Supervisor	3997

Summary

New Classifications	21
Revised/Retitled Classifications	73
Abolished Classifications	7
AFSCME Classes Merged into Other Classes	0
Hiring Moratoriums	0
Review/No Change	19
Total	<u>120</u>



2003 Job Audit Results

Appendix E

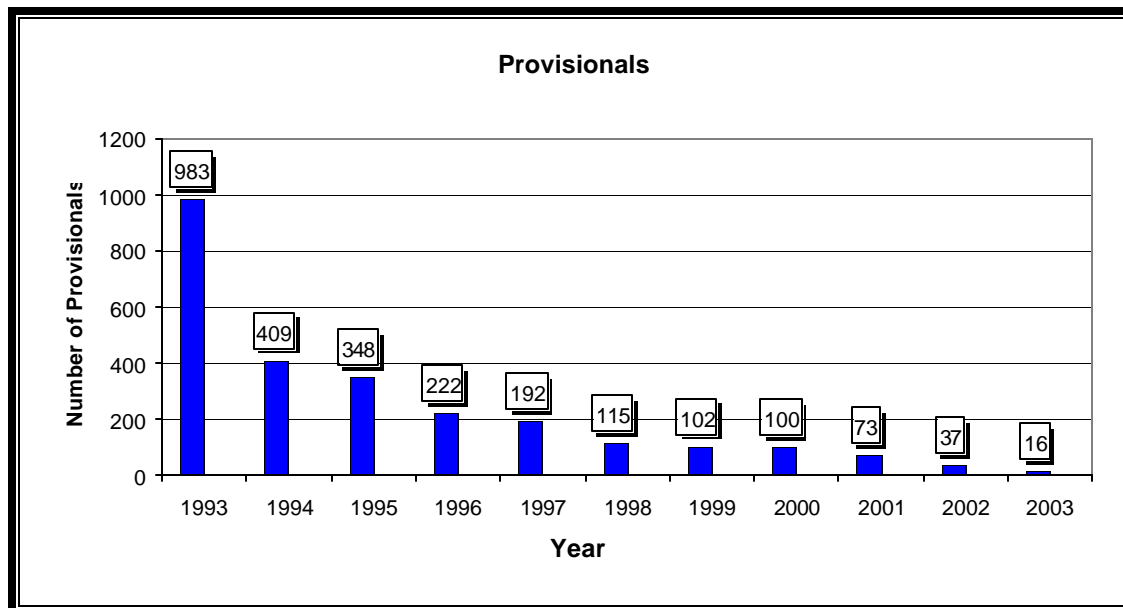
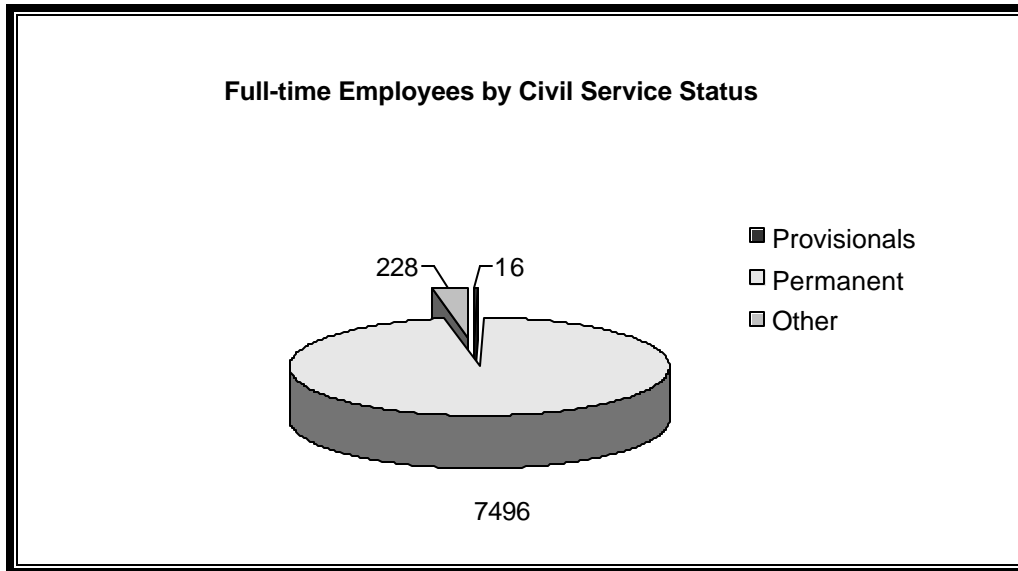
<u>Class Title</u>	<u>Department</u>	<u># Of Positions</u>	<u>Result</u>
Clerk II	Recreation & Parks	2	Upward Allocation
Electronic System Technician	Public Utilities	1	Rescinded
Equipment Operator I	Public Service	1	Lateral Allocation
Human Resources Assistant	Public Utilities	1	Upward Allocation
Plant Maintenance Manager	Public Utilities	1	Properly Allocated
Police Officer	Public Safety	1	Rescinded
Sewer Service Worker (Emergency)	Public Utilities	1	Rescinded
Water Distribution Operator II	Public Utilities	2	Properly Allocated
Water Service Technician II	Public Utilities	2	Properly Allocated

Summary:

No Change	5
Upward Reallocation	3
Rescinded	3
Lateral Reallocation	1
Downward Reallocation	<u>0</u>
Total	12

2003 Testing Status Report

Appendix F





2003 Examination Summary

Appendix G

<u>Examination</u>	<u>Number Examinations Completed</u>	<u>Number Applications Filed</u>	<u>Number Applications Rejected</u>	<u>Number Applicants Failed to Appear For Exam</u>	<u>Number Applicants Passed</u>	<u>Number Applicants Failed</u>
OPEN COMPETITIVE:						
Nonuniformed	53	5791	1489	765	2469	1068
Uniformed	2	4904	406	3288	454	756
Total	55	10695	1895	4053	2923	1824
PROMOTIONAL:						
Nonuniformed	9	104	23	6	61	14
Uniformed	5	744	2	289	282	171
Total	14	848	25	295	343	185
NONCOMPETITIVE:						
Qualifying	5	197	40	31	107	19
TOTAL	74	11740	1960	4379	3373	2028
SPECIAL RECRUITMENT	52	67	0	4	56	7
TOTAL ALL EXAMS	126	11807*	1960	4383	3429	2035

*Includes 3,252 applications for five tests that were started in 2002.



2003 Certifications and Appointments Report

Appendix H

	CERTIFIED*							TOTAL	APPOINTED*							TOTAL
	BLACK MALE	WHITE MALE	OTHER MALE	BLACK FEMALE	WHITE FEMALE	OTHER FEMALE	BLACK MALE		WHITE MALE	OTHER MALE	BLACK FEMALE	WHITE FEMALE	OTHER FEMALE			
JANUARY	40	86	6	49	84	9	274	7	30	2	1	20	0	60		
FEBRUARY	48	127	8	39	98	5	325	13	31	2	2	8	0	56		
MARCH	55	196	20	62	121	17	471	12	30	2	5	8	1	58		
APRIL	58	193	14	55	123	8	451	4	34	0	6	10	0	54		
MAY	108	230	22	150	243	19	772	26	31	1	14	28	0	100		
JUNE	67	171	11	29	27	1	306	31	35	0	27	20	1	114		
JULY	59	178	19	74	134	11	475	18	27	0	5	11	1	62		
AUGUST	41	172	13	13	37	1	277	10	24	0	3	9	1	47		
SEPTEMBER	20	114	8	70	104	13	329	4	16	1	8	10	2	41		
OCTOBER	44	121	15	20	44	4	248	5	19	1	2	11	1	39		
NOVEMBER	9	41	5	3	7	0	65	1	7	0	2	4	0	14		
DECEMBER	24	134	3	32	81	0	274	2	3	0	1	0	0	6		
TOTAL	573	1763	144	596	1103	88	4267	133	287	9	76	139	7	651		

*These figures include all competitive, noncompetitive and qualifying noncompetitive certifications issued in 2002 or 2003 and filled in 2003.



2003 Employee Appointment/Separation Summary

Appendix I

Employee Appointments			
Type of Appointment	Full-time	Part-time	Total
New City Employees	321	355	676
Employee Upgrades and Promotions	228	34	262
Transfers (to a like class between City departments and divisions)	40	4	44
Transfers (to a different class between City departments and divisions)	32	0	32
Voluntary Demotions	19	1	20
Involuntary Demotions	1	0	1
Total	641	394	1035

Employee Separations			
Type Of Separation	Full-time	Part-time	Total
Retirement	178	0	178
Resignation	197	302	499
Layoff	26	2	28
Probationary Termination	10	7	17
Discharge	16	0	16
Deceased	16	6	22
Total	443	317	760



2003 Commission Docket Summary

Appendix J

Filings			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Suspensions	1	4	5
Demotions	0	1	1
Discharges	1	15	16
Miscellaneous	0	0	0
Subtotal	2	20	22
Nondisciplinary Appeals	15	6	21
Total	17	26	43

Dispositions			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Full Commission Disciplinary Hearings	2	0	2
Trial Board Hearings	0	8	8
Other	3	11	14
Subtotal	5	19	24
Nondisciplinary Appeals	16	7	23
Total	21	26	47



2003 Commission Decisions

Appendix K

Trial Board Hearings

1. Bus Driver, Columbus Public Schools, appealed a discharge. The Trial Board hearing was convened January 13, 2003, at which time the parties informed the Commission that they had reached a settlement agreement and requested to withdraw the appeal. On January 27, 2003, the Commission accepted the withdrawal of the appeal.
2. Head Custodian II, Columbus Public Schools, appealed a discharge. The Trial Board hearing was convened January 16, 2003. Before the hearing could be concluded, the parties informed the Commission that they had reached a settlement agreement and requested to withdraw the appeal. On February 24, 2003, the Commission accepted the withdrawal of the appeal.
3. Head Custodian II, Columbus Public Schools, appealed a 5-day suspension. The Trial Board hearing was held February 10, 2003. The Trial Board recommended that the Commission affirm the action of the appointing authority. On February 24, 2003, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
4. Intervention Aide, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held April 1, 2003, and continued on April 10, 2003. The Trial Board recommended that the Commission affirm the action of the appointing authority. On April 28, 2003, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
5. Fire Safety Equipment Worker, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held July 14, 2003, and continued on August 26, 2003. The Trial Board recommended that the Commission affirm the action of the appointing authority. On September 29, 2003, 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 discharge. The Trial Board hearing was held June 9, 2003. The Trial Board recommended that the Commission modify the action of the appointing authority to a 10-day suspension. On August 25, 2003, the Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.
7. Bus Driver, Columbus Public Schools, appealed a discharge. The Trial Board hearing was convened on November 3, 2003, but the appellant failed to appear for the hearing. The Trial Board recommended that the Commission dismiss the appeal. On November 24, 2003, the Commission adopted the recommendation of the Trial Board and dismissed the appeal.



8. Custodian II, Columbus Public Schools, appealed a 5-day suspension. The Trial Board hearing was convened on November 10, 2003, but the appellant failed to appear for the hearing. The Trial Board recommended that the Commission dismiss the appeal. On November 24, 2003, the Commission adopted the recommendation of the Trial Board and dismissed the appeal.

Commission Hearings

1. Police Officer, Department of Public Safety, Division of Police, appealed a 30-hour suspension. The Commission Hearing was held on October 28, 2002 and continued on April 21, 2003, and the Commission modified the action of the appointing authority to a 20-hour suspension.
2. Police Officer, Department of Public Safety, Division of Police, appealed a 240-hour suspension. The Commission Hearing was held on June 30, 2003 and continued on September 29, 2003, and the action of the appointing authority was disaffirmed.

Residency Hearings

1. Firefighter, Department of Public Safety, Division of Fire, reported an address that did not appear to meet the residency requirement. The hearing was held on January 30, 2003, and the Hearing Officer recommended that the employee be found in compliance. On February 24, 2003, the Commission adopted the recommendation of the hearing officer.



Investigative Hearings

1. 2002 Fire Battalion Chief and Fire Deputy Chief promotional examinations. This investigative hearing commenced as a result of a settlement agreement between the International Association of Fire Fighters (IAFF) and the Civil Service Commission. On December 3, 2002, the IAFF prepared a complaint and presented it to the Commission. The complaint alleged that the Commission had failed to modify the Subject Matter Expert (SME) security agreement in accordance with the test plan agreed to by the CIFA committee. The complaint also alleged that the Commission failed to instruct the SMEs in accordance with the language that should have been included in the SME agreement, and that SMEs selected for the Fire Battalion Chief and the Fire Deputy Chief promotional exams were participating in study groups and/or tutoring candidates preparing for their examinations. As part of the settlement agreement, all of the SMEs were required to sign a new SME agreement that included the language agreed to as part of the test plan. The Commission also agreed to conduct an investigation to determine whether any of the SMEs compromised or violated test security.

The investigative hearing was convened on January 7, 2003 and continued on January 30, 2003. The investigation did not uncover any facts to support allegations of a breach of test security, and the hearing officer recommended that the investigation be terminated for lack of evidence. On February 12, 2003, the Commission adopted the recommendation of the hearing officer and terminated the investigation.



2003 Commission Decisions on Background Administrative Reviews

Appendix L

Filings	
Category	Total
Firefighter:	
Pre-test	0
Post-test	26
Police Officer:	
Pre-test	6
Post-test	28
Others:	
Police Communication Technician:	
Pre-test	0
Post-test	5
Income Tax Auditor:	
Pre-test	0
Post-test	1
Sewer Maintenance Worker	
Pre-test	0
Post-test	2
Total	68

Dispositions			
Category	Granted	Denied	Total
Firefighter:			
Pre-test	0	0	0
Post-test	6	21	27
Police Officer:			
Pre-test	0	6	6
Post-test	9	16	25
Others:			
Police Communication Technician:			
Pre-test	0	0	0
Post-test	3	3	6
Income Tax Auditor:			
Pre-test	0	0	0
Post-test	0	1	1
Sewer Maintenance Worker:			
Pre-test	0	0	0
Post-test	0	2	2
Total	18	49	67



2003 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
Account Clerk	OC	11/7/2003	212	M	10	15	1	3	7	1	3	0	0	2	5	0	2	3	0	2
				F	76	98	12	37	35	9	6	9	1	18	42	1	15	12	1	
Administrative Assistant	OC	11/7/2003	259	M	10	20	1	6	12	1	0	3	0	3	4	0	1	1	0	1
				F	119	98	11	65	44	8	5	12	1	27	32	2	22	10	0	
Automotive Mechanic (Heavy)	OC	3/29/2003	50	M	9	40	1	1	7	0	1	9	0	4	17	1	3	7	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Mechanic (Light)	OC	5/17/2003	31	M	4	27	0	2	4	0	0	2	0	2	14	0	0	7	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Parks Keeper	OC	7/30/2003	64	M	21	39	1	14	21	0	2	1	0	0	15	0	5	2	1	1
				F	1	2	0	1	0	0	0	0	0	0	1	0	0	1	0	
Automotive Tire Repairer	OC	8/9/2003	34	M	12	22	0	9	10	0	3	4	0	0	6	0	0	2	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Building Maintenance Supervisor I	PRO	10/21/2003	17	M	4	12	1	1	3	0	0	1	0	2	6	1	1	2	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Building Plan Examiner I	OC	11/20/2003	23	M	4	13	2	3	8	1	0	1	0	0	4	0	1	0	1	2
				F	1	3	0	1	1	0	0	0	0	0	2	0	0	0	0	
Cable Broadcast Assistant	OC	6/27/2003	18	M	2	8	2	0	2	2	0	0	0	0	6	0	2	0	0	1
				F	4	1	1	1	0	1	0	0	0	3	1	0	0	0	0	
Cable Broadcast Production Trainee	OC	7/11/2003	38	M	7	18	3	2	5	1	1	0	0	0	12	2	4	1	0	1
				F	2	7	1	0	3	1	0	0	0	0	3	0	2	1	0	
Cashier I	OC	11/7/2003	296	M	15	23	1	6	8	1	5	1	0	3	12	0	1	2	0	1
				F	124	119	14	46	42	9	10	16	1	36	52	2	32	9	2	
Cashier II	OC	3/14/2003	57	M	4	4	3	4	1	0	0	1	0	0	2	2	0	0	1	1
				F	23	21	2	9	8	1	3	7	0	6	5	1	5	1	0	
Clerk I	OC	10/17/2003	207	M	18	23	2	0	0	0	2	5	1	10	13	1	6	5	0	1
				F	94	64	6	0	0	0	21	15	2	52	36	3	21	13	1	
Clerk II	OC	10/17/2003	213	M	12	23	2	0	0	0	2	3	1	8	15	1	2	5	0	1
				F	94	74	8	0	0	0	22	15	1	55	46	5	17	13	2	
Clerk Specialist	OC	11/7/2003	339	M	13	22	1	5	6	1	2	1	0	3	11	0	3	4	0	2
				F	153	136	14	26	15	1	15	21	2	63	76	8	49	24	3	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
Construction Inspector (I) Civil	OC	5/22/2003	59	M	17	38	2	11	12	1	1	8	0	4	15	0	1	3	1	1
				F	0	1	1	0	0	0	0	0	0	0	1	0	0	0	1	
Criminalist I	OC	3/28/2003	75	M	3	24	1	1	13	1	0	0	0	1	9	0	1	2	0	1
				F	7	37	3	6	14	3	0	0	0	1	21	0	0	2	0	
Customer Service Representative I	OC	11/7/2003	317	M	16	23	2	8	7	2	5	1	0	1	11	0	2	4	0	2
				F	144	118	14	37	21	3	18	17	4	53	66	5	36	14	2	
Data Entry Operator	OC	10/17/2003	161	M	10	15	2	0	0	0	2	2	1	5	11	1	3	2	0	2
				F	67	59	8	0	0	0	14	15	1	40	36	5	13	8	2	
Desktop Support Technician	QNC	11/18/2003	54	M	8	25	2	4	7	1	1	3	0	1	15	1	2	0	0	1
				F	11	7	1	5	4	0	2	0	0	0	2	0	4	1	1	
Development Services Assistant	OC	11/7/2003	300	M	11	23	1	3	9	1	2	0	0	3	10	0	3	4	0	1
				F	130	123	12	36	20	5	10	18	2	49	63	4	35	22	1	
D/P Operations Assistant	OC	10/17/2003	122	M	10	16	1	0	0	0	2	4	0	7	11	1	1	1	0	1
				F	48	44	3	0	0	0	8	10	0	32	28	3	8	6	0	
Drafter/CAD Operator	OC	4/11/2003	35	M	7	19	2	2	4	0	0	1	0	3	12	1	2	2	1	2
				F	0	5	2	0	1	0	0	0	1	0	3	1	0	1	0	
Electric System Technician	OC	1/31/2003	53	M	14	34	4	3	6	0	1	5	1	6	17	3	4	6	0	1
				F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
Electricity Consumer Servicer	OC	1/31/2003	21	M	5	14	2	1	9	0	0	1	0	2	2	2	2	2	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Equipment Operator I	QNC	6/12/2003	49	M	19	27	0	4	4	0	3	7	0	11	16	0	1	0	0	1
				F	3	0	0	1	0	0	0	0	0	2	0	0	0	0	0	
Equipment Operator II	QNC	5/14/2003	46	M	12	31	2	4	1	0	2	7	0	4	21	2	2	2	0	1
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Equipment Operator II	QNC	12/18/2003	22	M	2	16	4	0	0	0	1	2	2	1	11	2	0	3	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Excavator	QNC	6/26/2003	26	M	7	19	0	3	1	0	0	1	0	2	16	0	2	1	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Gardener Supervisor	PRO	5/13/2003	6	M	1	2	0	0	0	0	0	0	0	0	2	0	1	0	0	2
				F	0	2	1	0	0	0	0	0	0	0	2	1	0	0	0	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
Fire Battalion Chief	PRO	12/12/2002	N/A	M	1	11	6	0	0	0	0	5	2	0	4	3	1	2	1	4
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fire Captain	PRO	4/9/2003	N/A	M	17	74	8	0	0	0	6	28	3	3	36	3	8	10	2	4
				F	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Fire Deputy Chief	PRO	12/12/2002	N/A	M	0	4	2	0	0	0	0	0	0	0	4	2	0	0	0	4
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fire Lieutenant	PRO	4/11/2003	N/A	M	58	312	58	0	1	0	26	106	31	11	125	15	21	80	12	4
				F	0	7	0	0	0	0	0	3	0	0	2	0	0	2	0	
Help Desk Representative	OC	9/30/2003	39	M	4	17	0	3	7	0	0	2	0	0	0	0	1	8	0	1
				F	11	6	1	8	2	1	0	2	0	3	2	0	0	0	0	
Human Resources Assistant	OC	11/7/2003	325	M	13	26	2	4	3	1	3	5	1	2	12	0	4	6	0	1
				F	154	115	15	10	6	1	19	23	2	73	67	9	52	19	3	
Income Tax Auditor	OC	8/20/2003	41	M	1	16	1	0	2	0	0	1	0	0	11	1	1	2	0	1
				F	8	15	0	5	9	0	0	0	0	3	5	0	0	1	0	
Inventory Control & Property Manager	OC	1/28/2003	42	M	9	23	3	8	8	1	0	0	0	1	15	2	0	0	0	1
				F	2	4	1	2	0	1	0	0	0	0	4	0	0	0	0	
Medical Services Reimbursement Specialist	OC	11/7/2003	213	M	10	19	1	3	9	1	2	0	0	3	6	0	2	4	0	1
				F	92	87	4	25	18	2	6	13	1	35	45	1	26	11	0	
Messenger	OC	10/17/2003	160	M	22	25	3	1	0	0	3	3	2	13	18	1	5	4	0	1
				F	63	43	4	3	1	0	13	8	1	36	28	2	11	6	1	
Payroll Clerk I	OC	10/17/2003	157	M	9	17	2	0	0	0	1	3	1	4	11	1	4	3	0	1
				F	67	56	6	0	0	0	14	12	1	37	35	4	16	9	1	
Payroll Clerk II	OC	11/7/2003	182	M	6	16	1	6	12	1	0	1	0	0	3	0	0	0	0	1
				F	73	80	6	48	43	4	1	7	1	11	23	1	13	7	0	
Payroll Specialist	OC	11/7/2003	165	M	8	14	1	6	10	1	0	1	0	1	2	0	1	1	0	1
				F	64	72	6	50	44	4	0	9	0	5	17	2	9	2	0	
Pipeline Locator	OC	2/7/2003	25	M	11	11	2	8	5	2	1	2	0	2	4	0	0	0	0	1
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Electrician II	PRO	2/13/2003	9	M	1	8	0	0	0	0	0	0	0	1	6	0	0	2	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
Plant Maintenance Electrician II	OC	2/13/2003	12	M	6	5	1	4	1	0	0	0	0	2	2	1	0	2	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plant Maintenance Helper	OC	10/24/2003	59	M	20	35	3	12	9	1	1	2	0	3	20	1	4	4	1	1
				F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Plant Maintenance Mechanic	OC	11/21/2003	71	M	15	53	2	1	7	1	2	2	0	2	36	0	10	8	1	1
				F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Police Communications Technician Supervisor	OC	7/15/2003	8	M	2	1	0	2	0	0	0	0	0	0	1	0	0	0	0	0
				F	2	3	0	0	0	0	0	3	0	1	0	0	1	0	0	0
Police Officer	OC	1/17/2003	N/A	M	355	1657	130	56	126	11	201	1080	88	48	162	6	50	289	25	3
				F	190	319	42	24	23	5	142	205	29	1	20	2	23	71	6	0
Police Officer	OC	6/19/2003	2211	M	230	1509	122	26	109	8	157	1045	83	14	162	15	33	193	16	4
				F	87	238	25	5	11	2	65	176	17	4	16	4	13	35	2	0
Police Sergeant	PRO	10/10/2003	185	M	25	134	9	0	1	0	13	54	6	4	62	2	8	17	1	4
				F	5	8	4	0	0	0	1	4	1	2	2	2	2	2	1	0
Police Records Technician Supervisor	OC	5/30/2003	9	M	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
				F	3	4	0	1	0	0	0	2	0	2	1	0	0	1	0	0
Radio Dispatcher	OC	8/28/2003	121	M	19	17	0	9	4	0	0	5	0	5	4	0	5	4	0	2
				F	40	41	4	7	10	1	11	8	1	13	19	2	9	4	0	0
Refuse Collection Operations Manager	OC	9/4/2003	6	M	4	2	0	3	0	0	0	1	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
Refuse Collection Vehicle Operator (Automated)	OC	7/23/2003	111	M	56	42	4	13	9	0	6	9	1	17	22	2	20	2	1	2
				F	7	2	0	0	0	0	0	1	0	3	1	0	4	0	0	0
Refuse Collection Vehicle Operator (Manual)	OC	7/23/2003	33	M	11	19	0	0	0	0	0	0	0	11	19	0	0	0	0	2
				F	2	1	0	0	0	0	0	0	0	2	1	0	0	0	0	0
Refuse Container Assembler & Repairer	OC	2/24/2003	127	M	65	46	4	8	1	0	16	10	0	30	34	2	11	1	2	2
				F	8	4	0	0	0	0	2	1	0	5	1	0	1	2	0	0
Secretary	OC	11/7/2003	133	M	4	8	1	4	7	1	0	1	0	0	0	0	0	0	0	3
				F	59	55	6	20	22	3	9	12	2	2	5	1	28	16	0	0
Security Specialist	OC	12/15/2003	112	M	51	32	6	16	4	1	12	6	2	14	20	1	9	2	2	2
				F	16	6	1	5	2	0	1	1	0	7	3	1	3	0	0	0



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
Senior Storekeeper	PRO	11/11/2003	11	M	2	5	3	1	0	0	0	0	1	1	5	2	0	0	0	1
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Sewer Maintenance Worker	OC	2/28/2003	154	M	55	83	16	30	30	9	5	3	1	11	45	5	9	5	1	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sewer Service Worker (Emergency)	OC	9/19/2003	55	M	22	31	0	15	17	0	0	1	0	3	10	0	4	3	0	3
				F	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0
Traffic Line Supervisor I	PRO	7/15/2003	12	M	0	11	1	0	1	0	0	2	0	0	6	1	0	2	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Line Worker	OC	12/10/2003	22	M	7	12	2	6	9	2	0	1	0	1	2	0	0	0	0	2
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Maintenance Supervisor I	PRO	5/2/2003	12	M	2	10	0	0	0	0	0	2	0	1	5	0	1	3	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Typist Clerk	OC	10/17/2003	132	M	5	12	3	0	0	0	1	2	2	0	5	0	4	5	1	2
				F	63	44	5	0	0	0	15	11	0	10	9	1	38	24	4	0
Water Distribution Operator I	OC	10/2/2003	70	M	15	35	4	5	5	1	0	2	0	10	28	3	0	0	0	1
				F	7	9	0	3	3	0	0	1	0	4	5	0	0	0	0	0
Water Maintenance Worker	PRO	11/14/2003	25	M	8	15	2	3	8	0	0	0	0	4	7	1	1	0	1	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Service Technician I	OC	7/11/2003	184	M	55	92	5	0	0	1	12	10	1	20	68	3	23	14	0	1
				F	16	16	0	2	1	0	3	3	0	7	9	0	4	3	0	0
Water Service Technician II	PRO	3/14/2003	8	M	2	6	0	1	4	0	0	0	0	1	2	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Service Technician II	PRO	12/5/2003	4	M	0	4	0	0	1	0	0	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
Water Service Technician II	OC	12/5/2003	17	M	8	9	0	2	2	0	0	1	0	2	6	0	4	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Protection Specialist I	OC	6/13/2003	22	M	3	13	1	1	3	0	0	1	0	1	8	1	1	1	0	1
				F	0	5	0	0	1	0	0	0	0	0	3	0	0	1	0	0



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
Totals			8488		11740	*		1960			4379			3373			2028			
																Phase 1			43	
																Phase 2			22	
																Phase 3			3	
																Phase 4			6	
																Total Tests Completed			74	
Open Competitive - Nonuniformed			53		5791			1489			765			2469			1068			
Open Competitive - Uniformed			2		4904			406			3288			454			756			
Promotional - Nonuniformed			9		104			23			6			61			14			
Promotional - Uniformed			5		744			2			289			282			171			
Qualifying Noncompetitive			5		197			40			31			107			19			
Special Recruitment			52		67			0			4			56			7			
TOTALS			126		11807			1960			4383			3429			2035			

* Includes 3,252 applications for five tests that were started in 2002.

