



**Municipal Civil Service Commission
Columbus, Ohio**

**2004
Annual Report**

Michael B. Coleman, Mayor

**Priscilla R. Tyson, President
Grady L. Pettigrew, Jr., 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**

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.



2004 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 nearly 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 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 2004, eighty-two 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. Beginning in 2004, all job and test applications could be filed on the website. During 2004, the Commission received over 8,300 job interest forms that triggered the mailing of over 6,600 notices of either job vacancies or testing opportunities to potential applicants. More than 8,900 applications for vacant City jobs were filed with the Commission during the year; over 6,000 of these were filed through the website.

Testing Results

During 2004, tests were completed for 62 competitive classes, including 12 promotional exams. For positions filled on a noncompetitive basis, in addition to conducting qualification reviews, the Commission administered 2 qualifying exams. A total of 373 noncompetitive certification lists were issued with 942 names being certified for 545 openings.

At the end of 2004, less than 1 percent of all full-time City employees held provisional status in their job classification. The number of full-time provisional employees dropped from 2,240 in 1990 down to 10 in 2004.

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 2004 the Commission took action on 94 job classifications, including 63 revisions, 9 creations, 4 abolishments, and 18 reviewed with no change. These efforts bring the total number of classes in the City's class plan to 628. Further, 99 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 2004, the staff completed 21 job audits. Fourteen of the audits resulted in no job class change and 7 resulted in upward reallocations or had work of a lower class reassigned. Additionally, the staff completed a major review of the City's clerical classifications involving over 400 job audits. Implementations of these results were on hold at year end, pending labor negotiations related to the newly created classes.

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 2004, the Commission processed an average of 1,204 transactions per month before the payroll was certified as correct and paychecks issued.

Over the course of the year, the City hired 794 new employees, 326 in full-time and 468 in part-time positions. A total of 223 City employees received upgrades or promotions during the year. Employee separations totaled 594, which included 401 resignations and 134 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 2,400 employees in the classified service of the Columbus Board of Education. As of December, there were 176 job classes in the Columbus Public Schools class plan. During the course of the year, the Commission approved recommendations for revisions to 3 classification specifications and to create 2 new classifications. Additionally, the classified personnel



department of the School Board conducted 29 test administrations including 28 entrance exams and 1 promotional exam.

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 2004, 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 2004, the full Commission held 12 public meetings, including 9 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 4 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 15 disciplinary appeals and 36 non-disciplinary appeals were filed during the year. The Commission ruled on 14 disciplinary and 36 non-disciplinary appeals. Additionally during the year applicants removed from eligibility lists as a result of background checks filed 120 new requests for administrative reviews. The Commission ruled on 128 administrative reviews, reinstating 41 applicants and denying 87 requests.

Civil Service Commissioners:

Priscilla R. Tyson, President

(Reappointed 2004, term expires 2010.)

Grady L. Pettigrew, III, Member

(Appointed 2000, term expires 2006.)

Mary Jo Hudson, Member

(Appointed February 4, 2003, resigned September 12, 2004.)



Appendix A

Expenditure Comparison 2003-2004

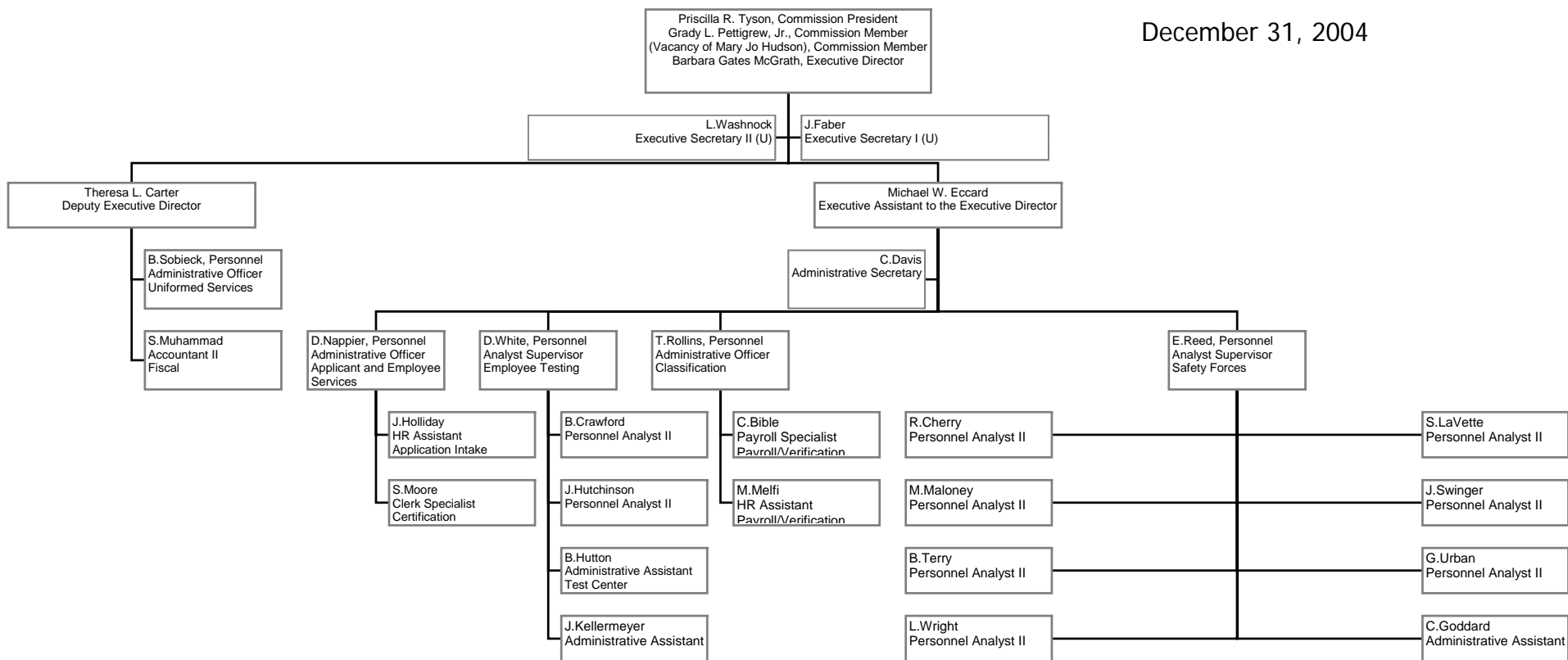
Expenditures by Object Level One and OCA		2003	2004
Object Level 01 - Personnel			
270108	Administration	\$1,375,362	\$1,271,491
270165	Classification & Testing-Sworn Employees	505,574	570,324
270181	Classification & Testing-Civilian Employees	507,631	414,538
270157	Information Systems	42,872	0
	Total	\$2,431,439	\$2,256,353
Object Level 02 - Office Materials & Supplies			
270108	Administration	\$9,308	\$14,618
270165	Classification & Testing-Sworn Employees	4,179	9,376
270181	Classification & Testing-Civilian Employees	0	120
270157	Information Systems	0	0
	Total	\$13,487	\$24,114
Object Level 03 - Services & Maintenance			
270108	Administration	\$71,613	\$232,356
270165	Classification & Testing-Sworn Employees	52,480	99,513
270181	Classification & Testing-Civilian Employees	13	624
270157	Information Systems	0	0
	Total	\$124,106	\$332,493
Object Level 05 - Other Expenditures			
270108	Administration	0	0
270165	Classification & Testing-Sworn Employees	1,212	0
270181	Classification & Testing-Civilian Employees	0	0
270157	Information Systems	0	0
	Total	\$1,212	\$0
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	\$2,570,244	\$2,612,960
Summary - Expenditures by Unit			
	Administration	\$1,456,283	\$1,518,465
	Classification & Testing-Sworn Employees	563,446	679,213
	Classification & Testing-Civilian Employees	507,643	415,282
	Information Systems	42,872	0
	Total Expenditures	\$2,570,244	\$2,612,960



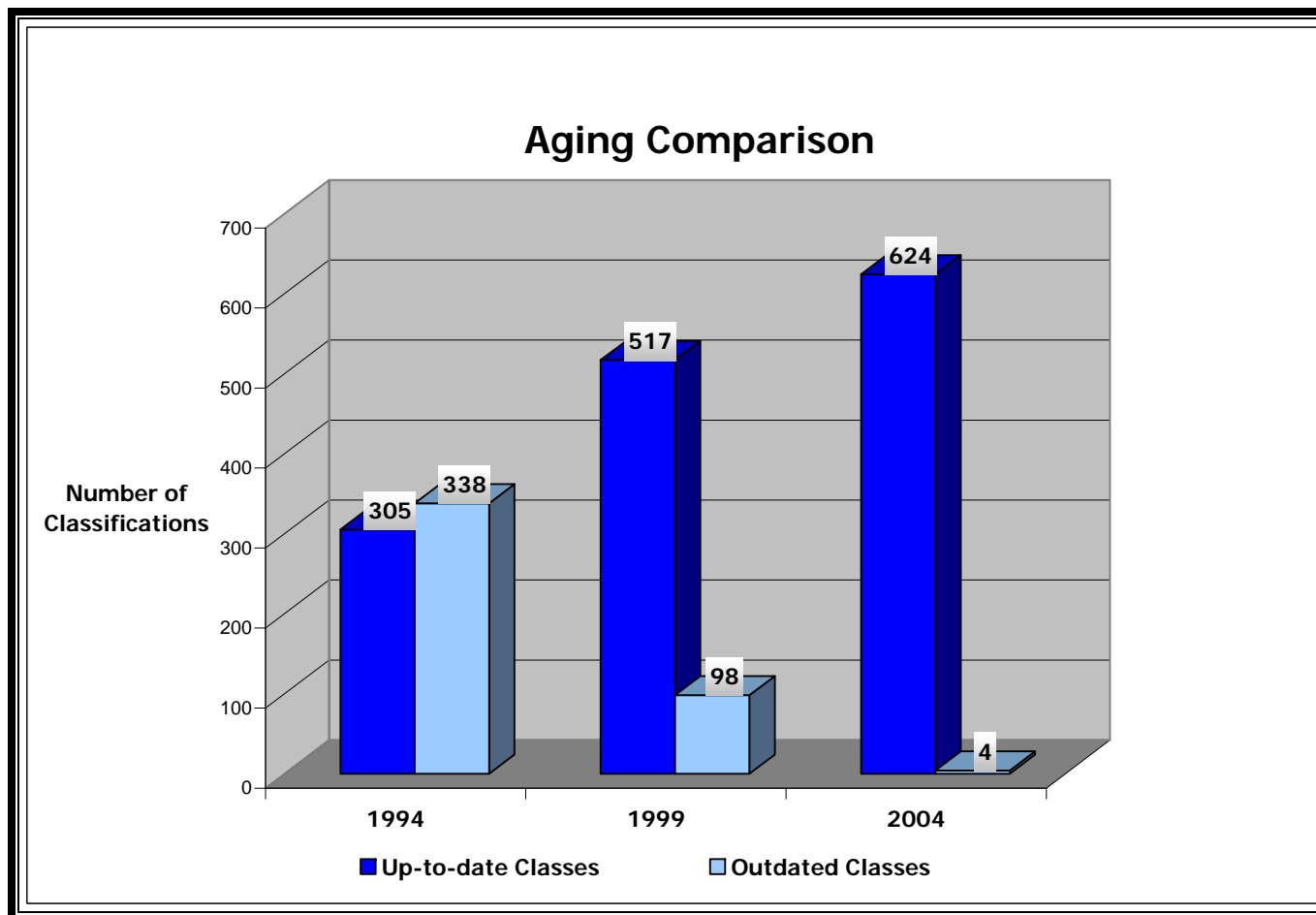
Appendix B

Civil Service Commission – Table of Organization

December 31, 2004



2004 Class Plan Status Report





Appendix D

2004 Classification Actions

<u>New Classifications</u>	<u>Class Code</u>
311 Service Manager	0441
311 Service Representative I	0438
311 Service Representative II	0439
311 Service Supervisor	0440
Business Systems Analyst	0543
EMS Education Manager	1627
Fiscal Assistant I	1232
Fiscal Assistant II	1233
Operational Support Division Administrator	0162

<u>Classifications Revised/Retitled</u>	<u>Class Code</u>
Arborist	3763
Cable Worker I	3763
Cable Worker II	3556
Cable Worker Supervisor I	3557
Cable Worker Supervisor II	3558
Compensation Manager	0885
Computer Operator I	0538
Computer Operator II	0539
Communications Division Administrator	0266
Communications Division Assistant Administrator	0267
Development Planning Manager	2012
Electricity Division Assistant Administrator	0161
Engineering Aide I	1006
Engineering Aide II	1007
Engineering and Construction Operations Manager	3981
Equipment Operator I	3420
Equipment Operator II	3421
Fire Battalion Chief	3087
Fire Captain	3088
Fire Deputy Chief	3085
Fire Lieutenant	3091
Firefighter	3090
Gardener	3696
Gardener Supervisor	3697
GIS Analyst	0549
GIS Manager	0243
Historic Preservation Officer	0762
Information Systems Supervisor	0582



Lamp Servicer	3616
License Manager	1895
License Officer	1891
License Supervisor	1893
Natural Resources Manager	0083
Office Assistant I	0407
Office Assistant II	0408
Office Assistant III	0409
Office Support Clerk	0406
Paramedic Education Coordinator	1626
Payroll/Account Clerk	0414
Payroll Specialist	1266
Planner I	2010
Planner II	2011
Police Communications Technician	3004
Police Communications Technician Supervisor	3005
Police Lieutenant	3063
Police Records Technician Supervisor	0446
Principal Attorney (U)	1978
Public Health Program Manager I	1744
Public Health Program Manager II	1740
Public Health Program Manager III	1741
Public Health Program Manager IV	1742
Public Utilities Deputy Director (Engineering)	0091
Purchasing Coordinator	0784
Refuse Collection Division Administrator	0221
Refuse Collection Division Assistant Administrator	0222
Sewer Service Worker (Emergency)	3313
Sewerage and Drainage Division Assistant Administrator	0166
Support Services Division Administrator	0266
Support Services Division Assistant Administrator	0267
Telecommunications Specialist I	0609
Telecommunications Specialist II	0610
Wastewater Soil Applications Coordinator	0769
Water Division Assistant Administrator	0147

<u>Classifications Abolished</u>	<u>Class Code</u>
Business Processes Coordinator	0867
Custodial Training Instructor	3532
Data Communications Specialist II	3641
Traffic Maintenance Assistant Manager	4028



<u>AFSCME Classifications Merged into Other Classes</u>	<u>Class Code</u>
None	

<u>Classifications with Hiring Moratoriums</u>	<u>Class Code</u>
None	

<u>Classifications Reviewed with No Changes</u>	<u>Class Code</u>
Assistant Auditor I (U)	0654
Assistant Auditor II (U)	0655
Assistant Auditor III (U)	0656
Assistant Auditor IV (U)	0657
Attorney (U)	1980
Civil Service Commission Deputy Executive Director	3426
Crane Operator	3426
Deputy City Attorney (U)	0057
Deputy City Auditor (U)	0163
Equal Employment Opportunity Manager	0347
Equal Opportunity Officer	0800
Equal Opportunity Specialist	0799
Excavator	3430
Human Resources Assistant	0910
Laborer	3682
Managing Attorney (U)	1977
Public Utilities Deputy Director (Administration)	0090
Senior Attorney (U)	1979

Summary

New Classifications	9
Revised/Retitled Classifications	63
Abolished Classifications	4
AFSCME Classes Merged into Other Classes	0
Hiring Moratoriums	0
Review/No Change	18
Total	<u>94</u>



Appendix E

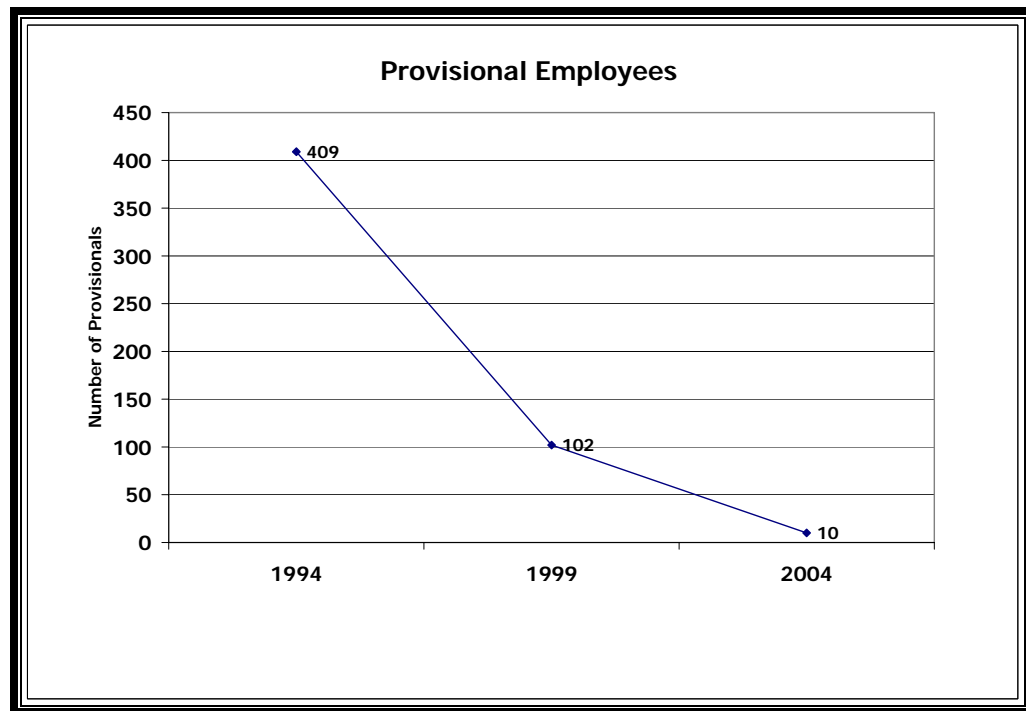
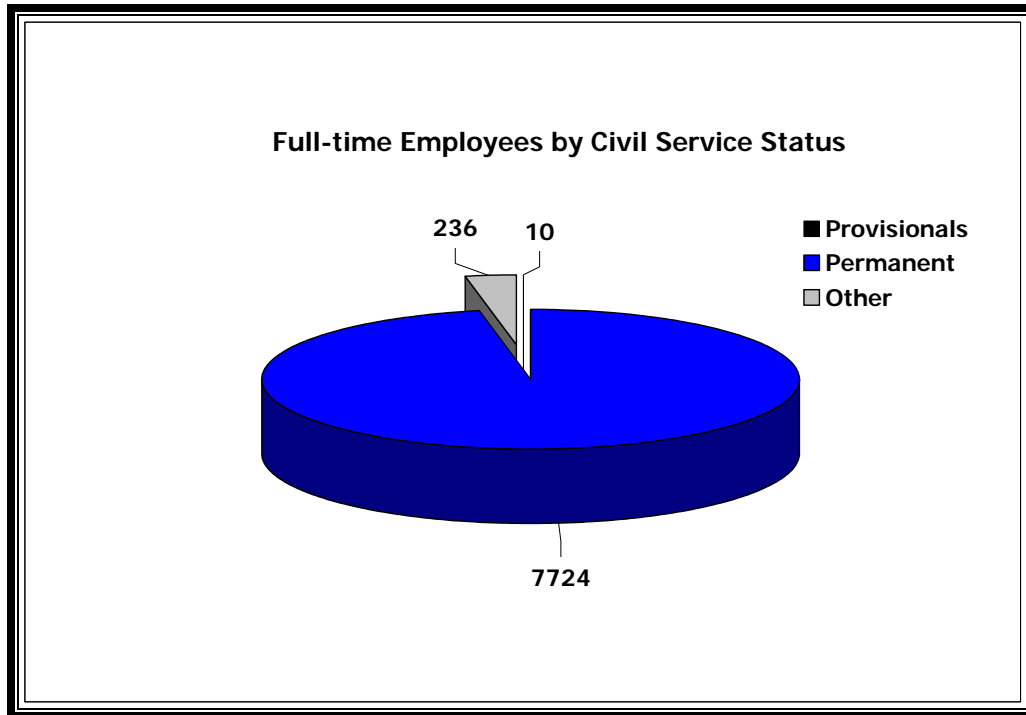
2004 Job Audit Results

<u>Class Title</u>	<u>Department</u>	<u># of Positions</u>	<u>Result</u>
Automotive Mechanic Light	Public Utilities	1	Upward Reallocation
Drafter/Cad Operator	Public Utilities	1	No Change
Electric Metering Supervisor I	Public Utilities	3	No Change
Electronic Systems Technician	Public Utilities	1	No Change
Engineering Associate III	Public Service	1	No Change
Recreation Service Representative	Recreation and Parks	1	Upward Reallocation
Refuse Collection and Vehicle Operator (Manual)	Public Service	1	Rescinded
Sewer Maintenance Supervisor I	Public Utilities	1	Rescinded
Storekeeper	Public Utilities	5	Upward Reallocation
		1	No Change
Wastewater Surveillance Technician I	Public Utilities	7	No Change

Summary:

No Change	14
Upward Reallocation	7
Rescinded	2
Lateral Reallocation	0
Downward Reallocation	0
Total	23

2004 Testing Status Report





Appendix G

2004 Examination Summary

<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	49	3457	938	777	1283	459
Uniformed	1	3641	430	2077	460	674
Total	50	7098	1368	2854	1743	1133
PROMOTIONAL:						
Nonuniformed	10	148	73	11	60	4
Uniformed	2	105	0	46	37	22
Total	12	253	73	57	97	26
NONCOMPETITIVE:						
Qualifying	2	75	25	15	27	8
SPECIAL RECRUITMENT	20	50	5	6	38	1
TOTAL ALL EXAMS	84	7476 *	1471	2932	1905	1168

*Does not include 617 applications for 4 tests to be completed in 2005.



Appendix H

2004 EEO Report

	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	13	69	2	7	17	0	108	6	21	1	5	9	0	42
FEBRUARY	39	112	11	21	59	2	244	3	21	0	5	8	0	37
MARCH	78	227	21	34	28	4	392	9	40	2	3	14	1	69
APRIL	59	163	12	8	19	0	261	12	30	1	4	7	0	54
MAY	63	137	6	30	41	5	282	24	35	0	25	23	0	107
JUNE	42	90	6	36	51	3	228	27	35	2	23	22	0	109
JULY	30	127	5	12	34	3	211	4	23	1	4	14	1	47
AUGUST	58	214	12	58	100	12	454	10	25	0	5	8	0	48
SEPTEMBER	41	108	8	81	155	12	405	17	25	0	7	25	1	75
OCTOBER	29	17	15	10	32	0	103	5	27	1	2	10	0	45
NOVEMBER	47	93	6	25	39	2	212	8	7	0	4	11	0	30
DECEMBER	47	131	21	33	81	11	324	1	5	0	1	2	0	9
TOTAL	546	1488	125	355	656	54	3224	126	294	8	88	153	3	672

*These figures include all competitive, noncompetitive and qualifying noncompetitive certifications issued in 2003 or 2004 and filled in 2004.



Appendix I

2004 Employee Appointment/Separation Summary

Employee Appointments			
Type of Appointment	Full-time	Part-time	Total
New City Employees	326	468	794
Employee Upgrades and Promotions	189	34	223
Transfers (to a like classes between City departments and divisions)	80	38	118
Transfers (to a different class between City departments and divisions)	24	2	26
Voluntary Demotions	7	1	8
Involuntary Demotions	1	0	1
Total	627	543	1170

Employee Separations			
Type of Separation	Full-time	Part-time	Total
Retirement	133	1	134
Resignation	194	207	401
Layoff	28	0	28
Probationary Termination	9	1	10
Discharge	7	0	7
Deceased	12	2	14
Total	383	211	594



Appendix J

2004 Commission Docket Summary

Filings			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Suspensions	0	6	6
Demotions	0	3	3
Discharges	0	6	6
Miscellaneous	0	0	0
Subtotal	0	15	15
Nondisciplinary Appeals	25	11	36
Total	25	26	51

Dispositions			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Full Commission Disciplinary Hearings	0	0	0
Trial Board Hearings	0	8	8
Other	1	5	6
Subtotal	1	13	14
Nondisciplinary Appeals	25	11	36
Total	26	24	50



Appendix K

2004 Commission Decisions

Trial Board Hearings

1. Bus Driver, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held on September 15, 2003 and continued on January 29, 2004. The Trial Board recommended that the Commission affirm the action of the appointing authority. On April 26, 2004, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
2. Bus Driver, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held on February 12, 2004 and continued on March 4, 2004. Before the continued date of March 4, 2004, the parties settled the appeal and submitted a withdrawal. On June 28, 2004, the Commission accepted the withdrawal of the appeal.
3. Bus Driver, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held May 17, 2004. The Trial Board recommended that the Commission affirm the action of the appointing authority. On June 28, 2004, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
4. Custodian II, Columbus Public Schools, appealed a discharge. The Trial Board hearing was originally convened September 28, 2003, at which time the appellant's attorney requested a continuance due to lack of contact with his client, which was granted. The Trial Board hearing reconvened on May 10, 2004, but the appellant failed to appear for the hearing. On June 28, 2004, the Civil Service Commission adopted the recommendation of the Trial Board to dismiss the appeal based on failure to prosecute.
5. Landscape Maintenance Worker II, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held June 14, 2004. The Trial Board recommended that the Commission affirm the action of the appointing authority. On August 30, 2004, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
6. Custodian II, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held October 25, 2004. The Trial Board recommended that the Commission affirm the action of the appointing authority. On



November 9, 2004, the Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.

7. Custodian II, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held November 19, 2004. The Trial Board recommended that the Commission modify the action of the appointing authority to a 30-day suspension. On December 20, 2004, the Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.
8. Custodian II, Columbus Public Schools, appealed a discharge. The Trial Board hearing was held November 30, 2004. The Trial Board recommended that the Commission dismiss the appeal due to lack of jurisdiction. On December 20, 2004, the Commission adopted the recommendation of the Trial Board and dismissed the appeal.

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 September 16, 2004, but the employee failed to appear for the hearing. Absent any evidence to the contrary, the Hearing Officer recommended that the employee be found not in compliance. On September 27, 2004, the Commission adopted the recommendation of the Hearing Officer.
2. Police Communications Technician, Department of Public Safety, Division of Fire, reported an address that did not appear to meet the residency requirement. A hearing was held on December 2, 2004, and the Hearing Officer recommended that the employee be found not in compliance, but noted that the employee was making efforts to become compliant. On December 20, 2004, the Commission adopted the recommendation of the Hearing Officer.



Investigative Hearings

1. 2004 Fire promotional examination reading list distribution. This investigative hearing commenced as a result of allegations that the reading lists for the 2004 Fire promotional examinations were not distributed in a timely and appropriate fashion to all candidates. The investigative hearing was convened on September 30, 2004, and continued on October 26 and November 4, 2004. The Hearing Officer recommended that the Commission should require signed security agreements from technical conference participants, and that the Commission should not rely solely upon Division of Fire employees to distribute the reading lists, and that the reading lists be published on the Commission's website. On December 20, 2004, the Commission adopted the recommendation of the Hearing Officer.
2. 2004 Fire promotional examination SME agreement. This investigative hearing commenced as a result of allegations that a subject matter expert for the 2004 fire promotional exams was tutoring a subordinate. The investigative hearing was convened on November 24, 2004. The Hearing Officer found that no improper conduct occurred, that the subject matter expert agreement was not violated, and recommended that the investigation be terminated. On December 20, 2004, the Civil Service Commission adopted the recommendation of the Hearing Officer.



Appendix L

2004 Commission Decisions on Background Administrative Reviews

Filings	
Category	Total
Firefighter:	
Pre-test	0
Post-test	31
Police Officer:	
Pre-test	40
Post-test	42
Others:	
Police Communication Technician:	
Pre-test	0
Post-test	7
Total	120

Dispositions			
Category	Granted	Denied	Total
Firefighter:			
Pre-test	0	0	0
Post-test	8	23	31
Police Officer:			
Pre-test	15	25	40
Post-test	15	35	50
Others:			
Police Communication Technician:			
Pre-test	0	0	0
Post-test	3	4	7
Total	41	87	128



Appendix M

2004 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	
Alcohol & Drug Abuse Prevention Coordinator	OC	7/7/2004	22	M	4	1	2	1	0	2	0	1	0	3	0	0	0	0	0	1
				F	6	7	2	3	2	1	1	1	0	2	4	1	0	0	0	0
Automotive Mechanic Helper	OC	11/17/2004	62	M	19	36	6		8	2	4	8	1	4	16	2	2	4	1	1
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Building Maintenance Worker	PRO	8/11/2004	14	M	4	9	0	2	5	0	0	0	0	2	4	0	0	0	0	1
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Building Maintenance Worker	OC	12/8/2004	108	M	29	72	5	11	18	0	5		2	5	38	2	8	2	1	1
				F	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Computer Operations Supervisor	OC	3/4/2004	34	M	6	14	3	0	0	0	0	6	1	2	7	0	4	1	2	2
				F	5	5	1	2	1	1	2	1	0	0	1	0	1	2	0	0
Construction Inspector I (Civil)	OC	2/6/2004	241	M	26	188	14	9	95	7	4	26	2	9	50	2	4	17	3	2
				F	2	11	0	0	6	0	1	1	0	1	1	0	0	3	0	0
Criminal Intelligence Analyst	OC	11/15/2004	31	M	6	10	0	6	5	0	0	3	0	0	2	0	0	0	0	1
				F	8	7	0	6	4	0	0	2	0	2	1	0	0	0	0	0
Customer Service Manager	PRO	5/25/2004	18	M	0	3	1	0	2	1	0	0	0	0	1	0	0	0	0	1
				F	3	11	0	1	7	0	1	1	0	1	3	0	0	0	0	0
Engineering Aide I	OC	11/23/2004	25	M	5	14	3	1	5	0	1	1	0	1	7	3	2	1	0	2
				F	1	2	0	1	2	0	0	0	0	0	0	0	0	0	0	0
Engineering Aide II	OC	5/6/2004	26	M	5	17	1	0	2	0	1	2	0	3	12	0	1	1	1	2
				F	0	1	2	0	1	1	0	0	0	0	0	0	0	0	0	1
Engineering Aide II	OC	11/23/2004	13	M	4	6	2	0	1	0	2	2	0	1	2	2	1	1	0	2
				F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Engineering Associate I	OC	5/6/2004	53	M	6	35	5	2	5	1	1	5	0	2	20	0	1	5	4	2
				F	0	4	3	0	0	0	0	1	1	0	3	0	0	0	0	2
Engineering Associate I	OC	11/23/2004	37	M	11	20	2	4	2	1	1	2	0	3	12	1	3	4	0	2
				F	2	1	1	1	0	0	0	0	0	1	0	0	0	0	1	1
Engineering Associate II	OC	5/6/2004	49	M	10	29	1	3	2	0	0	4	0	4	18	0	3	5	1	2
				F	0	7	2	0	1	1	0	1	0	0	4	0	0	1	1	0
Engineering Associate II	OC	11/23/2004	29	M	5	14	4	1	4	1	0	2	0	3	7	3	1	1	0	2
				F	2	3	1	0	1	0	0	0	0	1	2	0	1	0	1	0
Equipment Operator II	QNC	9/28/2004	51	M	20	22	7	11	2	3	1	4	0	6	10	4	2	6	0	1
				F	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
Fire Battalion Chief		N/A	26	M	N/A			N/A			N/A			N/A			N/A			N/A
				F	N/A			N/A			N/A			N/A			N/A			N/A
Fire Captain		N/A	125	M	N/A			N/A			N/A			N/A			N/A			N/A
				F	N/A			N/A			N/A			N/A			N/A			N/A



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		
Fire Deputy Chief		N/A	8	M	N/A			N/A			N/A			N/A			N/A			N/A	
				F	N/A			N/A			N/A			N/A			N/A			N/A	
Fire Lieutenant		N/A	458	M	N/A			N/A			N/A			N/A			N/A			N/A	
				F	N/A			N/A			N/A			N/A			N/A			N/A	
Fingerprint Technician I	PRO	4/29/2004	5	M	1	2	0	1	0	0	0	0	0	2	0	0	0	0	0	0	1
				F	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	
Fingerprint Technician I	OC	8/31/2004	39	M	5	10	3	5	7	3	0	1	0	2	1	0	0	0	0	1	
				F	9	12	0	7	11	0	0	0	0	1	0	0	0	0	0	0	
Heating Ventilation and Air Conditioning Trainee	OC	8/19/2004	40	M	11	25	2	3	7	0	2	9	0	4	7	2	2	2	0	2	
				F	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	
Human Resources Representative	OC	7/27/2004	112	M	8	22	4	0	0	2	4	11	0	1	10	1	3	1	1	2	
				F	36	38	4	2	1	1	12	14	2	11	21	1	11	2	0		
Income Tax Auditor Supervisor	PRO	3/3/2004	16	M	1	8	1	0	0	0	0	1	0	0	6	1	1	1	0	1	
				F	3	3	0	1	0	0	0	0	0	1	3	0	1	0	0		
Laboratory Assistant	OC	4/22/2004	48	M	5	14	4	0	2	3	1	6	1	1	5	0	3	1	0	2	
				F	6	15	4	2	5	2	1	4	0	2	6	2	1	0	0		
Lamp Servicer	OC	7/29/2004	76	M	10	60	3	3	6	0	1	12	1	4	32	2	2	10	0	1	
				F	0	2	1	0	0	0	0	0	0	0	2	0	0	0	1		
License Officer	OC	3/31/2004	46	M	8	15	1	3	3	1	2	0	0	2	9	0	1	3	0	1	
				F	9	12	1	4	6	0	0	0	0	3	5	1	2	1	0		
Mail Handler I	OC	11/30/2004	407	M	98	91	22	5	2	1	42	41	7	38	39	9	13	9	5	1	
				F	86	101	9	0	1	0	36	35	4	40	62	4	10	3	1		
Mail Specialist	PRO	3/30/2004	45	M	14	7	2	13	5	2	0	0	0	1	2	0	0	0	0	1	
				F	12	7	3	12	6	3	0	0	0	0	1	0	0	0	0		
Management Analyst I	OC	4/9/2004	53	M	7	16	3	0	0	0	5	1	2	0	12	1	2	3	0	2	
				F	10	12	5	2	2	0	3	2	2	4	8	1	1	0	2		
Medical Assistant	OC	8/31/2004	18	M	1	1	0	0	1	0	0	0	0	1	0	0	0	0	0	2	
				F	9	4	3	1	0	0	4	1	1	4	3	2	0	0	0		
Office Manager	OC	4/21/2004	195	M	7	19	7	2	1	0	3	8	1	1	8	4	1	3	1	2	
				F	49	97	16	14	7	1	19	38	3	10	46	7	6	6	5		
Parking Regulations Attendant	OC	1/27/2004	201	M	54	61	8	25	21	3	9	11	1	12	26	4	8	3	0	2	
				F	44	30	4	11	10	2	13	6	1	6	11	1	14	3	0		
Parks Maintenance Worker	OC	5/26/2004	92	M	36	47	4	24	31	2	3	0	0	4	15	2	5	1	0	2	
				F	1	3	1	1	1	0	0	0	0	0	1	0	0	1	1		



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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Photography Technician	OC	3/25/2004	39	M	3	17	2	1	6	2	0	2	0	0	7	0	2	2	0	1
				F	5	12	0	2	6	0	1	1	0	1	4	0	1	1	0	
Plant Maintenance Electrician I	OC	9/30/2004	44	M	8	33	3	3	9	2	0	10	0	4	11	0	1	4	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Manager	OC	10/21/2004	66	M	4	60	2	4	42	1	0	3	0	0	15	1	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Supervisor I	OC	12/15/2004	40	M	3	32	5	3	6	1	0	6	0	0	14	4	0	6	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Police Commander	PRO	6/11/2004	23	M	3	18	0	0	0	0	1	5	0	2	7	0	0	6	0	4
				F	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Police Communications Technician Supervisor	OC	8/24/2004	8	M	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	3
				F	0	6	1	0	1	0	0	2	0	0	3	1	0	0	0	
Police Lieutenant	PRO	6/9/2004	82	M	6	68	1	0	0	0	3	31	0	1	23	1	2	14	0	4
				F	2	5	0	0	0	0	2	4	0	0	1	0	0	0	0	
Police Officer	OC	11/19/2004	3641	M	515	2168	183	103	210	16	255	1248	113	56	316	4	101	394	50	4
				F	274	422	79	48	46	7	169	266	26	15	36	33	42	74	13	
Police Records Technician	OC	3/19/2004	399	M	34	59	8	14	10	3	5	20	2	4	17	2	11	12	1	2
				F	104	170	24	10	15	2	34	46	6	35	62	12	25	47	4	
Procurement Specialist	OC	9/14/2004	85	M	7	32	1	1	3	0	0	9	0	1	18	0	5	2	1	1
				F	14	28	3	0	3	0	5	6	2	6	15	0	3	4	1	
Recreation Leader	QNC	6/16/2004	24	M	6	9	0	4	0	0	0	6	0	2	3	0	0	0	0	1
				F	3	5	1	2	1	0	1	2	1	0	2	0	0	0	0	
Sewer Cleaning Equipment Operator	OC	12/9/2004	31	M	16	13	2	11	8	2	2	1	0	2	3	0	1	1	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Maintenance Assistant Manager	OC	9/2/2004	31	M	8	20	2	6	12	1	0	2	1	2	6	0	0	0	0	1
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
Solid Waste Inspector	OC	5/25/2004	28	M	11	12	1	5	2	0	0	2	1	3	8	0	3	0	0	2
				F	3	1	0	1	1	0	0	0	0	1	0	0	1	0	0	
Street Cleaning & Maintenance Supervisor	PRO	5/12/2004	13	M	5	7	1	1	1	0	1	1	1	3	5	0	0	0	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Street Cleaning & Maintenance Supervisor	OC	8/26/2004	18	M	8	7	1	7	3	1	1	0	0	0	4	0	0	0	0	2
				F	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Street Maintenance Investigator	OC	6/23/2004	41	M	14	23	4	1	5	0	3	3	2	4	14	1	6	1	1	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Trades Helper (Electrical)	OC	11/11/2004	57	M	12	37	6	4	7	0	3	8	2	3	17	3	2	5	1	1
				F	0	2	0	0	1	0	0	0	0	0	1	0	0	0	0	



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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Traffic Line Worker	OC	12/2/2004	17	M	6	8	1	4	2	0	2	3	1	0	3	0	0	0	0	2
				F	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Maintenance Worker	OC	10/7/2004	94	M	33	56	5	17	33	3	4	3	0	7	16	0	5	4	2	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Paint and Sign Worker	OC	12/1/2004	27	M	12	11	2	11	5	2	0	0	0	1	6	0	0	0	0	1
				F	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Utility Consumer Transaction Coordinator	OC	4/29/2004	98	M	5	16	1	1	3	0	1	4	0	2	7	0	1	2	1	2
				F	26	42	8	7	3	1	9	8	4	8	24	2	2	7	1	0
Wastewater Chemist I	OC	12/6/2004	14	M	0	1	3	0	0	0	0	0	1	0	1	2	0	0	0	2
				F	2	7	1	0	0	0	2	3	0	0	4	1	0	0	0	0
Wastewater Chemist II	OC	9/1/2004	16	M	1	1	2	0	0	0	0	0	1	1	1	1	0	0	0	1
				F	2	9	1	1	0	1	0	2	0	1	7	0	0	0	0	0
Wastewater Plant Operator	OC	12/16/2004	97	M	32	57	5	12	20	2	3	12	0	8	24	2	9	1	1	1
				F	1	2	0	1	0	0	0	0	0	0	2	0	0	0	0	0
Wastewater Surveillance Technician	OC	1/23/2004	95	M	20	53	8	10	20	3	3	10	2	5	19	2	2	4	1	1
				F	4	8	2	2	3	2	1	0	0	1	4	0	0	1	0	0
Water Maintenance Assistant Coordinator	OC	11/9/2004	20	M	5	14	1	5	7	1	0	2	0	0	5	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Maintenance Supervisor I	PRO	9/21/2004	6	M	0	5	1	0	1	0	0	1	0	0	3	1	0	0	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Maintenance Supervisor II	PRO	9/22/2004	8	M	0	8	0	0	1	0	0	0	0	0	7	0	0	0	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Protection Coordinator	OC	10/27/2004	15	M	1	7	1	1	3	1	0	0	0	0	4	0	0	0	0	1
				F	0	5	1	0	2	1	0	0	0	0	3	0	0	0	0	0
Water Service Supervisor	OC	2/27/2004	20	M	7	11	2	3	2	1	1	3	0	1	4	0	2	2	1	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Service Supervisor	PRO	2/27/2004	13	M	3	9	1	0	0	0	1	3	0	2	5	1	0	1	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Service Technician II	PRO	12/14/2004	10	M	2	6	0	2	3	0	0	0	0	0	3	0	0	0	0	1
				F	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0
Totals			8043		7426*			1466			2926			1867			1167			



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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
																				Phase 1	28
O/C = Open Competitive			50																	Phase 2	32
PRO = Promotional			12																	Phase 3	1
QNC = Qualifying Noncompetitive			2																	Phase 4	3
Total Tests			64																	Total Tests Completed	64
Open Competitive - Nonuniformed			49		3457			938			777			1283						459	
Open Competitive - Uniformed			1		3641			430			2077			460						674	
Promotional - Nonuniformed			10		148			73			11			60						4	
Promotional - Uniformed			2		105			0			46			37						22	
Qualifying Noncompetitive			2		75			25			15			27						8	
Special Recruitment			20		50			5			6			38						1	
TOTALS			84		7476*			1471			2932			1905						1168	

*Does not include 617 applications for 4 tests to be completed in 2005.

