



**Municipal Civil Service Commission
Columbus, Ohio**

**2005
Annual Report**



Michael B. Coleman, Mayor

**Priscilla R. Tyson, President
Grady L. Pettigrew, Jr., Member
Eileen Y. Paley, 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 our city for the next generation
- Promote a diverse and vibrant economy that offers everyone an opportunity to share in our prosperity
- Deliver measurable and 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.



2005 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 approximately 8,000 employees. City employees serve the public in a wide variety of jobs, such as arborists, firefighters, construction inspectors, and water meter readers. Other City employees work in jobs that are less visible but provide important services, like 311 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, management analysts, and fiscal assistants. 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. After successfully passing a test, 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 when 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 2005, ninety percent of these requests for service were filed 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 2005, the Commission received over 17,000 job interest forms that triggered the mailing of over 13,000 notices of either job vacancies or testing opportunities to potential applicants. More than 11,000 applications for vacant City jobs were filed with the Commission during the year; over 8,000 of these were filed through the website.

Testing Results

During 2005, tests were completed for 76 competitive classes, including 19 promotional exams. For positions filled on a noncompetitive basis, in addition to conducting qualification reviews, the Commission administered 7 qualifying exams. A total of 385 noncompetitive certification lists were issued with 640 names being certified for 609 openings.

At the end of 2005, 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 2005.



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 2005 the Commission took action on 182 job classifications, including 98 revisions, 8 creations, 3 abolishments, and 69 reviewed with no change. These efforts bring the total number of classes in the City's class plan to 641. 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 2005, the staff completed 101 job audits. Seventy-two of the audits resulted in a determination that no change was warranted. Twenty-nine resulted in a determination the position required a reallocation or appropriate duties needed to be reassigned to the position.

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 2005, the Commission processed an average of 1,403 transactions per month before the payroll was certified as correct and paychecks issued.

Over the course of the year, the City hired 930 new employees, 426 in full-time and 504 in part-time positions. A total of 264 City employees received upgrades or promotions during the year. Employee separations totaled 587, which included 423 resignations and 124 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 2,000 employees in the classified service of the Columbus Board of Education. As of December, there were 168 job classes in the Columbus Public Schools class plan. During the course of the year, the Commission approved recommendations for revisions to 5 classification specifications.

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 2005, 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 2005, the full Commission held 13 public meetings, including 10 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 25 disciplinary appeals and 18 non-disciplinary appeals were filed during the year. The Commission ruled on 22 disciplinary and 18 non-disciplinary appeals. Additionally during the year applicants removed from eligibility lists as a result of background checks filed 151 new requests for administrative reviews. The Commission ruled on 147 administrative reviews, reinstating 56 applicants and denying 91 requests.

Civil Service Commissioners:

Priscilla R. Tyson, President

(Reappointed 2004, term expires 2010.)

Grady L. Pettigrew, III, Member

(Appointed 2000, term expires 2006.)

Eileen Y. Paley, Member

(Appointed March 9, 2005, term expires 2008.)



Appendix A

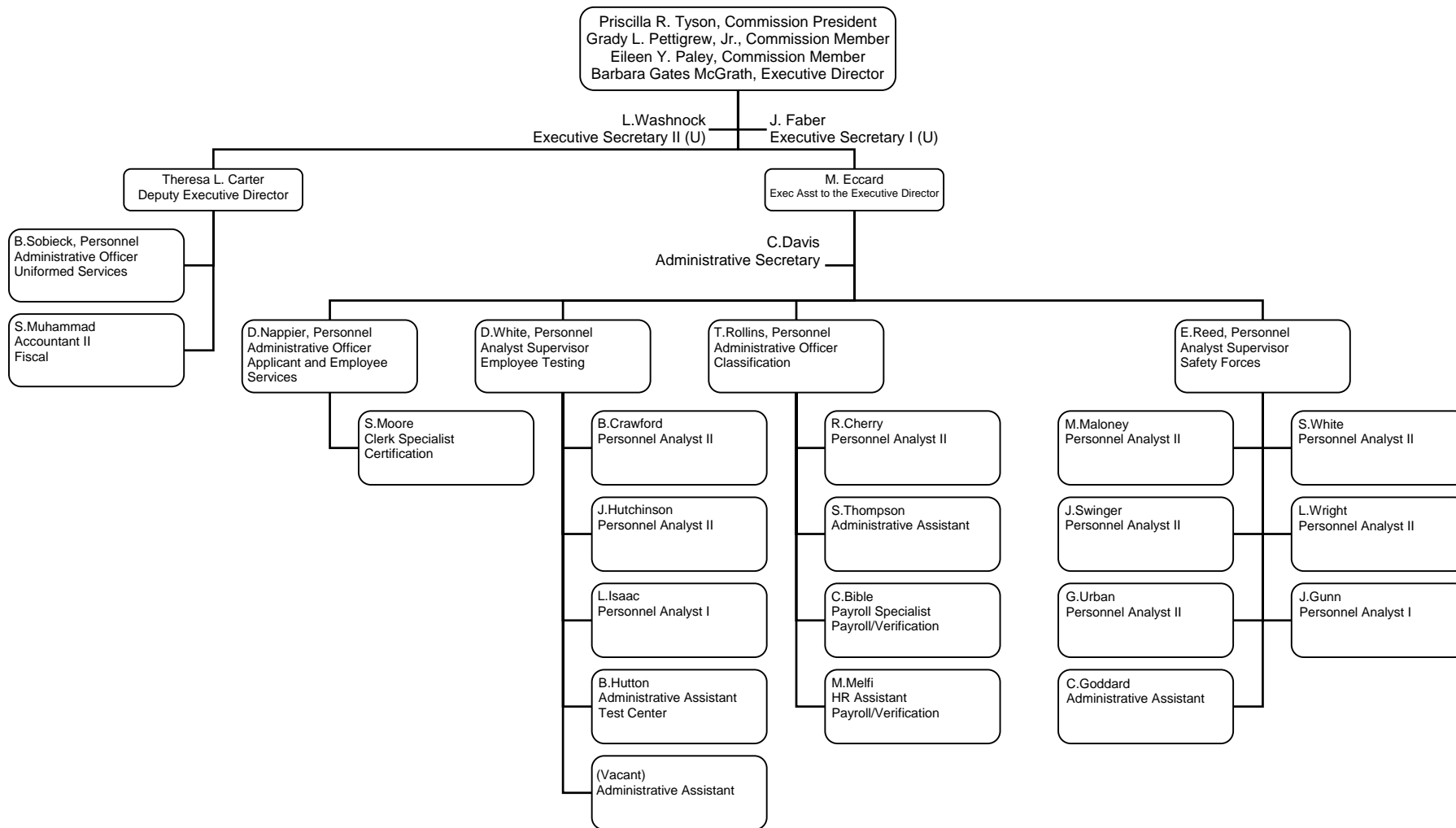
Expenditure Comparison 2004-2005

Expenditures by Object Level One and OCA	2004	2005
Object Level 01 - Personnel		
270108 Administration	\$1,271,491	1,222,721
270165 Classification & Testing-Sworn Employees	570,324	652,668
270181 Classification & Testing-Civilian Employees	414,538	390,023
Total	\$2,256,353	2,265,412
Object Level 02 - Office Materials & Supplies		
270108 Administration	\$14,618	19,853
270165 Classification & Testing-Sworn Employees	9,376	2,010
270181 Classification & Testing-Civilian Employees	120	252
Total	\$24,114	22,115
Object Level 03 - Services & Maintenance		
270108 Administration	\$232,356	278,177
270165 Classification & Testing-Sworn Employees	99,513	138,130
270181 Classification & Testing-Civilian Employees	624	1,813
Total	\$332,493	418,120
Object Level 05 - Other Expenditures		
270108 Administration	0	0
270165 Classification & Testing-Sworn Employees	0	0
270181 Classification & Testing-Civilian Employees	0	0
Total	0	0
Object Level 06 - Furniture & Equipment		
270108 Administration	\$0	0
270165 Classification & Testing-Sworn Employees	0	0
270181 Classification & Testing-Civilian Employees	0	0
Total	\$0	\$0
Total Expenditures	\$2,612,960	2,705,647
Summary - Expenditures by Unit		
Administration	\$1,518,465	1,520,751
Classification & Testing-Sworn Employees	679,213	792,808
Classification & Testing-Civilian Employees	415,282	392,088
Total Expenditures	\$2,612,960	2,705,647

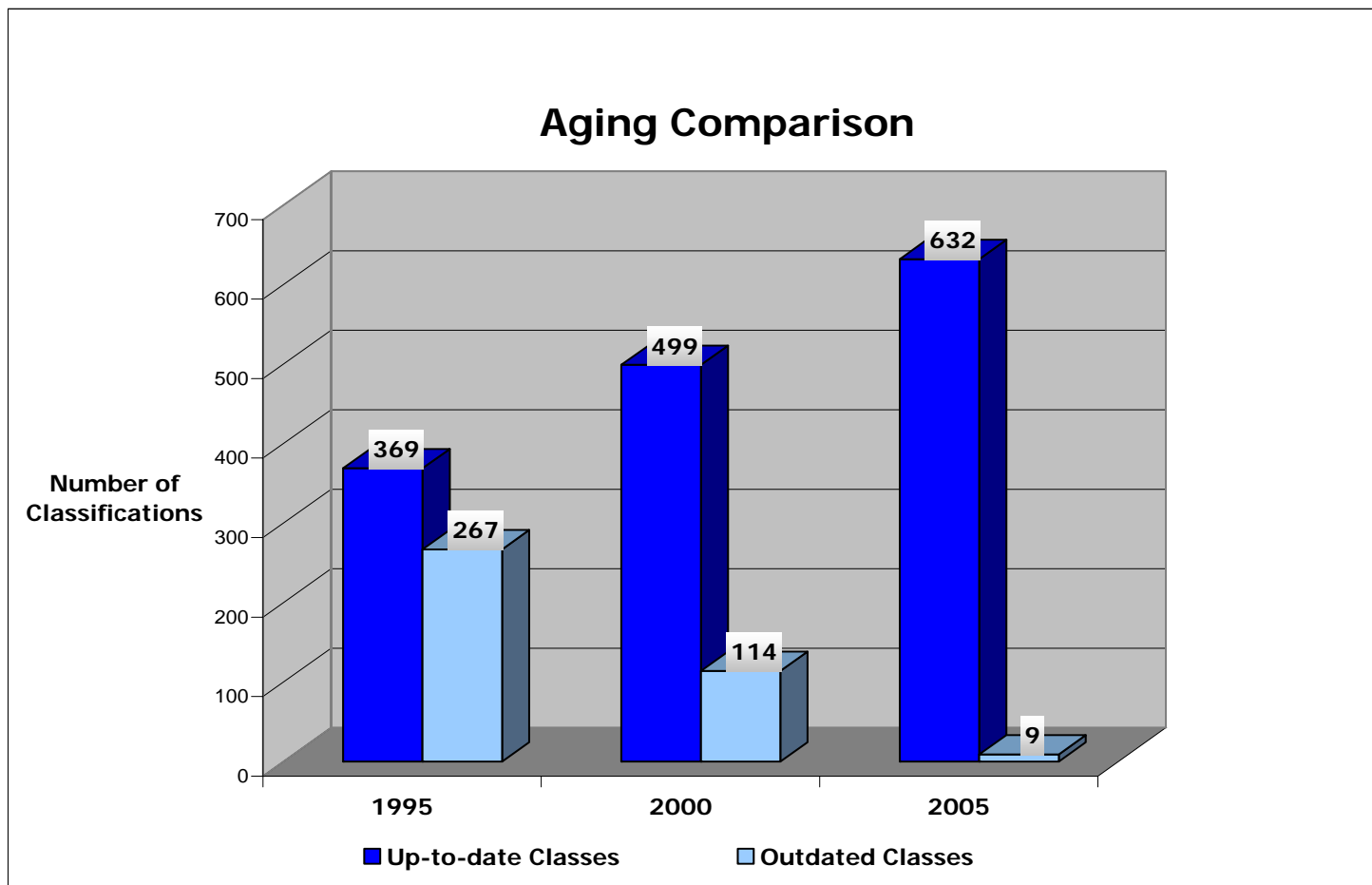


Appendix B

Civil Service Commission – Table of Organization



2005 Class Plan Status Report





Appendix D

2005 Classification Actions

<u>New Classifications</u>	<u>Class Code</u>
Assistant Director (Asset Management) (U)	0055
Assistant Director (Regulatory Compliance) (U)	0058
Chief Plans Official	1052
Claims Investigator	0763
Electricity Customer Services Coordinator	0863
Operator In Training	3872
Performance Management Coordinator	0847
Stormwater Investigator	3318

<u>Classifications Revised/Retitled</u>	<u>Class Code</u>
Advanced Practice Registered Nurse	1679
Aquatics Supervisor	3184
Automotive Mechanic (Light)	3458
Automotive Tire Repairer	3452
Building Maintenance Supervisor I	3495
Building Maintenance Supervisor II	3496
Building Maintenance Worker	3494
Business Systems Analyst	0543
Civil Service Commission Executive Director (U) (Secretary)	0010
Computer Operations Supervisor	0541
Customer Services Coordinator	0865
Department Assistant Director (U)	0052
Department Human Resources Officer	0893
Development Administrative Coordinator	0328
Drafter/CAD Operator	1183
Economic Development Program Supervisor	2017
Electrical Engineering Associate I	1132
Electrical Engineering Associate II	1133
Electricity Division Assistant Administrator	0161
Electricity Load Dispatcher	3589
Engineer I	1046
Engineering Associate I	1031
Engineering Associate II	1032
Engineering Associate III	1104
Engineer-In-Training I	1028
Engineer-In-Training II	1029
Epidemiologist	1964



Executive Assistant II (U)	0108
Executive Assistant to the City Council President (U)	0834
Executive Assistant to the Director	0069
Executive Assistant to the Mayor (U)	0110
Finance Director (U)	0066
Financial Management Administrator	0142
Fingerprint Technician I	3013
Fingerprint Technician Trainee	3012
Fleet Assistant Manager	0845
Fleet Coordinator	3454
Fleet Management Division Administrator	0272
Fleet Manager	0273
GIS Analyst	0549
GIS Manager	0243
Golf Courses Division Administrator	0300
Health Education Program Planner	1743
Heating, Ventilation and Air Conditioning Technician	3902
Horticulturist	1540
IT Operations Manager	0542
Land Management Office Administrator	2003
Law Clerk (U)	1989
Law Student Intern (U)	1988
Legislative Assistant (U)	0501
Lifeguard	3183
Machinist	3825
Medical Records Manager	0852
Outreach Worker	3112
Parking Meter Repairer	3784
Parking Meter Repairer Supervisor	3785
Parks Development Planner	1201
Photography Laboratory Manager	1945
Photography Technician	1944
Pipe Line Locator	4055
Plant Maintenance Helper	3812
Plant Maintenance Mechanic	3813
Plant Maintenance Supervisor II	3815
Prevailing Wage Coordinator	0767
Procurement Administrative Officer	0777
Procurement Manager	0776
Procurement Specialist	0789
Public Health Nurse Assistant Supervisor	1644



Public Health Nursing Supervisor	1645
Public Information Assistant	3104
Public Information Officer	3105
Public Utilities Director (U)	0088
Real Estate Relocation Specialist	2034
Recreation Administrative Coordinator	3166
Recreation Administrative Manager	3165
Recreation and Parks Aide (Seasonal)	3684
Recreation and Parks Assistant Director	0085
Recreation Instructor	3215
Recreation Leader	3162
Recreation Service Representative	3151
Recreation Supervisor	3163
Senior Procurement Specialist	0775
Sewer Maintenance Assistant Manager	3970
Sewer Maintenance Manager	3971
Sewer Maintenance Supervisor II	3969
Sewerage and Drainage Division Assistant Administrator	0166
Sewerage Charge Investigator	3316
Upholsterer	3473
Wastewater Plant Operator	3873
Wastewater Surveillance Technician I	1860
Wastewater Surveillance Technician II	1861
Water Plant Operations Manager	1169
Water Plant Operator I	3881
Water Plant Operator II	3882
Water Research Analyst I	1935
Water Research Analyst II	1936
Water Research Laboratory Manager	1937
Welder	3830

<u>Classifications Abolished</u>	<u>Class Code</u>
Deputy Public Service Director (U) (Operations)	0077
Public Service Assistant Director (Engineering)	0078
Street Light Engineering Coordinator	1135

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

<u>Classifications with Moratorium Imposed</u>	<u>Class Code</u>
Water Plant Attendant	3886



<u>Classifications with Moratorium Lifted</u>	<u>Class Code</u>
Commission Secretary (U)	0497
Development Administrative Coordinator	0328

<u>Classifications Reviewed with No Changes</u>	<u>Class Code</u>
Alcohol and Drug Abuse Counselor	1565
Alcohol and Drug Abuse Program Manager	1570
Analyst Programmer I	0579
Applications Manager	0588
Automotive Mechanic (Heavy)	3459
Automotive Mechanic Helper	3464
Automotive Mechanic Supervisor I	3456
Automotive Service Supervisor	3465
Building Maintenance Manager	3497
Canine Master Trainer	3038
City Health Commissioner (U)	0125
Composting Facility Supervisor	3897
Construction Inspector I (Civil)	1019
Construction Inspector II (Civil)	1020
Drafting Trainee	1182
Electric Metering Supervisor II	3619
Electricity Division Administrator	0160
Equal Business Opportunity Commission Executive Director (U) (Secretary)	0035
Executive Assistant I (U)	0106
Exercise Physiologist	1749
Firing Range Assistant	3025
Home Health Aide	1623
Horticultural Specialist I	1538
Horticultural Specialist II	1539
Information Systems Technician	0546
Information Technology Business Officer	1255
Legal Administrative Assistant (U)	1993
Legal Administrative Coordinator (U)	1999
Legal Advocate (U)	1991
Legal Investigator/Paralegal (U)	1998
Legal Secretary (U)	0517
Legislative Clerk	0500
Mail Handler I	0936
Maintenance Blacksmith	3478
Network Manager	0264



Occupational Safety Manager	0282
Parks Development Associate	1206
Plant Maintenance Supervisor I	3814
Police Artist	3018
Programmer Analyst	0580
Project Manager	0070
Property Evidence Technician	3029
Public Health Nurse	1639
Real Estate Specialist (U)	1997
Recreation and Parks Director (U)	0080
Recreation and Parks Marketing/Fundraising Coordinator	0786
Recreation Center Manager	3164
Recreation Playground Leader (Seasonal)	3169
Recreation Program Assistant	3193
Recreation Program Specialist	3196
Relocation Program Manager	2036
Research Analyst	2081
Safety Programs Assistant Coordinator	1720
Safety Programs Coordinator	1721
Senior Executive Assistant (U)	0063
Senior Programmer Analyst	0581
Sewer Cleaning Equipment Operator	3952
Sewer Maintenance Supervisor I	3968
Sewer Maintenance Worker	3967
Sewer Service Supervisor (Emergency)	3314
Sewer Telemonitoring Operator	3973
Sewer Telemonitoring Supervisor	3974
Stenographer	0476
Student Intern I	0781
Training Manager	0881
Typist Clerk	0464
Water Plant Manager	1170
Water Supply and Treatment Coordinator	1165
Watershed Manager	1173



Summary

New Classifications	8
Revised/Retitled Classifications	98
Abolished Classifications	3
AFSCME Classes Merged into Other Classes	0
Moratoriums Imposed	1
Moratoriums Lifted	2
Review/No Change	<u>69</u>
Total	181



Appendix E

2005 Job Audit Results

<u>Class Title</u>	<u>Department</u>	<u>Number of Positions</u>	<u>Result</u>
Administrative Secretary	Public Safety	1	Rescinded
Building Maintenance Manager	Public Service	1	Upward
Cashier I	Public Utilities	1	No Change
Construction Inspector I (Civil)	Public Service	1	Upward
Development Rehabilitation Technician	Development	1	No Change
Electronic System Specialist	Public Service	1	Lateral
Engineering Associate II	Public Utilities	1	Upward
Engineering Associate II	Public Service	1	No Change
Maintenance Carpenter	Public Utilities	1	Rescinded
Management Analyst I	Public Utilities	1	No Change
Management Analyst I	Public Utilities	1	Upward
Management Analyst II	Various Departments	58	No Change
Management Analyst II	Various Departments	10	Downward
Management Analyst II	Technology	1	Upward
Office Manager	Public Utilities	1	Rescinded
Public Information Assistant	Recreation and Parks	1	No Change
Public Information Assistant	Public Service	2	No change
Public Information Assistant	Public Utilities	1	No Change
Public Information Assistant	Development	1	Upward
Public Information Assistant	Public Safety	1	Upward
Public Information Assistant	Public Utilities	3	Upward
Public Information Assistant	Health	1	Upward
Sewer Service Worker (Emergency)	Public Utilities	2	No Change

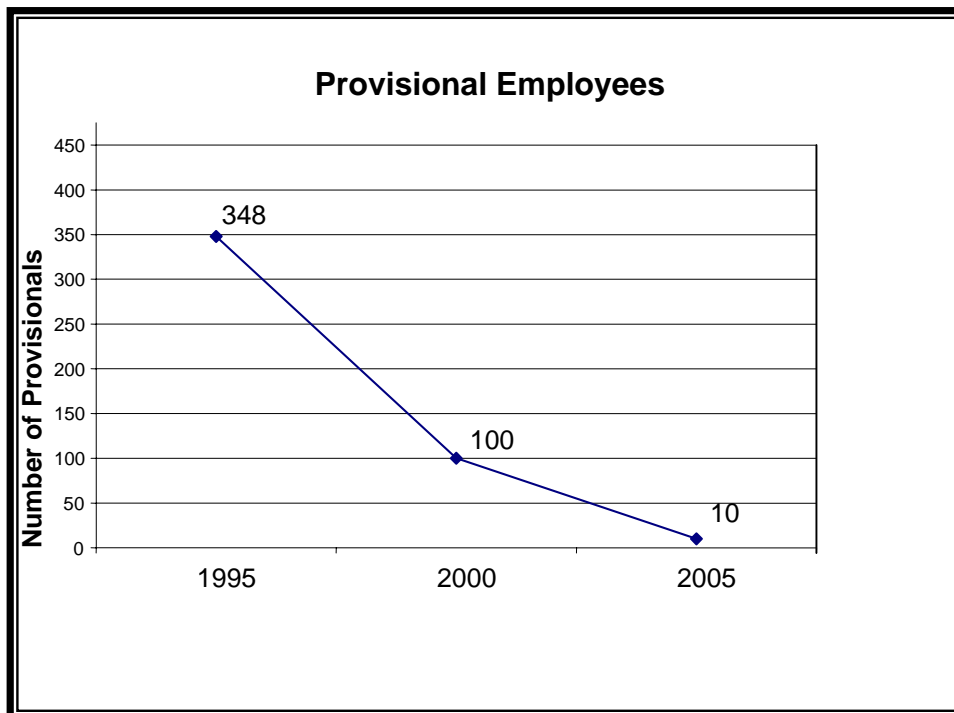
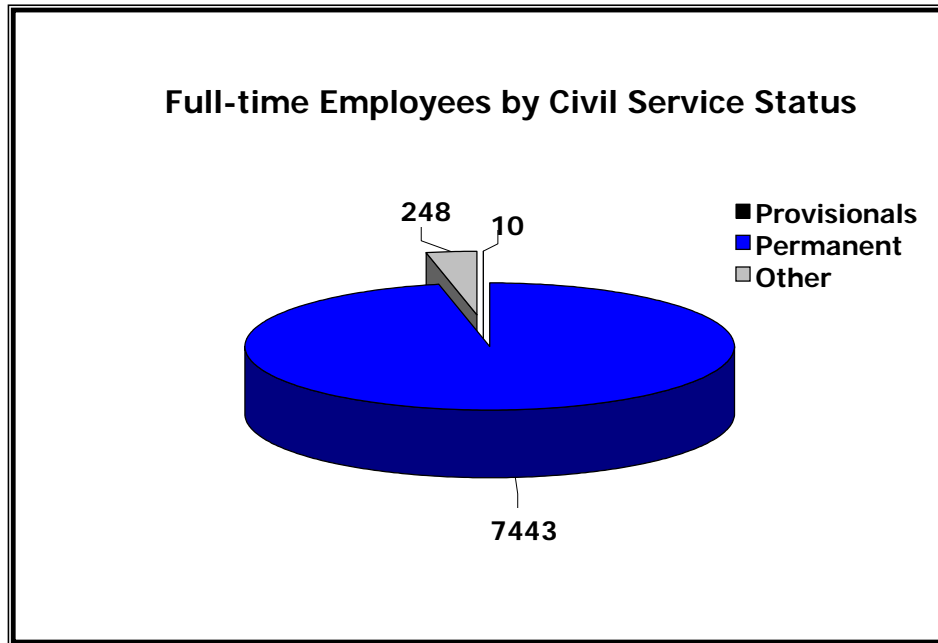


<u>Class Title</u>	<u>Department</u>	<u>Number of Positions</u>	<u>Result</u>
Sewer Service Worker (Emergency)	Public Utilities	24	Rescinded
Wastewater Plant Operator	Public Utilities	1	Rescinded
Wastewater Surveillance Technician I	Public Utilities	2	No Change
Wastewater Surveillance Technician I	Public Utilities	7	Upward
Wastewater Surveillance Technician II	Public Utilities	2	No Change

Summary:

No Change	72
Upward Reallocation	18
Rescinded	28
Lateral Reallocation	1
Downward Reallocation	<u>10</u>
Total	129

2005 Testing Status Report





Appendix G

2005 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	57	7479	1127	2475	2720	1157
Uniformed	0	0	0	0	0	0
Total	57	7479	1127	2475	2720	1157
PROMOTIONAL:						
Nonuniformed	14	275	148	26	91	10
Uniformed	5	901	2	315	304	280
Total	19	1176	150	341	395	290
NONCOMPETITIVE:						
Qualifying	7	1089	116	446	393	134
SPECIAL RECRUITMENT	30	35	0	1	26	8
TOTAL ALL EXAMS	113	9779 *	1393	3263	3534	1589

*This figure includes 617 applications for four tests started in 2004 and completed in 2005 and 35 applications for thirty special recruitment tests completed in 2005. It does not include 3136 applications for one test started in 2005 which will be completed in 2006.



Appendix H

2005 Employee Appointment/Separation Summary

Employee Appointments			
Type of Appointment	Full-time	Part-time	Total
New City Employees	426	504	930
Employee Upgrades and Promotions	223	41	264
Transfers (to a like class between City departments and divisions)	197	25	222
Transfers (to a different class between City departments and divisions)	59	1	60
Voluntary Demotions	4	0	4
Involuntary Demotions	0	0	0
Total	909	571	1480

Employee Separations			
Type of Separation	Full-time	Part-time	Total
Retirement	100	0	100
Resignation	204	219	423
Layoff	0	0	0
Disability Termination	24	0	24
Probationary Termination	12	1	13
Discharge	9	0	9
Deceased	17	1	18
Total	366	221	587



Appendix I

2005 Commission Docket Summary

Filings			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Suspensions	0	8	8
Demotions	1	2	3
Discharges	2	9	11
Miscellaneous	1	2	3
Subtotal	4	21	25
Nondisciplinary Appeals	14	4	18
Total	18	25	43
Dispositions			
Category	City of Columbus	Columbus Public Schools	Total
Disciplinary Appeals			
Full Commission Disciplinary Hearings	2	0	2
Trial Board Hearings	0	9	9
Other	1	10	11
Subtotal	3	19	22
Nondisciplinary Appeals	14	4	18
Total	17	23	40



Appendix J

2005 Commission Decisions Trial Board Hearings

1. Environmental Systems Technician, Columbus Public Schools, appealed a 10-day suspension. The Trial Board hearing was held on February 14, 2005. The Trial Board recommended that the Commission disaffirm one of the two charges leading to the discipline, affirm the other charge, and that the 10-day suspension be imposed only for the affirmed charge. On April 25, 2005, the Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.
2. Maintenance Electrician, Columbus Public Schools, appealed a 10-day suspension. The Trial Board hearing was held on June 13, 2005. The Trial Board recommended that the Commission modify the appointing authority's action to a 5-day suspension. On June 27, 2005, the Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.
3. Account Clerk, Columbus Public Schools, appealed a 10-day suspension. The Trial Board hearing was convened on July 11, 2005, at which time the parties requested a continuance pending School Board approval of a negotiated settlement. On December 19, 2005, the Commission accepted the withdrawal of the appeal.
4. Account Clerk, Columbus Public Schools, appealed a suspension of unspecified length. The Trial Board hearing was convened on July 11, 2005, at which time the parties requested a continuance pending School Board approval of a negotiated settlement. On December 19, 2005, the Commission accepted the withdrawal of the appeal.
5. Food Service Helper, Columbus Public Schools, appealed a 5-day suspension. The Trial Board hearing was held on August 15, 2005. The Trial Board recommended that the Commission affirm the action of the appointing authority. On August 29, 2005, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
6. Head Custodian II, Columbus Public Schools, appealed a demotion. The Trial Board hearing was held August 31, 2005. The Trial Board recommended that the Commission affirm the action of the appointing authority. On September 26, 2005, 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 5-day suspension. The Trial Board hearing was convened on September 19, 2005, but the appellant failed to appear for the hearing. On November 10, 2005, the Civil Service Commission adopted the recommendation of the Trial Board to dismiss the appeal based on failure to prosecute.
8. Bus Driver, Columbus Public Schools, appealed a discharge. The Trial Board hearing was convened on November 2, 2005, but the appellant failed to appear for the hearing. On November 28, 2005, the Civil Service Commission adopted the recommendation of the Trial Board to dismiss the appeal based on failure to prosecute.
9. Head Custodian I, Columbus Public Schools, appealed a 30-day suspension. The Trial Board hearing was convened on December 2, 2005, at which time the parties requested a continuance pending School Board approval of a negotiated settlement. On December 19, 2005, the Commission accepted the withdrawal of the appeal.

Commission Hearings

1. Police Officer, Department of Public Safety, Division of Police, appealed a discharge. The Commission Hearing was held on April 25, 2005 and continued on July 25, 2005. On August 29, 2005, the Commission affirmed the action of the appointing authority.
2. Police Officer, Department of Public Safety, Division of Police, appealed a discharge. The Commission Hearing was held on December 19, 2005, and the Commission affirmed the action of the appointing authority.

Residency Hearings

1. Citizen Member of the Examining Board for Warm Air Heating Contractors, Department of Development, Division of Building Development, reported an address that did not appear to meet the residency requirement. The hearing was convened on April 5, 2005, 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 April 25, 2005, the Commission adopted the recommendation of the Hearing Officer.



Investigative Hearings

1. 2005 Refuse Collection Vehicle Operator Group Exam alleged improprieties. This investigative hearing commenced as a result of an allegation that one of the candidates was given confidential test materials prior to the exam by one of the Subject Matter Experts. The investigative hearing was convened on August 17, 2005. The Hearing Officer found that the allegation was unsubstantiated and unsupported by the evidence, and recommended that the Commission close the investigation. On August 29, 2005, the Commission adopted the recommendation of the Hearing Officer.



Appendix K

**2005 Commission Decisions on
Background Administrative Reviews**

Filings	
Category	Total
Firefighter:	
Pre-test	0
Post-test	13
Police Officer:	
Pre-test	40
Post-test	83
Others:	
Police Communication Technician:	
Pre-test	0
Post-test	14
Refuse Collection Vehicle Operator (Manual):	
Post-test	1
Total	151

Dispositions			
Category	Granted	Denied	Total
Firefighter:			
Pre-test	0	0	0
Post-test	6	7	13
Police Officer:			
Pre-test	18	22	40
Post-test	24	56	80
Others:			
Police Communication Technician:			
Pre-test	0	0	0
Post-test	8	5	13
Refuse Collection Vehicle Operator (Manual):			
Post-test	0	1	1
Total	56	91	147



2005 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	
311 Service Representative I	QNC	12/23/2005	439	M	44	48	10	0	0	0	25	30	7	11	15	2	8	3	1	1
				F	165	140	32	0	0	0	80	63	13	55	56	12	30	21	7	
Accountant II	OC	10/28/2005	49	M	5	7	3	1	4	0	0	1	2	1	1	0	3	1	1	2
				F	17	15	2	4	6	1	3	5	1	9	4	0	1	0	0	
Administrative Secretary	QNC	3/18/2005	146	M	1	3	1	0	3	1	1	0	0	0	0	0	0	0	0	2
				F	42	88	11	13	27	5	11	21	3	8	20	2	10	20	1	
Automotive Body Mechanic	OC	11/19/2005	35	M	8	23	3	5	6	1	0	3	0	1	10	2	2	4	0	2
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Automotive Mechanic (Light)	OC	7/30/2005	56	M	10	40	6	4	4	0	1	7	2	5	18	3	0	11	1	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Mechanic (Heavy)	OC	8/13/2005	37	M	5	24	7	3	4	0	1	11	3	1	8	4	0	1	0	2
				F	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	
Building Maintenance Electrician	OC	5/26/2005	45	M	5	39	1	1	10	0	2	12	0	2	12	1	0	5	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Building Maintenance Manager	OC	3/1/2005	57	M	11	40	4	3	7	0	3	9	1	5	24	3	0	0	0	1
				F	0	2	0	0	1	0	0	0	0	0	1	0	0	0	0	
Building Maintenance Supervisor II	PRO	3/1/2005	15	M	4	7	4	3	6	3	0	0	0	1	1	1	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cashier I	OC	11/22/2005	470	M	42	55	5	19	16	0	9	17	2	7	18	3	7	4	0	1
				F	160	179	29	39	20	6	61	73	10	41	73	11	19	13	2	
Community Relations Representative	OC	9/30/2005	125	M	10	25	5	2	7	2	4	4	1	2	12	1	2	2	1	2
				F	43	29	13	6	5	3	16	12	5	12	9	5	9	3	0	



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	
Construction Inspector I (Civil)	OC	5/24/2005	74	M	12	45	11	4	18	3	3	9	4	3	12	3	2	6	1	2
				F	2	4	0	1	3	0	1	1	0	0	0	0	0	0	0	
Contract Compliance Investigator	OC	12/2/2005	33	M	5	8	4	1	1	0	1	1	2	2	5	1	1	1	1	1
				F	7	7	2	1	4	0	4	2	0	2	1	2	0	0	0	
Criminalist I	QNC	10/1/2005	163	M	4	48	1	0	0	1	2	20	0	1	24	0	1	4	0	1
				F	9	91	10	1	4	0	7	45	7	1	31	2	0	11	1	
Customer Service Representative I	OC	11/3/2005	3	M	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	2
				F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
Customer Service Representative I	OC	11/15/2005	662	M	137	113	23	8	4	2	99	80	16	20	23	2	10	6	3	1
				F	204	155	30	38	19	4	18	19	3	105	92	15	43	25	8	
Customer Service Representative II	OC	12/8/2005	338	M	33	27	6	4	1	0	18	15	4	5	11	1	6	0	1	1
				F	140	115	17	17	5	2	77	67	10	26	37	4	20	6	1	
Customer Service Representative II	PRO	12/8/2005	49	M	4	3	0	3	2	0	1	1	0	0	0	0	0	0	0	1
				F	12	25	5	3	2	1	4	9	2	5	12	2	0	2	0	
Customer Service Supervisor	PRO	7/8/2005	110	M	10	11	4	9	9	4	1	0	0	0	2	0	0	0	0	1
				F	40	38	7	30	23	4	1	3	0	3	10	3	6	2	0	
Drafter/CAD Operator	OC	7/12/2005	30	M	9	16	3	2	2	1	2	4	1	4	8	1	1	2	0	2
				F	0	2	0	0	0	0	0	1	0	0	1	0	0	0	0	
Electric Metering Supervisor II	OC	12/15/2005	9	M	4	5	0	2	3	0	0	1	0	2	1	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Electrical Engineering Associate I	OC	2/8/2005	17	M	7	9	1	2	2	0	1	2	1	4	5	0	0	0	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Electrical Engineering Associate II	OC	2/8/2005	9	M	2	6	0	1	2	0	0	0	0	1	4	0	0	0	0	2
				F	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	
Electricity Consumer Service Supervisor	PRO	12/15/2005	7	M	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	1
				F	0	4	1	0	4	1	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
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Electricity Consumer Servicer	OC	4/5/2005	66	M	11	44	6	3	4	2	4	13	1	1	21	2	3	6	1	1
				F	2	3	0	1	0	0	0	0	0	1	3	0	0	0	0	
Electricity Load Dispatcher	OC	9/8/2005	6	M	3	2	0	1	1	0	1	1	0	1	0	0	0	0	0	1
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
Electronic System Technician	OC	2/18/2005	63	M	10	44	5	1	2	0	5	14	1	0	23	3	4	5	1	1
				F	2	0	2	0	0	1	1	0	0	0	0	1	1	0	0	
Equipment Operator I	QNC	5/19/2005	110	M	44	54	5	8	9	1	13	20	0	22	24	4	1	1	0	1
				F	3	3	1	0	0	0	0	1	1	3	1	0	0	1	0	
Equipment Operator II	QNC	5/17/2005	69	M	27	32	6	12	6	1	4	8	2	7	15	2	4	3	1	1
				F	1	3	0	1	2	0	0	0	0	0	0	0	0	1	0	
Excavator	QNC	7/28/2005	34	M	7	24	2	4	1	0	1	6	0	1	15	2	1	2	0	1
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
Fingerprint Technician Trainee	OC	4/1/2005	558	M	77	132	17	0	0	0	30	50	7	24	70	7	23	12	3	1
				F	112	204	16	0	0	0	43	84	4	45	102	11	24	18	1	
Fire Battalion Chief	PRO	12/9/2004	N/A	M	1	24	1	0	0	0	0	5	1	0	13	0	1	6	0	4
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fire Captain	PRO	4/15/2005	N/A	M	15	109	0	0	0	0	4	36	0	2	36	0	9	37	0	4
				F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
Fire Deputy Chief	PRO	1/26/2005	N/A	M	0	7	0	0	0	0	0	2	0	0	5	0	0	0	0	4
				F	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
Fire Lieutenant	PRO	4/15/2005	N/A	M	61	383	5	0	0	0	21	131	3	7	116	1	33	136	1	4
				F	0	9	0	0	0	0	0	0	0	0	4	0	0	5	0	
Fleet Manager	OC	2/4/2005	51	M	4	43	2	3	11	0	1	4	0	0	28	2	0	0	0	1
				F	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	
Gardener	OC	3/24/2005	18	M	4	9	2	1	2	0	3	2	1	0	5	1	0	0	0	1
				F	1	2	0	1	1	0	0	0	0	0	1	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
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
GIS Technician	OC	7/27/2005	59	M	11	27	7	4	6	2	1	3	0	5	12	4	1	6	1	1
				F	3	10	1	1	2	0	1	4	0	1	4	0	0	0	1	
Health Education Program Planner	OC	9/29/2005	60	M	6	11	2	1	2	0	1	7	0	2	2	1	2	0	1	2
				F	19	20	2	3	5	0	10	6	1	5	7	1	1	2	0	
Human Resources Generalist	OC	3/4/2005	56	M	7	7	0	3	1	0	1	0	0	2	5	0	1	1	0	2
				F	14	23	5	7	2	4	2	5	1	1	14	0	4	2		0
Income Tax Auditor	OC	11/16/2005	43	M	8	10	4	0	0	0	3	3	2	4	6	1	1	1	1	1
				F	10	7	4	0	0	0	6	4	3	1	3	1	3	0	0	
Inventory Control and Property Manager	OC	8/30/2005	101	M	16	46	7	13	12	1	1	7	2	1	20	4	1	7	0	1
				F	11	21	0	5	7	0	3	1	0	2	9	0	1	4	0	
Maintenance Carpenter	OC	6/23/2005	34	M	5	25	1	3	1	1	0	6	0	2	12	0	0	6	0	2
				F	2	1	0	1	0	0	1	0	0	0	1	0	0	0	0	
Parking Meter Collector	OC	7/18/2005	491	M	139	166	18	12	8	3	37	60	4	57	76	8	33	22	3	1
				F	78	81	9	6	1	1	26	38	2	28	33	5	18	9	1	
Parks Maintenance Supervisor	OC	3/16/2005	25	M	6	17	1	4	5	1	0	6	0	2	5	0	0	1	0	1
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Personnel Analyst I	OC	2/10/2005	92	M	5	18	6	1	2	0	3	7	3	0	7	1	1	2	2	2
				F	31	28	4	1	2	0	11	5	0	10	17	3	9	4	1	
Photography Laboratory Manager	PRO	12/1/2005	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Plant Maintenance Electrician II	OC	9/15/2005	12	M	3	8	1	1	1	0	0	1	0	2	6	1	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Electrician II	PRO	9/15/2005	8	M	0	8	0	0	1	0	0	0	0	0	7	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Police Communications Technician	OC	2/7/2005	540	M	48	116	13	0	0	0	26	48	3	8	34	5	14	34	5	1
				F	131	210	22	2	2	0	59	86	8	26	66	6	44	56	8	



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 Communications Technician	OC	10/20/2005	583	M	35	93	59	1	4	1	19	39	32	3	30	15	12	20	11	1
				F	123	128	145	9	10	7	49	40	74	29	54	28	36	24	36	
Police Officer		N/A	3136	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
Police Records Technician Supervisor	OC	12/9/2005	19	M	2	1	0	2	1	0	0	0	0	0	0	0	0	0	0	1
				F	8	7	1	3	3	1	2	2	0	3	2	0	0	0	0	
Police Sergeant	PRO	10/8/2005	284	M	33	212	7	0	2	0	16	79	3	6	100	2	11	31	2	4
				F	10	21	1	0	0	0	3	11	0	4	6	1	3	4	0	
Power Line Worker Supervisor I	PRO	4/28/2005	6	M	1	5	0	0	0	0	0	0	0	1	5	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Power Line Worker Supervisor II	PRO	5/28/2005	2	M	0	2	0	0	1	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	
Power Line/Cable Worker Trainee	OC	6/22/2005	74	M	18	51	4	6	15	3	3	12	0	4	20	1	5	4	0	1
				F	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	
Property Maintenance Inspection Trainee	OC	4/14/2005	375	M	67	170	15	4	4	0	16	51	6	22	96	7	25	19	2	1
				F	52	64	7	1	4	0	17	23	3	17	31	4	17	6	0	
Public Information Assistant	OC	5/18/2005	119	M	7	24	6	0	1	1	5	15	4	2	7	1	0	1	0	1
				F	26	45	11	1	4	0	20	27	8	5	14	3	0	0	0	
Purchasing Expediter	OC	5/19/2005	122	M	11	40	1	4	6	0	3	12	0	3	11	1	1	11	0	1
				F	22	42	6	4	7	3	3	5	0	8	21	2	7	9	1	
Recreation Leader	QNC	8/24/2005	128	M	30	31	4	6	4	0	17	15	1	6	12	3	1	0	0	1
				F	28	31	4	4	1	0	8	13	1	16	17	3	0	0	0	
Refuse Collection District Assistant Manager	OC	5/23/2005	122	M	34	60	6	18	20	1	2	14	2	14	26	3	0	0	0	1
				F	14	6	2	10	0	2	1	1	0	3	5	0	0	0	0	
Refuse Collection District Manager	OC	2/4/2005	53	M	13	31	2	11	16	1	0	2	0	2	13	1	0	0	0	1
				F	3	3	1	3	1	1	0	0	0	0	2	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
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Refuse Collection Vehicle Operator (Automated)	OC	5/12/2005	240	M	120	93	8	22	15	1	26	30	1	45	38	5	27	10	1	2
				F	13	6	0	2	0	0	2	3	0	4	2	0	5	1	0	
Refuse Collection Vehicle Operator (Manual)	OC	5/12/2005	198	M	115	59	7	22	15	1	26	30	1	40	4	4	27	10	1	2
				F	12	5	0	2	0	0	2	3	0	3	1	0	5	1	0	
Safety Program Manager	OC	5/6/2005	63	M	9	30	6	5	12	1	2	10	1	2	6	2	0	2	2	2
				F	7	9	2	4	4	2	0	1	0	1	2	0	2	2	0	
Safety Program Technician	OC	9/22/2005	51	M	15	17	7	8	9	5	1	2	1	2	4	1	4	2	0	3
				F	4	7	1	3	1	1	0	2	0	1	4	0	0	0	0	
Senior Storekeeper	OC	10/27/2005	103	M	27	52	5	11	22	2	4	12	0	6	16	3	6	2	0	1
				F	6	12	1	4	7	0	0	1	0	2	4	1	0	0	0	
Senior Storekeeper	PRO	10/27/2005	7	M	3	4	0	1	0	0	0	1	0	2	3	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Maintenance Worker	OC	5/20/2005	138	M	55	76	4	30	30	2	5	11	0	4	30	2	16	5	0	1
				F	3	0	0	2	0	0	0	0	0	0	0	0	1	0	0	
Sewer Service Worker (Emergency)	OC	12/13/2005	43	M	17	23	2	16	6	1	0	3	1	1	11	0	0	3	0	3
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Storekeeper	OC	2/24/2005	233	M	58	81	9	19	8	3	11	23	1	17	43	2	11	7	3	1
				F	17	64	4	4	17	1	6	10	0	4	29	1	3	8	2	
Traffic Line Worker	OC	8/23/2005	31	M	10	19	2	6	5	2	3	6	0	1	8	0	0	0	0	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Traffic Maintenance Supervisor I	OC	12/14/2005	15	M	2	11	1	0	0	1	0	2	0	1	7	0	1	2	0	1
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
Water Maintenance Supervisor I	PRO	11/16/2005	9	M	2	6	1	2	3	0	0	0	0	0	3	1	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Water Maintenance Worker	PRO	2/15/2005	31	M	12	16	2	9	13	1	0	0	0	3	3	1	0	0	0	1
				F	0	1	0	0	0	0	0	0	0	0	1	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
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Water Protection Specialist I	OC	3/17/2005	67	M	6	40	0	3	10	0	0	14	0	0	11	0	3	5	0	1
				F	0	19	2	0	3	1	0	3	0	0	12	1	0	1	0	
Water Protection Specialist II	OC	8/23/2005	27	M	4	10	3	4	5	1	0	1	1	0	4	1	0	0	0	1
				F	1	9	0	0	8	0	0	0	0	1	1	0	0	0	0	
Water Protection Specialist II	PRO	8/23/2005	10	M	2	4	1	2	1	0	0	1	0	0	2	1	0	0	0	1
				F	0	3	0	0	2	0	0	0	0	0	1	0	0	0	0	
Water Service Supervisor	OC	2/17/2005	13	M	3	9	1	1	3	1	1	3	0	1	3	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Water Service Supervisor	PRO	2/17/2005	10	M	4	6	0	1	0	0	0	2	0	3	4	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Water Service Technician	OC	4/7/2005	26	M	6	19	0	2	9	0	3	2	0	0	7	0	1	1	0	1
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Water Service Technician I	OC	7/29/2005	440	M	119	207	16	8	5	1	45	65	5	38	111	8	28	26	2	1
				F	52	44	2	5	2	0	21	17	1	15	21	0	11	4	1	
Water Service Technician II	PRO	12/9/2005	10	M	2	7	0	0	3	0	0	0	0	2	4	0	0	0	0	1
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	
Totals			12263		9744			1393			3262			3508			1581			

