

THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR

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CIVIL SERVICE COMMISSION

**2012 Annual Report**

*The Municipal Civil Service Commission of Columbus, Ohio*

# Columbus Civil Service Commission

## 2012 Annual Report

### MISSION

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

### INTRODUCTION

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

The Civil Service Commission is the primary contact point for candidates seeking employment with the City of Columbus. The Commission acts as the gateway, assessing applicant qualifications for 89 percent of all City jobs. Through the online Employment Center and applicant testing, the Commission ensures the individuals who ultimately comprise the City's workforce of approximately 7,400 full-time employees, are of the highest caliber-capable of providing exceptional service to the citizens of Columbus.

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

### CLASS PLAN MAINTENANCE

The Civil Service Commission is responsible for maintaining the City's class plan, which provides a structural framework for all personnel actions and provides the basis for an equitable compensation plan. Regular class plan reviews and revisions are necessary to ensure each class specification continues to meet the ever-changing needs of each department. For this reason, an important Commission objective is to review every classification at least once every five years. At the close of 2012, 100 percent of the City's class plan was up-to-date. As part of this objective, staff completed a total of 156 class reviews with recommendations approved by the Commission in 2012.

The 156 reviews resulted in:

- 9 actions to create new classification specifications
- 5 actions to abolish classifications
- 42 actions to review without change
- 99 actions to revise and retitle
- 1 action to impose a moratorium

Additionally, 75 positions were randomly reviewed to determine if their duties matched their current classification; 99 percent were determined to be properly classified.

The Commission also conducts job audits upon request by an individual, a department, or a union. The purpose of these audits is to ensure that City employees are performing the duties for which they were hired, qualified and being properly compensated. During 2012, Commission staff completed a total of nine position audits; six of those positions were identified as misclassified. Misclassifications are typically resolved through reassignment of duties to the position which are appropriate for the current class, or reallocation of the position to a different class for which the current duties best fit.

## NON-UNIFORMED TESTING

In order to ensure that specific positions under each of the job classes in the class plan can be filled in a timely fashion with qualified employees, the City's Charter has designated primarily two classification types: noncompetitive and competitive. Noncompetitive classes are either non-skilled positions or those with qualifications that have a license or other condition that must be met by an external source, such as a Registered Nurse. Competitive classes are those which require a broader set of minimum qualifications and a variety of job-specific knowledge, skills, and abilities, such as an Office Assistant. The Commission's Non-Uniformed Testing Unit administers exams to further determine candidates' suitability for the work which will be performed in competitive job classes.

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

In 2012, the Non-Uniformed Testing Unit:

- collected 21,830 on-line job interest forms
  - sent 7,512 job interest notices for competitive exams (4,648 via email; 2,864 via mail)
  - sent 7,120 job interest notices for noncompetitive vacancy postings
  - received 27,317 total applications (27,166 online; 151 paper)
  - conducted 278 recruitments (87 tested, 163 noncompetitive, and 27 Rule VI)
- \*(Note: One competitive recruitment was cancelled after application review/prior to testing. The 27 Rule VI recruitments resulted in the testing of 73 candidates.)

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

To keep the tests current, our goal is to complete a full job analysis and to review, revise, and/or develop the exam for 51 non-uniformed competitive and qualifying noncompetitive classifications each year. In 2012, we completed 54 job analysis projects, 53 test development projects, and averaged 48 days to create eligible lists.

Commission Rules also allow latitude for City Departments to hire personnel provisionally when there is a critical need to immediately fill a position but there is no eligible list in place. In order to ensure fair access to City jobs, the Commission is committed to maintaining a provisional employee count below 2 percent. The City began 2012 with five provisional employees and ended the year with one, resulting in a provisional appointment rate of less than 1 percent. These employees include four in the Fire Battalion Chief classification, one in the Crane Operator classification, and one in the Cultural Arts and Events Specialist classification.

The Fire Battalion Chiefs were hired provisionally due to a quickly exhausted eligible list, a clear need to fill vacant positions while a new test was being developed. This was accomplished with the use of an M.O.U. with the IAFF. The Crane Operator appointment resulted from a position audit conducted in 2011 and the decision to hold-off on testing until after the winter season since a performance component would most likely be required. Crane Operator was tested in November of 2012 and the provisional was given an original appointment from the list in December. The one provisional left at the end of 2012 is in the new Cultural Arts and Events Specialist classification created for the Recreation and Parks Department. The provisional hire was approved to meet a critical need within the department, with plans in place to create and administer the test in early 2013.

## UNIFORMED TESTING

The Commission's Uniformed Testing Unit administers exams for 11 job classes that make up the Public Safety services of the City of Columbus. The majority of the examinations are comprised of at least three components, including a paper test, an oral response, and a physical assessment or tactical exercise. The Uniformed Testing Unit works closely with the IAFF and the FOP to ensure fairness and consistency in the testing processes of promotional exams. The following exams were administered in 2012: Entry-level Police Officer, Fire Battalion Chief, Police Lieutenant, Police Commander, and Police Deputy Chief. Each of these exams were developed, administered, and validated by Civil Service Commission staff, and their eligible lists established in 2012.

### Entry-Level Testing

The Entry-level Police Officer exam consists of four phases. The Uniformed Testing Unit completed the fourth phase of the 2011 examination and established an eligible list in January 2012. They also conducted two full test administrations via Commission Rule VI from which candidates were tested and added to the existing eligible list. In all, 629 candidates were added to the Police Officer eligible list in 2012. Additionally, application filing and the first three phases of the 2013 Police Officer exam were administered and scored in late 2012. The fourth phase will be administered in January of 2013.

### Promotional Testing

	Number of Exam Phases	Number of Candidates Tested	Number of Candidates Added to Eligible List
<b>Fire Battalion Chief</b>	3	9	9
<b>Police Lieutenant</b>	4	37	25
<b>Police Commander</b>	3	19	11
<b>Police Deputy Chief</b>	2	9	9

The Uniformed Testing Unit also established an eligible list of three for Fire Assistant Chief in 2012. The promotional process, as specified by Commission Rules, consists of a review of the qualifications of applicants and an eligible list is created based upon seniority. In 2012, the Commission established one such list as was needed to fill vacancies in this rank.

## PAYROLL AND PERSONNEL ACTIONS

Another City Charter responsibility conferred upon the Commission is the monitoring and certification of the entire bi-weekly City payroll. This means that no City employee can be paid until the Commission certifies that the individual was hired and continues to be employed in accordance with the City Charter and Civil Service Commission Rules. The monitoring process includes verifying personnel transactions such as appointments, changes in pay, leaves of absences, and residency compliance. During 2012, the Commission processed an average of 673 transactions per pay period before the payroll was certified correct to the City Auditor and paychecks issued.

## COLUMBUS CITY SCHOOLS

The Ohio Revised Code provides that the Commission also oversee approximately 2,318 employees in the classified service of the Columbus Board of Education. In 2012, there were 190 classification specifications in the Columbus City Schools' class plan. During the course of the year, the Commission approved recommendations for revisions to six classification specifications and approved the creation of six job classes.

In addition, we provided Columbus City Schools with use of the Beacon Building Test Center for 13 days in 2012 for test administrations and held seven trial board hearings.

## CIVIL SERVICE COMMISSIONERS

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

Grady L Pettigrew, Jr., President	Term expires January 31, 2018
Jeffrey D. Porter, Member	Term expires January 31, 2016
Delena Edwards, Member	Term expires January 31, 2014

The Commissioners have the responsibility to establish the Rules that govern the selection, classification, promotion, and termination of the classified employees of the City of Columbus and the Columbus City Schools. During 2012, the Commissioners ruled on applicant appeals, heard employee disciplinary appeals, amended Commission Rules and Regulations, and responded to personnel requests from department directors, elected City officials, and the school board.

Throughout 2012, the Commission:

- held 12 regular meetings
- held 1 full Commission hearing
- held 7 trial board disciplinary appeals
- conducted no residency investigations

The Commission's 2012 docket included:

- 24 disciplinary appeals filed by employees/unions
- 17 nondisciplinary appeals filed by employees/unions
- 4 appeals withdrawn
- 9 disciplinary appeal rulings
- 15 non-disciplinary appeal rulings
- 96 requests for background administrative reviews by applicants
- 94 background administrative review rulings

## EXPENDITURES

<u>Summary - Expenditures by Unit</u>	<u>2011</u>	<u>2012</u>
Administration	\$1,700,458	\$1,682,417
Classification & Testing-Sworn Employees	1,209,773	1,088,490
Classification & Testing-Civilian Employees	482,987	525,070
<b>Total Expenditures</b>	<b>\$3,393,218</b>	<b>\$3,295,977</b>

*The Selection Process Summary Report (SPS Report) is provided at the end of the Annual Report. The SPS Report will provide information pertaining to the candidates who applied and/or tested for Civil Service positions with the City of Columbus during 2012.*

EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Automotive Mechanic (Heavy)	OC	12/8/2012	58	M	4	48	5	0	2	2	0	18	3	4	24	0	0	4	0	3	32
Automotive Mechanic Supervisor II	OC	9/27/2012	36	M	2	31	2	2	12	1	0	5	0	0	11	1	0	3	0	2	15
Automotive Parts Keeper	OC	12/11/2012	105	M	15	69	10	12	41	10	0	5	0	2	21	0	1	2	0	2	28
Automotive Parts Keeper Supervisor	OC	10/14/2012	53	M	9	37	2	8	17	2	0	9	0	0	11	0	1	0	0	1	14
Automotive Tire Repairer	OC	6/30/2012	142	M	31	98	13	26	71	9	3	8	3	4	13	1	2	6	0	2	22
Automotive Tire Repairer Supervisor	OC	10/23/2012	27	M	3	20	4	3	16	4	0	2	0	0	2	0	0	0	0	1	2
Building Maintenance Manager	OC	10/10/2012	117	M	18	86	7	10	30	3	4	19	2	4	37	2	0	0	0	0	1
Building Maintenance Supervisor II	OC	12/12/2012	90	M	15	62	12	13	28	10	2	15	2	0	15	0	0	4	0	2	1
Cable Worker I	OC	5/2/2012	32	M	13	17	0	13	13	0	0	1	0	0	0	0	0	0	0	2	3
Cable Worker II	OC	5/30/2012	14	M	8	6	0	6	3	0	1	0	0	3	0	0	0	0	0	2	4
Composting Facility Supervisor	OC	12/12/2012	31	M	2	27	1	2	12	1	0	4	0	0	10	0	0	1	0	2	1
Computer Operator I	OC	9/12/2012	182	M	42	62	8	21	24	2	9	15	4	6	21	2	6	2	0	3	49
Construction Inspector I (Civil)	OC	2/21/2012	158	M	20	112	10	13	52	2	2	30	5	4	20	1	1	10	2	2	42
Crane Operator	OC	11/15/2012	23	M	3	17	2	2	4	1	1	4	0	0	9	1	0	0	0	3	10

EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Custodial Supervisor	OC	5/4/2012	87	M	34	31	5	14	17	4	7	9	0	7	5	0	6	0	1	1	25
				F	6	10	1	1	4	1	3	2	0	1	4	0	1	0	0		
Customer Service Representative II	PRO	5/21/2012	133	M	10	12	5	10	10	5	0	0	0	0	2	0	0	0	0	3	16
				F	60	37	9	53	27	9	0	3	0	4	6	0	3	1	0		
Customer Service Supervisor	OC	12/10/12	386	M	37	97	14	8	12	0	19	41	9	5	35	4	5	9	1	2	152
				F	99	121	18	16	7	3	43	67	9	23	35	3	17	12	3		
Development Rehabilitation Technician	OC	8/8/2012	18	M	4	10	0	1	6	0	2	1	0	1	3	0	0	0	0	2	4
				F	2	2	0	2	2	0	0	0	0	0	0	0	0	0	0		
Drafter/CAD Operator	OC	2/28/2012	91	M	7	58	8	1	13	3	4	13	3	1	27	2	1	5	0	2	48
				F	2	8	8	0	1	0	0	3	2	0	2	2	2	2	2	4	
Electric Meter Technician	OC	8/14/2012	113	M	24	72	9	15	32	6	5	17	0	3	19	2	1	4	1	1	31
				F	3	3	2	3	1	2	0	1	0	0	0	0	0	0	1	0	
Electronic System Technician	OC	3/15/2012	68	M	18	41	7	4	5	1	4	8	2	7	19	3	3	9	1	1	43
				F	2	0	0	1	0	0	0	0	0	0	0	0	1	0	0		
Electronic System Technician Supervisor	OC	4/10/2012	23	M	3	19	1	1	6	0	1	3	1	10	1	0	0	0	0	1	11
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Employee Benefits Analyst I	OC	10/5/2012	212	M	26	48	14	12	23	9	4	7	3	5	15	2	5	3	0	3	69
				F	53	50	21	27	19	7	15	12	5	4	17	8	7	2	1		
Engineering Aide I	OC	12/13/2012	37	M	8	15	5	3	2	0	2	6	1	2	7	4	1	0	0	1	19
				F	2	5	2	0	0	1	0	2	1	2	0	0	3	0	0		
Engineering Aide II	OC	12/13/2012	14	M	1	8	3	0	0	0	0	4	1	0	4	2	1	0	0	2	8
				F	0	2	0	0	0	0	0	1	0	0	0	0	0	1	0		
Engineering Associate I	OC	10/30/2012	97	M	12	50	14	3	16	4	3	12	5	3	19	4	3	3	1	2	41
				F	6	11	4	1	6	0	2	3	1	3	1	2	0	1	1		
Engineering Associate II	OC	10/31/2012	72	M	8	44	10	2	8	2	4	10	4	1	21	2	1	5	2	3	38
				F	3	3	4	1	1	0	0	1	1	2	1	2	0	0	1		
Entry Level Professional Group	OC	5/30/2012	413	M	61	102	19	5	3	1	33	52	10	10	38	5	13	9	3	3	190
				F	89	112	30	6	8	5	42	47	11	21	54	9	20	3	5		



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Office Manager	OC	2/15/2012	583	M	34	117	19	13	30	7	8	35	7	6	41	4	7	11	1	2	248
Office Support Clerk	OC	3/14/2012	774	F	129	246	38	9	23	9	63	115	16	36	87	8	21	21	5	1	357
Parks Development Associate	OC	11/15/2012	63	F	7	39	5	5	17	3	1	13	0	0	5	1	1	4	1	2	16
Parks Development Associate	OC	10/24/2012	119	M	3	9	0	2	2	0	1	3	0	0	3	0	0	1	0	0	42
Parks Maintenance Assistant Manager	OC	11/7/2012	96	M	18	58	10	18	45	10	0	2	0	0	9	0	0	2	0	1	13
Parks Maintenance Supervisor	OC	11/27/2012	47	F	2	8	0	2	6	0	0	0	0	0	2	0	0	0	0	0	14
Parks Maintenance Supervisor	OC	10/30/2012	107	M	5	38	1	3	16	0	2	9	0	0	11	1	0	2	0	1	27
Parks Maintenance Worker	OC	6/28/2012	237	F	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	23
Payroll/Benefits Clerk	OC	12/17/2012	361	M	15	81	6	12	42	3	1	18	0	1	18	1	1	3	2	1	185
Plant Maintenance Electrician II	OC	6/7/2012	23	F	0	5	0	0	3	0	0	0	0	0	1	0	0	0	0	0	9
Plant Maintenance Helper	OC	9/18/2012	240	M	55	152	18	50	132	18	0	2	0	3	16	0	2	2	0	2	69
Plant Maintenance Mechanic	OC	10/16/2012	87	F	6	4	2	6	4	2	0	0	0	0	0	0	0	0	0	0	21
Police Commander	PRO	6/14/2012	23	M	31	55	8	4	7	0	13	20	5	8	26	0	6	2	3	3	16
Police Deputy Chief	PRO	8/20/2012	11	F	109	130	28	7	8	5	39	54	14	36	51	6	27	17	3	2	9
Police Evidence Technician	OC	11/7/2012	260	M	1	20	2	0	5	1	0	8	0	1	7	1	0	0	0	1	95

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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Police Lieutenant	PRO	6/14/2012	52	M	3	42	1	0	0	0	2	17	0	1	18	1	0	7	0	4	33
Police Officer	OC	7/12/2012	3270	F	2	4	0	0	0	0	0	0	0	1	4	0	1	0	0		
Police Property Clerk	OC	7/19/2012	510	M	88	163	37	50	82	26	16	37	4	21	59	7	60	85	23	1522	
Police Records Technician	OC	8/7/2012	502	F	89	115	18	73	67	11	3	14	5	8	32	2	5	2	0	1	122
Power Line/Cable Worker Trainee	OC	4/12/2012	125	M	26	87	9	10	37	6	8	17	2	5	23	1	3	10	0	1	42
Power Line Worker I	OC	11/6/2012	49	F	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0		
Power Line Worker I	OC	5/3/2012	17	M	10	32	6	9	29	6	1	2	0	0	0	0	0	1	0	2	1
Power Line Worker II	OC	11/6/2012	8	F	0	2	0	0	1	0	0	1	0	0	0	0	0	0	0		
Power Line Worker II	OC	5/30/2012	15	M	1	6	1	1	3	1	0	0	0	0	1	0	0	2	0	2	3
Procurement Specialist	OC	1/31/2012	132	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Programmer Analyst - Extended	OC	2/28/2012	27	M	6	8	3	4	6	3	0	0	0	1	1	0	1	1	0	1	5
Property Maintenance Inspection Trainee	OC	9/5/2012	324	F	6	3	1	4	2	1	1	0	1	0	1	0	0	0	0		
Public Health Sanitarian Aide	OC	3/27/2012	153	M	66	174	17	9	20	2	23	54	5	20	83	10	14	17	0	1	179
Recreation Leader	QNC	4/9/2012	115	F	22	41	4	1	4	0	9	16	2	9	20	1	3	1	1		
				M	35	44	13	2	0	0	12	24	5	11	18	6	10	2	2	1	80
				F	29	23	9	1	0	0	17	7	5	6	15	1	5	1	3		
				M	26	31	7	6	4	0	4	12	4	16	15	3	0	0	0	1	64
				F	19	25	7	3	2	3	6	5	2	10	18	2	0	0	0		

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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
Refuse Collection District Assistant Manager	OC	3/15/2012	163	M	26	98	8	18	38	4	4	13	2	4	47	2	0	0	0	1	64
Refuse Collection Supervisor	OC	1/24/2012	73	M	29	34	3	13	17	2	7	2	0	5	11	1	4	4	0	1	26
Refuse Container Assembler and Repairer	OC	1/11/2012	272	M	110	113	11	12	3	0	32	42	5	38	60	6	28	8	0	1	163
Senior Storekeeper	OC	8/22/2012	258	M	48	121	17	25	50	9	11	26	2	7	34	5	5	11	1	2	79
Sewer Cleaning Equipment Operator	OC	5/18/2012	84	M	30	41	9	29	31	9	0	4	0	1	6	0	0	0	0	2	7
Sewer Maintenance Worker	OC	5/15/2012	179	M	55	106	15	39	53	10	4	11	1	4	38	2	8	4	2	2	60
Storekeeper	OC	10/18/2012	400	M	90	157	26	31	32	6	22	56	10	18	56	8	19	13	2	1	171
Stormwater Investigator	OC	6/21/2012	62	M	7	39	5	4	26	3	3	7	1	0	6	1	0	0	0	2	10
Street Cleaning & Maintenance Supervisor	OC	10/11/2012	96	M	32	50	5	27	29	5	2	4	0	1	13	0	2	4	0	1	23
Street Maintenance Investigator	OC	5/31/2012	39	M	8	25	1	8	12	1	0	2	0	0	8	0	0	3	0	3	12
Substation Maintenance Technician	OC	8/14/2012	24	M	5	17	2	4	14	2	1	0	0	0	3	0	0	0	0	1	3
Traffic Line Supervisor I	OC	11/27/2012	15	M	2	12	1	1	3	0	0	1	0	1	8	1	0	0	0	1	10
Wastewater Chemist I	OC	3/29/2012	51	M	4	25	2	1	5	0	1	7	0	1	11	0	1	2	2	1	25

EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED	
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
Wastewater Pretreatment Analyst	OC	8/15/2012	94	M	7	52	7	5	17	1	1	15	3	0	16	2	1	4	1	1	36	
Water Maintenance Assistant Coordinator	OC	10/10/2012	57	M	14	33	4	14	28	4	0	0	0	0	5	0	0	0	0	1	5	
Water Maintenance Coordinator	OC	12/11/2012	46	M	3	33	1	3	22	1	0	2	0	0	9	0	0	0	0	1	9	
Water Service Supervisor	OC	4/19/2012	60	M	9	45	2	4	19	0	1	5	0	1	17	2	3	4	0	1	29	
Water Service Technician I	OC	7/27/2012	344	M	95	184	14	2	1	0	47	92	5	19	74	6	27	17	3	3	165	
Water Service Technician II	PRO	4/12/2012	47	M	10	28	5	8	20	2	0	0	0	1	7	3	1	1	0	1	14	
Welder	OC	9/22/2012	53	M	11	37	3	3	18	2	3	7	1	2	11	0	3	1	0	3	18	
				F	1	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0		
<b>Total by EEO Category</b>					<b>4509</b>	<b>9637</b>	<b>1522</b>	<b>1411</b>	<b>2484</b>	<b>484</b>	<b>1450</b>	<b>3163</b>	<b>491</b>	<b>896</b>	<b>2921</b>	<b>352</b>	<b>766</b>	<b>1053</b>	<b>197</b>			
<b>Total</b>					<b>15668</b>			<b>4379</b>			<b>5104</b>			<b>4169</b>			<b>2016</b>				<b>6113</b>	
O/C = Open Competitive Tests			82		15668										Phase 1					44		
PRO = Promotional Tests			6												Phase 2					32		
QNC = Qualifying Noncompetitive Tests			4												Phase 3					12		
<b>Total Tests</b>			<b>92</b>												Phase 4					<b>3</b>		
<b>Total Tests by Phase</b>														<b>Total Tests by Phase</b>								
Open Competitive - Nonuniformed Tests			81		11842			3888			3539			3349			1066					
Open Competitive - Uniformed Tests			1		3270			270			1478			605			917					
Promotional - Nonuniformed Tests			2		180			147			3			23			7					
Promotional - Uniformed Tests			4		97			3			27			54			13					
Qualifying Noncompetitive Tests			4		279			71			57			138			13					
<b>Total Regular Recruitment Tests</b>			<b>92</b>		<b>15668</b>			<b>4379</b>			<b>5104</b>			<b>4169</b>			<b>2016</b>					

1st Quarter Special Recruitment Tests	6	13	0	0	0	9	4
2nd Quarter Special Recruitment Tests	6	6	0	0	0	6	0
3rd Quarter Special Recruitment Tests	14	46	2	2	2	18	24
4th Quarter Special Recruitment Tests	7	10	0	0	0	6	4
<b>Total Special Recruitment Tests</b>	<b>33</b>	<b>75</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>39</b>	<b>32</b>
<b>Grand Total</b>	<b>125</b>	<b>15743</b>	<b>4381</b>	<b>5106</b>	<b>4208</b>	<b>2048</b>	