



CIVIL SERVICE COMMISSION

2014 Annual Report

The Municipal Civil Service Commission of Columbus, Ohio

Columbus Civil Service Commission

2014 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 7,700 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 2014, 100 percent of the City's class plan was up-to-date. As part of this objective, staff completed a total of 188 class reviews with recommendations approved by the Commission in 2014.

The 188 reviews resulted in:

- 8 actions to create new classification specifications
- 9 actions to abolish classifications
- 62 actions to review without change
- 109 actions to revise and/or retitle

Additionally, 76 positions were randomly reviewed to determine if their duties matched their current classification; 100 percent of these positions were 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 2014, Commission staff completed a total of four position audits; two 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. Additionally, 33 sworn positions were reviewed for possible civilianization consideration. If this is the direction chosen for these positions, several new or existing classifications may need to be created or revised.

APPLICANT AND EMPLOYEE SERVICES

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.

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 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 an email notice to apply when the City is taking applications for a given job.

The Applicant and Employee Services Unit is responsible for the recruitment and application process for the City's noncompetitive, provisional, and unclassified jobs.

In 2014, the Applicant and Employee Services Unit:

- 47,440 Job Interest Cards were submitted electronically for all City jobs
- posted 540 noncompetitive/provisional/unclassified job vacancies
- received 14,893 online applications for noncompetitive/provisional/unclassified job postings

NON-UNIFORMED TESTING

The Commission's Non-Uniformed Testing Unit administers exams to further determine candidates' suitability for the work which will be performed in all tested (competitive and qualifying noncompetitive) job classes, other than the Police and Fire sworn jobs.

In 2014, the Non-Uniformed Testing Unit:

- collected 40,899 on-line job interest forms for all non-uniformed jobs
- conducted 126 exam recruitments (90 regular recruitments and 36 Rule VI)
- received 12,787 exam applications (12,653 online; 134 paper)
- tested 4,412 candidates (4,349 regular and 63 Rule VI)

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 2014, we completed 53 job analysis projects, 53 test development projects, and averaged 64 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 two percent. The City began 2014 with one provisional employee and ended the year with three provisional employees, resulting in a provisional appointment rate of less than one percent.

The one provisional employee in place at the beginning of 2014 was in the new Cultural Arts and Events Specialist classification created for the Recreation and Parks Department. The provisional hire was approved in 2013 to meet a critical need within the department, with plans in place to create and administer the test in early 2014. However, the job analysis was put on hold at the request of the department while they tried to determine if the classification would continue to be utilized. In late 2014, the department gave the go ahead. The exam is expected to be developed in early 2015. The additional two provisional employees are in the Fire Battalion Chief classification. These two provisional employees were hired as the result of a significant number of retirements, a very small eligible list, and a clear need to have all Battalion Chief positions filled.

UNIFORMED TESTING

The Commission’s Uniformed Testing Unit administers exams for 10 job classes that make up the Public Safety services for 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 2014: Entry-level Police Officer, Entry-level Firefighter, Police Lieutenant, and Police Commander. With the exception of the Firefighter physical test, each of these exams were developed, administered, and validated by Civil Service Commission staff, and the eligible lists were established in 2014. An outside consultant developed and validated the Firefighter physical test.

Entry-Level Testing

The Entry-level Police Officer exam consists of four phases and the Entry-level Firefighter exam consisted of three phases. In 2014, there were 2,707 individuals who applied to take the Police Officer exam and 4,969 individuals who applied for the Firefighter exam. In all, 548 candidates were placed on the Police Officer eligible list and 1,411 candidates were placed on the Firefighter eligible list in 2014.

Promotional Testing

	Number of Exam Phases	Number of Candidates Tested	Number of Candidates Added to Eligible List
Police Lieutenant	4	23	16
Police Commander	2	13	10

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 political activity. During 2014, the Commission processed an average of 519 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 oversees approximately 2,457 employees in the classified service of the Columbus Board of Education. In 2014, there were 151 classification specifications in the Columbus City Schools’ class plan. During the year, the Commission approved recommendations for the revisions to two classification specifications and the abolishment of 37 job classes. There were no creations of job classes.

In 2014, Columbus City Schools utilized the downtown test center and hearing room for 15 days for test administrations (5) and trial board hearings (10).

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 expired 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 2014, 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 2014, the Commission:

- held 12 regular meetings
- conducted 2 full Commission hearings
- held 11 trial board disciplinary appeal hearings

The Commission's 2014 docket included:

- 15 disciplinary appeals filed by employees/unions
- 23 non-disciplinary appeals filed by employees/unions
- 5 appeals withdrawn
- 21 disciplinary appeal rulings
- 26 non-disciplinary appeal rulings
- 33 requests for background administrative reviews by applicants
- 34 background administrative review rulings

EXPENDITURES

Summary - Expenditures by Unit	2013	2014
Administration	\$1,981,027	\$1,953,946
Classification & Testing-Sworn Employees	1,068,958	1,245,828
Classification & Testing-Civilian Employees	526,815	519,835
Total Expenditures	\$3,576,800	\$3,719,609

2014
SELECTION PROCESS SUMMARY

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			
311 Service Representative II	PRO	2/18/2014	pron	16	M	4	2	0	4	2	0	0	0	0	0	0	0	0	0	0	0	2	4
			pron		F	6	4	0	4	2	0	0	0	0	2	2	0	0	0	0			
Administrative Secretary	QNC	3/6/2014	qnc	66	M	4	4	0	0	1	0	3	3	0	0	0	0	1	0	0	1	22	
			qnc		F	17	37	4	3	6	0	10	17	1	1	6	2	3	8	1			
Automotive Body Mechanic	OC	3/25/2014	ocn	20	M	3	16	1	1	6	0	1	3	0	0	7	1	1	0	0	3	9	
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Automotive Mechanic Supervisor II	OC	4/22/2014	ocn	41	M	3	37	0	3	18	0	0	3	0	0	11	0	0	5	0	2	17	
			ocn		F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0			
Cable Worker I	OC	4/13/2014	ocn	24	M	6	16	2	5	10	1	0	1	1	1	5	0	0	0	0	2	6	
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Cable Worker Supervisor I	OC	4/15/2014	ocn	15	M	2	12	1	2	5	1	0	2	0	0	4	0	0	1	0	1	5	
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Cable Worker Supervisor II	OC	4/15/2014	ocn	4	M	0	4	0	0	2	0	0	0	0	0	2	0	0	0	0	1	2	
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Claims Investigator	OC	9/11/2014	ocn	137	M	18	32	4	9	13	2	5	9	2	3	7	0	1	3	0	2	40	
			ocn		F	33	45	5	10	15	2	11	17	2	5	10	1	7	3	0			
Computer Operator II	OC	5/29/2014	ocn	63	M	17	25	2	13	20	2	2	2	0	2	3	0	0	0	0	3	5	
			ocn		F	9	8	2	8	7	1	1	1	1	0	0	0	0	0	0			
Construction Inspector I	OC	2/11/2014	ocn	99	M	19	65	8	10	24	0	0	17	2	5	22	5	4	2	1	1	44	
			ocn		F	2	5	0	1	1	0	0	0	0	1	4	0	0	0	0			
Crime Analyst	OC	4/10/2014	ocn	163	M	14	67	6	2	9	0	7	33	3	3	19	3	2	6	0	3	79	
			ocn		F	23	52	1	2	4	0	7	16	1	6	23	0	8	9	0			
Customer Service Manager	OC	3/19/2014	ocn	239	M	30	66	7	21	37	3	1	10	0	8	19	4	0	0	0	1	65	
			ocn		F	51	79	6	33	44	5	10	9	1	8	26	0	0	0	0			
Customer Service Representative II	OC	12/18/2014	ocn	478	M	58	52	15	27	18	6	19	15	5	8	16	3	4	3	1	2	158	
			ocn		F	184	137	32	50	33	9	69	58	11	45	40	8	20	6	4			
Customer Service Supervisor	OC	10/1/2014	ocn	490	M	65	108	12	39	57	7	16	32	4	5	16	1	5	3	0	2	91	
			ocn		F	137	147	21	54	50	6	58	65	11	15	27	1	10	5	3			
Desktop Support Technician	QNC	7/17/2014	qnc	79	M	26	28	8	13	9	3	5	6	3	5	10	2	3	3	0	3	27	
			qnc		F	9	5	3	6	1	3	0	3	0	2	1	0	1	0	0			
Electronic System Technician Supervisor	OC	10/16/2014	ocn	26	M	2	23	1	1	6	1	1	3	0	0	10	0	0	4	0	1	14	
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Employee Benefits Analyst I	OC	8/31/2014	ocn	127	M	20	29	2	2	13	1	13	8	1	2	6	0	3	2	0	3	32	
			ocn		F	38	34	4	12	20	2	14	8	1	8	6	1	4	0	0			
Engineering Aide I	OC	10/7/2014	ocn	46	M	8	31	3	1	6	1	4	11	2	2	10	0	1	4	0	1	20	
			ocn		F	1	3	0	0	0	0	0	1	0	1	2	0	0	0	0			
Engineering Associate I	OC	11/6/2014	ocn	44	M	15	21	4	4	1	0	4	4	2	3	14	1	4	2	1	2	27	
			ocn		F	3	1	0	0	0	0	2	0	0	1	0	0	0	1	0			
Engineering Associate II	OC	11/6/2014	ocn	37	M	6	25	5	1	1	0	3	2	2	0	19	1	2	3	2	3	28	

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						B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
			ocn		F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0		
Equal Opportunity Representative	OC	5/1/2014	ocn	81	M	22	8	2	5	2	0	10	4	1	3	2	1	4	0	0	2	25
			ocn		F	26	21	2	6	4	0	12	10	2	6	5	0	2	2	0		
Equipment Operator II	QNC	5/6/2014	qnc	66	M	21	42	1	6	18	1	6	8	0	1	9	0	8	7	0	1	25
			qnc		F	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0		
Equipment Operator II	QNC	9/23/2014	qnc	83	M	24	54	3	13	21	1	9	21	1	2	12	1	0	0	0	1	15
			qnc		F	1	1	0	0	1	0	1	0	0	0	0	0	0	0	0		
Excavator	QNC	7/9/2014	qnc	40	M	10	28	2	7	9	0	3	3	0	0	16	2	0	0	0	1	18
			qnc		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fingerprint Technician Supervisor	PRO	10/9/2014	pron	9	M	0	5	0	0	0	0	0	0	0	5	0	0	0	0	0	2	7
			pron		F	0	4	0	0	1	0	0	1	0	0	0	0	0	2	0		
Fingerprint Technician Trainee	OC	7/22/2014	ocn	380	M	61	96	18	0	0	0	27	49	10	23	40	6	11	7	2	3	206
			ocn		F	70	114	21	0	0	0	33	45	10	18	59	11	19	10	0		
Firefighter	OC	8/9/2014	ocu	4969	M	829	3408	360	103	132	28	366	1535	159	150	1136	105	210	605	68	3	2410
			ocu		F	79	251	42	9	19	4	53	129	22	4	13	3	13	90	13		
Fiscal Assistant I	OC	7/16/2014	ocn	279	M	21	46	6	4	7	0	7	17	1	5	19	4	5	3	1	1	124
			ocn		F	78	108	20	6	4	4	34	62	9	28	30	3	10	12	4		
Fiscal Assistant II	OC	7/16/2014	ocn	162	M	14	29	4	2	9	1	5	7	0	2	10	2	5	3	1	1	70
			ocn		F	45	63	7	8	11	2	15	29	3	14	22	1	8	1	1		
Fuel System Specialist	OC	3/6/2014	ocn	25	M	5	19	1	5	13	1	0	0	0	0	6	0	0	0	0	3	6
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fuel System Technician	OC	3/25/2014	ocn	24	M	3	19	1	2	14	1	1	2	0	0	3	0	0	0	0	3	3
			ocn		F	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0		
Gold Course Superintendent	OC	3/18/2014	ocn	29	M	2	26	1	1	6	1	0	4	0	0	13	0	1	3	0	1	17
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Graphics Technician	OC	4/1/2014	ocn	22	M	2	10	2	0	1	0	1	3	2	1	6	0	0	0	0	3	10
			ocn		F	2	5	1	1	0	0	0	4	0	0	1	1	1	0	0		
Horticultural Specialist II	OC	5/28/2014	ocn	20	M	4	8	0	3	4	0	0	0	0	2	0	0	1	2	0	1	11
			ocn		F	0	8	0	0	0	0	0	2	0	0	6	0	0	0	0		
Human Resource Representative	OC	8/31/2014	ocn	402	M	45	91	7	6	1	0	26	57	3	8	28	2	5	5	2	3	146
			ocn		F	129	110	20	11	17	4	66	56	9	31	33	2	21	4	5		
Income Tax Auditor Supervisor	PRO	6/12/2014	pron	9	M	0	3	1	0	0	0	0	1	0	0	2	1	0	0	0	2	7
			pron		F	0	5	0	0	1	0	0	0	0	4	0	0	0	0	0		
Maintenance Plumber	OC	10/29/2014	ocn	32	M	4	25	1	3	8	0	0	7	0	1	8	1	0	2	0	1	14
			ocn		F	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0		
Management Analyst I	OC	8/31/2014	ocn	299	M	42	96	8	4	3	1	25	53	3	7	35	2	6	5	2	3	120
			ocn		F	75	67	11	1	5	3	40	35	6	23	24	1	11	3	1		
Office Assistant I	OC	8/11/2014	ocn	440	M	25	49	6	8	12	1	7	18	2	7	17	3	3	2	0	1	181
			ocn		F	145	184	31	21	8	4	65	97	16	35	63	5	24	16	6		

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SELECTION PROCESS SUMMARY

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 Assistant II	OC	8/11/2014	ocn	315	M	14	28	5	2	5	0	6	13	2	3	7	3	3	3	0	1	131
			ocn		F	102	147	19	14	5	2	46	77	12	27	51	3	15	14	2		
Office Assistant III	OC	10/27/2014	ocn	326	M	22	27	1	7	5	0	10	13	1	2	4	0	3	5	0	1	134
			ocn		F	115	147	14	13	25	3	53	59	3	32	58	5	17	5	3		
Office Manager	OC	7/28/2014	ocn	361	M	26	67	7	9	7	1	8	32	1	5	20	3	4	8	2	2	171
			ocn		F	98	146	17	5	7	5	44	66	5	34	60	5	15	13	2		
Parking Enforcement Officer	OC	9/9/2014	ocn	342	M	93	115	13	29	17	1	35	57	6	16	37	4	13	4	2	2	137
			ocn		F	54	58	9	3	3	2	23	24	5	21	26	2	7	5	0		
Parks Irrigation Specialist	OC	6/18/2014	ocn	19	M	1	18	0	1	10	0	0	3	0	0	4	0	0	1	0	2	5
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Parks Maintenance Supervisor	OC	4/1/2014	ocn	66	M	8	54	2	7	18	1	0	17	1	0	15	0	1	4	0	2	22
			ocn		F	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0		
Parks Maintenance Worker	OC	9/25/2014	ocn	198	M	40	138	12	36	116	12	0	4	0	4	15	0	0	3	0	2	25
			ocn		F	2	6	0	0	5	0	0	0	0	2	1	0	0	0	0		
Payroll/Benefits Clerk	OC	11/13/2014	ocn	493	M	48	67	13	7	12	3	22	39	6	5	13	3	14	3	1	1	173
			ocn		F	158	176	31	26	18	8	79	85	15	38	61	5	15	12	3		
Personnel Analyst I	OC	8/31/2014	ocn	304	M	41	78	6	4	1	1	26	43	2	6	30	2	5	4	1	3	120
			ocn		F	85	82	12	3	7	1	46	44	6	23	29	1	13	2	4		
Plant Maintenance Electrician II	OC	11/13/2014	ocn	30	M	2	27	0	2	8	0	0	4	0	0	12	0	0	3	0	2	15
			ocn		F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Plant Maintenance Manager	OC	10/6/2014	ocn	73	M	9	51	9	9	44	9	0	2	0	0	5	0	0	0	0	1	5
			ocn		F	1	2	1	1	2	1	0	0	0	0	0	0	0	0	0		
Plant Maintenance Mechanic	OC	12/4/2014	ocn	76	M	11	58	6	2	20	1	5	11	2	2	23	3	2	4	0	2	35
			ocn		F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0		
Plant Maintenance Supervisor I	OC	2/25/2014	ocn	52	M	3	47	1	3	21	1	0	4	0	0	14	0	0	8	0	2	22
			ocn		F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Police Commander	PRO	6/17/2014	prou	17	M	2	13	0	1	0	0	0	3	0	1	7	0	0	3	0	2	13
			prou		F	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0		
Police Communications Technician	OC	1/15/2014	ocn	1492	M	71	173	25	0	7	1	41	93	16	3	20	2	27	55	6	1	355
			ocn		F	176	265	36	10	4	0	71	134	14	17	46	4	78	79	18		
Police Communications Technician	OC	9/18/2014	ocn	760	M	75	170	13	5	4	1	46	106	7	3	14	1	21	46	4	1	318
			ocn		F	180	282	40	12	10	0	95	133	23	12	47	6	61	92	11		
Police Lieutenant	PRO	6/20/2015	prou	44	M	4	38	1	0	0	0	0	18	0	3	13	0	1	7	1	4	26
			prou		F	1	1	0	0	0	0	1	0	0	0	1	0	0	0	0		
Police Officer	OC	11/15/2014	ocu	2707	M	431	1624	219	48	88	13	209	790	100	62	367	43	112	379	63	4	1198
			ocu		F	120	271	42	20	15	1	53	150	22	15	54	7	32	52	12		
Police Property Clerk	OC	10/30/2014	ocn	315	M	71	91	14	30	25	5	22	38	4	5	24	3	14	4	2	3	87
			ocn		F	48	76	15	31	36	7	9	18	3	7	20	4	1	2	1		
Police Records Technician	OC	11/5/2014	ocn	307	M	44	47	7	20	22	5	18	18	1	3	6	1	3	1	0	2	79

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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
			ocn	F	80	116	13	18	18	2	43	59	4	12	33	7	7	6	0		
Power Distribution Load Trainee	OC	3/18/2014	ocn	M	8	35	4	4	11	1	4	13	2	0	8	1	0	3	0	2	12
			ocn	F	3	5	0	2	1	0	1	4	0	0	0	0	0	0	0		
Power Line Worker II	OC	5/20/2014	ocn	M	1	11	1	1	5	1	0	0	0	0	5	0	0	1	0	2	6
			ocn	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Power Line Worker Supervisor I	OC	4/16/2014	ocn	M	1	7	0	0	3	0	0	1	0	1	3	0	0	0	0	1	4
			ocn	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Power Line Worker Supervisor II	OC	11/20/2014	ocn	M	0	7	0	0	5	0	0	2	0	0	0	0	0	0	0	1	0
			ocn	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Print Services Specialist	OC	6/13/2014	ocn	M	11	6	0	11	5	0	0	0	0	0	1	0	0	0	0	1	1
			ocn	F	4	4	1	4	4	1	0	0	0	0	0	0	0	0	0		
Print Services Technician	OC	5/8/2014	ocn	M	13	29	3	0	0	0	9	17	3	2	9	0	2	3	0	3	29
			ocn	F	12	15	1	0	0	0	5	10	0	4	5	1	3	0	0		
Public Health Sanitarian Aid	OC	3/20/2014	ocn	M	15	34	6	0	0	0	7	19	4	3	15	1	5	0	1	1	34
			ocn	F	11	8	1	1	0	0	5	5	0	3	2	1	2	1	0		
Purchasing Expediter	OC	10/9/2014	ocn	M	19	44	3	7	21	0	6	10	3	3	10	0	3	3	0	1	42
			ocn	F	22	47	1	10	16	0	4	16	1	8	13	0	0	2	0		
Recreation Leader	QNC	4/28/2014	qnc	M	46	36	6	16	3	3	13	9	1	17	24	2	0	0	0	1	83
			qnc	F	36	28	4	8	1	0	6	11	2	22	16	2	0	0	0		
Refuse Container Assembler and Repairer	OC	7/31/2014	ocn	M	54	55	6	0	0	0	25	25	3	17	24	2	12	6	1	2	74
			ocn	F	8	10	1	1	0	0	1	4	1	4	6	0	2	0	0		
Relocation Specialist	OC	8/31/2014	ocn	M	54	72	7	4	0	0	32	38	3	8	30	2	10	4	2	3	133
			ocn	F	99	64	17	4	1	3	53	34	8	25	27	2	17	2	4		
Safety Technician	OC	4/24/2014	ocn	M	7	24	5	3	18	3	2	2	1	2	4	1	0	0	0	3	8
			ocn	F	4	4	1	3	4	1	0	0	0	1	0	0	0	0	0		
Security Specialist Supervisor	OC	2/27/2014	ocn	M	25	55	11	14	22	8	7	23	2	2	10	1	2	0	0	3	22
			ocn	F	9	11	1	3	7	0	1	2	1	4	1	0	1	1	0		
Senior Storekeeper	OC	12/8/2014	ocn	M	26	41	1	11	7	0	9	15	0	2	18	0	4	1	1	2	30
			ocn	F	7	14	3	3	6	2	2	6	1	2	2	0	0	0	0		
Sewer Cleaning Equipment Operator	OC	4/29/2014	ocn	M	23	34	2	20	26	2	1	4	0	1	4	0	1	0	0	2	6
			ocn	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Maintenance Supervisor I	OC	2/27/2014	ocn	M	3	23	0	2	15	0	1	2	0	0	5	0	0	1	0	2	6
			ocn	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Maintenance Supervisor II	OC	2/26/2014	ocn	M	8	37	1	2	21	1	1	1	0	2	11	0	3	4	0	2	20
			ocn	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Maintenance Worker	OC	9/5/2014	ocn	M	41	67	8	28	34	6	5	15	2	4	18	0	4	0	0	1	27
			ocn	F	1	2	0	0	1	0	0	1	0	1	0	0	0	0	0		
Sewer Service Worker	OC	10/7/2014	ocn	M	39	68	11	35	44	9	1	9	1	3	12	0	0	3	1	2	19
			ocn	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

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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		
Sewer Telemonitoring Operator	QNC	7/7/2014	qnc	67	M	19	40	4	17	33	4	1	3	0	1	4	0	0	0	0	2	6
			qnc		F	2	2	0	2	1	0	0	0	0	0	1	0	0	0	0		
Storekeeper	OC	12/2/2014	ocn	252	M	61	114	7	10	20	2	35	50	2	8	41	2	8	3	1	1	85
			ocn		F	26	40	4	5	3	1	16	22	1	1	14	1	4	1	1		
Street/Traffic Maintenance Investigator	OC	8/4/2014	ocn	79	M	19	45	5	16	29	2	0	7	1	2	8	1	1	1	1	3	15
			ocn		F	4	5	1	3	3	0	1	2	0	0	0	1	0	0	0		
Trades Helper (Electrical)	OC	8/4/2014	ocn	70	M	17	48	2	11	11	0	2	14	1	2	20	1	2	3	0	1	31
			ocn		F	1	2	0	0	0	0	0	0	0	1	2	0	0	0	0		
Traffic Line Worker	OC	4/21/2014	ocn	40	M	15	21	2	14	14	2	0	5	0	1	2	0	0	0	0	2	3
			ocn		F	1	0	1	1	0	0	0	0	1	0	0	0	0	0	0		
Wastewater Pretreatment Analyst	OC	2/25/2014	ocn	52	M	5	25	6	2	10	1	0	8	1	1	4	4	2	3	0	1	20
			ocn		F	3	11	2	1	2	0	2	5	0	0	4	2	0	0	0		
Wastewater Pretreatment Technician	OC	4/29/2014	ocn	71	M	13	46	6	10	18	3	2	12	1	0	13	2	1	3	0	1	21
			ocn		F	2	2	2	0	2	2	0	0	0	2	0	0	0	0	0		
Water Maintenance Manager	OC	10/6/2014	ocn	40	M	9	27	4	9	19	3	0	1	0	0	7	1	0	0	0	1	8
			ocn		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water Maintenance Worker	OC	3/5/2014	ocn	168	M	26	134	5	22	84	5	0	20	0	2	24	0	2	6	0	1	35
			ocn		F	0	3	0	0	2	0	0	0	0	0	1	0	0	0	0		
Water Service Supervisor	OC	4/30/2014	ocn	44	M	3	35	2	1	11	0	1	6	0	0	16	2	1	2	0	1	23
			ocn		F	1	2	1	1	0	1	0	0	0	0	1	0	0	1	0		
Water Service Technician I	OC	10/21/2014	ocn	394	M	92	234	18	2	1	0	50	132	9	16	80	9	24	21	0	2	169
			ocn		F	23	22	5	0	0	0	12	16	3	3	3	1	8	3	1		
Total by EEO Category						5808	12694	1525	1280	1903	268	2412	5376	635	1056	3648	351	1060	1767	271		
Total						20027			3451			8423			5055			3098				8153
						20027									Phase 1					36		
O/C = Open Competitive Tests						77									Phase 2					31		
PRO = Promotional Tests						5									Phase 3					20		
QNC = Qualifying Noncompetitive Tests						7									Phase 4					2		
Total Tests						89									Total Tests by Phase					89		
Open Competitive - Nonuniformed Tests						75			11698			2744			4662			2892			1400	
Open Competitive - Uniformed Tests						2			7676			480			3588			1959			1649	
Promotional - Nonuniformed Tests						3			34			14			2			16			2	
Promotional - Uniformed Tests						2			62			1			22			27			12	
Qualifying Noncompetitive Tests						7			557			212			149			161			35	
Total Regular Recruitment Tests						89			20027			3451			8423			5055			3098	
1st Quarter Special Recruitment Tests						8			12			3			1			5			3	
2nd Quarter Special Recruitment Tests						12			26			2			2			19			3	
3rd Quarter Special Recruitment Tests						4			9			0			1			5			3	

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					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
4th Quarter Special Recruitment Tests			7			7			1			0			5			1				
Total Special Recruitment Tests			31			54			6			4			34			10				
Grand Total			120			20081			3457			8427			5089			3108				