

CIVIL SERVICE

The Civil Service Department treats all customers with integrity, courtesy and respect, and provides quality candidates that reflect our diverse community through a fair and timely employment process.

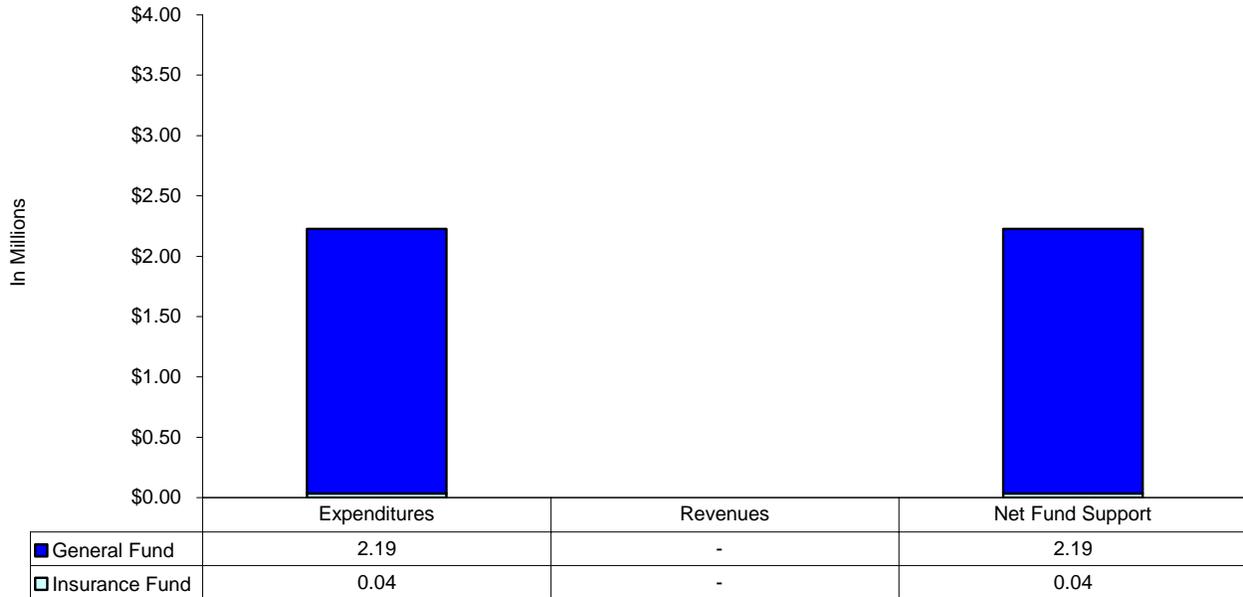
Fiscal Year 2007 Accomplishments

The Civil Service Commission is mandated by Article XI Section 1100 of the Charter of the City of Long Beach. The five members of the Commission are appointed by the Mayor and are approved by the City Council. The Civil Service Commission appoints the Executive Director-Civil Service. Civil Service Department staff members are appointed by the Executive Director.

- Successfully hosted the 2nd Annual Civil Service Department Open House, which provided City employees and the general public with information about the Department's services.
- Coordinated an Engineering Open House at the Port of Long Beach for engineering vacancies throughout the City. Worked collaboratively with user departments to share the cost of this event.
- Conducted a successful Police Recruit recruitment drive that included travels to Historically Black Colleges and Universities (HBCU's) in Alabama, Florida, Georgia and North Carolina.
- Conducted workshops for Police Recruit candidates to increase awareness of the testing and hiring process.
- Coordinated the 3rd Annual Police Expo at Scherer Park to promote Police Recruit and other career opportunities in law enforcement.
- Developed new marketing materials to promote Fire Recruit employment opportunities.
- Conducted workshops in collaboration with the Fire Department regarding the testing and hiring process, including outreach to existing City employees.
- Conducted a multi-media recruitment campaign resulting in over 5,000 Fire Recruit applicants.
- Converted Job Interest Form records to operate in a completely electronic format for ease in managing and notifying applicants of job opportunities.
- Performed outreach into LBUSD schools utilizing City employees representing a wide variety of careers. The outreach included participation in Read Across America, Principal for a Day Program and career fairs at middle and senior high schools.
- Met with President of CSULB to discuss bridging students to careers in local government and performed outreach at the college/university level including career fairs and on-campus workshops.
- Presented information on the Civil Service process and career development opportunities at the quarterly New Employee Orientation Training program.
- Joined the Long Beach City College Pacific Coast Campus Vocational Associates advisory committee to link students in the trades to the City of Long Beach.
- Conducted a special administration of the Police Recruit examination to accommodate out-of-state candidates.
- Administered public safety examinations for Fire Recruit, Police Recruit, Police Officer – Lateral, and promotional examinations for Battalion Chief, Fire Engineer and Police Sergeant.
- Offered Fire Recruit applicants the opportunity to file online applications for the first time.
- Enhanced examination processes for Battalion Chief and Police Sergeant, which condensed candidate participation time; completed four testing components in one week and provided development opportunities for participating candidates.
- Worked with the LBPD to create an improved Assessment of Promotability process for Police Sergeant.
- Administered public safety related examinations for Communications Center Supervisor, Communications Dispatcher, Police Services Specialist, School Guard, Special Services Officer, Senior Records Clerk and Ambulance Operator.
- Administered public health examinations for Nurse, Nurse Practitioner, Physician's Assistant, Public Health Nurse, Public Health Nutritionist and Public Health Professional.
- Increased online applications submitted to nearly 80 percent of applications received.
- Finalized placement of all Community Development conversion employees.
- Partnered with the Water Department to research and create two new specialized classifications to support Water Department communications.
- Was a major participant in the Citywide ReHiRe Optimization Study and Embracing Diversity program.

Summary by Character of Expense

Adopted* FY 08 Budget by Fund



	Actual FY 06	Adopted* FY 07	Adjusted FY 07	Year End** FY 07	Adopted* FY 08
Expenditures:					
Salaries, Wages and Benefits	2,104,208	2,247,466	2,247,466	2,251,985	1,565,025
Materials, Supplies and Services	481,666	375,920	428,435	438,337	428,720
Internal Support	222,715	223,866	223,866	231,248	233,378
Capital Purchases	1,706	-	297	1,739	-
Debt Service	-	-	-	-	-
Transfers to Other Funds	-	-	-	(23,948)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,810,293	2,847,252	2,900,064	2,899,361	2,227,123
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	22.00	23.00	23.00	23.00	25.00

* Amounts exclude all-years carover. See budget ordinance in the front section of this document.

Administration and Support Services Division Summary

Services Provided:

Enforce City Charter-mandated Civil Service Rules and Regulations; adjudicate appeals; maintain eligible and priority lists; certify candidates for selection; monitor non-career appointments; process personnel transactions; monitor performance appraisal system; maintain employee records.

Service Improvement Objectives:

To conduct six managerial/supervisory training classes on Civil Service Rules and Regulations.
 To certify 70 percent of personnel requisitions within 24 hours of receipt.

	Actual FY 06	Adopted* FY 07	Adjusted FY 07	Year End** FY 07	Adopted* FY 08
Quantitative Measures of Service:					
# of managerial/supervisory training classes conducted	4	5	5	5	6
% of personnel requisitions certified within 24 hours of receipt	64%	75%	70%	63%	70%
Expenditures:					
Salaries, Wages and Benefits	683,484	737,606	737,606	730,721	655,635
Materials, Supplies and Services	134,642	74,250	94,928	114,292	74,250
Internal Support	149,920	152,814	152,814	142,720	152,097
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	968,045	964,670	985,347	987,733	881,982
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	6.00	6.00	6.00	6.00	6.00

* Amounts exclude all-years carover. See budget ordinance in the front section of this document.

** Unaudited

Employment Services Division Summary

Services Provided:

Develop and administer streamlined, job-related employment examinations in accordance with modern psychometric standards to ensure City departments are equipped with highly qualified pools of candidates for selection. Provide timely staff reports to the Civil Service Commission to meet the exceptional personnel needs of the user departments. Perform bilingual assessments and coordinate the bilingual certification program.

Service Improvement Objectives:

- To establish 175 eligible lists.
- To complete 98 percent of departmental requests for staff reports within established deadlines.
- To conduct eleven training classes on employee selection, examination preparation and/or general understanding of Civil Service testing and procedures.
- To administer 90 bilingual assessments.

	Actual FY 06	Adopted* FY 07	Adjusted FY 07	Year End** FY 07	Adopted* FY 08
Quantitative Measures of Service:					
# of eligible lists established	238	170	170	225	175
% of staff reports completed within established deadlines	99%	98%	98%	98%	98%
# of managerial/supervisory training classes conducted	12	10	10	10	11
# of bilingual tests administered	137	90	90	91	90
Expenditures:					
Salaries, Wages and Benefits	1,063,392	1,117,267	1,117,267	1,097,536	782,016
Materials, Supplies and Services	140,317	150,850	163,529	137,613	166,850
Internal Support	23,987	27,611	27,611	29,178	29,476
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	(23,948)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,227,696	1,295,728	1,308,406	1,240,378	978,342
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	12.00	12.45	12.45	12.45	13.00

* Amounts exclude all-years carover. See budget ordinance in the front section of this document.

** Unaudited

Recruitment Division Summary

Services Provided:

Implement recruitment strategies that identify and attract qualified, diverse, service-oriented applicants for City jobs. Provide City departments with Equal Employment Opportunity (EEO) hiring opportunities. Provide individuals with career counseling opportunities. Coordinate outreach program with California State University Long Beach, Long Beach City College and Long Beach Unified School District.

Service Improvement Objectives:

- To recruit a diverse applicant pool for City employment equivalent to the labor market availability.
- To conduct a total of eight managerial/supervisory training classes on Employee Performance Appraisals.
- To increase number of resumes received and evaluated by 10%
- To increase the number of Job Interest Forms received from potential candidates by 10%

	Actual FY 06	Adopted* FY 07	Adjusted FY 07	Year End** FY 07	Adopted* FY 08
Quantitative Measures of Service:					
# of community outreach visits	155	110	113	87	115
# of career counseling sessions conducted	110	575	575	815	900
# of Job Interest Forms received from potential job candidates	0	0	0	3,186	3,504
# of managerial/supervisory training classes conducted	8	8	8	10	8
# of resumes received and evaluated for individuals seeking employment	395	500	515	427	470
Expenditures:					
Salaries, Wages and Benefits	357,332	392,593	392,593	423,728	127,374
Materials, Supplies and Services	206,707	150,820	169,979	186,432	187,620
Internal Support	48,808	43,441	43,441	59,351	51,805
Capital Purchases	1,706	-	297	1,739	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	614,552	586,854	606,310	671,250	366,799
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	4.00	4.55	4.55	4.55	6.00

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** Unaudited

Personal Services

Classification	FY 06 Adopt FTE	FY 07 Adopt FTE	FY 08 Adopt FTE	FY 07 Adopted Budget	FY 08 Adopted Budget
Executive Director-Civil Service	1.00	1.00	1.00	133,308	145,306
Administrative Aide I	-	1.00	2.00	38,626	83,446
Administrative Aide II	1.00	1.00	1.00	48,261	49,579
Clerk Typist III	2.00	2.00	2.00	73,811	74,096
Clerk Typist IV	2.00	2.00	2.00	74,478	72,538
Deputy Director-Civil Service	1.00	1.00	1.00	110,668	120,628
Employment Services Officer	1.00	1.00	1.00	84,449	92,049
Executive Assistant	1.00	1.00	1.00	54,392	59,289
Members-Boards/Commissions	-	-	-	30,000	30,000
Personnel Analyst I-Confidential	4.00	3.00	5.00	158,775	298,579
Personnel Analyst II-Confidential	4.00	3.00	5.00	205,900	142,058
Personnel Analyst III-Confidential	2.00	4.00	2.00	296,499	304,594
Personnel Assistant I-Confidential	1.00	1.00	4.00	46,215	47,437
Personnel Assistant II-Confidential	1.00	1.00	1.00	48,261	49,579
Recruitment Officer-Civil Service	1.00	1.00	1.00	80,887	88,168
Subtotal Salaries	----- 22.00	----- 23.00	----- 29.00	----- 1,484,531	----- 1,657,344
Overtime	---	---	---	-	-
Fringe Benefits	---	---	---	716,616	768,237
Administrative Overhead	---	---	---	46,319	59,725
Salary Savings	---	---	---	-	(920,282)
Total	----- 22.00	----- 23.00	----- 25.00	----- 2,247,466	----- 1,565,024

Key Contacts

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