

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.

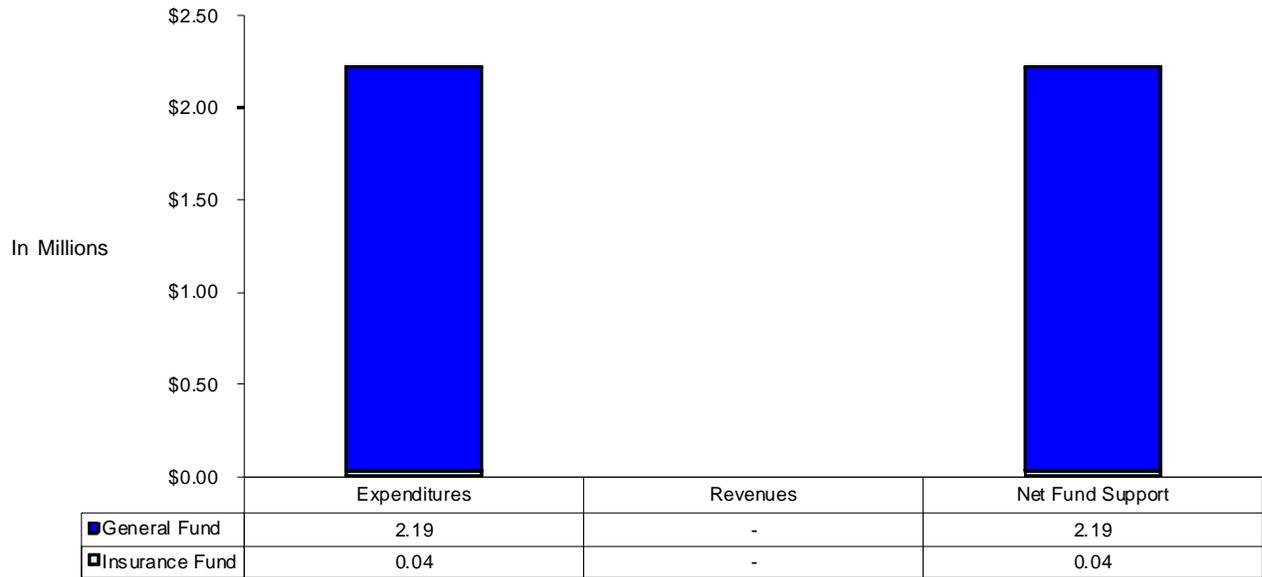
Fiscal Year 2008 Accomplishments

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. The Executive Director appoints Civil Service Department staff members.

- Partnered with faculty at Poly PAAL (Poly Academy for Accelerated Learning) to host a Career Day. Over forty participants, including twenty-five city employees participated in this event.
- Participated in career days at Franklin Middle School and Jordan Senior High School.
- Collaborated with the CSULB - Career Development Center to coordinate a pilot program for entry-level civil engineering positions.
- Developed a pilot internship program to recruit students majoring in civil engineering. This was a collaborative effort among City departments (i.e., Development Services, Gas & Oil, Harbor and Public Works).
- Collaborated with the Harbor Department to market Harbor-related engineering opportunities.
- Hosted students who participated in the 9th Annual Groundhog Job Shadow Day.
- Participated in quarterly New Employee Orientation Training program.
- Joined the LBUSD School for Adults Advisory Committee.
- Conducted a multi-media recruitment campaign resulting in over 2,029 Police Recruit applicants.
- In collaboration with the Police Department, conducted workshops regarding the testing and hiring process, including outreach to existing City employees.
- Conducted multiple testing sessions for Police Recruit allowing more flexibility for candidates and quicker certification of names of qualified candidates to LBPD.
- Administered public safety examinations for Police Recruit, Police Officer – Lateral, and promotional examinations for Police Lieutenant, Fire Captain, Marine Safety Sergeant – Boat Operator and Marine Safety Captain, Communications Dispatcher, School Guard, Special Services Officer, Forensic Specialist, Police Property and Supply Clerk, Ambulance Operator, Park Ranger and Chief Port Security Officer.
- Enhanced the examination process for Police Lieutenant, which condensed candidate participation time, completed four testing components in one week, incorporated on-line testing for In-Basket Exercise and provided development opportunities for participating candidates.
- Worked with the LBPD to create an improved Assessment of Promotability process for Police Lieutenant.
- Streamlined the examination process for Special Services Officer by allowing for continuous testing and waiver of examination for candidates with specialized training or certificates.
- Administered public health examinations for Public Health Nutritionist, Public Health Physician, Microbiologist, Public Health Professional, Registered Nurse, Senior Animal Control Officer, and Animal Health Technician.
- Created a new specialized classification (Water Conversation Specialist) to support the Water Department's conservation efforts.
- Implemented the RELAY program to enhance the quality of services delivered.
- Conducted nine training classes for the Supervisor's Leadership Academy; also conducted requested training for the Harbor, Community Development and Gas and Oil Departments.
- Completed orders of layoff and established priority lists for the classifications of Public Health Professional, Community Relations Assistant, Clerk Typist, Personnel Analyst and Assistant Administrative Analyst.
- Through enhanced efforts, over eighty percent of all employment applications were received online.

Summary by Character of Expense

Adopted* FY 09 Budget by Fund



	Actual FY 07	Adopted* FY 08	Adjusted FY 08	Year End** FY 08	Adopted* FY 09
Expenditures:					
Salaries, Wages and Benefits	2,251,985	1,565,025	1,565,025	1,876,923	1,718,745
Materials, Supplies and Services	438,337	428,720	428,720	161,119	306,631
Internal Support	231,248	233,378	233,378	199,945	199,129
Capital Purchases	1,739	-	-	-	-
Debt Service	-	-	-	-	-
Transfers to Other Funds	(23,948)	-	-	(10,900)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,899,361	2,227,123	2,227,123	2,227,087	2,224,505
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	156	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	156	-
Personnel (Full-time Equivalents)	23.00	25.00	25.00	25.00	16.00

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

** Unaudited

The structural reduction realized by the Civil Service Department in FY 09 to achieve its FY 08 budget reduction was \$739,252 instead of the \$731,906 proposed.

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

	Actual FY 07	Adopted* FY 08	Adjusted FY 08	Year End** FY 08	Adopted* FY 09
Quantitative Measures of Service:					
# of managerial/supervisory training classes conducted Rules and Regulations	5	5	5	4	4
# of managerial/supervisory training classes conducted on Performance Appraisals	7	8	6	5	4
% of personnel requisitions certified within 24 hours of receipt	67%	70%	68%	65%	70%
Expenditures:					
Salaries, Wages and Benefits	730,721	655,635	655,635	713,811	737,367
Materials, Supplies and Services	114,292	74,250	74,250	53,750	55,781
Internal Support	142,720	152,097	152,097	146,308	141,373
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	987,733	881,982	881,982	913,869	934,521
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	5.00

*Amounts exclude all-years carryover.

**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 180 eligible lists.
- To complete 80 percent of departmental requests for staff reports within established deadlines.
- To conduct eight training classes on employee selection, examination preparation and/or general understanding of Civil Service testing and procedures.
- To administer 90 bilingual assessments.

	Actual FY 07	Adopted* FY 08	Adjusted FY 08	Year End** FY 08	Adopted* FY 09
Quantitative Measures of Service:					
# of eligible lists established	236	175	170	225	180
% of staff reports completed within established deadlines	98%	98%	98%	90%	80%
# of managerial/supervisory training classes conducted	10	11	11	11	8
# of bilingual tests administered	91	90	90	90	90
Expenditures:					
Salaries, Wages and Benefits	1,097,536	782,016	782,016	942,447	981,378
Materials, Supplies and Services	137,613	166,850	166,850	41,233	162,350
Internal Support	29,178	29,476	29,476	15,234	44,657
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(23,948)	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
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Total Expenditures	1,240,378	978,342	978,342	998,914	1,188,385
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)	12.45	13.00	13.00	13.00	11.00

*Amounts exclude all-years carryover.

**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.
 Coordinate outreach program with local community colleges and universities.

Service Improvement Objectives:

To recruit a diverse applicant pool for City employment equivalent to the labor market availability through e-recruiting.
 To attend 20 major city-wide outreach recruitment events.

	Actual FY 07	Adopted* FY 08	Adjusted FY 08	Year End** FY 08	Adopted* FY 09
Quantitative Measures of Service:					
# of community outreach visits	110	115	40	26	20
# of career counseling sessions conducted	575	900	266	35	N/A
# of Job Interest Forms received from potential job candidates	3000	3504	2695	2750	N/A
# of managerial/supervisory training classes conducted	8	8	6	6	N/A
# of resumes received and evaluated for individuals seeking employment	515	470	201	179	N/A
Expenditures:					
Salaries, Wages and Benefits	423,728	127,374	127,374	220,664	-
Materials, Supplies and Services	186,432	187,620	187,620	66,136	88,500
Internal Support	59,351	51,805	51,805	38,403	13,099
Capital Purchases	1,739	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	(10,900)	-
Prior Year Encumbrance	-	-	-	-	-
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Total Expenditures	671,250	366,799	366,799	314,303	101,599
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	156	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	156	-
Personnel (Full-time Equivalents)	4.55	6.00	6.00	6.00	0.00

*Amounts exclude all-years carryover.

**Unaudited

Personal Services

Classification	FY 07 Adopt FTE	FY 08 Adopt FTE	FY 09 Adopt FTE	FY 08 Adopted Budget	FY 09 Adopted Budget
Executive Director-Civil Service	1.00	1.00	1.00	145,306	149,664
Administrative Aide I	1.00	2.00	1.00	83,446	48,786
Administrative Aide II	1.00	1.00	1.00	49,579	52,611
Clerk Typist III	2.00	2.00	-	74,096	-
Clerk Typist IV	2.00	2.00	1.00	72,538	39,223
Deputy Director-Civil Service	1.00	1.00	1.00	120,628	124,246
Employment Services Officer	1.00	1.00	1.00	92,049	94,812
Executive Assistant	1.00	1.00	1.00	59,289	61,068
Members-Boards/Commissions	-	-	-	30,000	30,000
Personnel Analyst I-Confidential	3.00	5.00	1.00	298,579	57,962
Personnel Analyst II-Confidential	3.00	2.00	2.00	142,058	150,687
Personnel Analyst III-Confidential	4.00	4.00	4.00	304,594	323,222
Personnel Assistant I-Confidential	1.00	1.00	1.00	47,437	50,039
Personnel Assistant II-Confidential	1.00	1.00	1.00	49,579	52,611
Recruitment Officer-Civil Service	1.00	1.00	-	88,168	-
Subtotal Salaries	----- 23.00	----- 25.00	----- 16.00	----- 1,657,344	----- 1,234,931
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	768,237	577,822
Administrative Overhead	---	---	---	26,220	39,717
Attrition/Salary Savings	---	---	---	(920,282)	(133,724)
Total	----- 23.00	----- 25.00	----- 16.00	----- 1,565,024	----- 1,718,745

Key Contacts

Mario R. Beas, Executive Director

Melinda George, Deputy Director

333 W Ocean Boulevard, 7th Floor

Long Beach, CA 90802

Phone: (562) 570-6202

Fax: (562) 570-7490

www.longbeach.gov/civilservice