

CIVIL SERVICE

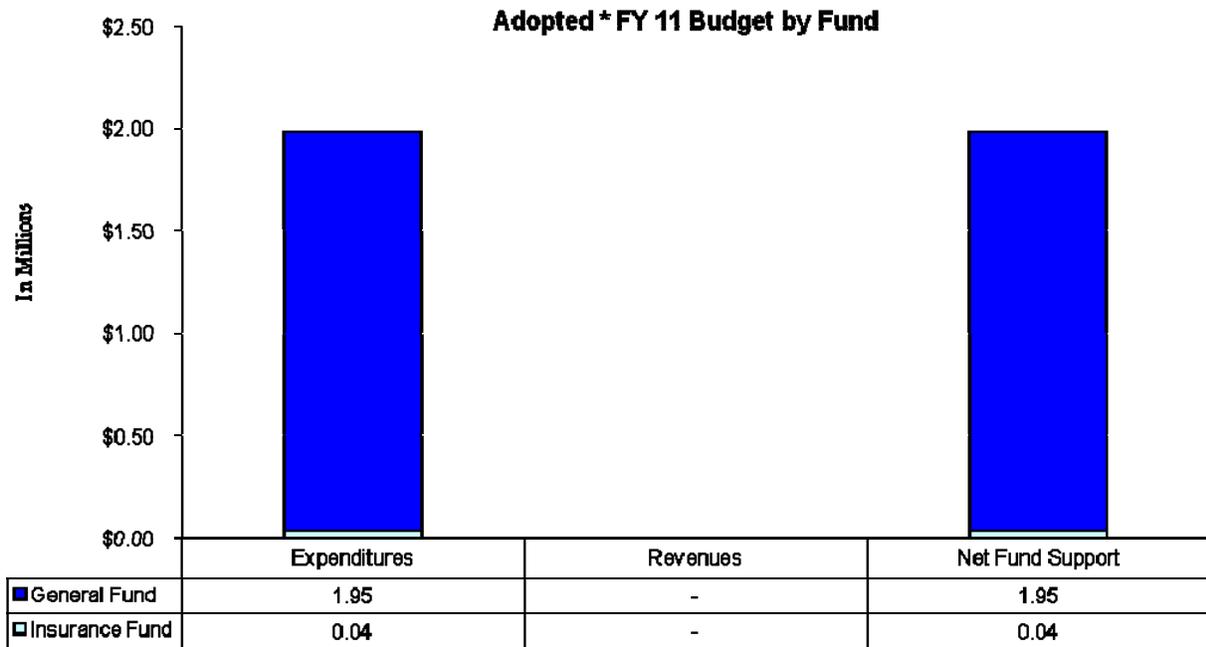
The Civil Service Department treats all customers with integrity, courtesy and respect, and provides quality candidates that reflect our diverse community through a fair and timely employment process.

Fiscal Year 2010 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.

- Utilized Section 115 of the Civil Service Rules and Regulations to allow for exceptions to the Rules if, in the opinion of the Commission, the best interest of the City would be served. The Commission approved exceptions to Section 7 of the Rules to restrict applications to City employees and former employees impacted by layoff for the job opportunities of Assistant Administrative Analyst, General Maintenance Assistant, Gas Construction Worker, Gas Field Service Representative, Housing Specialist, Park Maintenance Supervisor, and Airport Operations Specialist.
- Conducted a Civil Service Commission business meeting at the Harbor Department and received an orientation and tour of the new Command and Control Center.
- Completed 30 employee disciplinary appeal hearings.
- Scheduled forecasting meetings and met with department heads to determine hiring needs for fiscal year 2010.
- Chaired the Civil Service Advisory Committee and met with City department representatives.
- Participated as a member of the City's Classification and Compensation Committee.
- Assisted the City Attorney and the City Prosecutor by proctoring examinations for unclassified positions specific to their departments.
- Received, through enhanced efforts, over 94 percent of all employment applications online.
- Increased use of electronic notification and candidate self-scheduling resulting in the reduction of resources, and mailing and printing costs.
- Conducted a multi-media recruitment campaign for Police Officer Lateral and Fire Fighter Lateral.
- Administered public safety examinations for Ambulance Operator, Public Safety Dispatcher, Police Officer Lateral, Fire Fighter Lateral, and Special Services Officer.
- Utilized a flexible testing schedule for the Ambulance Operator examination.
- In collaboration with the Police and Fire Department, conducted Public Safety Dispatcher workshops regarding the examination, hiring process, training and duties of the position.
- Administered public safety promotional examinations for Fire Captain, Police Sergeant, Battalion Chief and Police Lieutenant with candidates completing multiple examination components in a single day.
- Conducted nine training classes for the Supervisor's Leadership Academy.
- Conducted specialized Civil Service 101 training for the Public Works Department and the International Associations of Machinists and Aerospace Workers.
- Participated in the New Employee Orientation Training program.
- Completed orders of layoff for the classifications of Public Health Registrar, Storekeeper and Combination Building Inspector, and established applicable priority lists.
- Participated in career day at Franklin Middle School and addressed students at Jordan Senior High School.
- Hosted students who participated in the 11th Annual Groundhog Job Shadow Day.
- Published six Civil Service Informer (CSI: Long Beach) department newsletters.

Summary by Character of Expense



	Actual FY 09	Adopted* FY 10	Adjusted FY 10	Year End ** FY 10	Adopted* FY 11
Expenditures:					
Salaries, Wages and Benefits	1,677,131	1,539,847	1,585,328	1,636,114	1,653,289
Materials, Supplies and Services	168,571	207,119	228,739	137,439	157,619
Internal Support	172,664	199,135	199,135	167,775	173,640
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,018,367	1,946,101	2,013,203	1,941,328	1,984,548
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	101	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	101	-
Personnel (Full-time Equivalents)	16.00	16.00	16.00	16.00	16.00

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

** Unaudited

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

	Actual FY 09	Adopted* FY 10	Adjusted FY 10	Year End** FY 10	Adopted* FY 11
Quantitative Measures of Service:					
# of managerial/supervisory training classes conducted Rules and Regulations	4	4	4	4	4
# of managerial/supervisory training classes conducted on Performance Appraisals	5	4	4	4	4
% of personnel requisitions certified within 24 hours of receipt	65%	70%	70%	73%	70%
Expenditures:					
Salaries, Wages and Benefits	661,003	668,440	690,319	708,226	737,552
Materials, Supplies and Services	51,137	53,769	59,559	51,957	55,769
Internal Support	144,840	125,381	125,381	126,091	119,919
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	856,981	847,591	875,260	886,274	913,240
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	5.00	5.00	5.00	5.03

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

** 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 75 eligible lists.
- To complete 90 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 100 bilingual assessments.

	Actual FY 09	Adopted* FY 10	Adjusted FY 10	Year End** FY 10	Adopted* FY 11
Quantitative Measures of Service:					
# of eligible lists established	225	180	180	77	75
% of staff reports completed within established deadlines	90%	80%	80%	98%	90%
# of managerial/supervisory training classes conducted	11	11	11	8	8
# of bilingual tests administered	90	90	90	105	100
Expenditures:					
Salaries, Wages and Benefits	1,000,514	780,008	804,655	924,170	834,362
Materials, Supplies and Services	90,786	97,650	108,975	71,009	91,850
Internal Support	20,152	60,948	60,948	35,377	48,586
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,111,453	938,606	974,578	1,030,556	974,798
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)	13.00	11.00	11.00	11.00	10.27

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

**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 10 major city-wide outreach recruitment events.

	Actual FY 09	Adopted* FY 10	Adjusted FY 10	Year End** FY 10	Adopted* FY 11
Quantitative Measures of Service:					
# of community outreach events	26	20	20	10	10
# of electronic jobs interest requests received from potential job candidates	N/A	N/A	N/A	1,200	1,500
# of electronic ads placed	N/A	N/A	N/A	100	125
Expenditures:					
Salaries, Wages and Benefits	15,613	91,399	90,354	3,718	81,375
Materials, Supplies and Services	26,648	55,700	60,205	14,473	10,000
Internal Support	7,672	12,806	12,806	6,306	5,135
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	49,933	159,905	163,365	24,498	96,510
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	101	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	101	-
Personnel (Full-time Equivalents)	6.00	0.00	0.00	0.00	0.70

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

**Unaudited

Personal Services

Classification	FY 09 Adopt FTE	FY 10 Adopt FTE	FY 11 Adopt FTE	FY 10	FY 11 Adopted Budget*
Executive Director-Civil Service	1.00	1.00	1.00	155,650	155,650
Administrative Aide I	1.00	1.00	1.00	47,717	50,114
Administrative Aide II	1.00	1.00	1.00	53,664	53,664
Administrative Officer - Civil Service	-	1.00	1.00	90,037	90,037
Clerk Typist IV	1.00	1.00	1.00	44,173	46,274
Deputy Director-Civil Service	1.00	1.00	1.00	118,306	118,306
Employment Services Officer	1.00	-	-		-
Executive Assistant	1.00	1.00	1.00	63,511	63,511
Members-Boards/Commissions	-	-	-	30,000	30,000
Personnel Analyst I-Confidential	1.00	1.00	1.00	70,733	70,746
Personnel Analyst II-Confidential	2.00	2.00	2.00	154,185	154,578
Personnel Analyst III-Confidential	4.00	4.00	4.00	314,578	217,578
Personnel Assistant I-Confidential	1.00	1.00	1.00	51,223	51,223
Personnel Assistant II-Confidential	1.00	1.00	1.00	53,664	53,664
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Subtotal Salaries	16.00	16.00	16.00	1,247,441	1,155,345
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	577,822	615,977
Administrative Overhead	---	---	---	39,717	40,639
Attrition/Salary Savings	---	---	---	(133,724)	(138,995)
To Be Negotiated Savings	---	---	---	---	---
Mayoral Veto	---	---	---	---	(19,677)
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Total	16.00	16.00	16.00	1,731,256	1,653,289

* Reflects changes in compensation due to prior fiscal year adjustments, new hires or promotions now known prior to the adoption of the FY 10 Budget.

Key Contacts

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www.longbeach.gov/civilservice