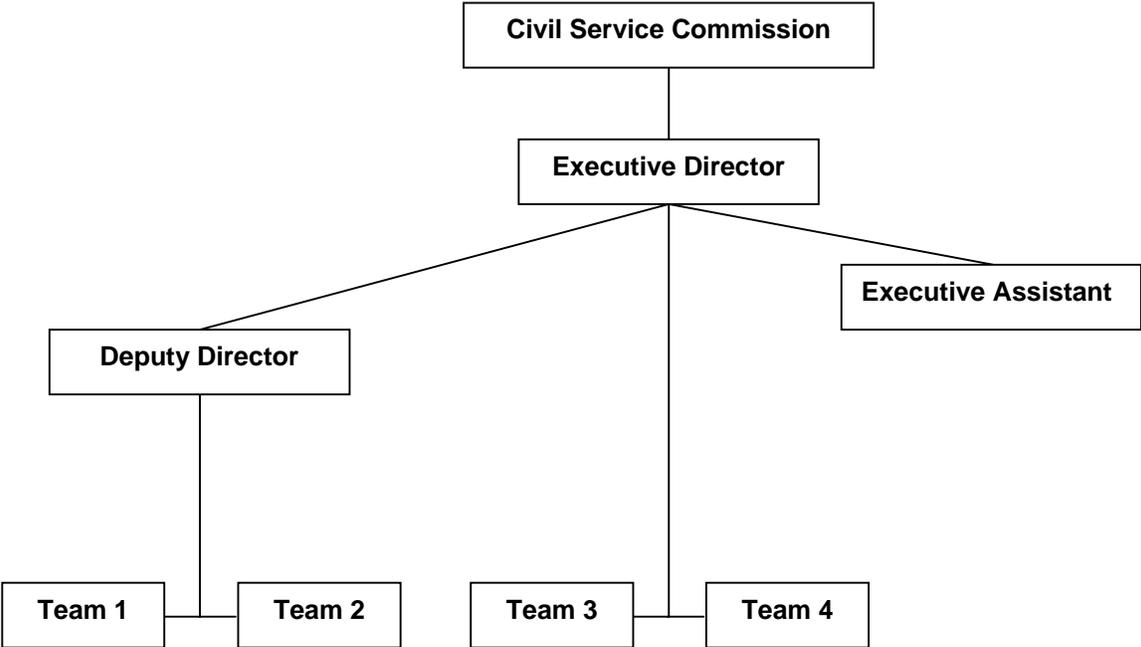


Civil Service



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.

FY 11 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 of 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 Marina Agent, Housing Assistance Coordinator, Development Project Manager, and Clerk Typist.
- Conducted Civil Service Commission business meetings at the Harbor Department and Water Department. At the Harbor Department meeting, the Commission received an orientation and tour of Port of Long Beach projects and properties and the Command and Control Center. At the Water Department, the Commission received a tour of the Water Treatment Plant and the City of Long Beach's Emergency Communications Operations Center.
- Completed 55 employee disciplinary appeal hearings.
- Scheduled forecasting meetings and met with department heads to determine hiring needs for fiscal year 2011.
- Continued to participate as a member of the City's Classification and Compensation Committee.
- Assisted the City Attorney, City Prosecutor, and the Long Beach Airport by recruiting for and proctoring examinations for unclassified positions specific to their departments.
- Received, through enhanced efforts, over 94 percent of all employment applications online.
- Utilized electronic notification for all examinations, increased self-scheduling by candidates continuing to decrease the use of resources, mailing and printing costs.
- Administered public safety examinations for Communications Center Supervisor, Criminalist, Criminalist Supervisor, Deputy Fire Marshal, Fingerprint Classifier, Forensic Specialist, Forensic Specialist Supervisor, Hazardous Materials Specialist, Police Officer – Lateral, Police Property and Supply Clerk, Public Safety Dispatcher.
- 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 Engineer and Police Lieutenant with candidates completing multiple examination components in a single day.
- Conducted ten training classes for the Supervisor's Leadership Academy including Civil Service 101.
- Completed orders of layoff for the classifications of Community Worker, Microbiologist, and Registered Nurse, and established applicable priority lists.
- Participated in career day at Franklin Middle School and addressed students at Jordan Senior High School.

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 100 percent of personnel requisitions within 72 hours of receipt.

	Actual FY 10	Adopted* FY 11	Adjusted** FY 11	Estimated** FY 11	Adopted* FY 12
Quantitative Measures of Service:					
# of managerial/supervisory training classes conducted Rules and Regulations	4	4	4	3	3
# of managerial/supervisory training classes conducted on Performance Appraisals	5	4	4	3	3
% of personnel requisitions certified within 24 hours of receipt	65%	70%	70%	73%	70%
% of personnel requisitions certified within 72 hours	n/a	n/a	n/a	95%	95%
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	-	-	-	-
Expenditures:					
Salaries, Wages and Benefits	708,226	737,552	737,552	652,283	756,070
Materials, Supplies and Services	51,957	55,769	60,655	61,042	55,769
Internal Support	126,091	119,919	119,919	122,696	131,306
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	886,274	913,240	918,127	836,021	943,145
Personnel (Full-time Equivalents)	5.03	5.03	5.03	5.03	4.22

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

** Numbers as published in the FY 12 Proposed Budget released August 2, 2011.

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 90 eligible lists.
- To complete 90 percent of departmental requests for staff reports within established deadlines.
- To conduct six training classes on employee selection, examination preparation and/or general understanding of Civil Service testing and procedures.
- To administer 100 bilingual assessments.

	Actual FY 10	Adopted* FY 11	Adjusted** FY 11	Estimated** FY 11	Adopted* FY 12
Quantitative Measures of Service:					
# of eligible lists established	225	180	180	93	90
% of staff reports completed within established deadlines	90%	80%	80%	95%	90%
# of managerial/supervisory training classes conducted	11	11	11	6	6
# of bilingual tests administered	90	90	90	45	100
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	-	-	-	-	-
Expenditures:					
Salaries, Wages and Benefits	924,170	834,362	834,362	904,172	951,926
Materials, Supplies and Services	71,009	91,850	93,047	93,520	84,950
Internal Support	35,377	48,586	48,586	50,760	48,503
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,030,556	974,798	975,994	1,048,452	1,085,379
Personnel (Full-time Equivalents)	10.27	10.27	10.27	10.27	9.27

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

** Numbers as published in the FY 12 Proposed Budget released August 2, 2011.

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 25 community outreach events.

	Actual FY 10	Adopted* FY 11	Adjusted** FY 11	Estimated** FY 11	Adopted* FY 12
Quantitative Measures of Service:					
# of community outreach events	26	20	20	8	25
# of electronic jobs interest requests received from potential job candidates	N/A	N/A	N/A	1,500	1,200
# of electronic ads placed	N/A	N/A	N/A	115	130
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	-	-	-	-	-
Expenditures:					
Salaries, Wages and Benefits	3,718	81,375	81,375	52,209	97,047
Materials, Supplies and Services	14,473	10,000	10,098	2,620	7,988
Internal Support	6,306	5,135	5,135	5,256	7,216
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
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Total Expenditures	24,498	96,510	96,608	60,085	112,251
Personnel (Full-time Equivalents)	0.70	0.70	0.70	0.70	0.70

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

** Numbers as published in the FY 12 Proposed Budget released August 2, 2011.

Financial Summary by Category

	Actual FY 10	Adopted* FY 11	Adjusted** FY 11	Estimated** FY 11	Adopted* FY 12
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	-	-	-	-	-
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Total Revenues	101	-	-	-	-
Expenditures:					
Salaries, Wages and Benefits	1,636,114	1,653,289	1,653,289	1,608,664	1,805,043
Overtime	-	-	-	-	-
Materials, Supplies and Services	137,439	157,619	163,800	157,182	148,707
Internal Support	167,775	173,640	173,640	178,712	187,025
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
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Total Expenditures	1,941,328	1,984,548	1,990,729	1,944,559	2,140,774
Personnel (Full-time Equivalents)	16.00	16.00	16.00	16.00	14.19

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

** Numbers as published in the FY 12 Proposed Budget released August 2, 2011.

Personal Services

Classification	FY 10 Adopt FTE	FY 11 Adopt FTE	FY 12 Adopt FTE	FY 11 Adopted Budget	FY 12 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	50,114	52,303
Administrative Aide II	1.00	1.00	1.00	53,664	55,279
Administrative Officer - Civil Service	1.00	1.00	0.19	90,037	16,207
Clerk Typist IV	1.00	1.00	1.00	46,274	48,779
Deputy Director-Civil Service	1.00	1.00	1.00	118,306	118,306
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	70,746	72,875
Personnel Analyst II-Confidential	2.00	2.00	2.00	154,578	160,496
Personnel Analyst III-Confidential	4.00	4.00	3.00	217,578	254,707
Personnel Assistant I-Confidential	1.00	1.00	1.00	51,223	52,721
Personnel Assistant II-Confidential	1.00	1.00	1.00	53,664	55,279
Subtotal Salaries	----- 16.00	----- 16.00	----- 14.19	----- 1,155,345	----- 1,136,111
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	615,977	712,870
Administrative Overhead	---	---	---	40,639	46,237
Attrition/Salary Savings	---	---	---	(138,995)	(90,174)
To Be Negotiated Savings	---	---	---	---	---
Mayoral Veto	---	---	---	(19,677)	-
Total	----- 16.00	----- 16.00	----- 14.19	----- 1,653,289	----- 1,805,043

Key Contacts

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