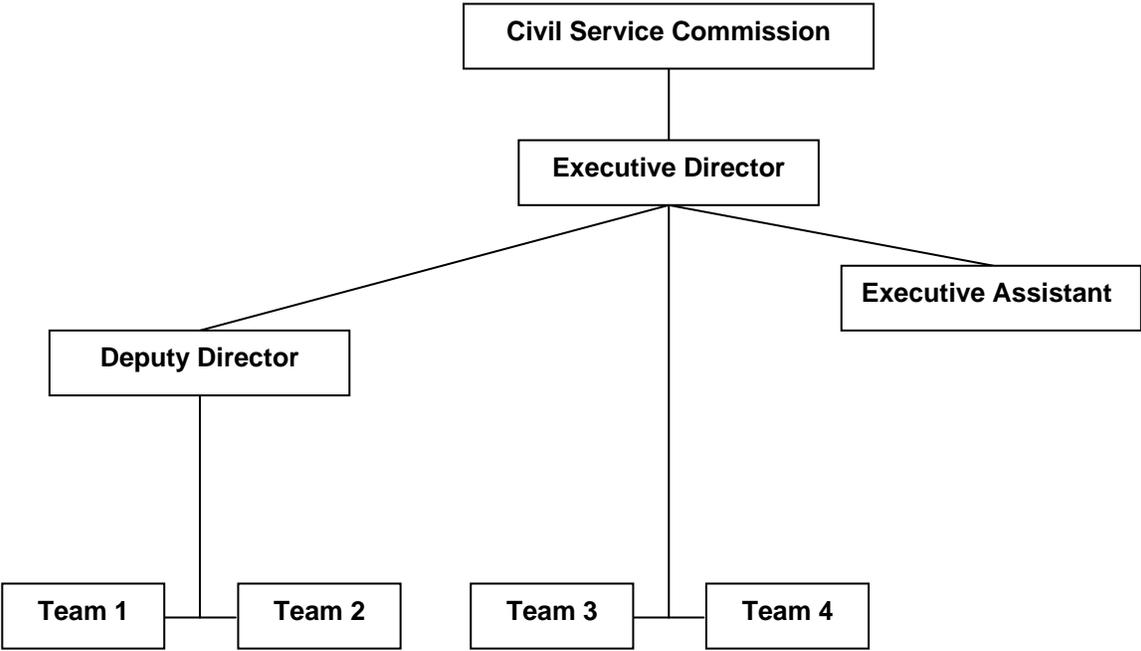


Civil Service



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 12 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 Office Service Assistant, Equipment Operator, Cement Finisher, Personnel Assistant and Buyer.
- Completed 45 employee disciplinary appeal hearings, which reduced the backlog of appeals by 90%.
- Over 95% of all employment applications were filed online.
- Completed four separate orders-of-layoff for multiple classifications, and established 15 priority lists.
- Assisted the City Prosecutor with posting four job openings through the use of NEOGOV Insight online job application program.
- Implemented the automated meeting program Legistar for Civil Service Commission meetings.
- Implemented web-based surveying of candidates on active eligible lists.
- Provided information on Civil Service layoff process in the workshops for employees potentially impacted by layoffs.
- Collaborated with other local agencies to resolve mutual applicant tracking and processing issues with NEOGOV Insight online job application program.
- Attended 14 career fairs and school visits, including events hosted by LA County Office of Employment, CSU Long Beach, Franklin Middle School, Goodwill Industries, LB City Council 9th District and Americans with Disabilities Resource.
- Scheduled forecasting meetings and met with department heads to determine hiring needs for fiscal year 2012.
- Administered public safety examinations for Fire Boat Operator, Marine Safety Captain, Marine Safety Sergeant-Boat Operator, Ambulance Operator, Forensic Specialist, Public Safety Dispatcher, School Guard and Special Services Officer.
- 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 Battalion Chief and Police Sergeant with candidates completing multiple examination components in a single day.
- Conducted eight training classes for the Supervisor's Leadership Academy including two classes of Civil Service 101.
- Conducted training classes on NEOGOV automated certification program for Civil Service and operating department employees.

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 Employee Performance Appraisals.
 To certify 100 percent of personnel requisitions within 72 hours of receipt.

	Actual FY 11	Adopted* FY 12	Adjusted** FY 12	Estimated** FY 12	Adopted* FY 13
Quantitative Measures of Service:					
# of managerial/supervisory training classes conducted Rules and Regulations	4	4	4	3	0
# of managerial/supervisory training classes conducted on Performance Appraisals	5	4	4	3	3
% 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	15	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
	-----	-----	-----	-----	-----
Total Revenues	15	-	-	-	-
Expenditures:					
Salaries, Wages and Benefits	706,151	756,070	756,070	796,366	691,576
Materials, Supplies and Services	81,446	55,769	56,063	107,052	81,399
Internal Support	122,072	131,306	131,306	130,306	120,742
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
	-----	-----	-----	-----	-----
Total Expenditures	909,668	943,145	943,439	1,033,724	893,717
Personnel (Full-time Equivalents)	5.03	4.22	4.22	4.22	4.03

*Amounts exclude all-years carryover.

**Numbers as published in the FY 13 Proposed Budget released August 1, 2012.

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 100 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 11	Adopted* FY 12	Adjusted** FY 12	Estimated** FY 12	Adopted* FY 13
Quantitative Measures of Service:					
# of eligible lists established	225	180	180	50	90
% of staff reports completed within established deadlines	90%	80%	80%	100%	100%
# of managerial/supervisory training classes conducted	11	11	11	5	6
# of bilingual tests administered	90	90	90	40	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	952,342	951,926	934,891	882,977	981,162
Materials, Supplies and Services	46,035	84,950	85,267	62,097	34,500
Internal Support	37,132	48,503	48,503	32,494	35,730
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,035,508	1,085,379	1,068,661	977,568	1,051,392
Personnel (Full-time Equivalents)	10.27	9.27	9.27	9.27	9.27

*Amounts exclude all-years carryover.

**Numbers as published in the FY 13 Proposed Budget released August 1, 2012.

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 social
To attend 20 community outreach events.

	Actual FY 11	Adopted* FY 12	Adjusted** FY 12	Estimated** FY 12	Adopted* FY 13
Quantitative Measures of Service:					
# of community outreach events	26	20	20	14	20
# 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	49,965	97,047	93,047	33,824	101,055
Materials, Supplies and Services	6,416	7,988	9,749	3,613	988
Internal Support	3,674	7,216	7,216	6,461	7,474
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	60,055	112,251	110,012	43,899	109,517
Personnel (Full-time Equivalents)	0.70	0.70	0.70	0.70	0.70

*Amounts exclude all-years carryover.

**Numbers as published in the FY 13 Proposed Budget released August 1, 2012.

Financial Summary by Category

	Actual FY 11	Adopted* FY 12	Adjusted** FY 12	Estimated** FY 12	Adopted* FY 13
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	15	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	15	-	-	-	-
Expenditures:					
Salaries, Wages and Benefits	1,692,622	1,805,043	1,784,008	1,706,015	1,773,792
Overtime	15,836	-	-	7,152	-
Materials, Supplies and Services	133,896	148,707	151,079	172,763	116,887
Internal Support	162,878	187,025	187,025	169,261	163,946
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,005,231	2,140,775	2,122,112	2,055,191	2,054,625
Personnel (Full-time Equivalents)	16.00	14.19	14.19	14.19	14.00

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

**Numbers as published in the FY 13 Proposed Budget released August 1, 2012.

Personal Services

Classification	FY 11 Adopt FTE	FY 12 Adopt FTE	FY 13 Adopt FTE	FY 12 Adopted Budget	FY 13 Adopted Budget
Executive Director-Civil Service	1.00	1.00	1.00	155,650	155,650
Administrative Aide I	1.00	1.00	-	52,303	-
Administrative Aide II	1.00	1.00	1.00	55,279	59,221
Administrative Officer - Civil Service	1.00	0.19	-	16,207	-
Clerk Typist II	-	-	1.00	-	44,747
Clerk Typist III	-	-	1.00	-	49,627
Clerk Typist IV	1.00	1.00	-	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	26,000
Personnel Analyst I-Confidential	1.00	1.00	1.00	72,875	70,561
Personnel Analyst II-Confidential	2.00	2.00	2.00	160,496	171,992
Personnel Analyst III-Confidential	4.00	3.00	3.00	254,707	272,866
Personnel Assistant I-Confidential	1.00	1.00	1.00	52,721	54,994
Personnel Assistant II-Confidential	1.00	1.00	1.00	55,279	59,221
Subtotal Salaries	----- 16.00	----- 14.19	----- 14.00	----- 1,136,111	----- 1,146,694
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	712,870	666,319
Administrative Overhead	---	---	---	46,237	50,953
Attrition/Salary Savings	---	---	---	(90,174)	(90,174)
To Be Negotiated Savings	---	---	---	---	---
Mayoral Veto	---	---	---	---	---
Total	----- 16.00	----- 14.19	----- 14.00	----- 1,805,043	----- 1,773,792

Key Contacts

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