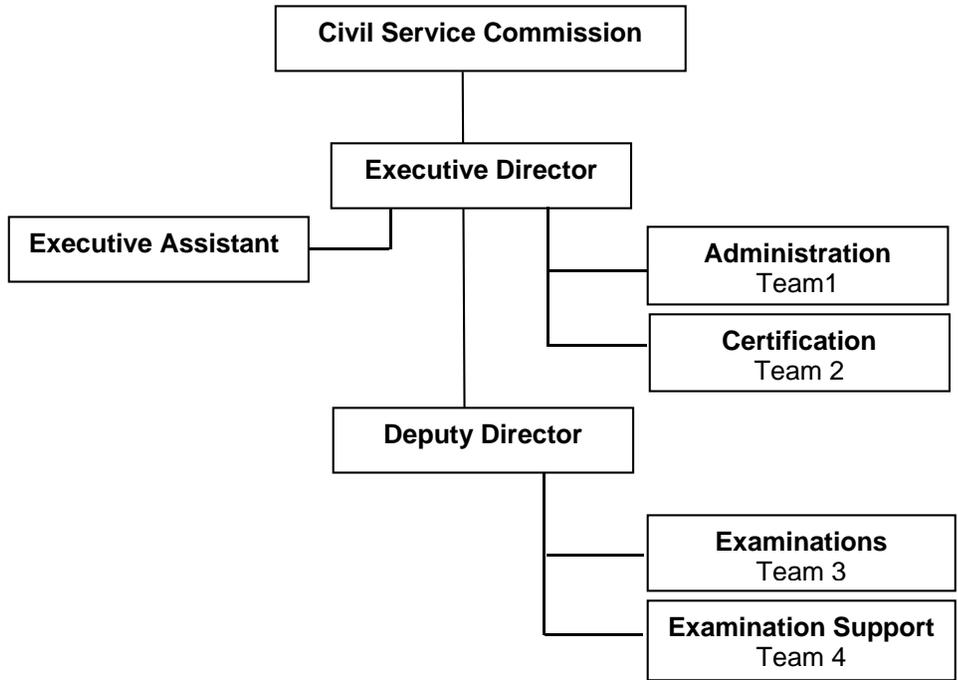


Civil Service



Mission Statement:

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 14 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.

- Processed over 23,000 applications and completed 84 recruitments and examinations resulting in 100 eligible lists of qualified candidates.
- Completed 26 employee disciplinary appeal hearings.
- Achieved over a 97% rate of all employment applications being filed online.
- Utilized the National Testing Network (NTN) for the Fire Recruit examination resulting in lower examination expenditures and a larger, more diverse candidate pool for the Fire Recruit classification.
- Attended 45 community outreach events to promote employment with the City of Long Beach.
- Administered public safety examinations for Fire Recruit, Police Recruit, Emergency Medical Educator and Public Safety Dispatcher.
- Administered simultaneous public safety promotional examinations for Battalion Chief and Fire Captain with candidates completing multiple examination components in a single day and using video based testing technology to minimize expenditures and the use of staff resources.
- Conducted workshops in collaboration with the Police and Fire Department regarding the examination, hiring process, training and duties of public safety positions.
- Organized a commercial shoot in collaboration with the Public Access Digital Network (PADNET) and the Police Department for a public service announcement for Police Recruit recruitment outreach.
- Conducted 27 career counseling sessions to promote employee development and career growth.
- Processed over 2,100 personnel transaction documents.

Summary of Adopted Changes*

General Fund	Impact on Fund	Positions
Non-recurring funding for Police and Fire recruitment and testing activities.	\$ 150,000	—
Subtotal: General Fund	\$150,000	—

* For ease of review, all reallocations of resources within departments, offsets, adjustments and minor changes have not been included.

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 13	Adopted* FY 14	Adjusted** FY 14	Adopted* FY 15
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	723,837	657,791	673,571	684,598
Materials, Supplies and Services	33,218	81,399	81,403	81,399
Internal Support	121,566	121,121	121,121	113,222
Capital Purchases	523	-	-	-
Debt Service	-	-	-	-
Transfers From Other Funds	-	-	-	-
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Total Expenditures	879,144	860,311	876,095	879,219
Personnel (Full-time Equivalents)	4.03	4.43	4.43	4.43

*Amounts exclude all-years carryover.

**Amounts as published in the FY 15 Proposed Budget released July 2, 2014

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 300 bilingual assessments.

	Actual FY 13	Adopted* FY 14	Adjusted** FY 14	Adopted* FY 15
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	-	-	-	-
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Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	1,037,207	972,727	947,243	969,711
Materials, Supplies and Services	99,596	34,500	34,616	114,960
Internal Support	48,146	36,427	36,427	34,920
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers From Other Funds	-	-	-	-
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Total Expenditures	1,184,949	1,043,654	1,018,286	1,119,591
Personnel (Full-time Equivalents)	9.27	8.87	8.87	8.87

*Amounts exclude all-years carryover.

**Amounts as published in the FY 15 Proposed Budget released July 2, 2014

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 120 community outreach events.

	Actual FY 13	Adopted* FY 14	Adjusted** FY 14	Adopted* FY 15
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	-	-	-	-
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Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	39,190	97,137	95,753	97,613
Materials, Supplies and Services	28,371	988	1,238	70,528
Internal Support	9,458	3,757	3,757	7,142
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers From Other Funds	-	-	-	-
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Total Expenditures	77,019	101,882	100,748	175,283
Personnel (Full-time Equivalents)	0.70	0.70	0.70	0.70

*Amounts exclude all-years carryover.

**Amounts as published in the FY 15 Proposed Budget released July 2, 2014

Financial Summary by Category

	Actual FY 13	Adopted* FY 14	Adjusted** FY 14	Adopted* FY 15
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	-	-	-	-
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Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	1,773,296	1,727,654	1,716,567	1,751,922
Overtime	26,938	-	-	-
Materials, Supplies and Services	161,186	116,887	117,257	266,887
Internal Support	179,170	161,305	161,305	155,284
Capital Purchases	523	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
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Total Expenditures	2,141,112	2,005,846	1,995,129	2,174,093
Personnel (Full-time Equivalents)	14.00	14.00	14.00	14.00

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

**Amounts as published in the FY 15 Proposed Budget released July 2, 2014

Personnel Summary

Classification	FY 13 Adopt FTE	FY 14 Adopt FTE	FY 15 Adopt FTE	FY 14 Adopted Budget	FY 15 Adopted Budget
Executive Director of Civil Service	1.00	1.00	1.00	155,650	179,682
Administrative Aide I	-	1.00	1.00	56,366	54,904
Administrative Aide II	1.00	1.00	1.00	59,210	59,209
Clerk Typist II	1.00	-	-	-	-
Clerk Typist III	1.00	1.00	1.00	48,573	49,617
Deputy Director-Civil Service	1.00	1.00	1.00	118,306	136,573
Executive Assistant	1.00	1.00	1.00	63,511	73,317
Members-Boards/Commissions	-	-	-	26,000	26,000
Personnel Analyst I-Confidential	1.00	1.00	1.00	78,058	78,058
Personnel Analyst II-Confidential	2.00	-	-	-	-
Personnel Analyst III-Confidential	3.00	5.00	5.00	457,616	458,660
Personnel Assistant I-Confidential	1.00	1.00	1.00	56,366	56,366
Personnel Assistant II-Confidential	1.00	1.00	1.00	59,210	59,209
Subtotal Salaries	14.00	14.00	14.00	1,178,865	1,231,596
Overtime	---	---	---	-	-
Fringe Benefits	---	---	---	621,983	584,344
Administrative Overhead	---	---	---	22,263	23,281
Attrition/Salary Savings	---	---	---	(95,457)	(87,299)
To Be Negotiated Savings	---	---	---	-	-
Mayoral Veto	---	---	---	-	-
Total	14.00	14.00	14.00	1,727,654	1,751,922

Key Contacts

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