

Civil Service Commission

Fund 10 • Division 10 • Department 110

PROGRAM DESCRIPTION

This activity accounts for the Fire District employee Civil Service program. The budget supports the employment application processes, testing, job description review, and hearings processes, all of which are handled by a Civil Service Examiner and a five person Civil Service Committee, as appointed by the Board of Directors.

BUDGET SUMMARY

Expenditures	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Personnel Services	\$32,528	\$109,452	\$67,942	\$96,091
Materials and Services	36,068	40,083	37,050	30,403
Total Expenditures	\$68,596	\$149,535	\$104,992	\$126,494

2010-11 SIGNIFICANT CHANGES

The 2010-11 budget proposes funding for interviewing and hiring new firefighters for two academies as well as overtime for other promotional interviews. Highlights within Materials and Services represent funding of \$11,800 in Other Professional Services for the contract with the Chief Examiner of \$9,300; exam consultation fees of \$2,500; \$3,110 of Advertising/Public Notice accounts for advertising costs for Civil Service meeting Public Notices and job announcements. Account 5471, Citizen Awards, \$2,775, provides nominal awards for nonemployee participants in the promotional and testing process. Miscellaneous Expenses, account 5671, in the amount of \$7,968 represents the anticipated number of meals provided to interview panels and assessment testers.

STATUS OF 2009-10 SERVICE MEASURES

- **Civil Service Hiring and Promotion Processes**

Goal(s): VI
Service Type(s): Mandatory
Measured By: Continue to refine and improve assessment centers in order to identify the best candidates to fill Civil Service vacancies.
Status or Outcome: Ongoing.

- **Civil Service Job Descriptions**

Goal(s): VI
Service Type(s): Mandatory
Measured By: After successfully implementing the firefighter job description, utilize that job description as the basis for all other line job descriptions.
Status or Outcome: Firefighter and firefighter/PM job description revisions completed and implemented. Addendums created for remaining line positions based on those primary job descriptions.

Civil Service Commission, continued

STATUS OF 2009-10 CHANGE STRATEGIES

- **Open and Continuous (“Live”) Firefighter Hiring List.** Continue to develop an open and continuous (“live”) firefighter hiring list.

Goal(s): VI
Budget Impact: Possible increase in materials and services for third-party administrator.
Duration: Year 3 of 4
Budget Description: Negotiate costs for third party administration of regional consortium for firefighter testing.
Partner(s): Operations
Status or Outcome: Year 3 of 4 completed, with improved understanding of structure of partnership with third party and cost framework.

- **Begin station personnel training on how to conduct difficult conversations** in order to build trust and create a safe environment to discuss differences.

Goal(s): V
Budget Impact: Increase required as it relates to developing a more comprehensive diversity and outreach plan.
Duration: Year 1 of 1
Budget Description: Station-to-station training with a Battalion Chief and a Local 1660 representative on how to have differences of opinion and hold difficult conversations while building trust and keeping the work environment safe to have those discussions.
Partner(s): Operations, Local 1660
Status or Outcome: Behavioral Health Specialist has taught three classes to Battalion Chiefs who have, in turn, taught these topics to their respective staff. A fourth class will be completed by the end of the fiscal year. More classes will be taught in FY 2011.

- **Civil Service Rules Update.** Revise Civil Service rules to reflect changes in hiring methods.

Goal(s): VI
Budget Impact: Resource Neutral
Duration: Year 3 of 3
Budget Description: No budget impact is expected.
Partner(s): Operations
Status or Outcome: Project is in final phase of three phases, and adoption of revisions will be complete by end of this fiscal year.

Civil Service Commission, continued

ADDITIONAL 2009-10 ACCOMPLISHMENTS

- Began project to update all Prevention Division Civil Service class specifications (job descriptions).
- Discovered Civil Service Commissioner reappointments not formally made by Board. Brought action to the Board to rectify.

2010-11 SERVICE MEASURES

	FY 06-07	FY 07-08	FY 08-09	FY 09-10 estimated	FY 10-11 projected
Number of Civil Service selection processes completed	n/a	11	9	3	11
Number of Civil Service examinations (to develop eligible lists)	n/a	7	8	2	9
Number of Civil Service Commission meetings	4	3	3	5	4
Number of appeals heard before Commission	0	0	1	0	1

- **Complete and implement Civil Service job descriptions.**

Goal(s): VI
Service Type(s): Mandatory
Measured By: Completion and implementation of remaining Integrated Operations line job descriptions, using firefighter as basis.

- **Reappoint commissioners with expiring terms.**

Goal(s): VI
Service Type(s): Mandatory
Measured By: Board approval of reappointments.

- **Recruit new Civil Service commissioner.**

Goal(s): VI
Service Type(s): Mandatory
Measured By: Board appointment of new commissioner.

- **Conduct job analyses in conjunction with Battalion Chief, Apparatus Operator, Lieutenant, Deputy Fire Marshal-I, Deputy Fire Marshal-II, and Fire Inspector exams.**

Goal(s): VI
Service Type(s): Mandatory
Measured By: Examinations that effectively distinguish among candidates and produce eligible lists with qualified individuals.

Civil Service Commission, continued

2010-11 CHANGE STRATEGIES

- **Open-continuous firefighter eligible list.** Continue to develop the framework for conducting the next firefighter exam under this model.

Goal(s): VI
Budget Impact: Possible increase in materials and services for third party administrator.
Likely significant decrease in union overtime costs.
Duration: Year 4 of 4
Budget Description: Ongoing negotiation with third party vendor for cost framework.
Partner(s): Integrated Operations

- **Civil Service Commissioner examination orientation.**

Goal(s): VI
Budget Impact: No budget impact is expected.
Duration: Year 4 of 5
Budget Description: Develop presentation(s) and other strategies to increase commissioners' understanding of processes related to examinations (job analysis, exam development, assessment center administration, etc).
Partner(s): None.

Civil Service Commission

	Actual Prior FY 2008	Actual Prior FY 2009	Budget Prior FY 2010	Budget Proposed FY 2011	Budget Approved FY 2011	Budget Adopted FY 2011
10110 General Fund						
5002 Salaries & Wages Nonunion	62	77				
5102 Duty Chief Relief		5,295	5,000	18,655	18,655	18,655
5120 Overtime Union	24,466	78,174	46,600	53,630	53,630	53,630
5121 Overtime Nonunion	280	1,100	400	1,000	1,000	1,000
5201 PERS Taxes	4,695	15,995	9,973	14,630	14,630	14,630
5203 FICA/MEDI	1,733	6,384	4,024	5,607	5,607	5,607
5206 Worker's Comp	1,133	1,863	1,525	1,979	1,979	1,979
5207 TriMet/Wilsonville Tax	151	532	353	492	492	492
5208 OR Worker's Benefit Fund Tax	8	32	67	98	98	98
Total Personnel Services	32,528	109,452	67,942	96,091	96,091	96,091
5300 Office Supplies	10	97	250	250	250	250
5301 Special Department Supplies	861	1,823	1,000			
5302 Training Supplies		56				
5323 Food Service	3,059	3,588	1,000			
5410 General Legal				2,000	2,000	2,000
5414 Other Professional Services	22,274	28,457	25,800	11,800	11,800	11,800
5415 Printing	750	268	1,000	1,000	1,000	1,000
5445 Rent/Lease of Building	4,200	1,500				
5450 Rental of Equip	800	128	500			
5462 Travel and Per Diem	75	51	1,500	1,500	1,500	1,500
5471 Citizen Awards	684	914	500	2,775	2,775	2,775
5484 Postage, UPS & Shipping	9		250			
5570 Misc Business Exp	486	335	250	7,968	7,968	7,968
5572 Advertis/Public Notice	2,860	2,866	5,000	3,110	3,110	3,110
Total Materials and Services	36,068	40,083	37,050	30,403	30,403	30,403
Total General Fund	68,596	149,535	104,992	126,494	126,494	126,494

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