

# Civil Service Commission

Fund 10 • Directorate 01 • Division 11 • Department 110

## Program Description

This activity accounts for the District's employee Civil Service program. The budget supports the employment application processes, testing, job description reviews, 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

	2011-12 Actual	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget
Expenditures				
Personnel Services	\$ 46,074	\$ 36,348	\$ 116,881	\$ 74,853
Materials and Services	18,658	15,497	32,446	23,346
Total Expenditures	\$ 64,732	\$ 51,845	\$ 149,327	\$ 98,199

## 2014-15 Significant Changes

The 2014-15 budget provides for personnel costs to cover the cost of overtime relief for personnel participating in hiring and promotional interview processes. The District has planned to develop promotional lists for Battalion Chiefs, Captains, Training Officers, Deputy Fire Marshals, and Lieutenants, and to select firefighters for the 2014-15 recruit academy, among other processes.

Highlights within Materials and Services represent funding of \$14,006 in Other Professional Services for the contract with the Chief Examiner of \$9,576 and \$4,430 to administer the open and continuous testing process; and \$1,250 of Advertising/Public Notice accounts for advertising costs for Civil Service meeting Public Notices and job announcements. Account 5471, Citizen Awards, for \$1,725, provides nominal awards for non-employee participants in the promotional and testing process. Miscellaneous Expenses, account 5570, in the amount of \$4,365, represents the anticipated number of meals provided to interview panels and assessment testers for all day interview panels.

## Status of 2013-14 Service Measures

Continue to manage selection processes from eligible lists for Civil Service positions in an equitable manner with effective staffing outcomes. An anticipated increase in the number of selection processes necessary to fill vacancies in the fiscal year creates a need for additional and temporary staff support in Human Resources for the employment function during peak periods.

Goal(s)/Call(s) for Action:	I/5; V; VI
Service Type(s):	Mandatory
Measured By:	Equity measured in part by the number of instances of Commission or other regulatory or judicial body's action taken to address selection process irregularities. Effectiveness of staffing outcomes measured by percentage of employees hired or promoted into Civil Service classifications who also complete trial service.
Status or Outcome:	All exam processes were conducted equitably, measured by no adverse actions by the Chief Examiner or Commission. Percentage of employees hired and promoted who also complete trial service remains high.

# Civil Service Commission, continued

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## Status of 2013-14 Service Measures, continued

- Continue to update classification specifications as needed to accurately reflect duties and requirements.

Goal(s)/Call(s) for Action: I/5; V; VI  
Service Type(s): Mandatory  
Measured By: Accuracy measured in part by number of instances of Commission or other regulatory or judicial body's action taken to address inaccuracy in classification specifications.  
Status or Outcome: No adverse actions taken by the Chief Examiner or Commission.

## Status of 2013-14 Change Strategies

- Explore working with Ergometrics to analyze correlation between test scores and job performance of firefighter candidates hired since the District adopted the FireTEAM test.

Goal(s)/Call(s) for Action: VI  
Budget Impact: Resource neutral  
Duration: Year 2 of 2  
Budget Description: This is a continuation of Change Strategy begun last fiscal year. No direct budget impact expected.  
Partner(s): None  
Status or Outcome: The District partnered with Ergometrics to produce a study of the correlation between test scores and firefighter trial service completion.

- Recruit new Civil Service Commissioner.

Goal(s)/Calls for Action: VI  
Budget Impact: Negligible  
Duration: Year 1 of 1  
Budget Description: Anticipated resignation of one Commissioner. Small budget impact as may involve interview panel.  
Partner(s): Board of Directors  
Status or Outcome: Anticipated resignation did not occur.

## Additional 2013-14 Accomplishments

- Successfully coordinated the planning and launching of examination and selection process to fill up to 18 Lateral-entry Firefighter and Lateral-entry Firefighter/Paramedic positions in short-notice response to signing of Clackamas County ambulance contract.

## Civil Service Commission, continued

### 2014-15 Service Measures

	2010-11	2011-12	2012-13	2013-14 Estimated	2014-15 Projected
Number of Civil Service selection processes completed (Chief's interviews)	9	13	19	15	18
Number of Civil Service examinations (to develop eligible lists)	5	8	5	6	5
Number of Civil Service Commission meetings	5	4	3	2	4
Number of appeals heard before Commission	1	0	0	0	0
Number of actions taken by Commission or other entities to address exam or selection irregularities or inaccuracies in classification specifications	0	0	0	0	0
Days to establish eligible list (from kick-off meeting)	--	--	--	90	90
Days to fill vacancies – entry level firefighter (from pulling list)	--	--	175	182	175
Days to fill vacancies – all other Civil Service classifications (from department request)	--	--	--	30	30
Number of classification specifications revised and approved by Commission	3	3	2	0	2
Percentage of employees hired into Civil Service classifications who completed trial service during period	86 12 of 14	88 22 of 25	92 11 of 12	85 17 of 20	88 22 of 25
Percentage of employees promoted into Civil Service classification who completed trial service during period	96 22 of 23	93 14 of 15	92 11 of 12	100 27 of 27	95 19 of 20

- Continue to manage selection processes from eligible lists for Civil Service positions in an equitable manner with effective staffing outcomes. An anticipated increase in the number of selection processes necessary to fill vacancies in the fiscal year creates a need for additional and temporary staff support in Human Resources for the employment function during peak periods.

Goal(s)/Call(s) for Action: All - effective staffing outcomes undergird all strategic goals.  
 Service Type(s): Mandatory  
 Measured By: Equity measured in part by the number of instances of Commission or other regulatory or judicial body's action taken to address selection process irregularities. Effectiveness of staffing outcomes measured by percentage of employees hired or promoted into Civil Service classifications who also complete trial service.

- Continue to update classification specifications as needed to accurately reflect duties and requirements.

Goal(s)/Call(s) for Action: All - to the extent they support individual performance, accurate classification specifications undergird all strategic goals.  
 Service Type(s): Mandatory  
 Measured By: Accuracy measured in part by number of instances of Commission or other regulatory or judicial body's action taken to address inaccuracy in classification specifications.

## Civil Service Commission, continued

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### 2014-15 Change Strategies

- Incorporate competency modeling into classification specifications.

Goal(s)/Call(s) for Action:	VII/4
Budget Impact:	Significant staff resources must be devoted to this task. Also, a software platform to manage job descriptions is required to effectively conduct the needed revisions.
Duration:	Year 1 of 4
Budget Description:	This Change Strategy is part of a larger one to incorporate competency modeling into all job descriptions, so that those descriptions can provide an effective foundation for employee selection, performance management, and development. The Civil Service classification specifications are subject to Commission review and typically require additional vetting with Local 1660 and impacted incumbents in order to gain approval of the Commission.
Partner(s):	Departments with classified employees, Local 1660, and the Civil Service Commission

## Civil Service Commission, continued

	Actual Prior FY 2012	Actual Prior FY 2013	Budget Prior FY 2014	Budget Proposed FY 2015	Budget Approved FY 2015	Budget Adopted FY 2015
<b>10110 General Fund</b>						
5102 Duty Chief Relief	\$ 625	\$ 3,380	\$ 14,460	\$ 11,136	\$ 11,136	\$ 11,136
5120 Overtime Union	34,732	24,610	75,582	50,118	50,118	50,118
5121 Overtime Nonunion						
5201 PERS Taxes	7,281	5,695	19,324	9,001	9,001	9,001
5203 FICA/MEDI	2,431	2,108	5,653	3,449	3,449	3,449
5206 Worker's Comp	750	352	1,331	812	812	812
5207 TriMet/Wilsonville Tax	240	192	531	337	337	337
5208 OR Worker's Benefit Fund Tax	14	11				
<b>Total Personnel Services</b>	<b>46,074</b>	<b>36,348</b>	<b>116,881</b>	<b>74,853</b>	<b>74,853</b>	<b>74,853</b>
5410 General Legal			2,000	2,000	2,000	2,000
5414 Other Professional Services	12,800	12,800	14,006	14,006	14,006	14,006
5462 Travel and Per Diem	7					
5471 Citizen Awards	1,575	175	3,300	1,725	1,725	1,725
5570 Misc Business Exp	2,535	1,639	8,790	4,365	4,365	4,365
5572 Advertis/Public Notice	1,742	883	4,350	1,250	1,250	1,250
<b>Total Materials &amp; Services</b>	<b>18,658</b>	<b>15,497</b>	<b>32,446</b>	<b>23,346</b>	<b>23,346</b>	<b>23,346</b>
<b>Total General Fund</b>	<b>\$ 64,732</b>	<b>\$ 51,845</b>	<b>\$ 149,327</b>	<b>\$ 98,199</b>	<b>\$ 98,199</b>	<b>\$ 98,199</b>

