

## 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 for the positions covered by Civil Service, predominately union personnel and chief officers. The Civil Service Examiner and five person Civil Service Commission members are appointed by the Board of Directors.

## Budget Summary

Expenditures	2013-14 Actual	2014-15 Actual	2015-16 Adopted Budget	2016-17 Adopted Budget
Personnel Services	\$ 107,811	\$ 50,884	\$ 97,089	\$ 73,984
Materials & Services	26,159	16,311	22,605	44,225
<b>Total Expenditure</b>	<b>\$ 133,970</b>	<b>\$ 67,195</b>	<b>\$ 119,694</b>	<b>\$ 118,209</b>

## 2016-17 Significant Changes

The 2016-17 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, Apparatus Operators, and to select firefighters for two 2016-17 recruit academies, among other processes.

Materials and Services includes funding of \$37,730 in Other Professional Services, account 5414, for the contract with the Chief Examiner of \$9,300 and \$4,430 to administer the open and continuous testing process, and \$24,000 for background investigations of new hires based on new DPSST requirements. Account 5471, Citizen Awards, for \$575, provides nominal gifts for non-employee participants in the promotional and testing process. Miscellaneous Expenses, account 5570, in the amount of \$3,600, represents the anticipated number of meals provided to interview panels and assessment testers for all day interview panels. Advertising/Public Notice accounts for advertising costs for Civil Service meeting Public Notices and job announcements

## Civil Service Commission



Rian Brown  
Chief Examiner



Gary Rebello  
Commissioner  
Seat 1



Sue Lamb  
Chair  
Seat 2



Jim Main  
Commissioner  
Seat 3



Evelyn Minor-  
Lawrence  
Commissioner  
Seat 4



Donna Fowler  
Commissioner  
Seat 5

## Civil Service Commission, continued

### Status of 2015-16 Service Measures

- Manage selection processes from eligible lists for Civil Service positions in an equitable manner with effective staffing outcomes.

Goal(s)/Call(s) for Action: All  
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: To date, no adverse actions taken. The percentage of employees hired into Civil Service classifications who have completed trial service is 84.6% (22 out of 26). The percentage of employees promoted into Civil Service classifications who completed trial service is 100% (22 out of 22).

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

Goal(s)/Call(s) for Action: All  
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 Commission or any other body.

### Status 2015-16 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 2 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

Status or Outcome: A software solution (Halogen) was purchased and implemented, which has enabled competency modeling to be incorporated into classification specifications. Core competencies and competencies specific to emergency response positions have been identified and incorporated into line classification specifications, with Commission approval. Competency modeling related to other civil service job classes has yet to be completed.

## Additional 2015-16 Accomplishments

- Successfully completed two firefighter recruitments: entry and lateral.

## 2016 – 17 Activities Summary

	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Projected	2016-17 Estimated
Number of Civil Service selection processes completed (Chief's interviews)	19	19	12	19	16
Number of Civil Service examinations (to develop eligible lists)	5	5	6	6	2
Number of Civil Service Commission meetings	3	3	4	5	4
Number of appeals heard before Commission	0	1	0	1	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)		75	70	90	90
Days to fill vacancies – entry level firefighter (from pulling list)	175	182	168	175	175
Days to fill vacancies – all other Civil Service classifications (from department request)		16	22	20	22
Number of classification specifications revised and approved by Commission	2	0	3	13	0
Percentage of employees hired into Civil Service classifications who completed trial service during period	92 11 of 12	89 16 of 18	89 16 of 18	92 26 of 28	91
Percentage of employees promoted into Civil Service classification who completed trial service during period	92 11 of 12	100 25 of 25	100 11 of 11	100 22 of 22	100
Number of applications processed*			148	150	150

\* This service measure was added in fiscal year 2014-15.

## 2016-17 Tactics

- Fill identified vacancies for all civil service job classes with diverse, qualified individuals. Anticipated expansion will likely increase the level of hiring and promotions.

Goal/Strategy: Goal 1 – Strategy 1.3; Goal 2 Strategy 2.2

Timeframe: 24 months

Partner(s): Integrated Operations, Training, EMS, Supply, Occupational Health and Wellness

Budget Impact: Increase required

Measured By: Timely establishment of eligible lists and selection processes in relation to forecasted staffing needs. Individuals hired and promoted meet quality and diversity objectives.

## Civil Service Commission, continued

	2013-14 Actual	2014-15 Actual	2015-16 Adopted Budget	2016-17 Proposed Budget	2016-17 Approved Budget	2016-17 Adopted Budget
<b>10110 General Fund</b>						
5102 Duty Chief Relief	\$ 3,150					
5120 Overtime Union	80,578	\$ 39,249	\$ 77,118	\$ 59,835	\$ 59,835	\$ 59,835
5121 Overtime Nonunion		128				
5201 PERS Taxes	17,208	7,633	13,764	9,956	9,956	9,956
5203 FICA/MEDI	5,850	2,997	4,663	3,341	3,341	3,341
5206 Worker's Comp	395	576	1,098	472	472	472
5207 TriMet/Wilsonville Tax	595	283	446	380	380	380
5208 OR Worker's Benefit Fund Tax	37	18				
<b>Total Personnel Services</b>	<b>107,811</b>	<b>50,884</b>	<b>97,089</b>	<b>73,984</b>	<b>73,984</b>	<b>73,984</b>
5301 Special Department Supplies		82				
5410 General Legal	5,331		2,000	2,000	2,000	2,000
5414 Other Professional Services	12,784	12,800	14,009	37,730	37,730	37,730
5417 Temporary Services	268					
5462 Travel and Per Diem	70					
5471 Citizen Awards	575	461	900	575	575	575
5570 Misc Business Exp	5,836	2,431	3,911	3,600	3,600	3,600
5572 Advertis/Public Notice	1,295	537	1,785	320	320	320
<b>Total Materials &amp; Services</b>	<b>26,159</b>	<b>16,311</b>	<b>22,605</b>	<b>44,225</b>	<b>44,225</b>	<b>44,225</b>
<b>Total General Fund</b>	<b>\$ 133,970</b>	<b>\$ 67,195</b>	<b>\$ 119,694</b>	<b>\$ 118,209</b>	<b>\$ 118,209</b>	<b>\$ 118,209</b>