

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 which are 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	2015-16 Actual	2016-17 Actual	2017-18 Adopted Budget	2018-19 Adopted Budget
Personnel Services	\$ 61,570	\$ 55,305	\$ 63,340	\$ 156,202
Materials and Services	35,963	40,817	39,382	39,003
Total Expenditures	\$ 97,533	\$ 96,122	\$ 102,722	\$ 195,205

2018-19 Significant Changes

The 2018-19 budget provides for personnel costs to cover the cost of overtime relief for union line personnel participating in hiring and promotional interview processes. The District has planned for assessments to select entry firefighters for one 2018-19 recruit academy, and perform a paramedic only selection process, and conduct several promotional processes, among other processes.

Materials and Services includes funding of \$37,427 in Other Professional Services, account 5414, for the contract with the Chief Examiner of \$9,492 and \$3,935 to administer the open and continuous testing process, and \$18,000 for background investigations of new hires based on DPSST requirements. Account 5415, Printing, includes \$500 for recruitment materials. Miscellaneous Expenses, account 5570, in the amount of \$3,326, 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
Term expires
03/22



Sue Lamb
Chair
Seat 2
Term expires
3/22



Jim Main
Commissioner
Seat 3
Term expires
03/19



Evelyn Minor-
Lawrence
Commissioner
Seat 4
Term expires
03/19



Donna Fowler
Commissioner
Seat 5
Term expires
03/19

Status of 2017-18 Division Tactic

- 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 eligibles lists and selection processes in relation to forecasted staffing needs. Individuals hired and promoted meet quality and diversity objectives.
Status: → Ongoing
Status Report: Completed entry-level firefighter and paramedic (only) selection processes. Completed Deputy Fire Marshal I, Battalion Chief, and Training Officer examinations and established eligibility lists.

District staff furthered the outreach and branding strategy through the development of a Strategic Outreach Plan, following best practices in workforce diversity recruitment strategies. Continued marketing of the internal Outreach and Mentoring teams will ensure the District meets quality and diversity objectives.

Additional 2017-18 Accomplishments

- Managed a full review and revision to the Civil Service Rules in collaboration with the Civil Service Commission and Local 1660.



Activities Summary

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Projected	2018-19 Estimated
Number of Civil Service selection processes completed (Chief's interviews)	12	21	10	10	12
Number of Civil Service examinations (to develop eligible lists)	6	9	3	4	5
Number of Civil Service Commission meetings	4	5	5	5	5
Number of appeals heard before Commission	0	1	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)	70	62	143	95	95
Days to fill vacancies – entry level firefighter (from pulling list)	168	127	164	159	160
Days to fill vacancies – all other Civil Service classifications (from department request)	22	32	39	39	39
Number of classification specifications revised and approved by Commission	3	13	2	1	3
Percentage of employees hired into Civil Service classifications who completed trial service during period	89% 16 of 18	89% 16 of 18	86% 24 of 28	98% 42 of 43	92% 22 of 24
Percentage of employees promoted into Civil Service classification who completed trial service during period	100% 13 of 13	100% 28 of 28	100% 32 of 32	100% 28 of 28	100% 4 of 4
Number of applications processed	148	277	286	280	280

2018-19 Tactic

- Evaluate candidate selection processes and tools to ensure identified vacancies for all civil service positions are filled with diverse, qualified candidates and in an efficient, cost-effective manner.

Goal/Strategy: Goal 2
 Timeframe: 12 months
 Partner(s): Integrated Operations, HR
 Budget Impact: None
 Measured By: Selection processed and tools audited; needed improvements identified.
- Develop the Outreach and Mentor teams to implement the workforce diversity recruitment elements outlined in the Strategic Outreach Plan.

Goal/Strategy: Goal 2
 Timeframe: 12 months
 Partner(s): Integrated Operations, Public Education, HR
 Budget Impact: Increase required
 Measured By: Participation on the Outreach and Mentor Teams by trained, committed, internal uniformed personnel and in activities aligned with the Strategic Outreach Plan.

Civil Service Commission, continued

	2015-16 Actual	2016-17 Actual	2017-18 Adopted Budget	2018-19 Proposed Budget	2018-19 Approved Budget	2018-19 Adopted Budget
10110 General Fund						
5120 Overtime Union	\$ 47,219	\$ 42,839	\$ 45,904	\$ 115,514	\$ 115,514	\$ 115,514
5201 PERS Taxes	9,988	9,148	12,872	28,428	28,428	28,428
5203 FICA/MEDI	3,211	2,596	3,512	8,837	8,837	8,837
5206 Worker's Comp	791	397	586	2,541	2,541	2,541
5207 TriMet/Wilsonville Tax	341	308	466	882	882	882
5208 OR Worker's Benefit Fund Tax	19	17				
Total Personnel Services	61,570	55,305	63,340	156,202	156,202	156,202
5410 General Legal	2,924	67	2,500	1,500	1,500	1,500
5414 Other Professional Services	26,425	36,121	31,592	31,427	31,427	31,427
5415 Printing		131	1,000	600	600	600
5471 Citizen Awards	207		300			
5484 Postage UPS & Shipping			50	50	50	50
5570 Misc Business Exp	5,173	3,068	2,400	3,326	3,326	3,326
5572 Advertis/Public Notice	1,234	1,429	1,540	2,100	2,100	2,100
Total Materials and Services	35,963	40,817	39,382	39,003	39,003	39,003
Total General Fund	\$ 97,533	\$ 96,122	\$ 102,722	\$ 195,205	\$ 195,205	\$ 195,205