

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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2019-20 Adopted Budget
Personnel Services	\$ 55,305	\$ 61,633	\$ 156,202	\$ 213,054
Materials and Services	40,817	31,865	39,003	46,229
Total Expenditures	\$ 96,122	\$ 93,498	\$ 195,205	\$ 259,283

2019-20 Significant Changes

The 2019-20 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 several promotional processes.

Materials and Services includes funding of \$37,899 in Other Professional Services, account 5414, for the contract with the chief examiner of \$9,684 and \$3,605 to administer the open and continuous testing process, and \$9,600 for background investigations of new hires based on DPSST requirements and \$6,400 for psychological examinations. Miscellaneous Expenses, account 5570, in the amount of \$5,080, represents the anticipated number of meals provided to interview panels, assessment testers, interview panels, orientation lunches, and a commission dinner meeting. Advertising/Public Notice accounts for advertising costs for Civil Service meeting, public notices, and job announcements.

Civil Service Commission



Rian Brown
Chief Examiner
Term expires
03/22

Gary Rebello
Commissioner
Seat 1
Term expires
03/22

Sue Lamb
Chair
Seat 2
Term expires
03/22

Jim Main
Commissioner
Seat 3
Term expires
03/23

Jake Gartland
Commissioner
Seat 4
Term expires
03/23

Donna Fowler
Commissioner
Seat 5
Term expires
03/23

Status of 2018-19 Tactics

- 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 processes and tools audited; needed improvements identified.

Status: → Ongoing

Status Report: District leadership approved, and Human Resources adopted, updates to the selection processes for entry firefighter, including addition of psychological evaluations, adjustments to the mechanical portion of the NTN test, and addition of a skills exercise to the assessment center specific to EMT and Paramedic skill level. Additional tools and updates will be reviewed and implemented during the upcoming fiscal year.

- 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.

Status: → Ongoing

Status Report: Human Resources recruited for and coached members who participate on, the Outreach and Mentor teams. A resource page was added on the SharePoint site for team members to access speaking points, FAQ documents, calendars, and more to ensure they have all the tools to feel comfortable and confident in their team member roles. Curriculum for training opportunities specific for each team is being developed to ensure they have all the tools necessary for effective participation.

Additional Accomplishments

- Implementation of initial updates to the selection process for entry firefighter and single-role paramedics.

Activities Summary

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Projected	2019-20 Estimated
Number of Civil Service selection processes completed (Chief's interviews)	21	10	7	8	14
Number of Civil Service examinations (to develop eligible lists)	9	3	3	5	6
Number of Civil Service Commission meetings	5	5	5	5	5
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)	62	143	80	95	95
Days to fill vacancies – entry-level firefighter (from pulling list)	127	164	162	129	175
Days to fill vacancies – all other Civil Service classifications (from department request)	32	39	35	36	36
Number of classification specifications revised and approved by Commission	13	2	5	5	0
Percentage of employees hired into Civil Service classifications who completed trial service during period	89% 16 of 18	86% 24 of 28	98% 42 of 43	87% 20 of 23	94% 15 of 16
Percentage of employees promoted into Civil Service classification who completed trial service during period	100% 28 of 28	100% 32 of 32	100% 28 of 28	100% 26 of 26	100% 24 of 24
Number of applications processed	277	286	272	280	280

2019-20 Tactics

- Further 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): Operations, Human Resources

Budget Impact: Increase Required

Measured By: Auditing the implemented tools and updates, as well as identify and implement additional tools and updates to the selection processes for entry firefighter, single-role paramedic, and other promotional positions.

- Further 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): Operations, Human Resources

Budget Impact: None

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

	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2019-20 Proposed Budget	2019-20 Approved Budget	2019-20 Adopted Budget
10110 General Fund						
5120 Overtime Union	\$ 42,839	\$ 47,324	\$ 115,514	\$ 155,635	\$ 155,635	\$ 155,635
5201 PERS Taxes	9,148	10,962	28,428	40,885	40,885	40,885
5203 FICA/MEDI	2,596	2,555	8,837	11,906	11,906	11,906
5206 Worker's Comp	397	430	2,541	3,424	3,424	3,424
5207 TriMet/Wilsonville Tax	308	330	882	1,204	1,204	1,204
5208 OR Worker's Benefit Fund Tax	17	18				
5210 Medical Ins Union			14			
Total Personnel Services	55,305	61,633	156,202	213,054	213,054	213,054
5410 General Legal	67		1,500	1,500	1,500	1,500
5414 Other Professional Services	36,121	26,611	31,427	37,899	37,899	37,899
5415 Printing	131	442	600			
5471 Citizen Awards			125			
5484 Postage UPS & Shipping			46	50	50	50
5570 Misc Business Exp	3,068	2,464	3,326	5,080	5,080	5,080
5572 Advertis/Public Notice	1,429	2,178	2,100	1,700	1,700	1,700
Total Materials and Services	40,817	31,865	39,003	46,229	46,229	46,229
Total General Fund	\$ 96,122	\$ 93,498	\$ 195,205	\$ 259,283	\$ 259,283	\$ 259,283