


MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: November 4, 2015

To: Nicole Morris, Chief Deputy City Solicitor, Labor and Employment Group

From: Albert L. D'Attilio, Human Resources Director 

Subject: Amendments of Civil Service Regulations

In accordance with Section 8-407(a) of the Home Rule Charter, I am forwarding for your review the attached amendment of the Civil Service Regulations.

Civil Service Regulation 6 – Pay Plan

- ✓ 6.086- 6.086- APPOINTMENT RATE FOR EMPLOYEES HIRED FROM OPEN COMPETITIVE ELIGIBLE LISTS FOR THE FOLLOWING DEPARTMENTS AND CLASSES:
- ✓ 6.116 – EXCEPTIONS
- ✓ 6.14-3 – WORKING IN UNDERWATER DIVING OPERATIONS
- ✓ 6.221-1 – SCHOOL CROSSING GUARDS

889461

Civil Service Regulation 9 – Examination

- ✓ 9.054 – Qualifying Examinations for the Bilingual Specialty of a Class
- ? ✓ 9.0664 – Additional Credits for Firefighter 1 Open Competitive Examinations

DEPARTMENT OF RECORDS
2015 DEC 18 AM 11:02



APPROVED

11/16/15

DATE

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.086 APPOINTMENT RATE FOR EMPLOYEES HIRED FROM OPEN COMPETITIVE ELIGIBLE LISTS FOR THE FOLLOWING DEPARTMENTS AND CLASSES:

Series	Classes	Departments
1E – Data Processing Programming and Analysis	All Classes	All Departments
2A – Accounting and Fiscal	Auditor Trainee	City Controller's Office
2A – Accounting and Fiscal	Accountant/Revenue Examiner Trainee (2A05)	All Departments
2A – Accounting and Fiscal	Accounting Section Assistant Supervisor (2A10); Accounting Section Supervisor 1 (2A11); Accounting Section Supervisor 2 (2A12); Accounting Manager (2A13); Accounting Information Systems Supervisor (2A15); City Treasurer Accounting Manager (2A18)	Finance / City Treasurer's Office
2A – Accounting and Fiscal	Utility Financial Services Manager (2A50)	Water Department
2D – Property Management	Real Property Evaluator 1 (2D16); Real Property Evaluator 2 (2D17)	Office of Property Assessment
2F – Analysis	Classes Above the Trainee Level	All Departments
2H – Personnel	Classes Above the Trainee Level	All Departments
2J – Publicity	Legislative and Regulatory Affairs Manager (2J52)	All Departments
2L – General Administration	Public Administration Analyst	All Departments
2P – Airport Administration	All Classes	Airport
3B – Engineering; 3C – Engineering Management	All Classes	All Departments
3D – Architecture and Landscape Architecture	All Classes	All Departments
3E – City Planning and Environmental Sciences	All Classes	All Departments
3F – Surveying	All Classes	All Departments
3H – Sciences	All Classes	Health Department, Police Department, Water Department
4A – Health Technical and Medical Related; 4C – Nursing; 4D – Medical; 4F – Dental	All Classes	Health Department
4A - Health Technical and Medical Related	Psychologist (4A12)	Department of Human Services
4E – Dental Tech	Public Health Dental Hygiene Practitioner (4E17)	Health Department
4J – Environmental Health	Industrial Hygienist (4J60)	All Departments
5A – Social Work	Classes Above the Trainee Level	All Departments

Series	Classes	Departments
5C – Housing & Neighborhoods	Human Relations Intake Coordinator (5C30); Human Relations Representative 1 (5C31); Human Relations Deputy Director – Compliance (5C35); Human Relations Deputy Director – Community Relations (5C34)	Commission on Human Relations
5F – Health Program Development and Monitoring	Behavioral Health/Intellectual Disability Services Program Director (Behavioral Health) (Intellectual Disability Services) (5F30); Behavioral Health Administrator (5F31); Chronic Disease Epidemiologist (5F61); Food Policy Coordinator (5F62)	Health Department; Office of Behavioral Health
5H – Correctional	Deputy Sheriff Officer (5H41)	Sheriff's Office
6A – Police	Police Officer 1 (6A02)	Police Department
6G – Code Inspection	Construction Trades Inspector (6G28)	Licenses and Inspections
6J – Communications	Chief Fire Equipment Dispatcher (6J44); Fire Equipment Dispatcher Assistant Chief (6J45)	Fire Department
6J – Communications	3-1-1 Contact Center Agent (6J56); 3-1-1 Contact Center Agent Supervisor (6J57)	Managing Director's Office
6H – Code Adm/Tech	L&I Codes Compliance Specialist (6H33)	Licenses and Inspections
7F – Automotive Maintenance and Trades	Automotive Maintenance Technician (7F02); Heavy Duty Vehicle Maintenance Technician (7F03)	Office of Fleet Management
7H – Building Maintenance and Trades; 7J – Mechanical Maintenance and Trades; 7K – Electrical and Electronic Maintenance and Trades	Plumbing and Heating Maintenance Worker (7H22); HVAC Mechanic 2 (7J02); Machinery and Equipment Mechanic (7J15); Electrician 2 (7K02); Industrial Electrician 1 (7K15); Electronic Technician 2 (7K64)	All Departments
9B – Librarian	Classes Above the Trainee Level	Free Library
9E – Museum	Museum Collections and Exhibitions Curator	Parks and Recreation

The appointing authority or his/her designee will be authorized to determine which step in the pay range for a class will be used as the appointment rate for employees hired from open competitive eligible lists for the departments and classes listed in the above table. The appointment rate must be set at one of the pay steps in the pay range for the class.

This regulation will facilitate recruitment by allowing the specified departments to offer competitive starting salaries to candidates hired from open competitive eligible lists. The regulation recognizes the fluctuating salaries in the labor market for these occupations, and the necessity to offer competitive salaries to candidates without extended delays.

The appointing authority of the specified departments or his/her designee must submit an annual written report to the Director of Human Resources listing all appointments made under the provision of this regulation. The Human Resources Director will present an annual report on the effectiveness of the regulation to the Civil Service Commission.

The Director of Human Resources or the Civil Service Commission may suspend the regulation if the departments do not comply with any requirement of this regulation.

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DEPARTMENT OF RECORDS
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Civil Service Regulation 6 – Pay Plan

To be revised as follows:

6.116 - EXCEPTIONS. Upon recommendation of the appointing authority, the Director may exclude employees from the provisions of this Regulation where the conditions of employment and the nature of services rendered by the employee are such as to make it impractical to adhere to a standard work week and where the regular rate of pay has been established with due regard to the possibility of overtime work.

6.116B-A - Employees whose positions are allocated to the following classes shall be compensated at one pay range above their regular rate of pay, but shall not be further compensated for any overtime work, either in cash pay or time off from work with pay (compensatory time) in accordance with the overtime pay provisions of these Regulations:

- ~~Airport Public Relations Manager~~
- ~~Assistant Fleet Manager for Operations (7F31)~~
- ~~Fleet Materials Management Director~~
- ~~City Planner 5 (Area Design)~~

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Civil Service Regulation 6 – Pay Plan

To be revised as follows:

6.14-3 - WORKING IN UNDERWATER DIVING OPERATIONS. Employees who in addition to their regular duties are assigned, on a continuing basis, to underwater diving operations, shall be compensated by adding three pay steps to their current rate: receive additional compensation equivalent to 6.22% of their base salary.

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DEPARTMENT OF RECORDS
2015 DEC 18 AM 11:02

Civil Service Regulation 6 – Pay Plan

To be revised as follows:

6.221-1 - SCHOOL CROSSING GUARDS. A School Crossing Guard who is regularly employed and whose normal work week averages or exceeds twenty (20) hours, shall earn longevity pay as follows:

Years of Service	Amount paid to an employee who is in pay status the normal work schedule for the entire fiscal school year (200 days)
After 5	\$ 217.12
After 10	\$ 264.24
After 15	\$ 311.36
After 20	\$ 358.48
After 25	\$ 405.60
After 30	\$ 452.72

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DEPARTMENT OF RECORDS
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Civil Service Regulation 9 – Examinations

To be revised as follows:

9.054 - QUALIFYING EXAMINATIONS FOR THE BILINGUAL SPECIALTY OF A CLASS.

A. Examination Announced for the Bilingual Specialty and Another Specialty of a Class

When a single examination is announced to fill positions both in the bilingual specialty of a class and in another specialty of the same class, all candidates must take and pass all weighted parts of the same examination. All candidates (Bilingual and other specialty) who pass the weighted parts of the examination will be placed on the combined eligible list and will be eligible to fill positions in the specialty that does not require fluency in a Non-English language or in American Sign Language.

Candidates who applied for the bilingual specialty who have passed all weighted parts of the examination will be required to pass a qualifying examination as verification of their ability to communicate fluently in a Non-English language or in American Sign Language. Candidates who pass the qualifying examination will be identified on the eligible list as bilingual - fluency verified in specified language or languages. Such candidates will be eligible to fill positions for the bilingual specialty.

Candidates who fail the bilingual qualifying examination will not be eligible to fill positions in the bilingual specialty, but will remain on the eligible list in their original rank and will be eligible to fill positions in the specialty that does not require fluency in a Non-English language or in American Sign Language.

If additional points for fluency in another language are being awarded, the qualifying bilingual examination must be administered prior to the establishment of the eligible list to all candidates who applied for the bilingual specialty and who have passed all other parts of the examination in accordance with Regulation 9.0668.

B. Examination Announced for the Bilingual Specialty Only

When an examination is announced for the bilingual specialty only, candidates must take and pass all weighted parts of the examination. Candidates who have passed all weighted parts of the examination will be required to pass a qualifying examination as verification of their ability to communicate fluently in a Non-English language or in American Sign Language. Candidates who pass the qualifying examination will be eligible to fill positions for the bilingual specialty. Candidates who fail the qualifying examination will be removed from the eligible list.

The Director may administer qualifying examinations to verify fluency for all candidates, or only for the number of highest ranking candidates required to fill immediate vacancies. For the remaining candidates, qualifying examinations will occur when the Director determines that all vacant positions cannot be filled by the candidates who were successful in the initial qualifying examination.

C. Passing Grade May Be Applied To Other Bilingual Examinations

During the two year period from the date that a candidate has passed the bilingual qualifying examination, the candidate's bilingual qualifying passing grade may be applied to any other bilingual examination for the same language. The passing grade for the bilingual qualifying examination may also be applied to examinations that include a test administered to determine eligibility for selective factor

certification. The candidate will be considered bilingual - fluency verified in the specified language or languages for the duration of any eligible list to which the initial passing grade has been applied. The candidate must pass all other parts of an examination before the passing grade for the bilingual qualifying examination may be applied.

Applicants must provide documentation, such as notice of results or the examination number, that they passed the bilingual qualifying examination. Applicants who do not provide this documentation will be tested for fluency for each examination they apply to that requires a qualifying bilingual examination.

9.0664 - **Additional Credits For Firefighter 1 Open Competitive Examinations.**

A. For open competitive examinations for the class of Firefighter announced after June 1, 2011, but prior to January 1, 2015, additional points will be added to the examination score of any candidate who has passed the open competitive examination and who is currently certified as a/an:

- Firefighter 1 by the Office of the State Fire Commissioner of the Commonwealth of Pennsylvania;
- Emergency Medical Technician (Basic or Paramedic) by the Commonwealth of Pennsylvania

Such candidates will be awarded:

- Two (2) points for certification as a Firefighter 1 and / or
- Three (3) points for certification as an Emergency Medical Technician.

B. For open competitive examinations for the class of Firefighter announced on or after January 1, 2016, additional points will be added to the examination score of any candidate who passed the open competitive examination and who has successfully completed:

- The Philadelphia Fire Department's Fire Explorer Cadet Program ;
- A Philadelphia High School Fire & EMS Training curriculum;
- An Associate's Degree in Fire Science from an accredited college or university

Such candidates will be awarded:

- Three (3) points for the successful completion of the Philadelphia Fire Department's Fire Explorer Cadet program that has included a minimum of 160 hours of training offered by the Philadelphia Fire Department, a minimum of 100 additional hours of community service, and has passed 80% of quizzes and examinations throughout a single training period and/or
- Three (3) points for successful completion of a Philadelphia High School Fire & Emergency Medical Services (EMS) Training curriculum and/or
- Three (3) points for the successful completion of an Associate's Degree in Fire Science from an accredited college or university.

No more than six (6) additional points may be awarded under this regulation.

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