

## II. CIVIL SERVICE REGULATIONS

REGULATION NUMBER	REGULATION	ACTION	EXPLANATION
2.58	CAREER ADVANCEMENT SERIES/NON-REPRESENTED EMPLOYEES	Abolition	This regulation is being abolished. Career Advancement for Non-Represented Employees no longer exists. Regulation 5.15 for In-Position Promotion replaced Career Advancement for Non-represented employees.
5.158	Classes Eligible for In-Position Promotion	Revision	This regulation is being revised to correct the table for in-position promotion of employees from Management Trainee to Human Resources Professional 1 and Human Resources Professional 2 classes. Employees with prior City experience may be appointed at steps above the first step in the pay range for the class. Therefore, references to specific steps in the range for the promotional Human Resources Professional classes are being removed.
10.113	CANDIDATE UNAVAILABLE FOR CERTIFICATION OR APPOINTMENT DUE TO ANY AND ALL DEBTS, TAXES, FEES, JUDGMENTS, CLAIMS, AND OTHER ACCOUNTS AND OBLIGATIONS DUE AND OWING TO THE CITY	Revision	This regulation is being revised to remove the reference to Regulation 10.092 of removal from eligible lists that no longer applies to candidates who fail to enter into a payment agreement as established. Those candidates will be made temporarily unavailable instead of removed.
11.14	PAYMENT AGREEMENT AND PAYROLL DEDUCTION REQUIRED FOR APPOINTMENT	Revision	This regulation is being revised to update the practice for candidates who fail to enter into a payment agreement for debts owed to the City of Philadelphia. In accordance with Regulation 10.113, candidates will be made involuntarily available for appointment from the eligible list instead of being removed from the eligible list altogether. Regulation 10.113 is newly established and was presented to the Civil Service Commission on the December 2016 agenda.
14.04	REJECTION OF EMPLOYEE DURING PROBATIONARY PERIOD	Revision	These regulations are being revised to identify that the name of the probationer will not be restored to a continuous or periodic list if his or her name already appears on the eligible list as a result of applying and passing the exam again for the same continuous or periodic list in accordance with Regulation 9.121. The change is being made to allow candidates appointed from a continuous or periodic list to re-apply for the same examination following appointment to the class while they are serving in the probationary period. Regulation 15.043 is being further revised to clarify that restoration will occur in the class in which he/she had status.
15.043	RESTORATION (VOLUNTARY) DURING THE PROBATIONARY PERIOD	Revision	

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## Regulation 2 – Definitions

### ~~2.58 – CAREER ADVANCEMENT SERIES / NON-REPRESENTED EMPLOYEES~~

~~a designated class series in the non-represented category, which includes an entry level, in some cases an intermediate level(s) and a full performance level. Incumbents of such classes may be promoted in place within the series as they gain experience, are able to perform assignments of increased difficulty and meet the criteria for non-represented career advancement recommended by the Personnel Director and approved by the Civil Service Commission.~~

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**Regulation 5.15 In-Position Promotion.****5.158 - CLASSES ELIGIBLE FOR IN-POSITION PROMOTION.****Non-Represented Classes**

Level 1	Level 2	Level 3
Budget Analyst 1 – 2C11	Budget Analyst 2 – 2C12	None
Management Trainee (All Specialties) – 2L03	Human Resources Professional 1 – 2H90 (Step 2 only)	Human Resources Professional 2 – 2H91 (Step 1 only) or Personnel Analyst 2 – 2H02
Management Trainee (All Specialties) – 2L03	Administrative Specialist 1 (Confidential) – 2L16	Administrative Specialist 2 (Confidential) – 2L17

**F.O.P. Classes**

Level 1	Level 2
Deputy Sheriff Officer Recruit (5H40)	Deputy Sheriff Officer (5H41)
Police Officer Recruit – 6A01	Police Officer 1 – 6A02

**District Council 47.**

In-Position Promotions for the District Council 47 classes below will be in accordance with Civil Service Regulation 5.15.

Level 1	Level 2	Level 3	Level 4
Systems Programmer – 1E62	Systems Program Project Specialist – 1E63	None	None
Information Technology Trainee – 1E70	Programmer Analyst 1 – 1E75	Programmer Analyst 2 – 1E76	Programmer Analyst 3 – 1E77
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Accountant 1 – 2A06	Financial Accountant – 2A09 (Finance Dept. Only)	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Accountant 1 – 2A06	Departmental Accounting Systems Specialist – 2A19 (DHS & Airport Only)	None
Auditor Trainee – 2A40	Auditor 1 – 2A41	Auditor 2 – 2A42	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Contracts Auditor 1 – 2A65	Contracts Auditor 2 – 2A66	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Revenue Examiner 1 – 2B31	Revenue Examiner 2 – 2B32	None
Tax Analyst Trainee – 2B49	Tax Analyst 1 – 2B50	Tax Analyst 2 – 2B51	None
Administrative Technical Trainee – 2L04	Real Property Evaluator 1 – 2D16	Real Property Evaluator 2 – 2D17	None
Research and Information Analyst 1 – 2F21	Research and Information Analyst 2 – 2F22	None	None
Archivist 1 – 2G02	Archivist 2 – 2G03	None	None
Public Relations Specialist Trainee – 2J01	Public Relations Specialist 1 – 2J02	Public Relations Specialist 2 – 2J03	None
Administrative Technical Trainee – 2L04	Procurement Technician 1 – 2E02	Procurement Technician 2 – 2E03	None
Administrative Technical Trainee – 2L04	Minority Business Enterprise Specialist 1 – 2E32	Minority Business Enterprise Specialist 2 – 2E33	None

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Administrative Technical Trainee – 2L04	Election/Public Integrity Compliance Specialist – 2M56	None	None
Administrative Technical Trainee – 2L04	Administrative Specialist 1 – Non-Confidential – 2L31	Administrative Specialist 2 – Non-Confidential – 2L32	None
Disease Surveillance Investigator 1- 4A08	Disease Surveillance Investigator 2- 4A09	None	None
Prosecution Assistant 1 – 2M88	Prosecution Assistant 2 – 2M89	None	None
Airport Operations Trainee – 2P01	Airport Properties Specialist 1 – 2P02	Airport Properties Specialist 2 – 2P03	None
Airport Operations Trainee – 2P01	Airport Assistant Operations Officer – 2P10	Airport Operations Officer – 2P11	None
Graduate Civil Engineer – 3B04	Civil Engineer 1 – 3B05	Civil Engineer 2 – 3B06	None
Graduate Electrical Engineer – 3B10	Electrical Engineer 1 – 3B11	Electrical Engineer 2 – 3B12	None
Graduate Mechanical Engineer – 3B20	Mechanical Engineer 1 – 3B21	Mechanical Engineer 2 – 3B22	None
Graduate Environmental Engineer – 3B60	Environmental Engineer 1 – 3B61	Environmental Engineer 2 – 3B62	None
Architectural Projects Trainee – 3D01	Architectural Projects Coordinator 1 – 3D04	Architectural Projects Coordinator 2 – 3D05	None
City Planner Trainee – 3E01	City Planner 1 – 3E02	City Planner 2 – 3E03	None
Historic Preservation Planner 1 – 3E10	Historic Preservation Planner 2 – 3E11	None	None
Geographic Information Systems Specialist Trainee – 3E19	Geographic Information Systems Specialist 1 – 3E20	Geographic Information Systems Specialist 2 – 3E21	None
Graduate Environmental Scientist – 3H11	Environmental Scientist 1 – 3H12	Environmental Scientist 2 – 3H13	None
Graduate Chemist – 3H25	Analytical Chemist 1 – 3H26	Analytical Chemist 2 – 3H27	None
Forensic Scientist 1 – 3H48	Forensic Scientist 2 – 3H49	None	None
Medical Technologist 1 – 3H67	Medical Technologist 2 – 3H66	None	None
Public Health Sanitarian – 4J41	Sanitarian Specialist – 4J45	None	None
Social Services Trainee – 5A03	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Intern – 5A04	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Health Services Social Worker 1 – 5A61	Health Services Social Worker 2 – 5A62	None
Human Relations Representative 1 – 5C31	Human Relations Representative 2 – 5C32	None	None
Mental Health Emergency Services Coordinator 1 – 5E06	Mental Health Emergency Services Coordinator 2 – 5E07	None	None
Health Education & Training Specialist 1 – 5G11	Health Education & Training Specialist 2 – 5G12	None	None
Criminal Investigative Research Analyst Trainee – 6C20	Criminal Investigative Research Analyst – 6C21	None	None
Park Management Trainee – 7N50	Park Manager 1 – 7N51	Park Manager 2 – 7N52	None
Librarian 1 – 9B02	Librarian 2 – 9B03	None	None
Recreation Leader Trainee – 9D10	Recreation Leader 1 – 9D11	None	None

In-Position Promotions for the District Council 33 classes below will be in accordance with Civil Service Regulation 5.15.

Level 1	Level 2	Level 3
Clerk 1 – 1A02	Clerk 2 – 1A03	None
Clerk Typist 1 – 1A11	Clerk Typist 2 – 1A12	None
Word Processing Specialist 1 – 1A41	Word Processing Specialist 2 – 1A42	None
Payroll Examiner 1 – 1B21	Payroll Examiner 2 – 1B22	None
Payment Processing Clerk 1 – 1B80	Payment Processing Clerk 2 – 1B81	None
Assessment Clerk – 2D50	Assessment Aide – 2D51	None
Title Registration Aide 1 – 2D55	Title Registration Aide 2 – 2D56	None
Pension Counselor Trainee – 2H39	Pension Counselor 1 – 2H40	Pension Counselor 2 – 2H41
Construction Projects Technician 1 (S) – 3A17	Construction Projects Technician 2 (S) – 3A18	None
Industrial Waste Control Technician 1 - 3A71	Industrial Waste Control Technician 2 - 3A72	None
Forensic Technician 1 – 4A41	Forensic Technician 2 – 4A42	None
Forensic Investigator 1 – 4A44	Forensic Investigator 2 – 4A45	None
Youth Detention Counselor Trainee (B) - 5B21	Youth Detention Counselor 1 (B) - 5B22	None
Traffic Investigator 1 – 6E15	Traffic Investigator 2 – 6E16	None
Housing and Fire Inspector 1 (6G03)	Housing and Fire Inspector 2 (6G04)	None
(Office of Homeless Services only)	Office of Homeless Services only)	
Airport Communications Center Operator 1 – 6J06	Airport Communications Center Operator 2 – 6J07	None
Police Communications Dispatcher Trainee – 6J31	Police Communications Dispatcher – 6J32	None
Fire Equipment Dispatcher 1 – 6J41	Fire Equipment Dispatcher 2 – 6J42	None
3-1-1 Contact Center Trainee 3 6J55	3-1-1 Contact Center Agent 3 6J56	None

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**Regulation 10 – Eligible Lists**

**10.113 – CANDIDATE UNAVAILABLE FOR CERTIFICATION OR APPOINTMENT DUE TO ANY AND ALL DEBTS, TAXES, FEES, JUDGMENTS, CLAIMS, AND OTHER ACCOUNTS AND OBLIGATIONS DUE AND OWING TO THE CITY.**

An eligible candidate who has been conditionally selected and who does not pass the indebtedness check or enter into a payment agreement in accordance with Regulations ~~10.092~~ and 11.14 will be made involuntarily unavailable for appointment. Candidates made involuntarily unavailable shall be notified of their unavailability in writing by the Director. The candidate's name will remain on the eligible list, but availability for certification shall not be renewed until the candidate submits written notice and supporting documentation to the Director that the candidate has satisfied any and all debts or voluntarily entered into a payment agreement with the City to satisfy such debts.

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**REGULATION 11 - Requisition, Certification and Appointment**

11.14 - PAYMENT AGREEMENT AND PAYROLL DEDUCTION REQUIRED FOR APPOINTMENT. As a condition of employment with the City, any person offered employment on or after the effective date of this regulation shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification.

A candidate who fails to enter into a payment agreement ~~three times will be made~~ involuntarily unavailable for appointment in accordance with Regulation 10.113.  
~~removed from the eligible list in accordance with Regulation 10.092.~~

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## REGULATION 14- Probationary Period

**14.04 - REJECTION OF EMPLOYEE DURING PROBATIONARY PERIOD.** At any time during the probationary period, the appointing authority, or his/her designated representative, with the approval of the Director, may discharge or demote a probationary employee, if said appointing authority, or his/her designated representative, determine that such employee is unable or unwilling to perform his/her duties satisfactorily, or that his/her habits and dependability do not merit his/her continuance in the City service or that information revealed during the pre-employment background investigation requires removing the employee from the position. The appointing authority, or his/her designated representative, may, depending upon the circumstances justifying the rejection, recommend that the name of the rejected probationer be either removed or restored to the eligible list. The name of the rejected probationer will not be restored to a continuous or periodic list if his or her name already appears on the eligible list as a result of applying and passing the exam again for the same continuous or periodic list in accordance with Regulation 9.121.

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## REGULATION 15 – RESIGNATION, REINSTATEMENT, RESTORATION,

15.042 - RESTORATION FOLLOWING REJECTION DURING PROBATIONARY PERIOD. An employee with permanent Civil Service status in a class, who vacates a position in that class to accept appointment from an eligible list and is rejected during the probationary period in that position, shall have the right to be restored to a position in the class and department in which he/she had status. If an employee refuses such restoration, he/she shall be separated from City service following rejection. An employee so separated shall not have a right to placement on a layoff list.

15.042-1 - Notwithstanding the above, an employee in the class of Police Officer Recruit who does not pass probation as a Police Officer, will be terminated without any reinstatement rights to Police Officer Recruit.

15.042-2 - Notwithstanding the above, an employee in the class of Youth Detention Counselor Trainee who does not pass probation as a Youth Detention Counselor I, will be terminated without any reinstatement rights to Youth Detention Counselor Trainee.

15.042-3 - Notwithstanding the above, an employee in the class of Social Work Intern who does not pass probation as a Social Worker Trainee does not have any reinstatement rights to the class of Social Work Intern. The employee has the right to be restored to a position in the Department of Human Services in the class in which he/she had status immediately prior to promotion to the class of Social Work Intern.

15.043 - RESTORATION (VOLUNTARY) DURING THE PROBATIONARY PERIOD. An employee appointed from an eligible list may, during the probationary period, upon his/her request and with the approval of the appointing authority of the former position, be restored to his/her former position in the class in which he/she had status or its equivalent. The appointing authority of the probationary position may, depending upon the circumstances justifying the voluntary restoration, recommend that the name of the restored probationer be either removed from or restored to the eligible list. The name of the probationer will not be restored to a continuous or periodic list if his or her name already appears on the eligible list as a result of applying and passing the exam again for the same continuous or periodic list in accordance with Regulation 9.121.

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