

# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** July 14, 2016  
**To:** Nicole Morris, Chief Deputy City Solicitor, Labor and Employment Group  
**From:** Pedro Rodriguez, 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

6.153 - Part-Time Positions Excluded From Receiving The Following Compensation

### Civil Service Regulation 16 – Layoffs

16.021 – Applicability

### Civil Service Regulation – Interim Regulations

31.11 - Overtime Pay And Compensatory Time For Uniformed Employees and Members of the Fraternal Order of Police and International Association of Firefighters Local 22 Who Are FLSA Exempt Working Overtime During The Democratic National Convention.

31.12 - Accumulated Compensatory Time For Employees Who Are FLSA Exempt Working Overtime During The Democratic National Convention.



APPROVED

7/24/16


DATE

892006

DEPARTMENT OF PERSONNEL  
2016 AUG -5 AM 11:30

# MEMORANDUM

## CITY OF PHILADELPHIA OFFICE OF HUMAN RESOURCES

**Date:** July 20, 2016  
**To:** Administrative Board  
**From:** Pedro Rodriguez, Human Resources Director   
**Subject:** Civil Service Commission Agenda of July 20, 2016

The Civil Service Commission met on July 20, 2016 and approved changes to class specifications and Civil Service Regulations. Attached you will find:

- Tables summarizing the changes to class specifications and civil service regulations.
- A copy of the revised version of each class specification. All changes to the class specifications are underlined or are in bold. A line through the text indicates language being deleted.
- A copy of each regulation is attached. All changes to the regulations are underlined. A line through the text indicates language being deleted.
- A memorandum from the Law Department indicating that the regulation has been reviewed.

Please contact me or my staff if you have any questions regarding any of the material or if you require additional information or documentation.

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DEPARTMENT OF HUMAN RESOURCES  
2016 AUG -5 AM 11:30

**CLASSIFICATION AND PAY ITEMS - Copies of all class specifications are contained in the package of material submitted with this report.**

NO.	CLASS CODE	CLASS TITLE	NATURE OF ACTION	SAL. RANGE	ANNUAL COST	EXPLANATION
1.	1D58	Network Support Trainee	Abolition of class	10	\$0	This class is vacant and should be abolished.
2.	1B51	Fr: Election and Voter Registration Clerk 1	Consolidation of classes and changes in class specification	Fr: 4	\$7,770	These classes are being consolidated at the request of the Office of the City Commissioners. The classes have substantially the same responsibilities, pay and requirements. Employees in both classes are responsible for performing clerical work in support of city-wide primary, general and special elections. Minor changes have been made to the class. The consolidated class will be titled Election and Voter Registration Clerk 1.
	1B54	Fr: Election Assistant		Fr: 5		
	1B54	To: Election and Voter Registration Clerk 1		To: 5		
5.	2H50	Fr: Benefits Administrator	Change in class specification, title and pay rate	Fr: N23	\$0	This class is being revised as part of the Office of Human Resources' maintenance of the classification plan. The minimum experience requirements have been revised to include specific experience of one year of supervisory level experience to qualify in addition to the required four years of general employee benefits experience. The title is being changed to Benefits Manager. The pay rate for the class is being increased by one range to N24 for internal consistency with similar related classes.
		To: Benefits Administrator Manager		To: N24		
6.	3E20	Geographic Information Systems Specialist 1	Change in class specification	EP16	\$0	These classes are being revised as part of the Office of Human Resources' maintenance of the classification plan. Employees in these classes perform geographic information systems (GIS) work from the intermediate to the managerial level. The note was revised at all levels to allow completion of a post baccalaureate certification program in Geographic Information Systems at an accredited college or university to equate for one year of the experience requirement. Additionally, the existing list of degrees were expanded to include Spatial Analytics for the required Bachelor's and for the Master's degree fields to equate for one year of experience. Minor changes were made to the abilities section for the GIS Specialist 1 and 2 classes to remove software no longer applicable to the work. The general definition of the GIS 3 class was revised to indicate that work is performed under the direction of a technical superior with geographic information system knowledge and/or experience. The revisions are being made to aid in recruitment and for consistency throughout the GIS series.
7.	3E21	Geographic Information Systems Specialist 2	Change in class specification	EP19	\$0	
8.	3E22	Geographic Information Systems Specialist 3	Change in class specification	EP23	\$0	
9.	3E23	Geographic Information Systems Manager	Change in class specification	N25	\$0	This class is being revised as part of the Office of Human Resources' maintenance of the classification plan. The training and experience requirements are being revised and a second option is being created to allow completion of 60 college credits at an accredited college or university or completion of two years of vocational trades school and two years of experience maintaining and repairing machinery and mechanical devices or equipment utilizing several mechanical skills to qualify. Previously an equivalency has been exercised to allow candidates with these credentials to qualify. As a result of these revisions, the equivalency statement is being removed.
10.	7J15	Machinery and Equipment Mechanic	Change in class specification	15	\$0	

NO.	CLASS CODE	CLASS TITLE	NATURE OF ACTION	SAL. RANGE	ANNUAL COST	EXPLANATION
11.	7J33	Water Maintenance Supervisor (Electrical) (Mechanical) (Facilities Maintenance) (Treatment Plant)	Change in class specification and denial of pay appeal	N18	\$0	This class is being revised as a result of a classification and pay appeal submitted by the Water Department. Employees in this class are responsible for supervising through subordinate group leaders the work of trades, semiskilled, and unskilled personnel engaged in maintaining electrical and instrumentation equipment, mechanical equipment, or buildings and grounds. The allocating factors for the class are being updated to specify work locations. The positions were audited and changes are being made to the class specification to indicate that incumbents in the class may serve as part of a safety response team during emergency incidents, and have responsibility for reviewing contractor activity on the worksite, and for providing recommendations for the budget and plant equipment. Minor updates were made to the knowledge, skills and abilities section. The pay for the class was evaluated and it is recommended that the pay appeal be denied.
12.	7L16	Video Production Specialist	Establishment of class	EP20	\$50,606	This class is being established at the request of the Police Department. The single position class will perform technical video production work with responsibility for all aspects of media production and distribution for digital, online and broadcast delivery platforms for the Philadelphia Police Department. The employee will be responsible for providing technical and creative direction to staff for the production of public service, promotional, training and recruitment videos. The requirements for the class are completion of a Bachelor's degree at an accredited college or university in Mass Communications, Public Relations, Radio/TV Broadcasting, Digital Filmmaking, Video Production or a closely related field and four years of experience in video production which has included two years of full time technical experience in field or segment producing which has included responsibility for script writing and video editing. An equivalency has been included for the class that allows any equivalent combination of education and experience which has included the completion of a bachelor's degree program to qualify. The pay for this class was evaluated and it is recommended that the pay be set at pay range EP20.
13.	7N73	Grounds Maintenance Worker Crew Chief	Change in class specification	13	\$0	This class is being revised as part of the Office of Human Resources' maintenance of the classification plan. The classes that typically qualify are being revised to add the Recreation Facilities Caretaker 2 (7D62) and the Labor Crew Chief 1 (Parks and Recreation assignments only) (7A06) as these positions perform grounds maintenance work for the Parks and Recreation department. These changes are being made for clarification in exam administration. There are no other changes being made to the class.

## II. Pay Schedules

PAY SCHEDULE	ACTION	EXPLANATION
Schedule of Pay Ranges in Annual Amounts – Uniformed Fire Classes effective 4/1/2016 to 3/31/2017	Revision	The Schedule of Pay Ranges in Annual Amounts for the Uniform Fire classes is being revised in accordance with an International Association of Firefighters (IAFF) Local 22 interest arbitration award signed on June 23, 2016. A 3.25% increase will be effective July 1, 2016.

### III. CIVIL SERVICE REGULATIONS

REGULATION NUMBER	REGULATION	ACTION	EXPLANATION
6.153	PART-TIME POSITIONS EXCLUDED FROM RECEIVING THE FOLLOWING COMPENSATION	Revision	Regulation 6.153 is being revised to remove abolished classes and to add class codes for classes included in the regulation.
16.021	APPLICABILITY	Revision	This regulation is being revised to clarify that furlough provisions specified in Regulation 16.02 apply only to non-represented employees and represented employees that have a collective bargaining agreement that contains a furlough provision.
31.11	OVERTIME PAY AND COMPENSATORY TIME FOR UNIFORM PERSONNEL MEMBERS OF THE FRATERNAL ORDER OF POLICE AND INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 22 WHO ARE FLSA EXEMPT WORKING OVERTIME DURING THE DEMOCRATIC NATIONAL CONVENTION.	Establishment	These regulations are being established to allow uniform personnel members of the Fraternal Order of Police and International Association of Firefighters Local 22 who are Exempt under the Fair Labor Standards Act overtime payment provisions and ineligible for cash overtime pay who are required to work overtime during the Democratic National Convention to be compensated for overtime work at their regular hourly rate of pay or, in lieu of cash pay, be granted compensatory time. All FLSA Exempt employees, both uniform personnel and non-uniform personnel, who earn compensatory time in lieu of cash pay in accordance with Regulation 6.112, 6.113, or 6.114 shall be allowed to accumulate, or have to his or her credit, compensatory time in excess of pre-established maximum limits. Any additional compensatory hours earned or credited in excess of the pre-established maximum limit must be used by December 31, 2017 or they will be forfeited. The regulations will be in effect beginning July 23, 2016 until July 29, 2016.
31.12	ACCUMULATED COMPENSATORY TIME FOR EMPLOYEES WHO ARE FLSA EXEMPT WORKING OVERTIME DURING THE DEMOCRATIC NATIONAL CONVENTION	Establishment	

18 AUG -5 AM 11:31

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DEPARTMENT OF PERSONNEL

**6.153 - PART-TIME POSITIONS EXCLUDED FROM RECEIVING THE FOLLOWING COMPENSATION.** Night shift differential compensation, vacation with pay, sick leave with pay, holidays with pay, funeral leave, group life insurance, health welfare benefits *shall not* be granted to employees in the following positions:

- Assistant Recreation Leader (9D07) (part-time)
- ~~Institutional Registered Nurse (part-time)~~
- Recreation Leader I (9D11) (part-time)
- Laborer - Recreation (7A01) (part-time)
- Water Safety Instructor 1 (9D31) † (part-time)
- Water Safety Instructor 2 (9D32) ‡ (part-time)
- Payment Processing Clerk 1† (1B80) (part-time)
- Suicide and Crisis Intervention Counselor (5E03) (part-time)

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DEPARTMENT OF RECREATION  
2016 AUG -5 AM 11:31

**Regulation 16 – Layoffs to be amended as follows:**

**16.021 - APPLICABILITY.** The regulations set forth in 16.02 and its sub-parts, ~~unless otherwise stated,~~ are applicable to non-represented, civil service employees and represented employees covered by a collective bargaining agreement that includes a furlough provision.

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DEPARTMENT OF DEFENSE  
2016 AUG -5 AM 11:31

**31.11 - OVERTIME PAY AND COMPENSATORY TIME FOR UNIFORM PERSONNEL MEMBERS OF THE FRATERNAL ORDER OF POLICE AND INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 22 WHO ARE FLSA EXEMPT WORKING OVERTIME DURING THE DEMOCRATIC NATIONAL CONVENTION.**

Other regulations notwithstanding, effective July 23, 2016 and until July 29, 2016 uniform personnel required to work overtime during the Democratic National Convention who are in positions in classes which are designated as Exempt (Not Covered) from the overtime payment provisions of the Fair Labor Standards Act and who are ineligible for cash overtime pay may elect to be compensated for overtime work at their regular hourly rate of pay.

Employees may, in lieu of cash pay for overtime, request to be granted compensatory time. The granting of any such compensatory time off shall be at the sole discretion of the appointing authority.

**31.12 - ACCUMULATED COMPENSATORY TIME FOR EMPLOYEES WHO ARE FLSA EXEMPT WORKING OVERTIME DURING THE DEMOCRATIC NATIONAL CONVENTION.** Other regulations notwithstanding, effective July 23, 2016 and until July 29, 2016, all FLSA Exempt employees designated to work during the Democratic National Convention and who earn compensatory time in lieu of cash pay in accordance with Regulations 6.112, 6.113 or 6.114 shall be allowed to accumulate or have to his or her credit compensatory time in excess of pre-established maximum limits. Any additional compensatory hours earned or credited in excess of the pre-established maximum limit must be used by December 31, 2017 or they will be forfeited.

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DEPARTMENT OF REFORMATORY  
2016 AUG -5 AM 11:31



## **Civil Service Regulations**

### **6.153 - PART-TIME POSITIONS EXCLUDED FROM RECEIVING THE FOLLOWING COMPENSATION**

Regulation 6.153 is being revised to remove abolished classes and to add class codes for classes included in the regulation.

### **16.021 – Applicability**

This regulation is being revised to clarify that furlough provisions specified in Regulation 16.02 apply only to non-represented employees and represented employees that have a collective bargaining agreement that contains a furlough provision.

### **31.11 - OVERTIME PAY AND COMPENSATORY TIME FOR UNIFORM PERSONNEL MEMBERS OF THE FRATERNAL ORDER OF POLICE AND INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 22 WHO ARE FLSA EXEMPT WORKING OVERTIME DURING THE DEMOCRATIC NATIONAL CONVENTION.**

### **31.12 - ACCUMULATED COMPENSATORY TIME FOR EMPLOYEES WHO ARE FLSA EXEMPT WORKING OVERTIME DURING THE DEMOCRATIC NATIONAL CONVENTION.**

Changes were made to these regulations after the initial distribution of the Final agenda.

These regulations are being established to allow uniform personnel members of the Fraternal Order of Police and International Association of Firefighters Local 22 who are exempt from the Fair Labor Standards Act overtime payment provisions and ineligible for cash overtime pay who are required to work overtime during the Democratic National Convention to be compensated for overtime work at their regular hourly rate of pay or, in lieu of cash pay, be granted compensatory time. All employees, both uniform personnel and non-uniform personnel, who earn compensatory time in lieu of cash pay in accordance with Regulation 6.112, 6.113, or 6.114 shall be allowed to accumulate or have to his or her credit compensatory time in excess of pre-established maximum limits. Any additional compensatory hours earned or credited in excess of the pre-established maximum limit must be used by December 31, 2017 or they will be forfeited. The regulations will be in effect beginning July 23, 2016 until July 29, 2016.

DEPARTMENT OF PERSONNEL  
2016 AUG -5 AM 11:31