

## 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
1F- Stores	Mail Center Manager (1F21)	Revenue Department
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
<u>2B- Revenue Collection</u>	<u>Revenue Compliance Program Director (2B35)</u>	<u>Revenue</u>
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
5C - Housing and 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
6D - Free Library Security	Facilities Services Manager (6D27)	Free Library
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.

DATE  
CITY OF  
PHILADELPHIA  
2017 FEB -3 AM 10:43  
OFFICE OF  
HUMAN RESOURCES

31.806 - LUMP SUM BONUS FOR EMPLOYEES REPRESENTED BY DISTRICT COUNCIL 33.

All permanent part-time employees in classes represented by District Council 33 who work at least eighteen (18) hours per week and are covered by the terms of the ordinance and who are on the active payroll as of December 9, 2016 shall receive a two hundred fifty dollars (\$250) lump sum bonus.

Employees who terminate prior to December 9, 2016 will not receive the bonus.

The lump sum payment will not be added to the employee's base salary rates. Pension contributions shall not be made on lump sum payments and the lump sum payment shall not affect pension benefits.

The payment of the lump sum bonus will be made within thirty (30) days of December 9, 2016, the effective date of the ordinance implementing the pension changes.

# CIVIL SERVICE REGULATIONS

REGULATION NUMBER	REGULATION	ACTION	EXPLANATION
6.086	APPOINTMENT RATE FOR EMPLOYEES HIRED FROM OPEN COMPETITIVE ELIGIBLE LISTS FOR THE FOLLOWING DEPARTMENTS AND CLASSES	Revision 000621 REVENUE DEPARTMENT PHILADELPHIA DATE	This regulation is being revised to include the class of Revenue Compliance Program Director at the request of the Revenue Department to aid in recruitment.
31.086	LUMP SUM BONUS FOR EMPLOYEES REPRESENTED BY DISTRICT COUNCIL 33	Establishment	<p>This regulation is being established to implement the lump sum bonus contingent on pension ordinance changes in accordance with the 2016-2020 Memorandum of Agreement between the City of Philadelphia and District Council 33. All permanent full-time employees in classes represented by District Council 33 who are on the active payroll as of December 9, 2016 and covered by the terms of the ordinance shall receive a lump sum payment of five hundred dollars (\$500). All permanent part-time employees in classes represented by District Council 33 covered by the ordinance who work a minimum of 18 hours per week and who are on the active payroll as of December 9, 2016 shall receive two hundred fifty dollars (\$250) in a lump sum bonus. Probationary employees hired between June 9, 2016 and December 9, 2016 will receive their bonuses upon completion of their probation periods.</p> <p>A permanent employee in the bargaining unit covered by the terms of the ordinance who is on a leave of absence without pay as of December 9, 2016 will be eligible for the lump sum bonus only if he/she returns to the active payroll as of June 9, 2017 and remains on the active payroll for at least sixty (60) consecutive calendar days thereafter.</p> <p>Employees who terminate prior to December 9, 2016 will not receive the bonus.</p> <p>The payment of the lump sum bonus will be made within thirty (30) days of December 9, 2016, the effective date of the ordinance implementing the pension changes.</p>