

## Civil Service Regulation 5 - Classification Plan

### To be amended as follows:

#### **5.15-7 – 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 - 2H90	Human Resources Professional - 2H90 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-Place Position promotions through a Career Advancement Series of Classes for the District Council 47 classes below will be in accordance with Civil Service Regulation 5.15 and 31.08.

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 Trainee- 2A05	Accountant 1- 2A06	Financial Accountant- 2A09 (Finance Dept. Only)	None
Auditor Trainee- 2A40	Auditor 1- 2A41	Auditor 2- 2A42	None

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Level 1	Level 2	Level 3	Level 4
Auditor Trainee- 2A40	Contracts Auditor 1- 2A65	Contracts Auditor 2- 2A66	None
Accountant/Revenue Examiner 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
Administrative Technical Trainee- 2L04	Administrative Specialist 1 - Non-Confidential- 2L31	Administrative Specialist 2 - Non-Confidential- 2L32	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

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Level 1	Level 2	Level 3	Level 4
City Planner Trainee- 3E01	City Planner 1- 3E02	City Planner 2- 3E03	None
Geographic Information Systems Specialist Trainee- 3E19	Geographic Information Systems Specialist 1- 3E20	Geographic Information Systems Specialist 2- 3E21	None
Biologist Trainee- 3H11	Aquatic Biologist 1- 3H12	Aquatic Biologist 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

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### District Council 33

In-Position promotions through a Career Advancement Series of Classes for the District Council 33 classes below will be in accordance with Civil Service Regulation 5.15 and 31.08.

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	Formatted Table
<u>Clerk 1 - 1A02</u>	<u>Clerk 2 - 1A03</u>	None	Formatted: Font: 12 pt
<u>Clerk Typist 1 - 1A11</u>	<u>Clerk Typist 2 - 1A12</u>	None	Formatted: Font: 12 pt
<u>Word Processing Specialist 1 - 1A41</u>	<u>Word Processing Specialist 2 - 1A42</u>	None	Formatted: Font: 12 pt
<u>Payroll Examiner 1 1B21</u>	<u>Payroll Examiner 2 1B22</u>	None	Formatted: Font: 12 pt
<u>Payment Processing Clerk 1 - 1B80</u>	<u>Payment Processing Clerk 2 - 1B81</u>	None	Formatted: Font: 12 pt
<u>Assessment Clerk (2D50)</u>	<u>Assessment Aide (2D51)</u>	None	Formatted: Font: 11 pt, Underline
<u>Title Registration Aide 1 - 2D55</u>	<u>Title Registration Aide 2 - 2D56</u>	None	Formatted: Underline
<u>Pension Counselor Trainee- 2H39</u>	<u>Pension Counselor 1- 2H40</u>	<u>Pension Counselor 2- 2H41</u>	Formatted: Font: 12 pt
<u>Airport Communications Center Operator 1 - 6J06</u>	<u>Airport Communications Center Operator 2 - 6J07</u>	None	Formatted: Font: 12 pt
<u>Police Communications Dispatcher Trainee - 6J31</u>	<u>Police Communication Dispatcher - 6J32</u>	None	Formatted: Font: 12 pt
<u>Fire Equipment Dispatcher 1 Trainee - 6J421</u>	<u>Fire Equipment Dispatcher 21 - 6J432</u>	None	Formatted: Font: 12 pt

## 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)	Finance
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	Office of Human Resources
2H - Personnel	Safety Manager (2H28); Occupational Safety Administrator 1 and 2 (2H77, 2H78)	Finance Department
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

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 OFFICE OF HUMAN RESOURCES

<b>Series</b>	<b>Classes</b>	<b>Departments</b>
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
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 Deputy Director - Compliance (5C35) <u>Human Relations Deputy Director – Community Relations (5C34)</u>	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; <u>Office of Behavioral Health</u>
5H - Correctional	Deputy Sheriff Officer (5H41)	Sheriff's Office
6A - Police	Police Officer 1 (6A02)	Police Department
6C - Police and Fire Technical	Firearms Examiner Trainee (6C02); Firearms Examiner (6C04); Firearms Examination Specialist (6C06); Fingerprint Identification Lead Expert (6C30)	Police Department
6J - Communications	3-1-1 Contact Center Agent (6J56); 3-1-1 Contact Center Agent Supervisor (6J57)	Managing Director's Office
7F - Automotive Maintenance and Trades	Automotive Maintenance Technician (7F02); Heavy Duty Vehicle Maintenance Technician (7F03)	Office of Fleet Management
7J - Mechanical Maintenance and Trades; 7K - Electrical and Electronic Maintenance and Trades	<u>Plumbing and Heating Maintenance Worker (7H22);</u> HVAC Mechanic 2 (7J02); Electrician 2 (7K02); Industrial Electrician 1 (7K15); Electronic Technician 2 (7K64)	All Departments
9B - Librarian	Classes Above the Trainee Level	Free Library

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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## Civil Service Regulation 6 – Pay Plan

To be amended as follows:

- 6.224 - **LONGEVITY FOR DEPUTY SHERIFFS.** After the completion of the appropriate years of service, the following schedule of longevity increases shall be added to all employees in the classes in the Deputy Sheriff Pay Plan:

Number of Years Service Completed	Total Amount Longevity Increase Percentage of Base Pay Effective January/July 1, 2009/2013
1 - 2	NONE
3 - 4	\$ 1,100 2.25%
5 - 9	\$ 1,350 3.75%
10 - 14	\$ 1,700 3.5%
15 - 19	\$ 2,050 4.25%
20 - 24	\$ 2,300 4.75%
25 - 29	\$ 2,550 5.25%
30 - 35	\$ 2,800 5.5%

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## Civil Service Regulation 9 - Examinations

To be amended as follows:

### 9.09 - **REVIEW OF EXAMINATION RESULTS, CORRECTION OF RATINGS AND APPEALS.**

Persons competing in an examination shall be permitted to inspect their ratings and examination papers within the time limits prescribed in this Regulation and under such conditions as the Director may determine.

A competitor who believes an error has been made in his/her rating, and who wishes to appeal for correction of his/her rating, shall appeal, in writing, to the Director within the time limits and according to the procedures prescribed in Regulation 9.09 and in the format the Director may prescribe.

### 9.091 - **REVIEW AND APPEALS PERIOD AND PROCEDURES.**

The Director shall identify one of the following procedures to be used for the review and appeal of each examination. The procedure shall be described on the examination announcement. If no procedure is included in the examination announcement, the procedure described in Regulation 9.091B will be used.

Any changes to the procedures made subsequent to the examination announcement will be communicated to all candidates prior to the administration of the examination. The period provided for reviewing examination results and/or filing an appeal shall be determined by the Director, but shall not be less than seven (7) days.

### 9.091A - **APPEALS BEFORE SCORING.**

The Director may determine and announce to competitors that during a specified period, not exceeding thirty (30) days, immediately following the date of holding of the test and prior to scoring, examination questions and key answers may be reviewed by competitors and appeals to the key answers filed. The candidates shall be permitted to file a written appeal during the test review for any test item that the candidate believes to be factually incorrect or for any test item that the candidate believes to have been keyed incorrectly. The appeal must be in writing and must include an explanation of why the test item should be corrected. The ~~Personnel Department~~ Office of Human Resources will review and respond in writing to all such appeals, informing the candidate of the disposition of the appeal. After the test has been scored, candidates may review their answer sheets to determine if they have been scored correctly, and appeal will be restricted to scoring.

### 9.091B - **APPEALS AFTER SCORING.**

Examination questions and key answers may be reviewed and appeals to the key answers may be filed during the thirty (30) calendar days immediately after the date of mailing to the competitor of official notice of examination results. The Director may determine, however, that a shorter period is necessary for the good of the service and shall announce to competitors the shorter period, which shall not be less than ten (10) days. A candidate may, for the sole purpose of filing an appeal under this section, be permitted to copy a brief outline of any question, which the candidate has answered incorrectly. If the Director determines that the candidates ~~can not~~ cannot copy examination questions, the candidates shall be

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permitted to file a written appeal during the review for any question that the candidate has answered incorrectly. The appeal must be in writing and must include an explanation of why the test item should be corrected. The Personnel Department Office of Human Resources will review and respond in writing to all such appeals, informing the candidate of the disposition of the appeal.

**9.091C - REVIEW AND APPEAL BY A PANEL OF SUBJECT MATTER EXPERTS.** The Director may determine and announce to competitors that the review of test items will be restricted to the review by a panel of subject matter experts who have been selected according to a method determined by the Director. This panel will review the test items prior to scoring and will make any required corrections to the items. After the test has been scored, candidates may review their answer sheets to determine if they have been scored correctly, and appeal will be restricted to scoring.

**9.091D - REVIEW AND APPEAL OF TRAINING AND EXPERIENCE EVALUATIONS, ACHIEVEMENT RECORD, PERFORMANCE, JOB SIMULATION, IN-BASKET AND ALL OTHER TYPES OF EXAMINATIONS NOT COVERED BY OTHER REGULATIONS.** Candidates may review their answer sheets and other test papers to determine if they have been scored correctly or if there has been an irregularity in the administration of the examination. Review of validated tests purchased or leased from other organizations or individuals may be restricted by contractual requirements. Such restrictions will be included in the examination announcement, or in a written notification sent to everyone who applied for the examination. Appeals must be submitted in writing to the Director within the review and appeal period identified in the examination announcement. Appeal will be restricted to errors in scoring for all candidates, and, for candidates who have failed the examination, to irregularity in the administration of the examination. Errors in scoring will be corrected for the appellant and for all other candidates whose scores may have been affected by the error. Corrections will be made in accordance to the provisions of Regulation 9.093. If the Director determines that an irregularity in the administration of the examination has occurred, he or she will recommend corrective measures in accordance with Regulation 9.017.

## Civil Service Regulation 11 - Requisition, Certification and Appointment

To be amended as follows:

- 11.033|- EVALUATION OF FITNESS FOR DUTY.** After the eligible list has been established, Eligible candidates shall be notified to appear for such evaluations of fitness in such numbers and at such times, before or after certification for appointment, as the Director may determine to be necessary or convenient. The number of candidates referred to an evaluation of fitness will be determined by the Director and may exceed the number of candidates required for a certification to fill the positions. The number of candidates referred to the evaluation of fitness will be based on an estimate of the number of candidates who will be successful in the evaluation of fitness. Evaluations of fitness shall be related to the requirements of the job and may consist of medical, psychological or psychiatric evaluations, evaluations of physical fitness to perform the job, or investigations of the eligible candidate's background. Failure to pass any of these evaluations may disqualify the eligible for appointment.

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## Civil Service Regulation 31 – Interim Regulations

To be amended as follows:

### **31.96 – Effective Date For Changes To Sick Leave and Parental Leave For Non-Represented Employees**

The changes to Regulations 21.05, 21.15, 22.12, and 27.013 will be effective as of January 1, 2014. The changes to the regulations will apply to qualifying events that occur after the January 1, 2014 effective date.

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