


# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** January 30, 2015

**To:** Joan Decker, Records Commissioner

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

**Subject:** Amendments of Civil Service Regulations

In accordance with Sections 7-400 and 8-407(a) of the Home Rule Charter, listed below are amendments of the Civil Service Regulations approved by the Administrative Board on January 30, 2015.

Regulation Number	Regulation	Approved By Civil Service Commission On:
6.086	Appointment Rate for Employees Hired from Open Competitive Eligible Lists For the Following Departments and Classes	11/26/2014 6877
6.31-I	Credential Based Pay	11/26/2014
6.1418	Inspections Which May Involve Exposure to Toxic Substances, C & I Fire Inspectors	12/17/2014
6.1422	Employees Required to Wear Protective Clothing	12/17/2014
6.1419	Salary Differential for Water Employees Designated to Serve as Mentors in an Approved Apprenticeship Program	12/17/2014
6.1412	Employees Driving Vehicles Containing Hazardous Substances	12/17/2014
6.1426	Emergency Duty Pay	12/17/2014
6.1428	Employees Performing Inspection Activities in Asbestos Control Program or Department of Public Health	12/17/2014
6.1433	Riverview Employees Assigned to Supervise Inmates	12/17/2014

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# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** November 24, 2014  
**To:** Suzanne Reilly, 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 Appointment Rate For Employees Hired From Open Competitive Eligible Lists  
For The Following Departments And Classes

6.31-I - Credential Based Pay - Employees in the Human Resources Classes Listed  
Below Who Secure and Maintain a Professional Certification or Complete an Advanced  
Degree in a Specified Curriculum Determined to Be Related to the Performance of Job  
Duties.



APPROVED

11-24-14

DATE

884079

DEPARTMENT OF RECORDS  
2015 JAN 30 AM 11:59

**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 Su- pervisor (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
<u>2A – Accounting and Fiscal</u>	<u>Utility Financial Services Manager</u> (2A50)	<u>Water</u> <u>Department</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
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 & Neighborhoods	Human Relations Deputy Director – Compliance (5C35); Human Relations	Commission on Human Relations

Series	Classes	Departments
	Deputy Director – Community Relations (5C34)	
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
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
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.

**Civil Service Regulation 6 – Pay Plan  
To be amended as follows:**

**6.31-I - Credential Based Pay - Employees in the Human Resources Classes Listed Below Who Secure and Maintain a Professional Certification or Complete an Advanced Degree in a Specified Curriculum Determined to Be Related to the Performance of Job Duties.**

Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure and maintain certification as a Certified Compensation Professional (CCP) or a Certified Benefits Professional (CBP) issued by World At Work, or Certified Employee Benefits Specialist (CEBS) issued by the International Foundation of Employee Benefit Plans, or Project Management Professional issued by the Project Management Institute shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure certification as a Certified Associate in Project Management issued by the Project Management Institute shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who have or obtain a Masters Degree in Human Resources, Business Administration, Public Administration, Labor Relations, Industrial or Organizational Psychology, Tests and Measurement, Quantitative Psychology or a closely related area or a J.D Degree shall be eligible for a lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institute (HRCI) shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Professional in Human Resources (PHR) by the Human Resources Certification Institute (HRCI) shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who have or obtain a Masters Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene, or a closely related area shall be eligible for an annual lump sum salary differential of \$1,000.

Classes	Department(s)	Credentials	Bonus Amount
	Services Divisions, Office of Property Assessment, Revenue, Office of Supportive Housing, Streets, <u>Water</u>		sum
		Masters Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene or closely related area	\$1,000 annual lump sum

884082

DEPARTMENT OF REVENUE  
2015 JAN 30 PM 12:00

# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** December 10, 2014

**To:** Cara E. Leheny, Divisional 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

6.1419 - Salary Differential For Water Department Employees Designated To Serve As Mentors In An Approved Apprenticeship Program

6.1412 - Employees Driving Vehicles Containing Hazardous Substances

6.1426 - Emergency Duty Pay

6.1428 - Employees Performing Inspection Activities In Asbestos Control Program Of Department Of Public Health

6.1433 - Riverview Employees Assigned To Supervise Inmates

To be abolished:

6.1418 – Inspections Which May Involve Exposure to Toxic Substances, C & I Fire Inspectors

6.1422 – Employees Required to Wear Protective Clothing and Respirators

8814083

DEPARTMENT OF PERSONNEL  
2015 JAN 30 PM 12:00

  
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APPROVED

12/11/2014  
\_\_\_\_\_  
DATE

Civil Service regulation 6 – Pay Plan  
To be amended as follows:

**6.1419 - Salary Differential For Water Department Employees Designated To Serve As Mentors In An Approved Apprenticeship Program**

Employees of the Water Department permanently allocated to one of the classes in the Labor and Trades series of classes (classes with a class code beginning with 7) who have been designated by the Appointing Authority to serve as a mentor to an apprentice shall be compensated at the same pay step of the pay range one range higher than the standard pay range for the employee's permanent class. The apprenticeship program must be approved, in advance, by the Director.

Employees working as mentors must have at least four years experience in their occupation. Employees must have a current overall performance rating of no less than satisfactory 30 days prior to beginning and for the duration of the assignment as a mentor.

The differential received will be considered full compensation for any additional duties and responsibilities performed as a result of this assignment. The differential will only be paid for the duration of the assignment and will cease immediately if the employee is relieved of his or her responsibility for performing as a mentor, or if the apprentice leaves the apprenticeship program for any reason.

840815  
DEPARTMENT OF PUBLIC WORKS  
2015 JAN 30 PM 12:00



**Civil Service regulation 6 – Pay Plan**  
**To be amended as follows:**

6.1412 - EMPLOYEES DRIVING VEHICLES CONTAINING HAZARDOUS SUBSTANCES. Employees in the following classes, departments and assignments who, by order of the appointing authority or the designated representative, are assigned to operate vehicles containing hazardous substances shall, for the time actually worked in such activities, be compensated at the same pay step of the pay range two ranges higher than the pay range to which their position is allocated.

Equipment Operator  
Field Inspector  
~~L & I Enforcement Officer~~  
~~Weights and Measures Enforcement Supervisor~~  
~~Large Capacity Scale Enforcement Officer~~

Philadelphia International Airport - Equipment Operator 2 and Heavy Equipment Operator 1;  
and

The Office of Fleet Management - Heavy Duty Vehicle Maintenance Technician, Fleet Maintenance Team Leader, Fleet Maintenance Supervisor, Automotive Body Repair Technician, and Fleet Quality Assurance Specialist with a tanker endorsement (class B or A CDL, along with an X (Tank/Hazmat) endorsement) to operate a Tanker Truck

However, notwithstanding any regulation to the contrary, employees who are assigned to operate vehicles containing hazardous substances on a full-time basis, shall be paid at the higher rate continuously.

6.1426 - EMERGENCY DUTY PAY. Employees in the following classes, and assignments, working in the departments listed below, who, in accordance with a pre-arranged emergency schedule, established by the appointing authority, are required to respond to emergency situations during periods other than normal working hours, may be compensated for such duty by adding one pay step to their current rate of pay. Employees shall not be eligible to earn stand-by pay, compensatory time, shift differential or any other cash or non-cash compensation, for hours compensated for under the terms of this Regulation.

~~Division of Technology OIT~~  
Data Center Manager  
~~Data Base Administrator~~  
Computing Systems Operations Manager  
~~Telecommunications Systems Network Manager~~  
Information Systems Group Manager

Water Department  
Administrative Scientist - Bureau of Laboratory Services  
Environmental Engineer 3 - Bureau of Laboratory Services and Assistant Plant Managers

~~Environmental Sanitary Engineer 4 - Bureau of Laboratory Services and Plant Managers~~  
~~Water Transport Engineer 2~~  
~~Water Pollution Control Plant Maintenance Manager~~  
~~Water Conveyance System Superintendent~~

~~Department of Human Services - Youth Study Center~~  
~~Juvenile Justice Operations Director~~  
~~Juvenile Justice Operations Assistant Director~~

6.1428 - EMPLOYEES PERFORMING INSPECTION ACTIVITIES IN ASBESTOS CONTROL PROGRAM OF DEPARTMENT OF PUBLIC HEALTH. Employees of the Department of Public Health in the following classes who perform on-site inspection, reinspection, and/or on-site review of renovation or demolition projects to enforce the provisions of Chapter 6-600 of the Philadelphia Code and related State and Federal codes, and who, as a condition of employment, must pass an annual physical examination which includes a pulmonary function test and who must complete annual recertification training, shall be paid at the rate of \$2.00 per hour higher than their regular rate of pay for each hour of such work:

Air Pollution Control Inspector I  
Air Pollution Control Inspector II  
Air Pollution Control Inspection Supervisor  
~~Asbestos Project Review Technician~~

Employees receiving additional compensation under the provisions of this Regulation shall not be eligible for any additional compensation under the provisions of Regulation 6.1422.

6.1433 - RIVERVIEW EMPLOYEES ASSIGNED TO SUPERVISE INMATES. Employees in the following classes located at the Riverview facility in the Department of Human Services who have been assigned the supervision of prison inmates shall for the duration of such assignment be compensated at the rate of pay of the corresponding pay step of the pay range one range higher than that of the class to which their position is allocated.

Food Service Manager  
Custodial Work Crew Chief  
Custodial Worker I  
Custodial Worker II  
General Departmental Worker  
~~Laundry Worker~~  
Stores Worker

884086

DEPARTMENT OF PUBLIC HEALTH  
2015 JAN 30 PM 12:00

## Civil Service regulation 6 – Pay Plan

To be abolished

~~. 6.1418 INSPECTIONS WHICH MAY INVOLVE EXPOSURE TO TOXIC SUBSTANCES, C & I FIRE INSPECTORS. Employees in the Commercial and Industrial Fire Inspector I and II classes who by order of the appointing authority are assigned to work in, at or near toxic substances as defined in the Philadelphia Fire Code, Chapter 5-500(1)(d), Toxic Substances (q.v.) shall, for the time spent performing the inspection on site be compensated at the same pay step of the pay range three ranges higher than the pay range to which their class is allocated.~~

~~6.1422 EMPLOYEES REQUIRED TO WEAR PROTECTIVE CLOTHING AND RESPIRATORS. Employees in departments designated by the Personnel Director who, having volunteered for such duty, with the consent of the appointing authority or his/her designated representative, are assigned to perform maintenance and/or repair work and/or minor asbestos containment work and/or asbestos inspection work in an asbestos-contaminated area, and who therefore are required to wear coveralls approved for asbestos work by the EPA or OSHA, disposable gloves, boots and respirators shall be compensated for time actually worked on such assignments at the rate of \$2.00 per hour higher than their regular rate of pay. The additional compensation is in recognition of the increase in adverse working conditions resulting from the wearing of protective clothing and use of a respirator.~~

884087

DEPARTMENT OF RECORDS  
2015 JAN 30 PM 12:00