

Submitted by  
Marc Fox, Executive Secretary  
to the Commission

Approved by the Civil Service  
Commission on  
January 24, 2018

# 2017 ANNUAL REPORT OF THE CIVIL SERVICE COMMISSION

## Special points of interest:

- Recruitment Activity
- Employment Activity
- Classifications
- Civil Service Rule Amendments
- Commission Appeal Hearings
- Formation or Modification of Bargaining Units

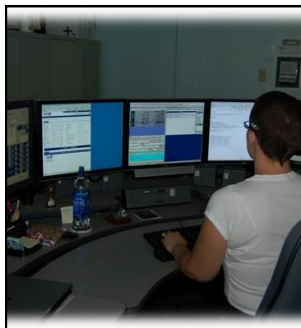
## Introduction

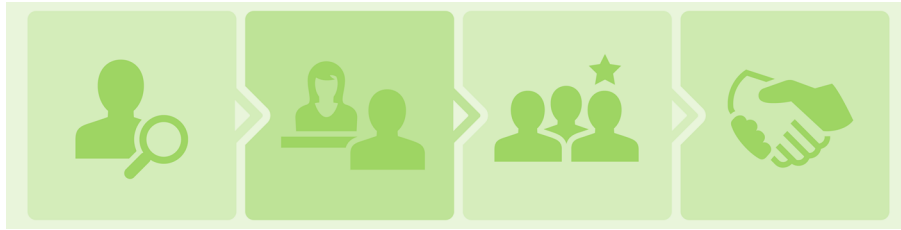
The Civil Service Commission is responsible for the adoption and modification of the Civil Service Rules, the creation and modification of class specifications, and the hearing of appeals resulting from disciplinary actions or allegations of discrimination. In addition, the Commission also plays a role in employer-employee relations with respect to the formation or modification of bargaining units and representation elections.

Civil Service Rule 3.04 states:

Each year, on or before March 15, a report shall be prepared and submitted to the Board of Supervisors. The report shall contain information and statistical data relating to the County employment, the personnel program and the active ties of the Civil Service Commission. The report may contain recommendations for action by the Board for improvement of the County's personnel program. The Personnel Director shall prepare a draft of the annual report and place it on the agenda for consideration by the Commission. The Commission shall make such changes as are appropriate and submit the report to the Board of Supervisors.

This is the 2017 Annual Report.



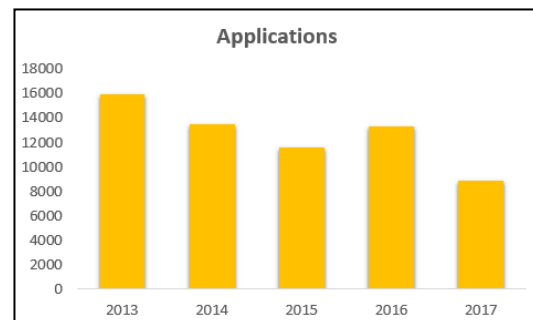
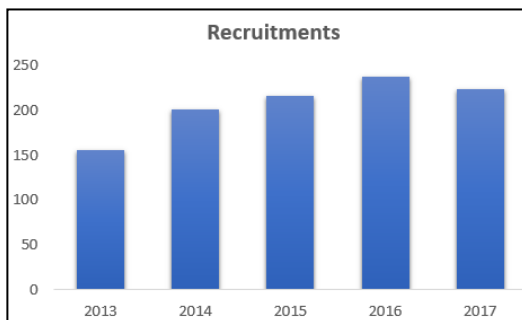


## Recruitment Activity

During the 2017 calendar year, the Human Resources Department received 8,833 applications for 224 recruitments. This is compared to:

- 2016 in which 13,335 applications were received for 237 recruitments
- 2015 in which 11,600 applications were received for 216 recruitments<sup>1</sup>
- 2014 in which 13,457 applications were received for 201 recruitments
- 2013 in which 15,947 applications were received for 156 recruitments

As part of ongoing outreach efforts, the Human Resources Department participated in 13 job fairs, including events at the Travis Air Force Base, Solano Community College, Workforce Investment Board (WIB), as well as, local high schools and universities.



## Classifications

A number of classification reviews were conducted in 2017, resulting in recommendations regarding development of, or changes to, 38 classification specifications. Classifications reviewed resulted in the Civil Service Commission's approval of 30 new or amended classification specifications. The Director of Human Resources approved 8 new or amended classifications specifications for classifications not covered under the Civil Service. This is compared to:

- 2016 in which 36 classification specifications were approved and/or amended.
- 2015 in which 18 classification specifications were approved and/or amended.
- 2014 in which 15 classification specifications were approved and/or amended.
- 2013 in which 22 classification specifications were approved and/or amended.



■ 2013 ■ 2014 ■ 2015 ■ 2016 ■ 2017

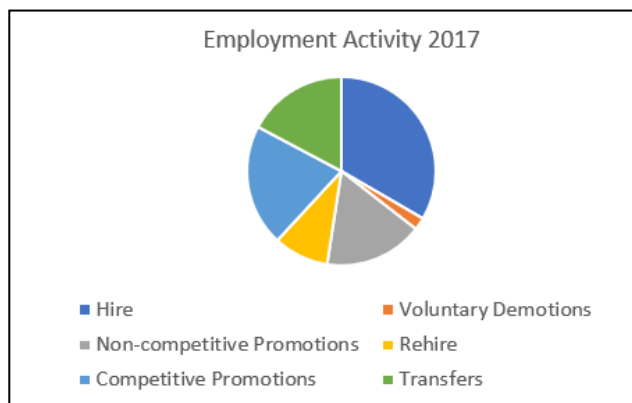
<sup>1</sup> 2015 includes data through December 19, 2015. 2016 and 2017 include data through December 31st of each year.

<sup>2</sup> Excludes temporary Extra Help employees and voluntary changes of assignment.

## Employment Activity

The total number of positions filled<sup>2</sup> during the 2017 calendar year was 545. This number includes 137 employees who promoted competitively. This is compared to:

- 2016 in which 800 positions were filled<sup>2</sup> and 126 employees promoted competitively.
- 2015 in which 606 positions were filled<sup>2</sup> and 149 employees promoted competitively.
- 2014 in which 561 positions were filled and 125 employees promoted competitively.
- 2013 in which 495 positions were filled and 77 employees promoted competitively

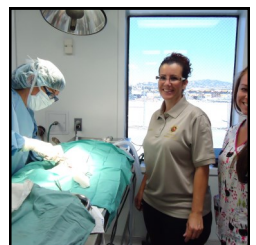
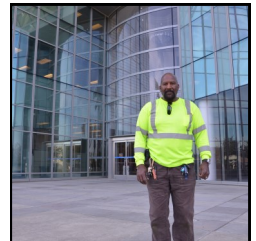


In addition, 111 employees promoted to a higher level classification in a flexibly staffed classification. This is compared to:

- 2016 in which 130 employees were flexibly promoted.
- 2015 in which 135 employees were flexibly promoted.
- 2014 in which 112 employees were flexibly promoted.
- 2013 in which 90 employees were flexibly promoted.

No employees were laid off in 2017 and the two employees that were laid off in 2016 were rehired into limited term project positions. This is compared to:

- 2016 in which 2 employees were laid off from limited term positions.
- 2015 in which 2 employees were laid off, and 2 laid off employees are on a recall list.
- 2014 in which 1 employee was laid off, and 1 laid off employee is on a recall list.
- 2013 in which 5 employees were recalled from lay offs.



<sup>1</sup> 2015 includes data through December 19, 2015. 2016 and 2017 include data through December 31st of each year.

<sup>2</sup> Excludes temporary Extra Help employees and voluntary changes of assignment.

## Civil Service Rule Amendments

There was one Civil Service Rule amendment in 2017. This is compared to:

- 2016 in which there were 11 amendments to the Civil Service Rules.
- 2015 in which there were two amendments to the Civil Service Rules.
- 2014 in which there were no amendments to the Civil Service Rules.
- 2013 in which there were no amendments to the Civil Service Rules .

## Formation or Modification of Bargaining Units

In 2017, there were no requests made for a bargaining unit decertification. The two bargaining unit decertification requests submitted in 2016 were voted on in January 2017 and approved by the affected employees, which was recognized by the Civil Service Commission.

- 2016 in which there was four requests made for bargaining unit modification, in which two were withdrawn.
- 2015 in which there was one request made for bargaining unit modification.

## Commission Appeal Hearings

In 2017, there was one appeal requested and two appeal hearings heard (one of which was requested in 2016) by the Civil Service Commission. This is compared to:

- 2016 in which there was one appeal hearing requested of the Civil Service Commission.
- 2015 in which there were two appeal hearings requested of the Civil Service Commission (of the two requests made, one hearing was finalized in 2015, the other was heard in January 2016).
- 2014 in which there were no appeal hearings requested of the Commission.
- 2013 in which there were no appeal hearings requested of the Commission.



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From left to right:  
Commissioner John Petullo  
Commissioner Mark Burton  
Vice President Judi Booe  
President Cliff Neal  
Commissioner Jon Riley