

# 2019 »»» ANNUAL REPORT CIVIL SERVICE COMMISSION »»»



Submitted by Marc Fox, Executive Secretary to the Commission  
Approved by the Civil Service Commission on January 8, 2020

## »» 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 activities 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 2019 Annual Report.

## »» Recruitment Activity

During the 2019 calendar year, the Human Resources Department received 13,105 applications for 284 recruitments. This is compared to:

- 2018 in which 9,635 applications were received for 212 recruitments
- 2017 in which 8,833 applications were received for 224 recruitments
- 2016 in which 13,335 applications were received for 237 recruitments
- 2015 in which 11,600 applications were received for 216 recruitments

In February 2019, the Human Resources Department started conducting background investigations using the Department of Justice Live Scan system. In 2019, 479 Live Scans were completed, of which 207 were in-house.<sup>1</sup>

As part of ongoing outreach efforts, the Human Resources Department participated in 23 job fairs, including events at Travis Air Force Base, Solano Community College, Solano Workforce Board (WIB), and local high schools.



<sup>1</sup> Live Scans were previously only conducted for positions within the District Attorney's Office, Health & Social Services Department, Probation Department, Department of Information Technology and the Sheriff's Office. Pending equipment installation, an outside vendor was initially utilized.

## »» Classifications

Multiple classification reviews were conducted in 2018, resulting in recommendations regarding development of, or changes to, 24 classification specifications. Classifications reviewed resulted in the Civil Service Commission's approval of 15 new or amended classification specifications. The Director of Human Resources approved 9 new or amended classifications specifications for classifications not covered under the Civil Service. This is compared to:

- 2018 in which 22 classification specifications were approved and/or amended
- 2017 in which 38 classification specifications were approved and/or amended
- 2016 in which 36 classification specifications were approved and/or amended
- 2015 in which 18 classification specifications were approved and/or amended<sup>2</sup>

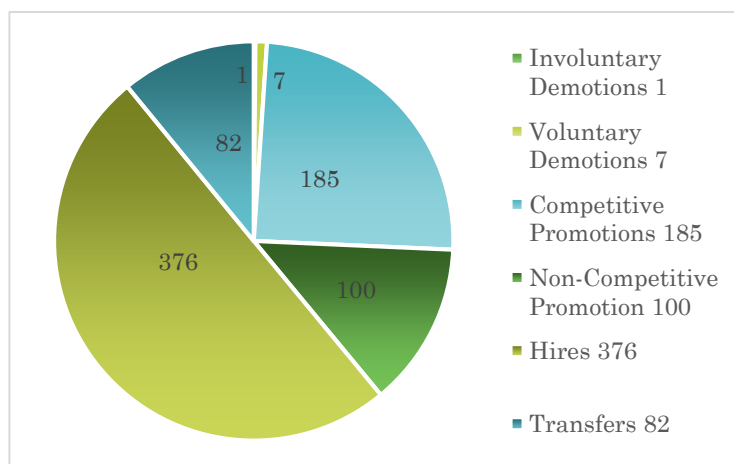
## »» Employment Activity

The total number of positions filled during the 2019 calendar year was 651.<sup>3</sup> This includes 185 employees who promoted competitively. This is compared to:

- 2018 in which 623 positions were filled and 139 employees promoted competitively
- 2017 in which 545 positions were filled and 137 employees promoted competitively
- 2016 in which 800 positions were filled and 126 employees promoted competitively
- 2015 in which 606 positions were filled and 149 employees promoted competitively

In addition, 100 employees promoted to a higher-level classification in a flexibly staffed classification. This is compared to:

- 2018 in which 104 employees were flexibly promoted
- 2017 in which 111 employees were flexibly promoted
- 2016 in which 130 employees were flexibly promoted
- 2015 in which 135 employees were flexibly promoted



No employees were laid off in 2019 and there were no laid off employees from 2018 to be rehired. This is compared to:

- 2018 in which 0 employees were laid off
- 2017 in which 0 employees were laid off, and 2 employees that were laid off in 2016 were rehired into limited term project positions
- 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

<sup>2</sup> 2015 includes data through 12/19/15. All other years include data through 12/31 of each year.

<sup>3</sup> Excludes temporary Extra Help employees and non-competitive promotions.

## »» Civil Service Rule Amendments

There was 1 Civil Service Rule amendment in 2019. This is compared to:

- 2018 in which there was 1 amendment
- 2017 in which there was 1 amendment
- 2016 in which there were 11 amendments
- 2015 in which there were 2 amendments

## »» Formation or Modification of Bargaining Units

There were no requests for bargaining unit formation or modification in 2019. This is compared to:

- 2018 in which there were no formation or modification requests
- 2017 in which there were no formation or modification requests, but 2 modification requests submitted in 2016 were approved in January 2017
- 2016 in which there were 4 modification requests, with 2 requests withdrawn
- 2015 in which there was 1 modification request

## »» Commission Appeal Hearings

There were 0 appeals requested and 0 hearings in 2019. This is compared to:

- 2018 in which there was 1 appeal requested and 1 hearing
- 2017 in which there was 1 appeal requested and 2 hearings (1 of which was requested in 2016)
- 2016 in which there was 1 appeal requested and 1 hearing (1 of which was requested in 2015)
- 2015 in which there were 2 appeals requested and 1 hearing

## »» 2019 Solano County Civil Service Commission

