

2016 Civil Service Annual Report

CONNECT. CULTIVATE. EMPOWER.

CITY OF CINCINNATI

CIVIL SERVICE COMMISSION

2016 Annual Report



CIVIL SERVICE COMMISSION

James Robinson, Chair
Peter McLinden, Vice Chair
Betty Hull, Commissioner
Georgetta Kelly, Civil Service Secretary/Chief Examiner
Wyn Jones, Recorder

CONNECT. CULTIVATE.



What is civil service?

ORC:124.40 Civil Service
Commissions in Municipalities and
Townships (in part)

Civil Service commission shall prescribe, amend, and enforce rules not inconsistent with this chapter for the classification of positions in the civil service of the city and city school district, and all the positions in the city health district; for examinations for and resignations from those positions; for appointments, promotions, removals, transfers, layoffs, suspensions, reductions, and reinstatements with respect to those positions; and for standardizing those positions and maintaining efficiency in them. The commission's rules shall authorize each appointing authority of a city, city school district, or city health district to develop and administer in a manner it devises an evaluation system for the employees it appoints. The commission shall exercise all other powers and perform all other duties with respect to the civil service of the city, city school district, and city health district, as prescribed in this chapter and conferred upon the director of administrative services and the state personnel board of review with

EMPOWER.

respect to the civil service of the state; and all authority granted to the director and the board with respect to the service under their jurisdiction shall, except as otherwise provided by this chapter, be held to be granted to the commission with respect to the service under its jurisdiction. The procedure applicable to reductions, suspensions, and removals, as provided for in section 124.34 of the Revised Code, shall govern the civil service of cities.

MESSAGE FROM THE DIRECTOR

It is with great pleasure that we present the 5th Edition of the City of Cincinnati's Civil Service Annual Report. The Civil Service Commission's 2016 Annual Report highlights workforce management activities over the previous year. This report includes a snapshot of the City of Cincinnati's workforce as of December 31, 2016. The goals and mission of the Civil Service Commission are detailed in this report, along with the various workforce demographics, trends and statistics. We continue to actively work to modernize the City's Civil Service rules and procedures. The Civil Service Commission has made great strides in accomplishing its mission during the 2016 year by focusing on:

- Improved service delivery activities through participation in on-going audits, the use of reporting and data analytic; and workforce development.
- Improved hiring process by reducing time-to-fill rates and continuing our efforts to introduce best-in-class off-the-shelf testing methods.
- Expanded transparency and accountability by ensuring that test challenges are completely and thoroughly presented to the Civil Service Commission.
- Technology enhancements through the on-boarding of BoardDocs Meeting Management System to provide employees, the public, and interested parties with on-going 24/7 access to Civil Service information.

Though, progress continues, opportunities still remain to create a "One HR" approach across the City's decentralized HR system as indicated in a most recent audit. Over the coming year, under the direction of the City Manager, it is our goal to further evaluate the Human Resources structure to ensure the proper alignment of resources to accomplish the work and enhance service delivery to the men and women of the City of Cincinnati.

We believe that the City's success is dependent upon the talent, skills, and commitment of its employees and it is critical for us to continue on a path to provide a fair system of operation rooted in value, appreciation, and respect with an intentional focus of restoring the "human" back in human resources.

Respectfully submitted,

Georgetta Kelly

Georgetta Kelly, SPHR, SHRM-SCP

Director of Human Resources/Secretary, Civil Service Commission

Acknowledgments

CITY OF CINCINNATI

John Cranley, Mayor
David Mann, Vice Mayor
Yvette Simpson, President Pro Tem
Kevin Flynn, Council Member
Amy Murray, Council Member
Chris Seelbach, Council Member
P.G. Sittenfeld, Council Member
Christopher Smitherman, Council Member
Charlie Winburn, Council Member
Wendell Young, Council Member
Harry Black, City Manager

CINCINNATI HUMAN RESOURCES DEPARTMENT

Georgetta Kelly, HR Director, Civil Service Secretary
Latisha Hazell, Workforce Management Division Manager
Doris Adotey, Supervising HR Analyst
Bruce Ross, Senior HR Analyst (Team Leader)
Erica Burks, HR Analyst
Nosa Ekhaton, HR Analyst
Amy Luthanen, HR Analyst
Derrick Gentry, Senior HR Analyst

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OVERVIEW

CIVIL SERVICE REFORM

Over the past five years, the Civil Service administrative office has continued its efforts to transition to a progressive 21st Century HR Model with the overarching goal of aligning technology with people and process in order to enhance operational efficiency and effectiveness while ensuring the right talent and skills are hired for today and tomorrow's government.

AUTHORITY AND PURPOSE

The Civil Service Commission is charged with oversight of human resources activities associated with the City of Cincinnati's classified service. These activities include recruitment, selection, appointment, dismissal, discipline, promotions, reclassifications, investigations, demotions, and appeals. It is the goal of the Civil Service Commission to provide human resources services and programs that enable the City to attract, sustain, and grow a diverse workforce. Please take a moment to review the 2016 Annual Report to learn about the activities within our workforce and departments.

CIVIL SERVICE AT-A-GLANCE

The Civil Service Commission is established by Article V of the Charter of the City of Cincinnati. The Civil Service Commission consists of three members of recognized character and ability who serve for a term of six years. Two of the members are appointed by the Mayor and the remaining member is appointed by the Board of Education for the Cincinnati Public School District. The Commission exercises all other powers and performs all other duties with respect to the civil service of the City School District, and City Health District.

The City Manager appoints the Secretary of the Civil Service Commission, who acts as the personnel officer of the City government and must be a person experienced in personnel work. The incumbent acts as the Chief-Examiner and superintends the examinations subject to the direction of the Commission.

Civil Service is divided into the classified and unclassified service.

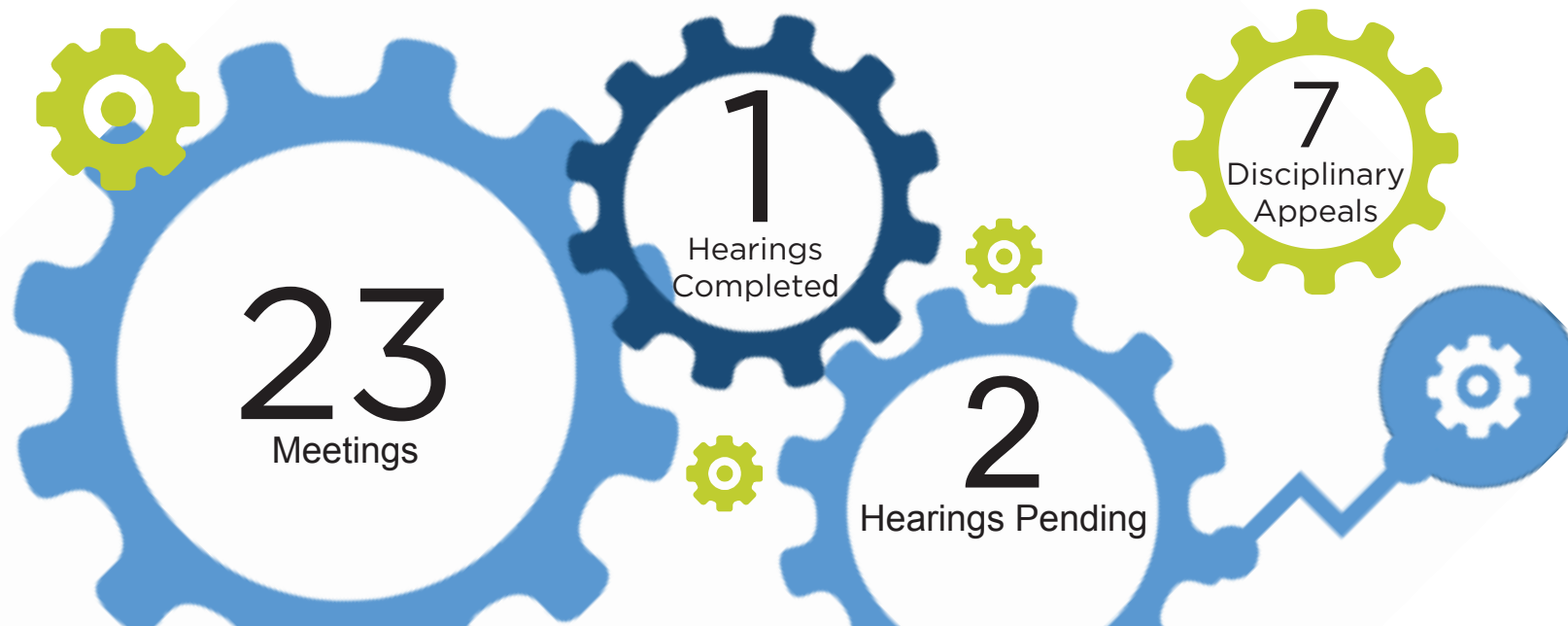
- Unclassified service positions traditionally include department and division heads, deputies or assistants to department heads, and professional housing and economic development positions.
- Classified service positions include those positions outside of the unclassified class.
 - Unskilled labor class refers to a group of classifications as determined by the Commission for which there are minimal or no education or experience requirements.

The Civil Service Commission enacts Rules which regulates the human resources program.

MEETINGS

The Civil Service Commission is required to administer and enforce the State Civil Service Laws, hearings, and its own rules which uphold the State Civil Service Laws. As an administrative body, it is responsible for the legal advertising of all entrance and promotional civil service examinations; the conduct and grading of these examinations, the determination of rules and regulations governing examination conduct and other matters covered in the State Civil Service Laws; the classification of all positions; and the review of such human resources transactions as transfers, reinstatements, emergency and exceptional appointments for conformity with law. In addition, it has the appellate function of hearing appeals from certain suspensions, dismissals, and demotions.

The Civil Service Commission convenes on the first and third Thursday of each month for public comments and to take action on Civil Service items. During the 2016 year, the Commission held 23 public meetings and one special meeting in accordance with the provisions outlined in the Ohio Open Meetings Act. Seven (7) disciplinary appeal requests were submitted to the Civil Service Commission. One (1) hearing was closed/ruled upon, two (2) are in progress and four (4) withdrew.



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MEET THE COMMISSIONERS



James Robinson
Appointed by: Mayor
Term Expiration:
December 2018



Mr. James B. Robinson serves as the Chairperson of the Civil Service Commission and has been a member of the Commission since 2006. Mr. Robinson and his family have lived in Cincinnati since moving here in 1974. Before that, he served as a Peace Corps volunteer in India and as a Federal Agency employee in Washington D.C.

Mr. Robinson grew up in Kansas, and went to Harvard College and the University of Pennsylvania Law School. He practiced law with a Cincinnati firm for 30 years, the last ten as managing partner of the firm. In 2005 he established a new office where he continues to practice labor and employment law, and also mediates and arbitrates disputes as a neutral party. He is admitted to practice in Ohio and Kentucky, the federal courts in Ohio and Kentucky, and the U.S. Supreme Court. Mr. Robinson was appointed by the Mayor.



Peter M. McLinden
Appointed by: Mayor
Term Expiration: December 2020



Betty Hull
Appointed by: Board of
Education
Term Expiration: December 2021

Peter M. McLinden is serving his first term on the Civil Service Commission. Mr. McLinden serves as the Executive Secretary-Treasurer of the Cincinnati AFL-CIO Labor Council. In this role, Mr. McLinden's responsibilities include serving as the chief financial officer of the Council, supervising office staff and operations, conducting Executive Board and Delegate meetings, managing Council service/political programs, serving as the primary liaison with affiliated labor, community and government organizations, and maintaining all Council fiduciary reports and records.

Mr. McLinden also serves with the following organizations: Greater Cincinnati Occupational Health Foundation (Board Chairperson), Cincinnati Labor Agency for Social Services (President), United Way of Greater Cincinnati (Executive Committee member and Board of Directors), and Cincinnati Union Co-op Initiative (Board member). In addition, Mr. McLinden is also a member of the Leadership Cincinnati-Class 39. From 1998 to July 2015, Mr. McLinden worked as an Assistant/Associate General Counsel (1998-2006) and as the Cincinnati Regional Director (2006-2015) for Ohio Council 8, AFSCME, AFL-CIO.

Mr. McLinden is a graduate of John Carroll University (B.A., 1992) and University of Akron (J.D., M.P.A., 1997), and currently resides in Turtlecreek Township, with his wife Miranda, and their three children: Mary (age 8), Earin (age 6) and Rory (age 2).

Betty Hull is serving her first term on the Civil Service Commission. Betty Hull is a public affairs consultant with nearly two decades of public relations and strategic communications experience for public sector, not-for-profit and corporate industry clients. Some of her representative assignments include brand and public involvement program management for CIERmont, Hamilton and Warren County Transportation Improvement Districts, Uptown Access Study and Interchange at Interstate 71 & Martin Luther King Drive, Cincinnati Public Schools, the Strive Partnership, the Southwest Ohio Regional Transit Authority, Cincinnati Children's Hospital Medical Center, and 4C for Children.

Ms. Hull has also served as the Communications Manager for Cincinnati Community Action Now (Cincinnati CAN), which was a broad-based coalition of business, political and civic leaders across Greater Cincinnati who came together to create systemic and sustainable change in Cincinnati following the civil unrest in 2001. She also serves as the Senior Public Affairs Manager for Northlich, a full-service advertising, public relations and communications firm.

Ms. Hull has been an active participant in the public landscape, serving in various roles for a number of statewide and local issues and candidate campaigns. She also serves as a member of the Board of Trustees for the Tall Stacks Commission. Ms. Hull is a graduate of Miami University with a Bachelor of Arts in Political Science and a minor in Law and Commerce.

HUMAN RESOURCES DEPARTMENT

STRATEGIC FRAMEWORK

Human Resources Mission Statement:

The Human Resources Department, in collaboration with its partners, promotes, grows, hires, and sustains a diverse workforce that is skilled, valued, recognized, and engaged in building tomorrow's government today.

GOAL

1

To foster, encourage and support a culture of inclusion, appreciation and respect.

GOAL

2

To design and integrate a shared service framework that improves the quality and consistency of HR Services across the city.

GOAL

3

To enhance operational efficiency and effectiveness through the use of technology and process re-engineering strategies.

GOAL

4

To promote employee value and service excellence through recognition, connection, and shared decision making.

GOAL

5

To attract, select, and on-board diverse talent with the right skills to meet the needs of today and tomorrow's government.

GOAL

6

To establish and champion an environment of continuous learning through individual, group, and organizationally driven professional development plans.

ORGANIZATIONAL STRUCTURE



CIVIL SERVICE COMMISSION



HUMAN RESOURCES ADMINISTRATIVE OFFICE



SHARED SERVICES



EMPLOYEE SERVICES

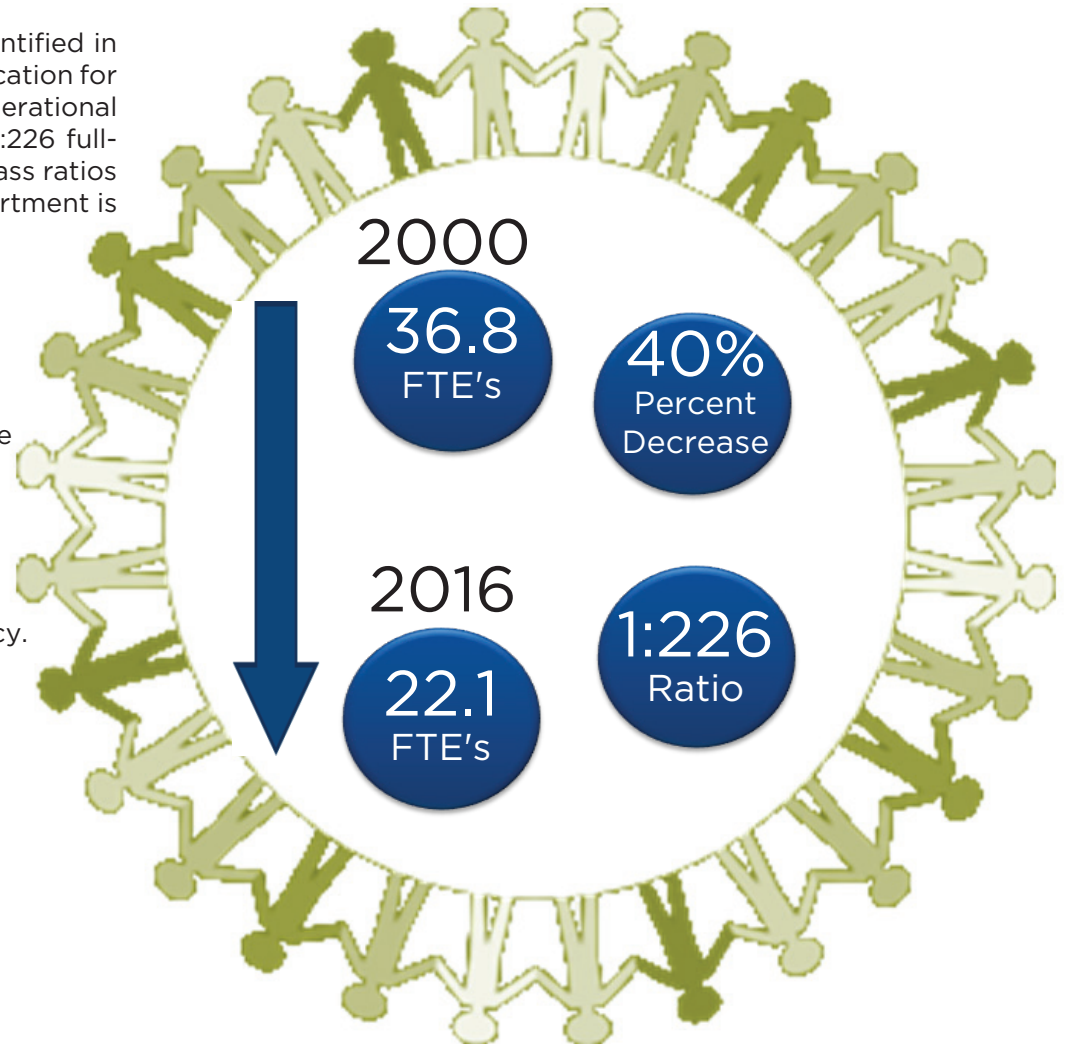


STAFFING

Since 2000, the HR FTE allocation has decreased by 59% as identified in the chart to the right. These numbers are inclusive of the FTE allocation for the three (3) Civil Service Commissioners; bringing the current operational allocation to 19.10 FTE's with a staffing ratio of approximately 1:226 full-time employees. Industry standards suggest 1:100 and best-in-class ratios are 1:50. This, basically, indicates that the human resources department is below market standards by at least 20 FTE's.

2016 WORKFORCE TRANSITIONS

- Betty Hull was appointed Civil Service Commission by the Board of Education.
- Latishsa Hazell was appointed as the Workforce Management Division Manager.
- Adrienne Russ received a position with an external agency.
- Doris Adotey was promoted to Supervising Management Analyst in the Workforce Management Division.
- Nancy Olind separated employment with the City of Cincinnati.
- Debra Parrish retired from city service.



HUMAN RESOURCES OPERATIONAL BUDGET HISTORY

The Human Resources Department's budget remained constant over the last several years with only minor fluctuations. Fiscal year is July 1 to June 30 of the following year.

| | |
|------|----------------------------|
| 2011 | \$2,243,090.00 |
| 2012 | \$2,151,030.00 |
| 2013 | \$1,018,690.00 (Stub year) |
| 2014 | \$2,226,550.00 |
| 2015 | \$2,246,560.00 |
| 2016 | \$2,054,110.00 |

CIVIL SERVICE OPERATIONAL BUDGET HISTORY

| | |
|------|--------------------------|
| 2011 | \$954,340.00 |
| 2012 | \$1,129,230.00 |
| 2013 | \$406,000.00 (Stub year) |
| 2014 | \$760,190.00 |
| 2015 | \$760,190.00 |
| 2016 | \$926,680.00 |



HUMAN RESOURCES DIVISIONS

DIVISION OF WORKFORCE MANAGEMENT

The mission of the Division of Workforce Management is to recruit, acquire, and leverage a culturally diverse talent pool with the skills to meet the service delivery needs of our citizens today and tomorrow.

The Division of Workforce Management's functional areas consist of: civil service activities including recruitment, assessment and selection, classification and compensation, employee on-boarding, promotions, transfers, demotions, lay-offs, appeals, performance management, and corrective actions.

- Civil Service Commission
- Selection and Assessment
- Talent Acquisition
- Classification and Compensation
- Position Management
- Career Mapping
- Employee On-boarding

DIVISION OF EMPLOYEE SERVICES

The mission of the Division of Employee Services is to cultivate talent by fostering an environment of employee education, engagement, and empowerment while maintaining legal compliance to ensure an efficient and effective workforce.

The Division of Employee Services' functional areas consist of: Labor and Employee Relations, Equal Employment Opportunity, the Americans with Disabilities Act (ADA), any other employment law related areas along with organizational effectiveness, and workforce development.

- Labor Management/Negotiations
- Policy Design/Management
- EEO Investigations, Tracking, Reporting, and analysis
- Employee Relations
- ADA
- Performance Management

DIVISION OF SHARED SERVICES

The mission of the Division of Shared Services is to develop strategic partnerships and maximize technology to create innovative solutions and enhance operational efficiency and effectiveness while ensuring system alignment across the agency.

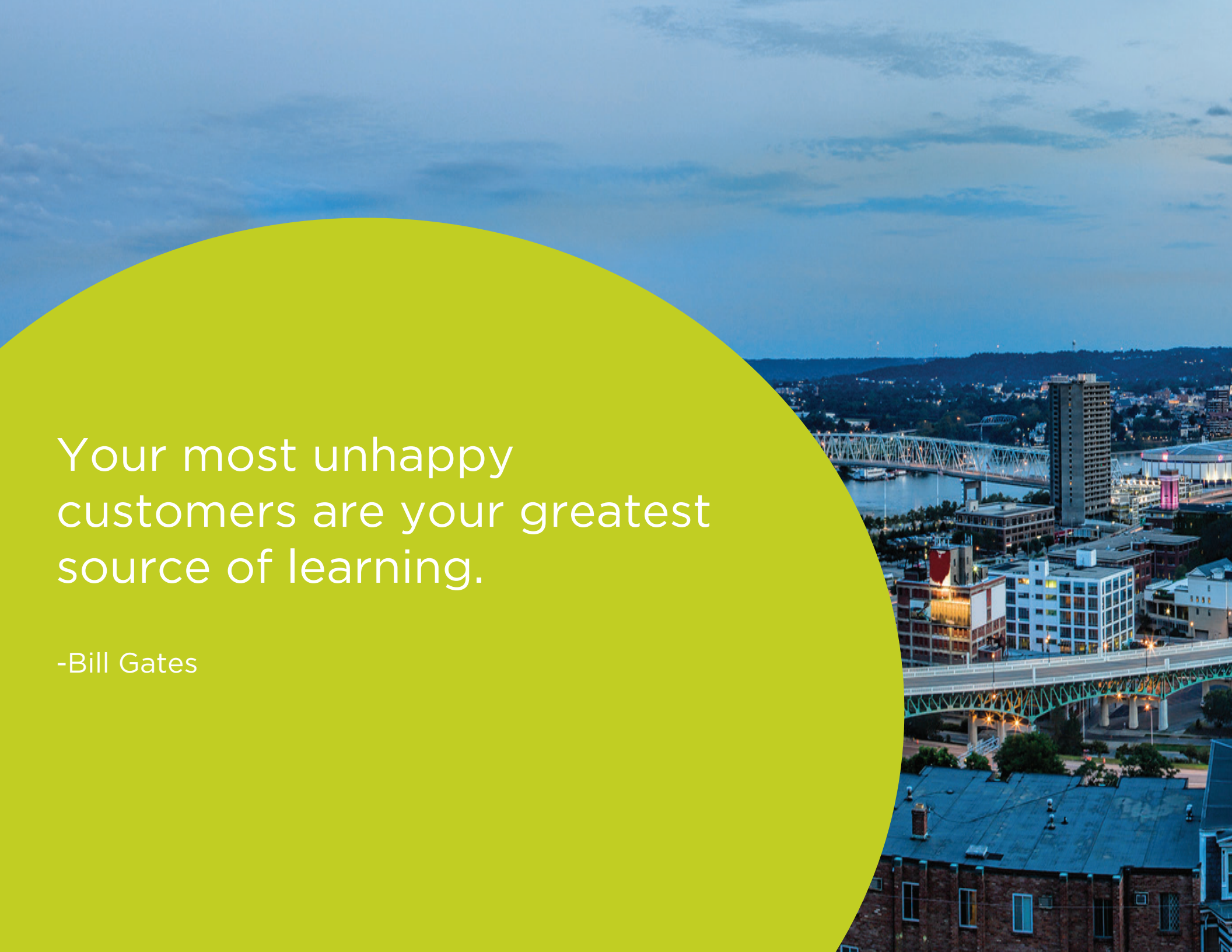
The Division of Shared Services' functional areas consist of: human resources information systems, website design, reporting analytics, budget development/monitoring, marketing/advertisement, compliance and auditing, and strategic partnerships.

- IT Strategic Planning/Implementation/Project Management
- HR Technology Refresh Program
- Technology Resources
- Shared Services
- Budget
- Purchasing
- Compliance/Auditing



Great organizations are created by
great employees.

-D Gentry



Your most unhappy
customers are your greatest
source of learning.

-Bill Gates



Activity Overview

1,425



Walk-Ins to the HR Department



Six (6) percent decrease in applications received since the 2015 year.

1:226

Central HR Staffing Ratio to Employee Population



Industry standards suggest 1:100 and best-in-class ratios are 1:50

Applications received



21,681

5,693



Full-Time Employees



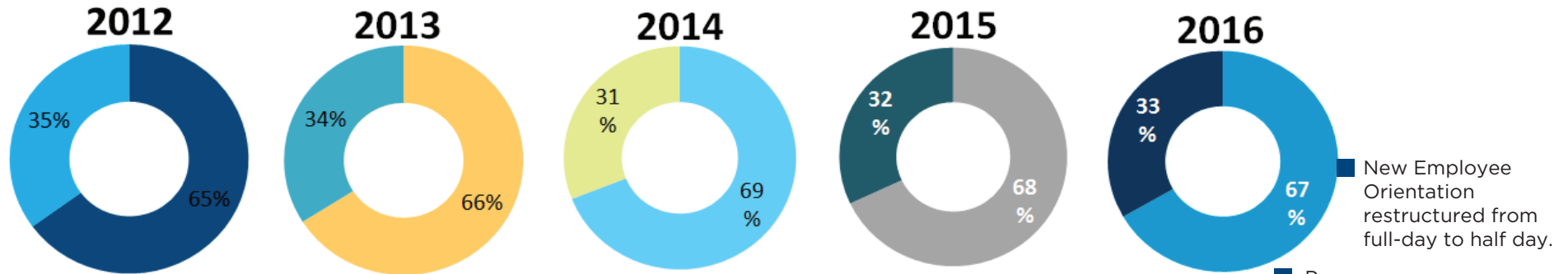
19
City Departments



Civil Service meetings held.

23

The gender breakdown of the City shows a drop in both males and females, of 7.78% and 13.41%



■ Hero-To-Hired Veteran friendly program onboarded.

■ Electronic Civil Service Meeting Management software adopted and managed to streamline the flow of information and enhance transparency. This program is known as "BoardDocs." Boarddocs provides on-line Civil Service meeting management.

■ New Employee Orientation restructured from full-day to half day.

■ Process Improvement through the CincyStat iLab process. 23 iLabs held.

2012



■ Public Safety Video Simulation Testing on-Boarded

2014



■ New Fire physical ability testing introduced and implemented

2016



■ NeoGov on-line application software implemented. Transitioned from a paper driven hiring model to an online application model.

2013

■ Standard operation procedures and process maps developed for all areas of HR implemented

■ E-Verify employee verification, I-9 software on-boarded

■ On-line Job Analysis structure introduced.

■ Biddle, IPAT, CritiCal testing software on-boarded



■ Hiring and selection process streamlined across HR structure to include the introduction of reporting analytics tools.

■ Introduced LeanOhio. 39 individuals trained.

2015

■ New Police and Fire promotional testing introduced and implement.



■ Requisition time-to-fill rates decreased to 78 days.

■ Off-the-shelf testing model introduced.

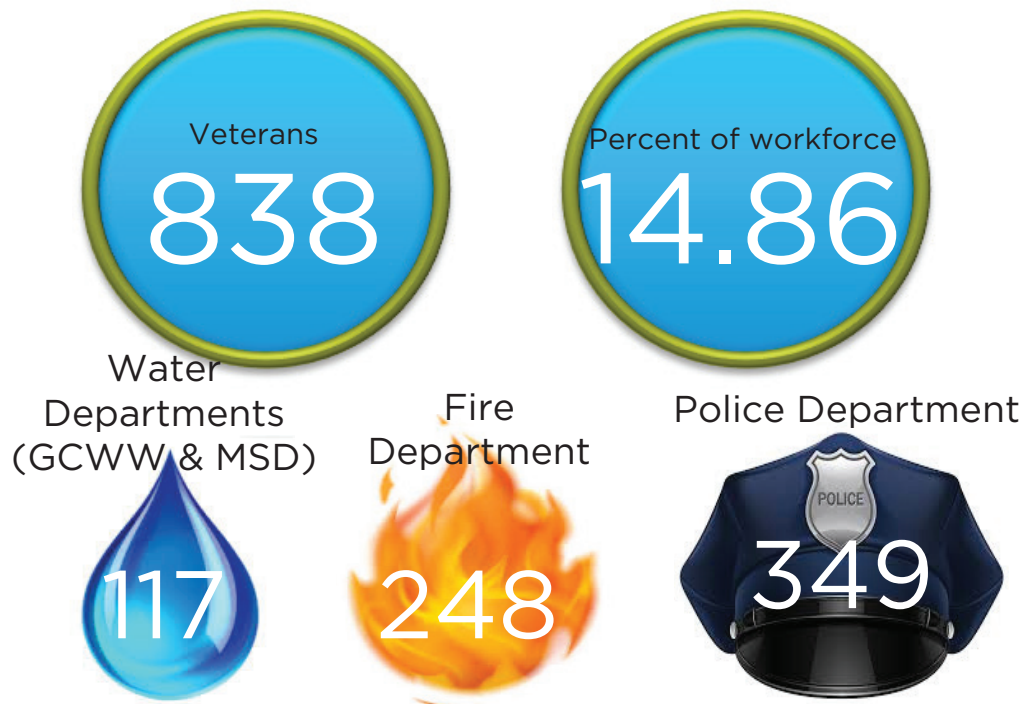
■ Off-the-shelf testing model introduced.

■ On-line paper advices introduced.

■ City Manager Innovative Government Award 19 introduced.

Veteran Programs

The City of Cincinnati employs a total of 838 veterans, who make up 14.72% of the total workforce. The Police Department employs 349 veterans, the most of all the departments. The Fire Department also employs a significant number, 248. Employees from those two departments make up more than 70% of the City's total veterans. Other departments with significant veteran representation are MSD, GCWW, Recreation, and Public Services. The 19 departments combined employ a total of 71 veterans, or 8% of the city's veterans.



VETERAN PARTNERSHIPS

HERO TO HIRED

The City of Cincinnati supports veterans by partnering with various programs to expand our talent pool. The City of Cincinnati adopted the hero-to-hired program in 2014. In November 2016, the Hero to Hired program was transferred to the American Jobs Center System and the Department of Labor's Employment and Training Administration in an effort to promote jobs for veterans.

EMPLOYER SUPPORT OF THE GUARD AND RESERVE

Employer Support of the Guard and Reserve is a Department of Defense program that develops and promotes supportive work environments for Service members in the Reserve Components through outreach, recognition, and educational opportunities that increase awareness of applicable laws, and resolves employment conflicts between the Service members and their employers. The City of Cincinnati became a formal partner in 2013.



MILITARY LIAISON GROUP

The Military Liaison Group (MLG) is made up of veterans and active service members who now serve as sworn officers in the Cincinnati Police Department. The MLG has been active for three years, and is the first of its kind in the country.

In 2016, largely due to the efforts of the MLG, the Cincinnati Police Department earned accolades by MilitaryTimes and Military Friendly. MilitaryTimes bestowed a "Best for Vets" designation upon the Cincinnati Police Department. Military Friendly named the CPD a Top 10 Employer by Military Friendly. Both agencies recognized the CPD as being within the top six employers for veterans, nationwide.

VETERANS ECONOMIC COMMUNITY INITIATIVE (VECI)

In 2016, Mayor John Cranley launched the Veterans Economic Communities Initiative (VECI), in support of part of a nationwide program aimed at increasing education and employment opportunities to U.S. veterans in 53 cities.

Coordinated by the U.S. Department of Veterans Affairs, the VECI unites local and national partners to coordinate services for veterans, current service members, and military families. Launched in May 2015, the VECI is part of Secretary of Veterans Affairs department-wide transformation dedicated to putting veterans at the center of everything the VA does and enhancing strategic partnerships to extend the VA's reach of services. The City benefits from the VECI program by having access to a more diverse workforce that now includes a highly skilled professional pool of candidates.



GREAT AMERICAN
INSURANCE GROUP

GREAT AMERICAN
BALL PARK

KeyBank

GATE 1



"Great vision without great people is irrelevant."

-Jim Collins

Examination Efforts

COMPETITIVE EXAMS AND APPLICATIONS (OPEN)

Civil Service Rule 6, Section 1, states all applicants for positions and places in the classified service shall be subject to examination. Any examination under this section shall be public and be open to all citizens of the United States and those persons who have legally declared their intentions of becoming a United States citizen. Such examinations may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity and physical or psychological fitness. The chart below provides a look at the number of applications for open examinations for the year.

Open competitive examinations are available to both internal and external applicants meeting the minimum qualifications as listed on the job posting. For the 2016 year, there were 25 open competitive examinations.

| | OPEN | | | | |
|----------------|------|------|------|------|------|
| | 2012 | 2013 | 2014 | 2015 | 2016 |
| Applied | 7012 | 3640 | 4632 | 5683 | 4179 |
| Passed | 3057 | 2080 | 1392 | 769 | 558 |
| Failed | 518 | 776 | 636 | 1539 | 2070 |
| Did Not Appear | 3005 | 352 | 484 | 2550 | 570 |
| Rejected | 432 | 432 | 2120 | 825 | 981 |

COMPETITIVE EXAMS AND APPLICATIONS (PROMOTIONAL)

Civil Service Rule 6, Section 2 states promotional competitive examinations are limited to current employees of the City with permanent status who meet the minimum qualifications as listed on the job posting for the classification.

The number of applicants can largely differ depending on the type of positions posted for the year. In total, there were 22 promotional competitive examinations.

| | PROMOTIONAL | | | | |
|----------------|-------------|------|------|------|------|
| | 2012 | 2013 | 2014 | 2015 | 2016 |
| Applied | 703 | 1878 | 4632 | 929 | 837 |
| Passed | 390 | 776 | 1392 | 517 | 194 |
| Failed | 78 | 352 | 636 | 130 | 138 |
| Did Not Appear | 120 | 318 | 484 | 148 | 124 |
| Rejected | 115 | 432 | 2120 | 134 | 381 |

EDUCATION, TRAINING, AND EXPERIENCE EXAMINATIONS

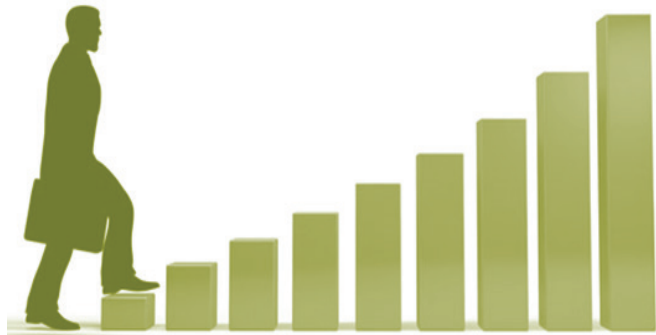
Civil Service Rule 10, Section 5, states Education, Training, and Experience test are geared to measure the applicant's qualifications for the class of positions using a quantitative evaluation of the documentation of training and experience. The Uniform Guidelines on Employee Selection (2003) allows for Training, Education, and Experience (TEE) Examinations to serve as the actual assessment. Candidates participate in a TEE questionnaire to determine rank and eligibility on the list. There were a total of nine (9) TEE examinations given in 2016.

PROMOTIONS WITHOUT EXAMS

Civil Service Rule 10, Section 9a, states if a vacancy exists in a classification requiring peculiar and exceptional qualifications of a scientific, managerial, professional or educational nature, and the appointing authority establishes in writing to the satisfaction of the Commission that only one employee of the department has such qualifications, promotion may be approved. In 2016 there were a total of 73 promotions without exams that were approved by the Civil Service Commission, in 2015, 56 and in 2014, 62.

NON-COMPETITIVE APPOINTMENTS

Civil Service Rule 6, Section 3, states, there shall be a non-competitive examination that includes an evaluation of the applications to determine if the applicants meet the minimum requirements for the classification being examined. There were a total of 237 non-competitive appointments in 2016.



Training, Education, and Experience Examinations

9

Promotions Without Exams

73

Non-competitive Appointments

237

Exceptional Appointments

0

OPERATIONAL EFFICIENCY EFFORTS

BOARDDOCS

HR Department on-boarded BoardDocs, a meeting management software in 2015 to create efficiency in the documentation and publication of Commission meetings. During the 2016 year, Boarddocs efficiency has been enhanced through the use of formal docket templates to build consistency across the HR structure while addressing audit findings by the Internal Audit agency.



In addition, meeting agendas and minutes are now available prior to the meeting to ensure all stakeholders have access to information needed. There are currently 67 active users of the Boarddocs system.

NEOGOV

Human Resources has continued to optimize the utilization of the on-line hiring system to include reporting and data analytics to track the life cycle of open requisitions to ensure positions are filled in a timely manner. Sample reports are provided on the right.



Neogov has also been used to track applicant qualifications by entering data into an applicant matrix as seen to the right. The matrix allows for easy access to all applicant data for all job postings.

| Age Group | Disability | Job Title | Ethnicity | Gender | Veteran | Advertise From | Advertise To | Inactivation Reason | Comments |
|--------------|------------|-----------|--------------------------------------|---------------------------|---------|----------------|----------------|------------------------|---|
| 17-00292 (T) | 40-45 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | | 5/31/2017 0:00 | Minimum Qualifications | |
| 17-00292 (T) | 40-45 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | FALSE | 5/31/2017 0:00 | Application Received | |
| 17-00292 (T) | 40-45 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Male | | 5/31/2017 0:00 | Application Received | |
| 17-00292 (T) | 30-39 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | | 5/31/2017 0:00 | Application Received | |
| 17-00292 (T) | 30-39 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | | 5/31/2017 0:00 | Minimum Qualifications | |
| 17-00292 (T) | 40-45 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Male | | 5/31/2017 0:00 | Minimum Qualifications | Does not meet the minimum work experience requirement |
| 17-00292 (T) | 40-45 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | FALSE | 5/31/2017 0:00 | Minimum Qualifications | |
| 17-00292 (T) | 40-45 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | | 5/31/2017 0:00 | Application Received | |
| 17-00292 (T) | 30-39 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | FALSE | 5/31/2017 0:00 | Minimum Qualifications | Does not meet the minimum work experience |
| 17-00292 (T) | 30-39 | FALSE | ADMINISTRATIVE SPECIALIST (TRANSFER) | Black or African American | Female | FALSE | 5/31/2017 0:00 | Application Received | |

| Requisitions Filled Report | | | | | | | | | |
|--|------------------------------------|-------------|-------------|---------|--------|---------------------------|-----|------------|--|
| Generated by Derrick Gentry on 06/14/2017 23:03:28 | | | | | | | | | |
| For records between 01/01/16 and 12/31/16 | | | | | | | | | |
| Req. # | Position | New/Replace | Date Filled | Days | | Filled By | EEO | Start Date | |
| | | | | To Fill | Cost | | | | |
| 15-00878 | ADMINISTRATIVE SPECIALIST | Replace | 1/3/2016 | 78 | \$0.00 | Donaldson, Michelle | F B | 1/17/2016 | |
| 15-00757 | SENIOR COMPUTER PROGRAMMER ANALYST | Replace | 1/3/2016 | 120 | \$0.00 | Van Scyoc, Mark | M W | 1/3/2016 | |
| 15-00603 | HVAC SPECIALIST | Replace | 1/3/2016 | 169 | \$0.00 | BEDINGHAUS, JOSEPH | M W | 1/4/2016 | |
| 15-00914 | CO-OP/INTERN | Replace | 1/3/2016 | 71 | \$0.00 | Wells, Samantha | F W | 1/4/2016 | |
| 15-00899 | COMPUTER SYSTEMS ANALYST | Replace | 1/4/2016 | 74 | \$0.00 | Eiding, Ryan | M W | 12/6/2016 | |
| 15-01040 | ADMINISTRATIVE SPECIALIST | Replace | 1/6/2016 | 34 | \$0.00 | Taylor, Angel | F W | 1/31/2016 | |
| 15-00940 | FIRE LIEUTENANT | Replace | 1/6/2016 | 67 | \$0.00 | AVERAGE TIME TO FILL RATE | | | |

HR STAT

During 2016, the HR department held 23 iLabs. The HR iLab process included a review of core functional areas, roles and responsibilities, organizational structures, resource allocation and utilization, human resources information systems, and service delivery. The department-by-department HR profile provided a “current state” baseline. The information from the iLabs is being used to enhance the City’s model to further streamline and modernize HR processes and systems, enhance service delivery, promotes performance and accountability, and develops and retains a 21st Century workforce.

HRSTAT MEMORANDUM

MEMORANDUM Dece

TO: Harry Black, City Manager
John Juech, Assistant City Manager
Sheila Hill-Christian, Assistant City Manager
Leigh Tami, Chief Performance Officer

FROM: Office of Performance & Data Analytics

SUBJECT: HRStat

This memo will address the following subjects in further detail:

1. HR Stat Scope
 - a. HR Service Delivery Goals
 - b. Citywide iLab Schedule
 - c. Current Model: Regular Hiring Process
 - d. SLAs & Future State: Proposed Tier System
 - e. Additional iLabs
2. Central HR
 - a. Update on Project Plans
 - i. New Employee Orientation (NEO)
 - ii. Shared Services
 - b. NeoGov Data
 - i. NeoGov corrections update
3. MSD
 - a. Existing HR responsibilities and structure
 - b. Hiring Process (NeoGov Data)
 - c. Job titles
4. iLab Action Plans Updates
 - a. GCWW
 - b. MSD
 - c. DOTE
 - d. DPS
 - e. Fire
 - f. Police
 - g. Health
 - h. Community Development
 - i. Parks
 - j. Recreation
5. Fire, Police and ECC recruit classes timeline

HRSTAT MEMORANDUM

HR STAT SCOPE

HR Service Delivery Goals: While human resources is a complex function with multiple subparts, this iLab and stat process will focus on the workforce management process: from requisition of a position to finalizing hiring. The goal is to ensure proper alignment of resources to functional work activities. The current HR structure and functional areas will be reviewed and evaluated, and recommendations for improvements will be made.

During a baseline analysis, OPDA identified key areas of potential improvement in the process. These represent the minimum scope of the project:

1. Complete a reorganization to align the resources with the work and create a hierarchy of accountability.
2. Reduce hiring time-to-fill rates.
3. Reduce inconsistency across the City's HR operation - application of policies, procedures, labor agreements.
4. Documentation of business rules that will allow eventual implementation of an integrated technology solution.
5. Reduce CHRIS error rates.

Citywide iLab Schedule:

| 8/31/2016 | HR iLab Days | iLab Days | July | August | September | October | November | | | | | | | | | | |
|---------------------------------|--------------|-----------|-------|--------|-----------|---------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | | Jul 7 | Jul 8 | Jul 9 | Jul 10 | Jul 11 | Jul 12 | Jul 13 | Jul 14 | Jul 15 | Jul 16 | Jul 17 | Jul 18 | Jul 19 | Jul 20 | Jul 21 |
| Public Services | 0.5 | 2 | | | | | | | | | | | | | | | |
| <i>Virtual iLab</i> | | | | | | | | | | | | | | | | | |
| <i>Onsite iLab</i> | | | | | | | | | | | | | | | | | |
| <i>DOTe</i> | 0.5 | 0.3 | | | | | | | | | | | | | | | |
| <i>Parks</i> | 0.5 | 0.3 | | | | | | | | | | | | | | | |
| <i>Recreation</i> | 0.5 | 0.3 | | | | | | | | | | | | | | | |
| <i>Virtual iLab</i> | | | | | | | | | | | | | | | | | |
| <i>Buildings & Inspect.</i> | | 0.5 | | | | | | | | | | | | | | | |
| <i>Public Health</i> | 0.5 | 0.3 | | | | | | | | | | | | | | | |
| <i>Community Dev</i> | 0.5 | 0.5 | | | | | | | | | | | | | | | |
| <i>Virtual iLab</i> | | | | | | | | | | | | | | | | | |
| <i>Police</i> | 2 | 2 | | | | | | | | | | | | | | | |
| <i>Virtual iLab</i> | | | | | | | | | | | | | | | | | |
| <i>Fire</i> | 2 | 2 | | | | | | | | | | | | | | | |
| <i>Virtual iLab</i> | | | | | | | | | | | | | | | | | |
| <i>Walter works</i> | 2 | 0.3 | | | | | | | | | | | | | | | |
| <i>MSD</i> | 2 | 0.3 | | | | | | | | | | | | | | | |
| <i>Virtual iLab</i> | | | | | | | | | | | | | | | | | |

As of October 20, the following departments have completed their HR iLab:

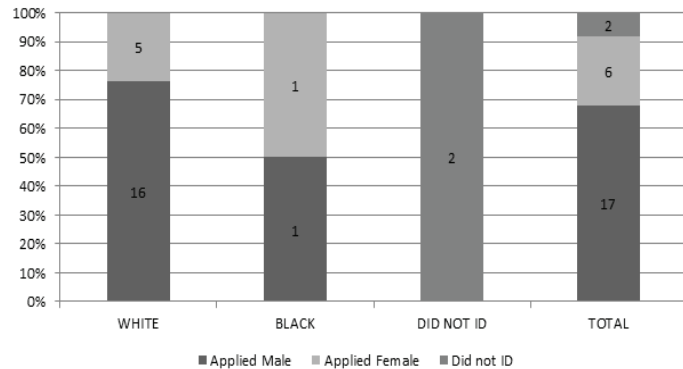
- ✓ Fire
- ✓ GCWW
- ✓ DOTE
- ✓ DPS
- ✓ Health
- ✓ Community Development
- ✓ Police
- ✓ Parks
- ✓ Recreation
- ✓ MSD
- [B&I December 7]

Public Safety Testing

POLICE

CAPTAIN

The Police Captain exam had a total of three males promoted (one white, two black), and one female (black) promoted out of a total of 25 Police Captain applicants.



SERGEANT

The Police Sergeant exam had a total of ten males and five females promoted to Sergeant. Eleven of the promoted candidates were white and four, were black.

LIEUTENANT

The Police Lieutenant exam during the 2016 year had four males promoted and one female promoted. One of the individuals promoted was black and four were white.

ASSISTANT CHIEF

There were a total of twelve applicants for the Assistant Chief selection process. Overall, there were a total of three white males promoted and one white female promoted.

POLICE PROMOTION HIGHLIGHTS

In 2016, the Police Department's recruitment team focused on reducing the background investigation timeline, which is the lengthiest phase of the recruitment process.

POLICE RECRUIT

The 2,233 Police Recruit applicants represent a drop of 8.78% from the 2014 year. This year, the overall applicant pool for the Police Recruit class shrank by about 9%. The pool of candidates identifying as Two or More ethnicities increased by 11% and those identifying as Hispanic stayed even. American Indians shrank the most (-25%), followed by black candidates (-15%), Asians (-14%), and then whites (-7%). Correspondingly, the ratio of males to female and whites to minorities increased. In 2016, 63 males were hired, an increase of 43.18%, while 14 females were hired, a decrease of 12.5%. Similarly, 63 white candidates were hired, an increase of 53.66%, while 14 minorities were hired, a decrease of 26.32%

In 2016 there were a total of three lateral postings for the Police department, Emergency Communication 911 Operator, Fire Alarm Operator and Dispatcher, and Operator and Dispatcher.



FIRE

CADET

The 2016 Fire Cadet process consisted of a total of 405 applicants. Of these, 342 applicants were black. Fourteen of the applicants hired were female.

APPARATUS OPERATOR

For the Fire Apparatus Operator exam, there were a total of 47 applications, ten individuals being promoted (7 white males, two black males, and 1 white female).

LIEUTENANT

For the Fire Lieutenants exam, 148 employees applied and 27 individuals were promoted (19 white males, 7 black males, and 1 white female).

ASSISTANT CHIEF

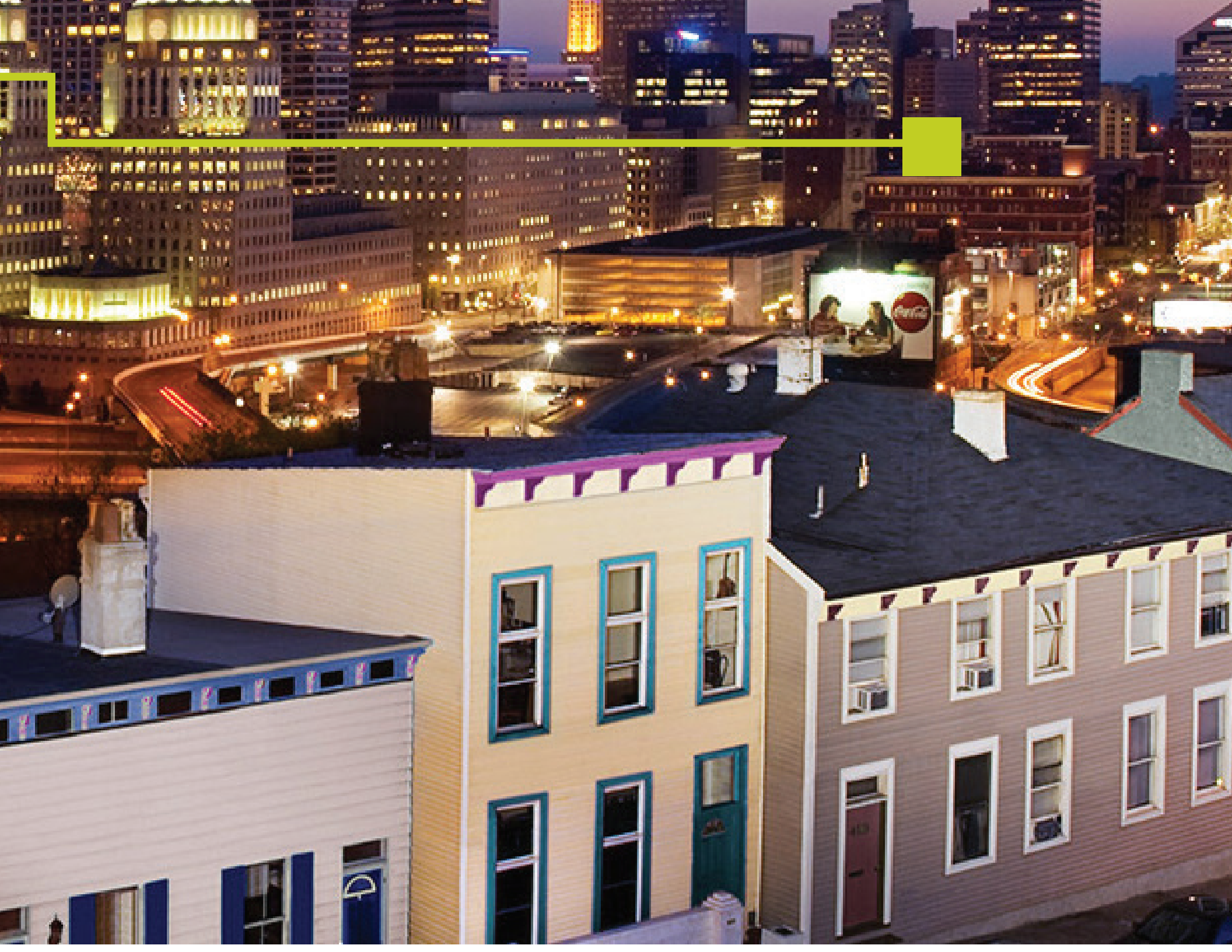
During the 2016 year, there were two promotions into the Assistant Fire Chief position. Six black male applicants applied and five white males. One black male and one white male were hired.



The image is a composite. The background is a night cityscape with illuminated buildings and a highway. In the foreground, there is a green circular graphic on the left and a house with a grey roof and green trim on the right. The house has a brick chimney, a small arched window, and two larger windows with green shutters.

"Time spent on hiring
is time well spent."

-Robert Half



Civil Service Actions

2016 WORKFORCE DEMOGRAPHICS

The City of Cincinnati workforce is becoming increasingly more diverse in age demographics, creating professional environments that are rich with experience, maturity, and youthful exuberance. As we employ workers in wide ranges, we gain the advantage of creating a dynamic, multi-generational workforce, with a diverse range of skills that will benefit the City today and will continue to benefit the City in the future.

| | | | | |
|-----------|-----------|-----------|-----------|-----------|
| TD | BB | GX | GY | GZ |
| 34 | 1836 | 2426 | 1047 | 350 |



TRADITIONALISTS:
Value authority and a top-down management approach; hard working; 'make do or do without'.



BABY BOOMERS:
Expect some degree of deference to their opinions; workaholics



GENERATION X:
Comfortable with authority; will work as hard as is needed; importance of work life balance.



GENERATION Y:
Respect must be earned. Technologically savvy; goal and achievement oriented.



GENERATION Z:
Many traits still to emerge. Digital natives, fast decision makers, highly connected.

The gender breakdown of the City shows a drop in both males and females, of 7.78% and 13.41%, respectively. This reflects a total workforce population decline over the last ten years. However, the overall ratio has remained relatively steady. The total number of employees in 2016 rose to 5,639 from 5,035 employee count in 2015. This includes both full and part-time employees. Of this information, white males, black males, white females, and black females make-up the largest part of the city's workforce.

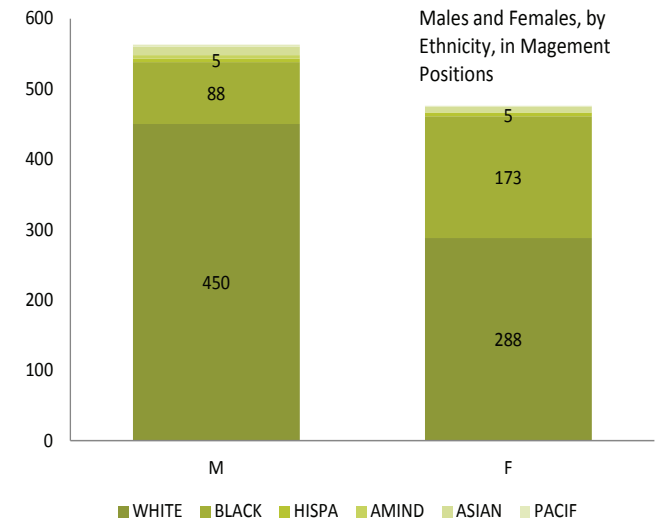
The full-time employee data shows a slightly greater proportion of white males, while the part-time data reflects fewer white males. In 2016, the City's full-time complement increased by 175, a 3.49% increase from 2015. Since 2013, the City's full-time complement has increased by 356 employees, a 7.38% increase.

Part-Time employees, including seasonal staff and Municipal Workers, make up 8% of the City's workforce. Part-time employees work less than 1560 hours annually.



FULL-TIME EMPLOYEES
5693

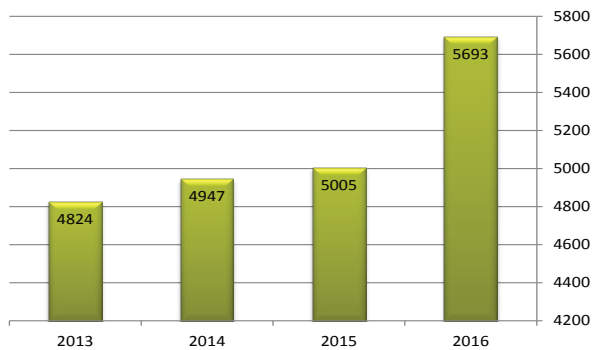
PART-TIME EMPLOYEES
628



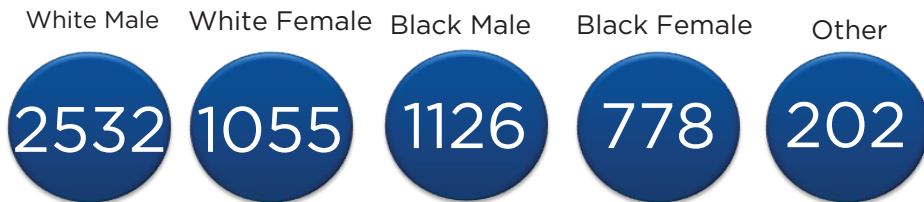
FULL-TIME CITY EMPLOYEE ETHNICITY SUMMARY FOR 2016

The complement of full-time equivalency (FTE) employee's totaled 5639 across 19 agencies in 2016. FTE's are those individuals classified to work 2080 hours per year. The graph depicts a breakdown by nationality.

In 2016, the City's full-time employee composition increased from the previous year.

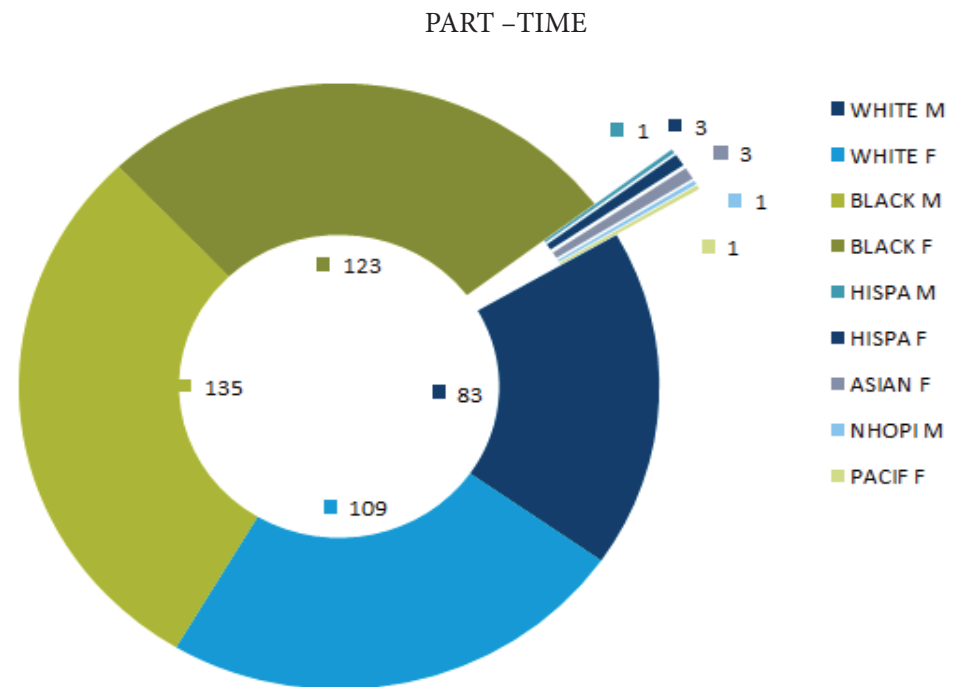


FULL-TIME

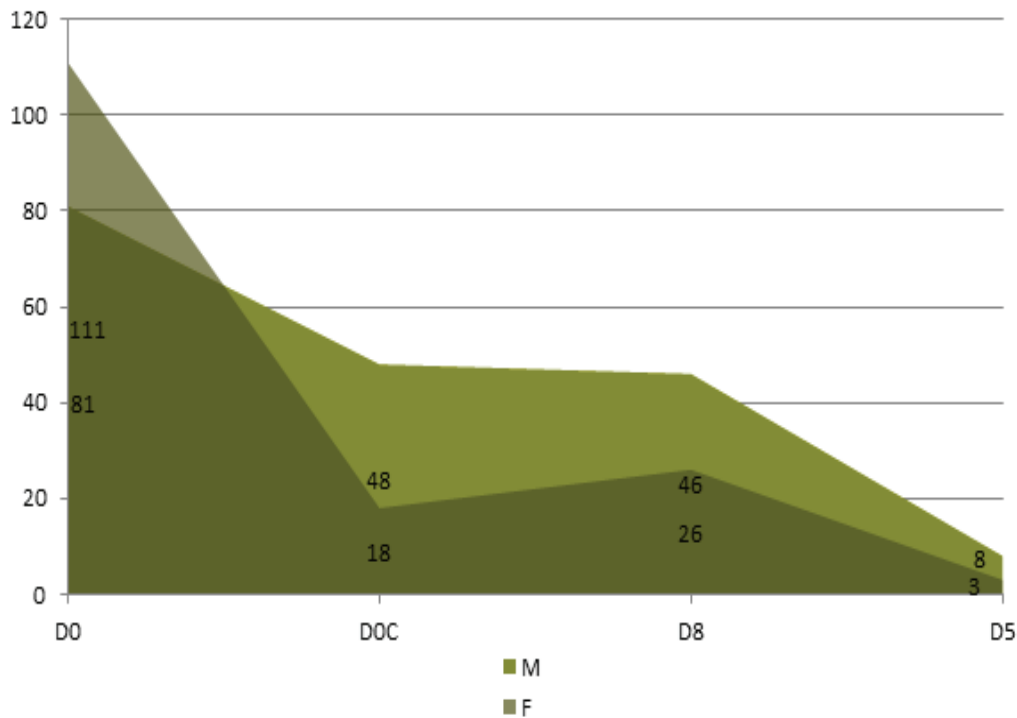


PART-TIME EMPLOYEE ETHNICITY SUMMARY FOR 2016

The complement of part-time employee's totaled 459 or 8% of the workforce in 2016. Part-time employees are those individuals who work up to a maximum of 1560 hours per year. Part-timers serve as temporary, year-round, or seasonal employees. Seasonal and other part-time positions may include: Municipal Worker, Parks/Recreation Program Leader, and Customer Relations Representative. The majority of employee's serving in the seasonal or part-time capacity typically work in Public Services, Recreation, and Parks Departments. The chart below provides a snapshot of part-time employees in the year 2016.



The next chart reveals all hires and promotions for 2016 into the management category. The high rate of females entering DO positions (almost 60%) reflects the City's noble commitment to gender equality across the City's structure. The females who enter these positions will proceed along their career path to Senior Management and Executive leadership. As they do so, they will bring a more equal gender split across the most influential positions in the City. Accordingly, this information reflects the City's ground-up approach to bringing equality to every level of the City.



Global average, annual earnings



2006

Global average, annual earnings



2016

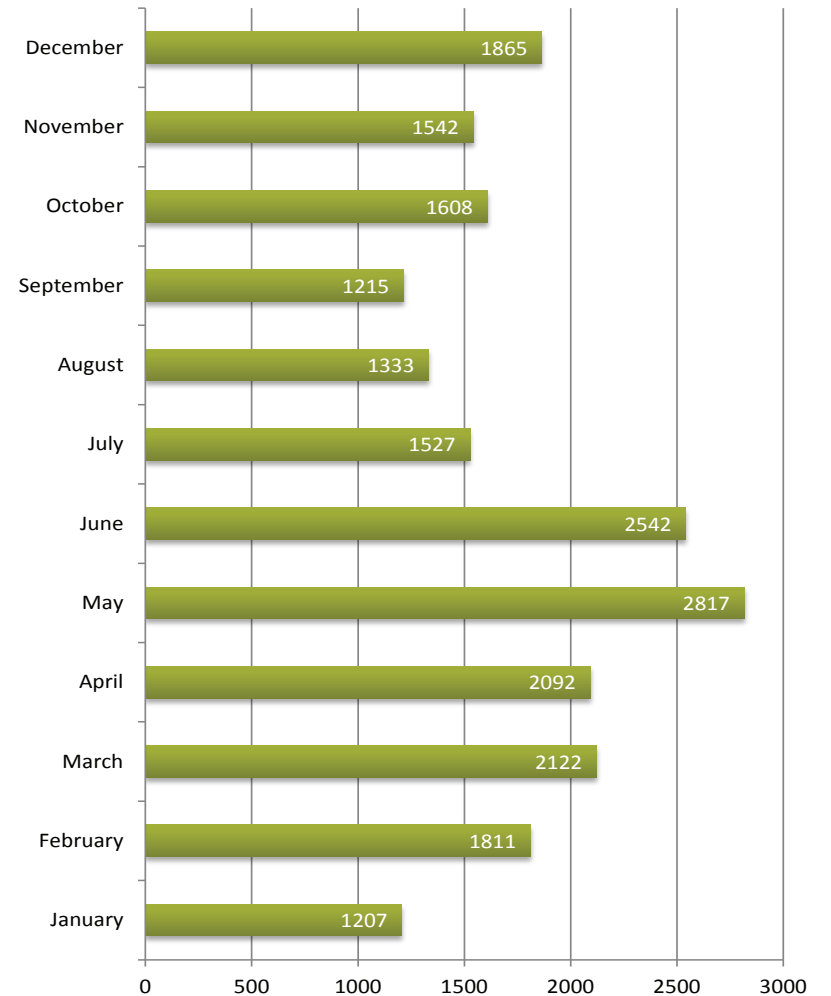
CIVIL SERVICE ACTIVITY SNAPSHOT

The Civil Service Commission engages in various activities that significantly impact the day-to-day operations of the City of Cincinnati. Below is a snapshot of the Civil Services activities for the 2016 year.



The chart to the right provides the total amount of applications received per month for the 2016 year.

2016 Application Data by Month



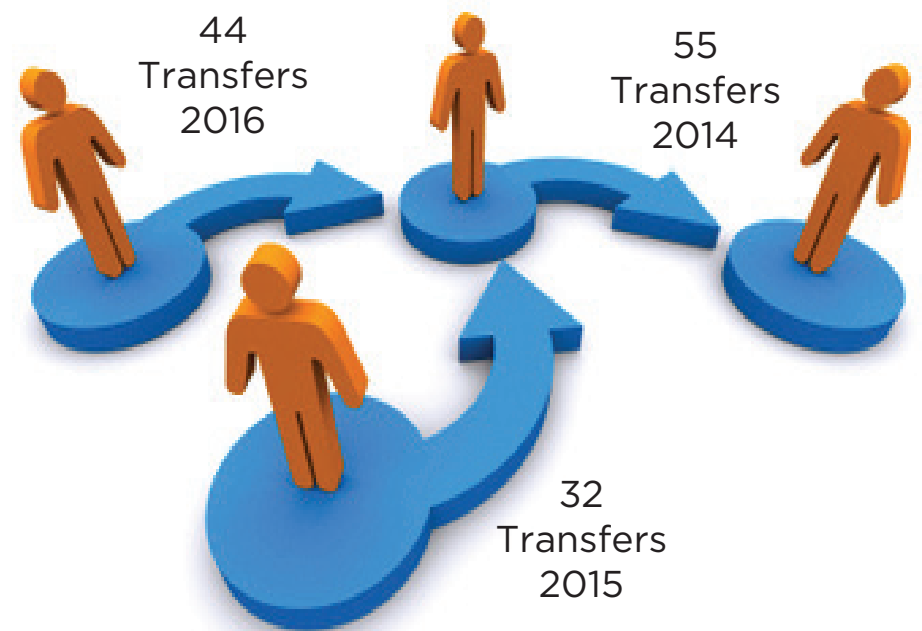
TRANSFERS

An employee in the classified service who has served the required probationary period in his current classification may be transferred from a position in one department to a position in another department in the same or similar class and same pay, for which they are qualified, in accordance with Civil Service Rule 11. There were a total of 44 transfers in 2016, 55 in 2014, and 32 in 2013.

TEMPORARY PROMOTIONS

According to Civil Service Rule 10, Section 10, the Civil Service Commission may approve an interim or temporary promotion to a higher classification when requested by a department head. Temporary promotions may be made due to sickness, disability, or other absence of a regular employee, or due to a position vacancy pending filling of the position permanently. The employee recommended for a temporary promotion must meet the qualification and eligibility requirements of the higher classification.

Temporary promotions may be made for a period not to exceed three per pay periods (six weeks), after which the promotion must be rotated among all other interested and qualified eligible employees in the employing unit. In the 2016 year there were a total of thirty-three (33) temporary promotions.

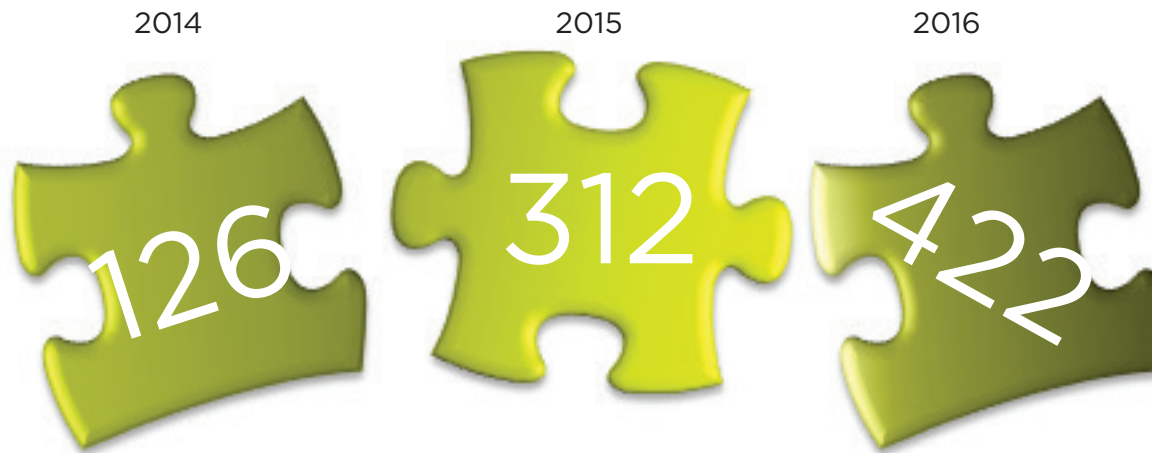


APPOINTMENTS

Civil Service Rule 1, Section 8, states that immediately upon receipt of a request for certification, the Commission shall certify to the appointing authority in which a position in the classified service is to be filled, the names, addresses, and rank of the top 25% or a minimum of ten names standing highest on the eligible list for the class or grade to which the position belongs; provided that the Commission may certify less than ten names if ten names are not available. When less than six names are certified to an appointing authority, appointment from the list shall not be mandatory, and a new examination may be secured.



In 2016 there were a total of 422 appointments to the classified service compared to 312 in 2015, and 126 in the 2014 year.



PROBATION AND EXTENSION OF PROBATION

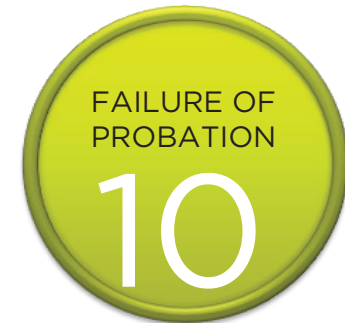
According to Rule 9, Section 1, if a probationary employee is absent because of military duty or illness for a substantial portion of his probationary period, the Commission may extend his probationary period by the number of working days not exceeding the length of time he was absent. In 2016, three requests for probationary extensions were submitted and approved.

FAILURE OF PROBATION

Civil Service Rule 9, Section 1, states, "No final appointment or promotion shall be deemed made until the appointee has satisfactorily served his probationary period." In determining the probationary period of a Board of Education seasonal or school year employee, only periods when such employee is on work status shall be counted. Ten (10) individuals failed probation for the 2016 year.

REASONABLE ACCOMMODATION

Civil Service Rule 10, Section 11 provides that whenever, because of illness, injury, or religious belief, an applicant for promotional examination is unable to sit for the exam on the scheduled date, time and/or location, he may request from the Commission an alternative schedule or special arrangement. Approval for an alternative schedule or special arrangement shall only be given if the security and/or integrity of the examination can be maintained and it does not add substantial cost or time to be incurred in the judgment of the Commission. The Americans with Disabilities Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, or religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. Therefore, reasonable accommodation is provided for individuals when requested if approved by the Civil Service Commission for a Civil Service examination. There were a total of six (6) reasonable accommodation requests submitted during 2016 compared to ten (10) in 2015 and two (2) in 2014.



TEMPORARY PROMOTION

The Commission will consider requests for exception to the rotation requirement where it can be shown that a serious operational problem and/or serious inequity would result from the rotation according to the CODE Contract, "Working out of Class" assignment should not exceed six (6) pay periods without the expressed approval of the Human Resources Director.

This process is utilized in lieu of the Civil Service Temporary Promotion process. There were a total of eight (8) temporary promotion, forty-six (46) temporary promotions in 2015 and twelve (12) in 2014.

VOLUNTARY AND INVOLUNTARY DEMOTIONS

The authority of the Civil Service Commission allows for employees to be voluntarily and involuntarily demoted. Civil Service, Rule 14, Section 1, states an employee may, with the agreement of the department head and the approval of the Civil Service Commission, be reclassified and transferred to a vacant position, which he is qualified to fill, in any class having lower compensation. There were a total of 19 voluntary demotions in 2016.

Civil Service, Rule 14, Section 2, states when an employee becomes disabled and cannot perform the duties of his classification, he may, upon request of the department head or upon his own request, be reclassified and transferred to a vacant position, which he is able to fill, in a class having lower compensation. There were a total of 20 additional voluntary demotions in 2016 related to this area, 4 in 2015 and 17 in 2014. There were no involuntary demotions for the 2016 year.

14
Temporary
Promotions



20
Voluntary
Demotions



RECLASSIFICATIONS

Civil Service Rule 4, Section 6 states when reclassifying positions and incumbents each appointing authority is responsible for maintaining the integrity of the classification plan by assigning employees duties which are appropriate for their class in accordance with Civil Service Rules and the applicable class specification. The Commission staff shall, after investigation and review of job duties, work samples and/or any other appropriate documents or evidence, allocate or reallocate positions to the appropriate class.

Commission staff conducted a comprehensive market analysis for several leadership positions and operational classifications for Council/Commission approval. These actions were taken to ensure that the City remains a competitive employer of choice within the regional and national job market. Regional and market comparisons indicate the City has an opportunity to evaluate its compensation model and measures to better align with the market.

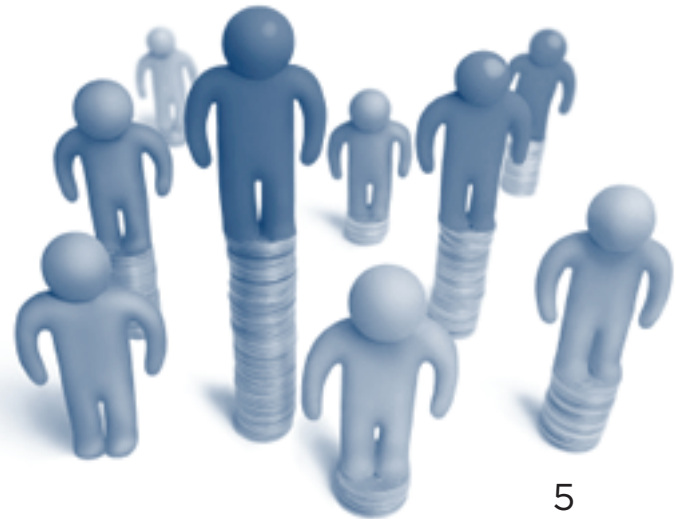
CLASSIFICATION SPECIFICATIONS REVISIONS

During the past year, 91 classifications were presented for Commission approval. Almost all were to amend existing classification in order to better define the work, clarify qualifications, or create career advancement opportunities.

CLASSIFICATION AND COMPENSATION

Civil Service Rule 4, Section 5 states whenever a new position is to be established, the appointing authority or principal executive officer shall report such fact to the Civil Service Commission and transmit a comprehensive description of the duties. The Commission shall thereupon investigate the actual or suggested duties and qualification requirements and allocate the position to its appropriate class in accordance with the classification plan. Commission staff was also responsible for presenting five (5) classifications to City Council for amendment to salary schedules or creation of the classification and compensation range. This requires a detailed analysis of internal equity and need, industry standards, and market comparisons.

91
Classification
Revisions
Approved



5
Classification/
Compensation
adjustments
presented and
approved
by Council

APPEALS TO THE COMMISSION

According to Civil Service Rule 17, Section 1, an employee may appeal an order of dismissal, separation, demotion, suspension in excess of three working days, displacements, layoffs, results of a criminal background check, or failure to meet the minimum qualifications for an Open Competitive, Non-Competitive or Promotional examination by filing a notice of appeal with the Commission. There were 170 appeals to the commission. Two were classification study appeals, 160 were application rejection appeals, and eight were probation failure appeals. Appeal requests are now electronically submitted.

REQUEST TO ADDRESS THE COMMISSION

Civil Service Rule 2, Section 5 provides that whenever an individual or group has a matter which requires, or might require the consideration or decision of the Commission, such individual or group shall first inform the Secretary in writing, who shall make the necessary arrangements to bring such matters before the Commission in regular session. There were a total of 48 requests to appear before the commission and one continuous request from CODE to address the commission throughout the reporting year.



CIVIL SERVICE

AUTHORITY AND PURPOSE

The Civil Service Commission (CSC) is charged with oversight of the human resources services for the City of Cincinnati's classified structure. Services provided include recruitment, selection, appointment, employment, dismissal, discipline, promotions, reclassifications, investigations, demotions, and appeals. It is the goal of the Civil Service Commission to provide human resources services and programs that enable the City to attract, sustain, and grow a diverse workforce. Please take a moment to review the Annual Report to learn about the activities within our workforce and departments.

Civil Service Commission meetings are held in Room 307, City Hall, 801 Plum Street at 9:00 a.m. Effective January 5, 2017, meetings will be held every first and third Thursday of the month. **Please see the Civil Service Calendar below for dates.**

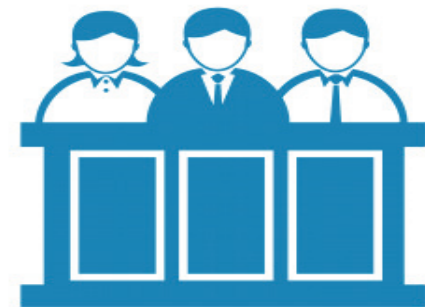
- [Civil Service Annual Reports](#)
- [Civil Service Calendar](#)
- [Exam Calendar](#)

Civil Service Commissioners
James Robinson
Peter McClinden
Betty Hull

SUBMIT AN APPEAL TO CSC

APPEAL
Application Rejection
Disqualification
Classification Study Results
Layoff or Dismissal
Demotion
Suspension for 3+ days

170 Appeals



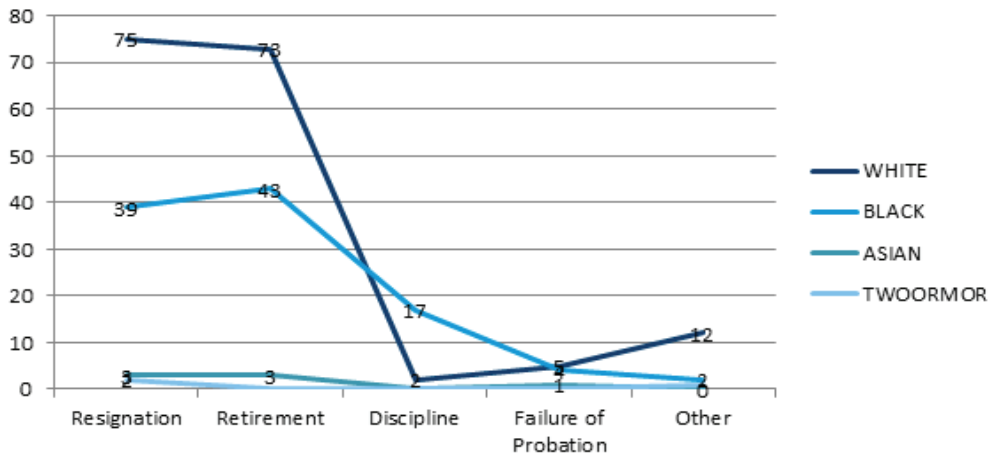
City-wide Staffing Turnover

CITY SEPARATIONS

Civil Service defines separation as removal from office as a result of resignation, retirement, layoff, death, or medical separation. During the 2016 year, there were a total of 193 separations from City service. Separations involve the removal of employees from active employment status. The removal from active status may be on a voluntary basis, as with retirement or resignation, or an involuntary basis, as with termination.

- Retirements accounted for 44%
- Terminations accounted for 56%

The chart below indicates that white and black employees separated from City service in the greatest numbers, and that males separated in greater numbers than females. The departments with the most separations were Police (55, plus 10 from ECS for a total of 65), Health (32), Fire (26), and DPS (23).



RETIREMENTS

In 2016, a total of 84 employees retired from City service. Four were disability retirements and the remaining 80 were regular retirements. Employees whose separation is based on conditions of disability do so after the board members of the Cincinnati Retirement System grant approval. Regular retirement occurs when employees meet the criteria involving a combination of age and years of service.

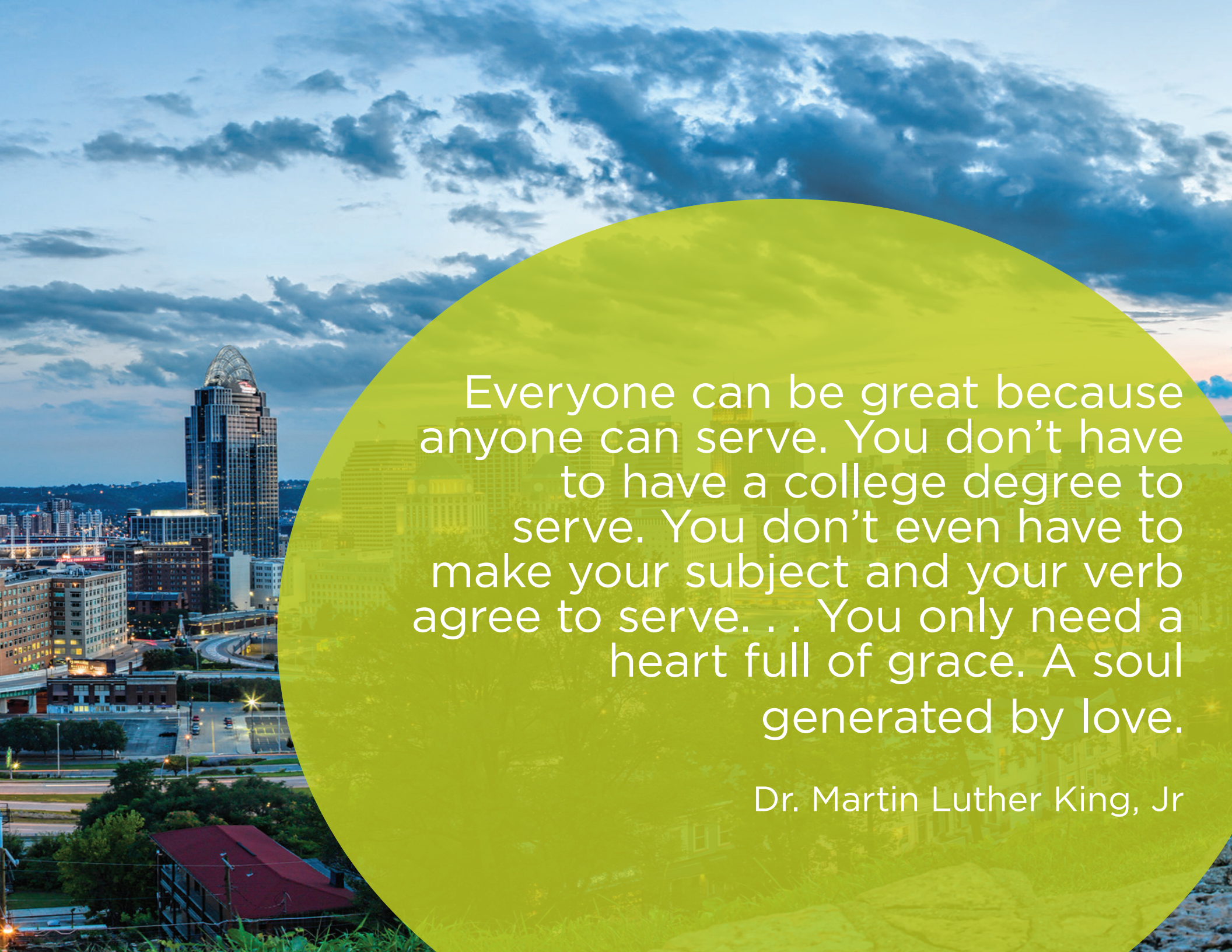
TERMINATIONS

In 2016, there were a total of 109 terminations. Resignations (separation's) accounted for 84 of the total terminations. Employees resign for various reasons resign. Employees who voluntarily separate from City service are afforded the opportunity to provide information relative to their City employment experience during the exit interview.

REINSTATEMENT

Civil Service Rule 8, Section 4 states any permanent employee who was separated in good standing may be reinstated within one year from the date of such separation to a vacancy in the same or similar classification in the same department, with the approval of the Commission, provided there is no existing promotional eligible list and there are no employees who have been laid off and whose names appear on a layoff list for the class. There were a total of four (4) reinstatements in 2016.





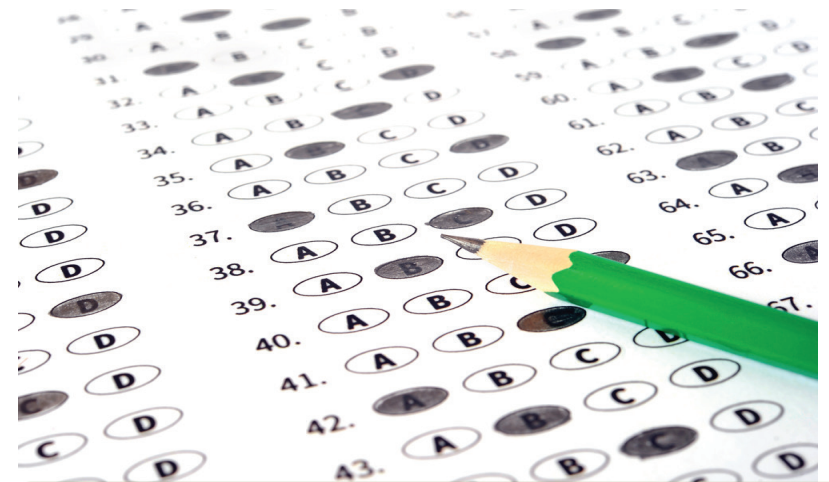
Everyone can be great because anyone can serve. You don't have to have a college degree to serve. You don't even have to make your subject and your verb agree to serve. . . You only need a heart full of grace. A soul generated by love.

Dr. Martin Luther King, Jr

Other Actions

TEST POSTPONEMENTS

Civil Service Rule 5, Section 9 states any examination may be postponed or canceled at the discretion of the Commission and/or the Secretary. In either case, each applicant shall be notified of the postponement or cancellation, and the action, together with the cause thereof, reported to the Commission and an entry made in its minutes. There were no postponed examinations for the 2016 year.





REVISED OR REVOKED ELIGIBILITY LIST

Rule 7, Section 5 states an eligible list may be revoked and another examination ordered only when, in the judgment of the Commission, such action is deemed advisable due to errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the first examination shall be given opportunity to compete and a new eligible list shall be established. No eligible list shall be revoked except upon written notice to all persons whose standing may be affected. The Commission must take action on the reasons for such alteration or revocation and an entry of the action must be made in the minutes of the Commission. There was one revoked list in 2016.

During the 2016 Police Lieutenant promotional process, vendor, Ergometrics was responsible for a scoring error; specifically, the written exam scores entered in the final score report were based on the incorrect key and the candidate NEOGOV ID numbers were in the incorrect order on the score report. As a result, scoring errors were corrected and revalidated through an independent review and a new eligible list was presented and approved.

The Civil Service Commission also ordered the independent review of both Police and Fire active promotional eligible list as presented by vendor, Ergometrics. The independent review process for police was completed and the fire independent review process is currently pending as the City is awaiting the release of information by vendor, Ergometrics through the city's law department.

In addition, the following eligible lists were revised based on alternate exam dates, veteran points, and adjustments to seniority point calculations:

- Senior Accountant
- Fire Captain
- Administrative Specialist
- Police Lieutenant

Conclusion

In summary, the Civil Service Commission staff provides a broad range of daily services for the City of Cincinnati's classified/unclassified employees. A lot of great work has occurred over the year and it is our hope to continue the path of progression to become a 21st Century Human Resources Department.

Having a workforce that is talented and skilled is critical to the delivery of services to our citizens today and into the future. The organization's ability to achieve its mission is dependent upon the quality of its workforce; therefore, we must continue our efforts to attract, retain, grow, and engage the diverse employees of the City of Cincinnati in support of the City Manager's Priority Initiatives outlined below:



PERTINENT REGULATIONS

THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

■ DEPARTMENT OF JUSTICE

The United States Department of Justice (DOJ), also known as the Justice Department, is a federal executive department of the U.S. government, responsible for the enforcement of the law and administration of justice in the United States, equivalent to the justice or interior ministries of other countries.

■ ADVERSE IMPACT

In 1966, EEOC issued Guidelines on Employment Testing Procedures. This was the first public articulation of the principle that Title VII prohibited neutral policies and practices that adversely affected members of protected groups and could not be justified by business necessity. Revisions to the Guidelines in 1970 further defined the types of proof necessary to validate any screening test under Title VII to assure that systems and tests accurately predict job performance or relate to actual skills required by the jobs.

OHIO REVISED CODE

Legislation is enacted by the Ohio General Assembly, published in the Laws of Ohio, and codified in the Ohio Revised Code. State agencies promulgate rules and regulations (sometimes called administrative law) in the Register of Ohio, which are in turn codified in the Ohio Administrative Code (OAC).

CIVIL SERVICE COMMISSION

A civil service commission is a government agency that is constituted by legislature to regulate the employment and working conditions of civil servants, oversee hiring and promotions, and promote the values of the public service.





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Amy.Luthanen@cincinnati-oh.gov

Jones, Wyn - Clerk Typist 3

Wyn.Jones@cincinnati-oh.gov

A yellow line starts from the left edge of the page, goes down, then right, and ends with a yellow square.

CONNECT. CULTIVATE. EMPOWER.

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Cincinnati, Ohio 45202
Phone: 513.352.2400
Fax: 513.352.5223
TDD: 513.352.2419

A graphic consisting of three overlapping squares: a light blue square at the bottom left, a dark blue square at the top right, and a yellow square at the bottom right.

2016 Civil Service Annual
Report 5th Edition