

**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
1F- Stores	Mail Center Manager (1F21)	Revenue Department
2A - Accounting and Fiscal	Auditor Trainee	City Controller's Office
2A - Accounting and Fiscal	Accountant/Revenue Examiner Trainee (2A05)	All Departments
2A - Accounting and Fiscal	Accounting Section Assistant Supervisor (2A10); Accounting Section Supervisor 1 (2A11); Accounting Section Supervisor 2 (2A12); Accounting Manager (2A13); Accounting Information Systems Supervisor (2A15); City Treasurer Accounting Manager (2A18)	Finance/City Treasurer's Office
2A - Accounting and Fiscal	Utility Financial Services Manager (2A50)	Water Department
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

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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
4A - Health Technical and Medical Related;	Psychologist (4A12)	Department of Human Services
4E - Dental Tech	Public Health Dental Hygiene Practitioner (4E17)	Health Department
4J - Environmental Health	Industrial Hygienist (4J60)	All Departments
5A - Social Work	Classes Above the Trainee Level	All Departments
5C - Housing and Neighborhoods	Human Relations Intake Coordinator (5C30); Human Relations Representative 1 (5C31); Human Relations Deputy Director - Compliance (5C35); Human Relations Deputy Director - Community Relations (5C34)	Commission on Human Relations
5F - Health Program Development and Monitoring	Behavioral Health/Intellectual Disability Services Program Director (Behavioral Health) (Intellectual Disability Services) (5F30); Behavioral Health Administrator (5F31); Chronic Disease Epidemiologist (5F61); Food Policy Coordinator (5F62)	Health Department; Office of Behavioral Health
5H - Correctional	Deputy Sheriff Officer (5H41)	Sheriff's Office
6A - Police	Police Officer 1 (6A02)	Police Department
6G - Code Inspection	Construction Trades Inspector (6G28)	Licenses and Inspections
6J - Communications	Chief Fire Equipment Dispatcher (6J44); Fire Equipment Dispatcher Assistant Chief (6J45)	Fire 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	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

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Maintenance and Trades; 7K - Electrical and Electronic Maintenance and Trades		
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.

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**MEMORANDUM****CITY OF PHILADELPHIA  
Office of Human Resources**

**Date:** July 8, 2016  
**To:** James Leonard, Records Commissioner  
**From:** Pedro Rodriguez, Human Resources Director  
**Subject:** Amendments of Civil Service Regulations

On July 8, 2016, the Administrative Board approved the below-listed individual amendments to the Civil Service Regulations. In accordance with Sections 7-400 and 8-407(a) of the Home Rule Charter, I am filing the regulations with the Department of Records for public inspection.

<b>Regulation Number</b>	<b>Regulation</b>	<b>Approved By Civil Service Commission On:</b>	<b>Effective Date:</b>	<b>Hearing Request  (Not in Effect)</b>
6.086	Appointment Rate For Employees Hired From Open Competitive Eligible Lists For The Following Departments And Classes	6/15/2016		

**PLEASE DO NOT MARK BELOW THIS LINE – FOR RECORDS USE ONLY**

Individual Civil Service Regulations that have been available for public inspection for 30 days and for which no hearing request has been received are effective as of the date indicated above.

Signed by \_\_\_\_\_  
Records Department

Date: \_\_\_\_\_

I. CIVIL SERVICE REGULATIONS

REGULATION NUMBER	REGULATION	ACTION	EXPLANATION
6.086	APPOINTMENT RATE FOR EMPLOYEES HIRED FROM OPEN-COMPETITIVE ELIGIBLE LISTS FOR THE FOLLOWING DEPARTMENTS AND CLASSES	Revision	This regulation is being revised to add the Mail Center Manager (1F21) class for the Revenue Department to aid in recruitment. The appointing authority will be authorized to determine the step in the pay range that will be used as the appointment rate for employees hired from open competitive eligible lists for this class.