

CSB Comparison (Orange County Cities) 3/2/2010

	Orange County Cities (C) = Charter City	Board or Commission?	Name	Role/Duties as outlined in Charter or Municipal Code	Personnel System in Municipal Code
1	City of Aliso Viejo	No			Unavailable
	City of Anaheim (C)	No			Yes
3	City of Brea	No			Yes
4	City of Buena Park (C)	Yes	Personnel Board	Hold hearings regarding personnel rules and revisions and/or amendments; receive and hear appeals.	Yes
5	City of Costa Mesa	No			Yes
6	City of Cypress (C)	No			Yes
7	City of Dana Point	No			Yes
8	City of Fountain Valley	No			Yes
9	City of Fullerton	No			Yes
10	City of Garden Grove	No			Yes
11	City of Huntington Beach (C)	Yes	Personnel Commission	Advisory, Investigatory authority upon request of the City Council; Hearing appeals; Review impasse if agreed upon; review and conduct public hearings re: class specs and reclasses.	Yes
12	City of Irvine (C)	No			Yes
13	City of La Habra	No			Yes
14	City of La Palma	No			Yes
15	City of Laguna Beach	Yes	Personnel Board	Hear appeals	Yes
16	City of Laguna Hills	No			Yes
17	City of Laguna Niguel	No			No
18	City of Laguna Woods	No			No
19	City of Lake Forest	No			Yes
20	City of Los Alamitos (C)	Yes	Personnel Appeals Commission	Receives and hears appeals on personnel matters.	Yes
21	City of Mission Viejo	No			Yes
22	City of Newport Beach (C)	Yes	Civil Service Board	Refer to Articles VII & VIII of Charter	Yes
23	City of Orange	No			No
24	City of Placentia (C)	No			Yes
25	City of Rancho Santa Margarita	No			Yes
26	City of San Clemente	No	Human Resources Board - Not in Use		Yes
27	City of San Juan Capistrano	No			Yes
28	City of Santa Ana (C)	Yes	Personnel Board Civil Service Board - Disbanded in 2006	Hear disciplinary appeals; advisory for matters requested by Council or Manager; by its own motion, study/investigate for the forming of civil service polices; conduct public hearings on proposed amendments to or repeal of civil service rules and advise Council	Yes
29	City of Seal Beach (C)	No			Yes
30	City of Stanton	No			Yes
31	City of Tustin	No			No
32	City of Westminster	Yes	Personnel Board	Hear appeals; hold hearings and make recommendation on any matter pertaining to personnel administration;	Yes
33	City of Yorba Linda	Yes	Personnel Board (made from members of City Council)	Hear appeals submitted by any person in the competitive service relative to any disciplinary actions, including dismissal and demotion, and to certify its findings and recommendations.	Yes

Samples of Northern Southern CA Cities with Civil Service or Personnel Systems - 3/4/20

	Survey of CA Cities	Population	Fire/Police?	Board or Commission?	Name	Role/Duties as Outlined in Charter or Municipal Code	What Departments fall under Civil Service?
1	Alameda (Northern CA Charter City)	70,580	Both	Yes	Civil Service Board	Per Rules: HR Director shall be responsible for administering and interpreting the provisions of the rules, the CSB is responsible for establishing and revision Civil Service Policies; Hear appeals.	All departments, certain positions exempted
2	Alhambra	89,259	Both	Yes	Civil Service Commission & Board of Appeals	Hear administrative review appeals ; provide general rules and regulations for the classification of employees; provide regulations with respect to the civil service examinations ; The Board of Appeals shall conduct hearings and render decisions on all quasi-judicial and other general classes of matters assigned to the Board of Appeals by the City Council. Such general classes of matters may be either the original determination of issues or the review of previous city administrative decisions.	The provisions of this article shall apply to all members and employees of the fire department and of the police department, except the chief of the fire division and the chief of police, and also to such other employees of the city as the council may, in its discretion, from time to time by ordinance designate.
3	Arcadia	56,491	Both	Yes	Human Resources Commission	The Commission acts in an advisory capacity to the City Council on policies concerning personnel administration. The Commission reviews and makes recommendations on the City's Personnel Rules, job specifications and they hear appeals of any person in the Classified Services relative to any suspension, demotion or dismissal and makes recommendations to the City Manager.	Not available online
4	Bakersfield	328,692	Both	Yes	Civil Service Board	The Board has the authority and responsibility to: Enforce and interpret the Miscellaneous Rules and Regulations; have charge of all matter pertaining to the preparation and conduct of examinations; formulate rules and regulations governing the procedure and conduct of trials of employees affected by the Civil Service; keep minutes of the proceedings, records of its examinations and such other records as desirable and necessary to administer the Civil Service system; make an annual report to the City Council.	There is hereby created and established Civil Service for all officers and employees of the City of Bakersfield, excepting elective officers, the City Manager, the City Attorney, members of the Police and Fire Departments, and members of all boards and commissions, which shall be known and designated as "Civil Service for Officers and Employees in the Miscellaneous Departments."

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Samples of Northern Southern CA Cities with Civil Service or Personnel Systems - 3/4/00

5	Berkeley (Northern CA Charter City)	101,371	Both	Yes	Personnel Board	<p>Advises the City Manager on personnel policy and administration. Conducts hearings to assist in resolving complaints of unrepresented employees; Review the personnel rules and revisions and amendments to the rules as submitted by the City Manager, and make recommendations to the City Manager; Review the position class plan, including class specifications and revisions of the plan, as submitted by the City Manager; Review the salary and wage plan and revisions and amendments to the plan as submitted by the City Manager, and make recommendations to the City Council; Provide for the classification of all employments in the administrative service of the City, provide for open, competitive and free examinations as to fitness; provide for an eligibility list from which vacancies shall be filled; provide for a period of probation before employment is made permanent; and provide for promotion on the basis of merit, experience and record, in accordance with this chapter and the rules established hereunder; For unrepresented employees in the career service, investigate and assist in the adjustment of complaints regarding a claimed violation of this chapter or the personnel rules adopted thereunder, and of appeals of demotions, suspensions or discharges for disciplinary or medical reasons. For represented employees, investigate and assist in the adjustment of complaints regarding a claimed violation of this chapter or the personnel rules adopted hereunder for matters outside of the applicable memorandum agreement and the negotiated grievance procedure, except where other specific procedures exist to address the complaint, such as the EEO complaint investigation and resolution procedure.</p>	All departments, certain positions exempted
6	Buena Park	82,768	Police	Yes	Personnel Board	<p>Hold hearings regarding personnel rules and revisions and/or amendments; receive and hear appeals.</p>	All departments, certain positions exempted; "such other positions as the City Council shall designate, by resolution"
7	Burbank	108,029	Both	Yes	Civil Service Board	<p>Hold hearings regarding rules to supplement this article and subsequent revisions and amendments thereto and to recommend to the City Manager for submission to the Council such rules as are herein provided for; Act in an advisory capacity to the City Manager on problems concerning personnel administration; As provided by this article and by any rules, adopted to supplement this article, to hear appeals submitted by any employee hereunder, relative to any situation connected with his employment status or condition of employment; and in any investigation or hearing conducted by the Board, it shall have the power to examine witnesses under oath and compel their attendance or the production of evidence before it by subpoenas issued in the manner and subject to the penalties provided by law. Each member of the Board shall have the power to administer oaths to witnesses.</p>	All departments, certain positions exempted; such other positions as the City Council shall designate, by resolution or MOU

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Samples of Northern and Southern CA Cities with Civil Service or Personnel Systems - 3/4/1

8	Chula Vista	231,305	Both	Yes	Civil Service Commission	Works with the Human Resources Department; holds public hearings and provides recommendations to the City Council regarding the adoption, amendment, or repeal of civil service rules and regulations not in conflict with the City Charter; hears appeals of permanent employees in the classified service relative to suspension, demotion or dismissal; may investigate the administration of personnel and report findings to the City Manager and City Council; assists in maintaining proper employer-employee relations.	All departments, certain positions exempted
9	Compton	99,242	Fire	Yes	Personnel Board	(a) After a public hearing thereon, recommend to the City Council the adoption, amendment or repeal of Civil Service rules and regulations; (b) Hear appeals of any person in the Classified Service relative to any suspension, demotion or dismissal; (c) Hold hearings and make recommendation to the City Council on the adoption or revision of the position classification plan; and (d) Make any investigation not inconsistent with this Charter or state law which it may consider desirable concerning the administration of personnel in the municipal service and report its findings to the City Council and City Manager.	All departments, certain positions exempted
10	Culver City	40,694	Both	Yes	Civil Service Commission	Advisory to Council, recommend amendments to the rules; investigations and appeals.	All departments, certain positions exempted; "Staff assistants to the head of a department or division as may be authorized by the City Council."
11	Downey	113,379	Both	Yes	Personnel Advisory Board; Meets on a special called basis to handle personnel grievances	The purpose of the Personnel Advisory Board is to act in an advisory capacity to the City Council and the City Manager on personnel administration. Recommend the adoption, amendment or repeal of personnel Rules and Regulations. Make any investigation upon request by the City Council concerning the administration of personnel in the municipal service. Hear appeals of any officer or employee under the personnel system, who is suspended, demoted or removed.	All departments, certain positions exempted; "Those persons who are designated as department heads in the class specifications, and those positions designated by resolution of the City Council as Middle Management and Confidential/Exempt"
12	Glendale	207,157	Both	Yes	Civil Service Commission	Employment standards, class specifications, oversight of recruitment/testing activities, adjudicates exam appeals and adjudicates disciplinary appeals.	All departments, certain positions exempted
13	Huntington Beach	201,993	Both	Yes	Personnel Commission	Advisory, Investigatory authority upon request of the City Council; Hearing appeals; Review impasse if agreed upon; review and conduct public hearings re: class specs and reclasses.	All Departments
14	Inglewood	118,878	Police	Yes	Board of Review	Except as otherwise provided in this article, the Board of Review shall hear all appeals or complaints filed or made under the Civil Service System of said City	The provisions of this Article shall apply to each and all of the appointive officers and employees of the City. All appointive officers and employees shall be deemed to be and shall be in the classified service of the City.
15	Laguna Beach (Southern CA General Law City)	23,727	Both	Yes	Personnel Board; meetings held when necessary	Hear appeals	All departments, certain positions exempted

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Samples of Northern and Southern CA Cities with Civil Service or Personnel Systems - 3/4/2010

16	Loma Linda	22,632	Fire	Yes	Personnel Board	The duties and powers of the Board are to hear and decide Administrative Review Appeals and Grievance Appeals as prescribed by the Personnel Rules and Regulations. Meetings are on an as-needed basis. Note – they have not had a need to meet since 1994.	All departments, certain positions exempted
17	Long Beach	492,642	Both	Yes	Civil Service Commission	The Civil Service Commission's predominant role is to hear appeals for disciplinary actions, such as suspensions and dismissals. There is a Civil Service Department as well.	All departments, certain positions exempted
18	Los Alamitos	12,191	Police	Yes	Personnel Appeals Commission	Receives and hears appeals on personnel matters.	All departments, certain positions exempted; "All department and bureau heads appointed after July 1, 1993; Any newly created position, which is designated at the time of its creation as being exempt from these rules"
19	Los Angeles	4,045,873	Both	Yes	Civil Service Commission	The Board of Civil Service Commissioners shall have the power and duty to make and enforce the civil service rules and to establish and maintain the civil service system in accordance with the civil service provisions of Article X of the Charter.	All departments, certain positions exempted; other positions by order of the Civil Service Commission and then by resolution of City Council
20	Napa (Northern CA Charter City)	77,106	Both	Yes	Civil Service Commission	Advisory to Council, recommend amendments to the rules; investigations and appeals.	All departments, certain positions exempted
21	National City	61,194	Both	Yes	Civil Service Commission	The Civil Service Commission recommends to the City Council, after a public hearing, the adoption, amendment or repeal of Civil Service Rules and Regulations not in conflict with the Government Code; hears appeals of any person in the classified service relative to any suspension, demotion or dismissal; and makes any investigation concerning the administration of personnel in the municipal service and reports its findings to the City Council and the City Manager.	All departments, certain positions exempted
22	Newport Beach	84,554	Both	Yes	Civil Service Board	See Articles VII & VIII	All regular, full-time personnel in Fire & Police
23	Norco	27,160	Fire	Yes	Personnel Committee	The personnel committee shall determine the order of business for the conduct of its meetings and shall meet on call of the chairman or a majority of the members of the committee. A majority of the members of the committee shall constitute a quorum for the transaction of business. The personnel committee shall hear appeals submitted by any person in the competitive service relative to any disciplinary action, dismissal, demotion, or alleged violation of this chapter or the personnel rules and regulations promulgated hereunder and to certify its findings and recommendations as provided in this chapter. Oral and written reprimands, performance evaluations, and probationary demotions are specifically excluded from this section.	All departments, certain positions exempted

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Samples of Northern and Southern CA Cities with Civil Service or Personnel Systems - 3/4/7

24	Palm Springs	47,952	Both	Yes	Personnel Board	A five-member board, two chosen by the City Council, two by secret ballot of the City employees, and one by the other four members. It meets on an as-needed basis. This Board hears appeals by any City employee in the competitive service relative to any disciplinary action, dismissal, demotion or violation of Personnel Rules, examines witnesses under oath with power of subpoena, makes recommendations on amendments to the personnel rules and on any matter of personnel administration within the limits of a request of the Council or City Manager. The Human Resources Department provides staff support	All departments, certain positions exempted
25	Riverside	295,357	Both	Yes	HR Board	A. Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of personnel rules and regulations; B. Act in an advisory capacity to the City Council on matters concerning personnel administration; C. Hear grievances and appeals submitted by any person in the classified service and make findings and recommendations which shall be advisory only; D. Make any recommendations to the City Manager which it may consider desirable concerning conditions of employment and the administration of personnel in the City service; E. Recommend to the City Council the amendment or repeal of the provisions of Sections 2.32.010 through 2.32.160; F. Perform such other duties as may be necessary or appropriate for effective personnel administration consistent with the provisions of this Chapter and the City Charter.	The classified service of the City shall include all permanent full-time officers and employees, except the following: A. Elective officers; B. Persons appointed by the City Council, including City Manager, City Clerk and City Attorney; C. Persons appointed by the City Manager, including department heads; D. Persons appointed by the Mayor; E. Persons appointed by the Chief of Police to position of Assistant Chief of Police and Deputy Chief of Police; F. Persons appointed by the City Attorney. G. Persons appointed by the Fire Chief to the position of Deputy Fire Chief.

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Samples of Northern and Southern CA Cities with Civil Service or Personnel Systems - 3/4/

26	Sacramento (Northern CA Charter City)	475,743	Both	Yes	Civil Service Board	(1) Adopt and maintain the classification plan. (2) Formulate rules and regulations covering the examination of applicants for positions in the classified service and the promotion or employees in the classified service, including rules for preparation of examination announcement notices, accepting applications, administering examinations, eligibility for promotion, seniority credits, establishing eligible registers and reinstatement lists, certification, appointment, probationary period, and any other matter necessary to the recruitment and selection of employees. (3) Hear appeals, upon written request from any employee in any city department in the classified service, who may be suspended without pay, demoted, dismissed, or otherwise disciplined by the appointing authority. The board shall define the manner, time, and place by which such appeal shall be heard and the judgment of the board shall be final. (4) Hear appeals, upon written request, from any employee in any city department in the classified service, with reference to the allocation or reallocation of his position by the director of personnel. (5) Provide, by rule, for the interpretation and administration of ordinances affecting personnel, when specifically directed to do so by the city council and to provide, by rule, for the regulation of any other matter pertaining to personnel administration not in contradiction with the provisions of this section. (b) The board, subject to budgetary approval of the city council, may employ or contract for hearing officers to hear appeals of the actions specified in Paragraphs (3) and (4) of Subsection (a) of this section and to prepare recommendations for the board. The board may adopt rules and regulations to implement this subsection.	All departments, certain positions exempted; Those officials of the city government responsible for the operation of a city department or division, along with those persons who may be employed as assistants to such officials;
27	San Bernardino	205,493	Both	Yes	Civil Service Board	The CSB enforces a code of rules and regulations pertaining to employment services, which includes screening, testing, and certifying eligibles for appointment to classified positions in the City and the Water Department. The CSB also enforces rules pertaining to disciplinary matters, which includes hearing appeals from classified employees who have been dismissed, laid-off, suspended, demoted, reduced in compensation, or transferred. Approximately two years ago, it was determined through analysis by the City Attorney that the CSB did not have the authority to approve job descriptions and classifications and that the Charter gave such authority to the Mayor and Common Council.	All departments, certain positions exempted
28	San Diego	1,336,865	Both	Yes	Civil Service Commission	Everything; All Departments included	All Departments included

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Samples of Northern and Southern CA Cities with Civil Service or Personnel Systems - 3/4/2

29	Santa Ana	353,184	Both	Yes	Personnel Board; meet monthly as long as there is business to be presented, otherwise no meeting, no more than 3 months in between meetings.	Personnel Board; 7 Members; appointed by Council; meet monthly as long as there is business to be presented, otherwise no meeting, no more than 3 months in between meetings. Hear disciplinary appeals; advisory for matters requested by Council or Manager; by its own motion, study/investigate for the forming of civil service polices; conduct public hearings on proposed amendments to or repeal of civil service rules and advise Council	
30	Santa Barbara	90,305	Both	Yes	Board of Civil Service Commissioners	The Board of Civil Service Commissioners shall have the power and be required to: (a) Act in an advisory capacity to the City Council and City Administrator on personnel administration. (b) After a public hearing thereon, recommend to the City Council, the adoption, amendment or repeal of personnel rules and regulations. (c) Make any investigation upon request of the City Council or upon its own motion concerning the administration of personnel or conditions of employment in the municipal service and report its findings to the City Council and City Administrator. (d) Hear appeals of any officer or employee under the Civil Service System, who is suspended, demoted or removed, and report in writing to the appointing power and City Council, its findings, conclusions, recommendations and decision thereon, and its decision shall be binding on the appointing or removing power. (e) Exercise such functions with respect to personnel or the Civil Service System, not inconsistent herewith, as may be prescribed by this Charter or by ordinance. <i>Per Director: Serves mainly as the disciplinary appeals board</i>	"Classified service" means all positions in the City service except those specifically placed in the exempt service. "Exempt service" means all positions of elective and appointive officials specifically designated by the City Council to be exempt from the classification plan.
31	Santa Clara (Northern CA Charter City)	115,503	Both	Yes	Civil Service Commission	a) The Civil Service Commission is charged with the duty of providing qualified persons for appointment to the service of the City. All appointments in the public service shall be made for the good of that service, and solely upon merit and fitness, as established by appropriate test, without regard to partisan politics, race, color or religious belief. (b) Act as Board of Review to hear petitions by civil service employees, and applicants for civil service positions, and to grant or deny such petitions. (c) Perform such other duties as may be required by the civil service rules and regulations.	All departments, certain positions exempted; "The Assistant City Manager, Assistant City Attorney, and Assistant Department Heads, whenever so designated by the City Council"

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Samples of Northern and Southern CA Cities with Civil Service or Personnel Systems - 3/4/2010

32	Santa Monica	91,439	Both	Yes	Personnel Board	After a public hearing thereon, recommend to the City Council the adoption, amendment or repeal of Civil Service rules and regulations; Make any investigation which it may consider desirable concerning the administration of personnel in the municipal service and report its findings to the City Council, City Manager, and the Personnel Director; Hear appeals of any officer or employee in the classified service who is suspended, demoted or removed, and report in writing to the appointing authority, City Manager, and City Council, its findings, conclusions, and recommendations; and Act in an advisory capacity to the City Council and the Personnel Director on personnel administration	All departments, certain positions exempted
33	Signal Hill	10,882	Police	Yes	Civil Service Commission	Conduct hearings in accordance with personnel rules and policies adopted by the city council, and make findings and recommendations thereon. Certify to the appointing power a list, established by the personnel officer, of all persons eligible for appointment to the appropriate position in the classified service. The list shall be established on the basis of merit and fitness ascertained so far as practicable by competitive examination. The commission shall have available to it any and all documents, tests, examinations, work samples, or any combinations thereof which will, in the opinion of the Commission, demonstrate the fair and impartial administration of the examination process by the personnel officer. Make recommendations to the city council on amendments to the personnel rules and policies. Conduct investigations regarding hearings pending before it. Have the power to compel the attendance of witnesses and the production of documents by way of subpoena, and to examine witnesses appearing before it. Perform other duties specified by the city council not inconsistent with this Charter.	All departments, certain positions exempted; Department heads and other management/supervisory employees as may be designated by the city council.
34	Stockton (Northern CA Charter City)	289,927	Both	Yes	Civil Service Commission	To adopt, amend or repeal rules for the Civil Service System. To make investigation either upon complaint or upon its own motion concerning any matter touching the administration of the Civil Service System. To act in an advisory capacity to the City Manager on problems concerning personnel administration. As provided by rule, to hear appeals of dismissals, demotions or reductions submitted by any person in the competitive service. Prepare or cause to be prepared a written statement of facts, findings, and recommendations on every appeal. The effect of the Commission's recommendation in case of discharge, demotion or reduction shall be final and binding upon all parties. To make an annual report and such other reports as it deems desirable to the City Council covering the administration of the personnel system.	All departments, certain positions exempted

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Samples of Northern and Southern CA Cities with Civil Service or Personnel Systems - 3/4/2

35	Torrance	140,820	Both	Yes	Civil Service Commission	The commission shall hold hearings, make recommendations to the City Council and perform all duties required by law to be performed by the Commission, the Civil Service Board, the Personnel Board, the Board of Review or the Trial Board. The Commission may make recommendations to the City Council on any matters concerning personnel. The Commission shall advise the Council on any matters concerning personnel when so requested by the City Council. The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it shall deem necessary or proper.	The provisions of this Chapter shall apply to employees who are regularly and continuously employed in the service of the City, unless the City Council by ordinance designates a position as at-will, non-classified or non-civil-service. The term employee shall mean an appointive officer or any person holding a position in the classified service. No elective officer shall be qualified to hold a Civil Service position while serving as such officer under this Chapter.
36	Vallejo (Northern CA Charter City)	121,097	Both	Yes	Civil Service Commission	The commission shall provide for the standardization and classification of all positions and employment in the classified service of the city; for competitive tests to ascertain the relative fitness of all applicants for appointment in the classified service; for rules for the government, supervision and control of the classified service, as such duties are designated in the City Charter, the ordinances adopted thereunder and the rules and regulations in effect pursuant to said Charter and ordinances.	All departments, certain positions exempted
37	Westminster (Southern CA General Law City)	93,027	Police	Yes	Personnel Board	Hear appeals; hold hearings and make recommendation on any matter pertaining to personnel administration;	All departments, certain positions exempted
38	Whittier	82,267	Police	Yes	Personnel Board	a) Recommend to the city council, after a public hearing thereon, the adoption, amendment or repeal of personnel rules and regulations. (b) Act in an advisory capacity to the city council on problems concerning personnel administration (c) Hear grievances of any person in the city employment relative to any suspension, demotion or dismissal and make findings and recommendations thereon which shall be advisory only. (d) Make an investigation which it may consider desirable concerning conditions of employment or the administration of personnel in the municipal service and report its findings to the city council and city manager. (e) Perform such other duties not inconsistent with this charter as may be prescribed by ordinance.	All departments, certain positions exempted

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