



# City of Philadelphia

## OFFICE OF HUMAN RESOURCES

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**Pedro Rodriguez**  
Director

May 18, 2016

The Honorable Darrell Clarke  
City Council President  
City Hall, Room 490  
Philadelphia, PA 19107

Dear Council President Clarke:

This letter is a follow up to questions raised during the Office of Human Resources Fiscal Year 2017 Budget Testimony on April 20, 2016.

**1. President Clarke:** Can you provide Quinones-Sanchez with explanation of PWD position? Why was Utility Maintenance Trainee announced Open Competitive and how does this civil service exam increase diversity if it requires previous training in the Water department?

*This question was posed to Rebecca Rhyhart, Chief Administrative Officer. OHR wishes to clarify the basis of competition and the effect on diversity in the City.*

The Utility Maintenance Trainee position was announced as an Open Competitive civil service exam in response to the Water department's effort to hire permanent employees from their Apprenticeship program. Specifically, the Water Department has worked with the Board of Education to identify three high schools within the City of Philadelphia to act as feeder schools so they may recruit and attract minority students to participate in their internship program. The goal of the program is to provide a non-traditional career opportunity (in the trades) for minorities candidates.

The Water department hires high school students as interns on a part time basis and develops their skills within one of the maintenance trades. Once the students have completed 450 hours of training, the Water department requests an announcement for the Utility Maintenance Trainee exam. The examination for this class must be announced as Open Competitive since, the interns do not have permanent civil service status. The hiring of candidates through this innovative program, allows the Water Department to continue in its contributions to the City of Philadelphia's goal to increase diversity.

To date the apprenticeship program has yielded twenty-four participants, with twenty-one completing all three phases of the program which include: high school intern, vocational school Intern and Utility Maintenance Trainee; of the twenty-one current apprentices, fifteen are fulltime employees and six are high school seniors (who will become full-time upon graduation). The ethnicity of apprentices/students engaged in the Water Department Apprenticeship program is comprised of two Hispanic and nineteen African American males.

The success of the Water Department Apprenticeship program has been shared with other areas; as such last month the Department of Public Property requested the use of the class to establish a similar program within their department. The revised class will be presented to the Civil Service Commission in May. The interns in Public Property will be required to complete a 390-hour training program to qualify for the exam in Public Property.

**2. President Clarke:** Would OHR provide an update to the district councilmembers and the President's Office on Police Officer Recruit and L&I classes?

After multiple discussions with PPD leadership, it was requested that the requirements for Police Officer Recruit be revised to aid in recruitment. The four options, including the 60 college credit requirement were removed. The new requirements are completion of High School and age 22 at the time of appointment. These revisions were presented and approved by the Civil Service Commission on April 20, 2016. A new exam will be announced in late June following approval of the revisions by the Administrative Board.

Two broadband classes were created for the L&I Building and Code Inspector classes. For the first time the employees in these classes will be required to complete 4-5 certification within 18 and 24 months of appointment. The salary for these classes was increased and additional steps were added, thus increasing the maximum pay range. The additional steps in the pay range will encourage employees to complete additional job related certifications for a wider range of knowledge to complement the duties and responsibilities of the positions. The classes were presented and approved by the Civil Service Commission on April 20, 2016 and are pending approval by the Administrative Board in May.

**3. Councilwoman Reynolds-Brown:** Does the City have a written policy around interns?

The City of Philadelphia's Mayor's Internship Program (MIP) is an opportunity for undergraduates who would have completed their sophomore year by the start of the program and graduate-level students to learn about and contribute to the city government for the nation's 5th largest municipality.

The City's High School internship program is a 6-week paid summer internship program for Philadelphia high school students (sophomore to senior year) beginning in July 2010. One-hundred (100) high school interns will be placed in City departments and offices and will be assigned to various administrative and support tasks, while also participating in

weekly workplace and leadership development trainings. Intern salaries will be provided by the City of Philadelphia and will not be the responsibility of the host department. The minimum weekly commitment for high school interns is 16 hours/week and an additional 4 to 6 hours/week are spent participating in workplace and leadership development activities -- facilitated by the Philadelphia Youth Network and the Office of Leadership Investment -- typically on Fridays, outside of the department.

More information is available here: <http://www.phila.gov/experiencephila/mayor.html>

**4. Councilwoman Reynolds-Brown:** Which universities collaborate with City for returning to learning program?

The Mayor's Returning to Learning Partnership Program (RTL) is a 25% tuition discount program for City employees (and sometimes spouses and dependents as well) in partnership with area colleges and universities. RTL's purpose is to help City employees develop and continue their education. To this end, RTL also partners with other agencies and organizations that provide support to adult learners. The program is managed by the Chief Administrative Officer. The participating schools are:

1. Cabrini
2. Chestnut Hill College
3. Community College of Philadelphia
4. DeVry University
5. Drexel University
6. Drexel University online
7. Eastern University
8. Immaculata University
9. La Salle University
10. Neumann University
11. Peirce College
12. Philadelphia University
13. Rosemont University
14. Saint Joseph's University
15. University of the Sciences
16. Widener University

More information is available here: <http://www.phila.gov/MDO/rtl/Pages/default.aspx>

Sincerely,



Pedro Rodriguez  
Director of Human Resources