



North of Franklin Park and just west of Bexley, the Eastgate neighborhood enjoys close proximity to nearby parks.

CIVIL SERVICE COMMISSION

Department Description

The Civil Service Commission (CSC) is part of the checks and balances of city government. It maintains a merit system of employment to ensure the city has a competent workforce. This is achieved through management of the city's job classification plan by maintaining current job descriptions for the entire workforce, and regularly updating the job classes and standardizing their use.

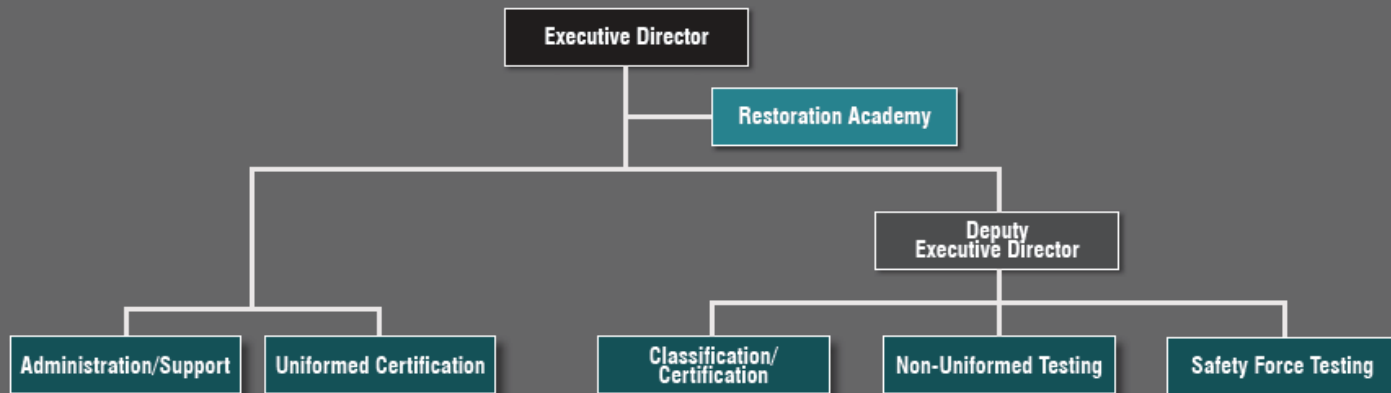
The Commission also works with city agencies to establish hiring criteria for city jobs and assesses the qualifications of applicants against these criteria. The Commission ensures individuals hired to work for the city are qualified for the work to be performed and are compensated appropriately. Each pay period, the

Commission reviews each personnel transaction and certifies that employees have been employed and are being paid in accordance with the City Charter, city ordinances, and Commission rules.

Department Mission

To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens.

Civil Service



Strategic Priorities for 2017

Safety

Administer the Fire Fighter and Police Officer exams to ensure an adequate pool of competent, qualified candidates is available for appointment.

Operational Efficiencies

Assess the qualifications of applicants to ensure they are capable of delivering quality services to the citizens of Columbus. The more competent the city workforce is, the greater the quality of services that can be provided to the public with the same tax dollars.

Diversity and Inclusion

Continue efforts to improve diversity in the safety forces and to meet the city's hiring needs.

2017 BUDGET NOTES

The Civil Service Commission budget includes funding for 36 full-time and 6 part-time regular employees. In addition:

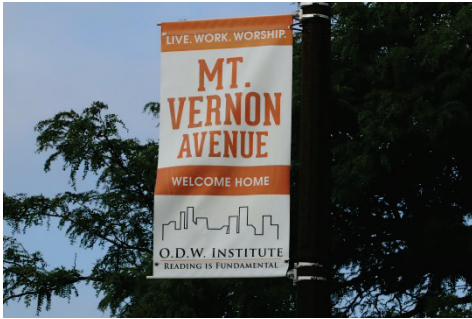
- A total of \$279,175 is budgeted for the Restoration Academy, a program to assist ex-offenders in becoming productive citizens through providing instruction and resources for work readiness, job training, job certification, health and fitness, and life skills.
 - To accommodate planned police and fire classes in 2017, the budget includes \$263,000 for medical and psychological screenings for police and fire recruits.
 - Funds budgeted for scheduled safety promotional testing in 2017 includes \$92,100 for the Fire Lieutenant & Fire Captain exams, and \$51,820 for the Police Sergeant exam.
 - A total of \$182,640 is budgeted for the entry-level firefighter exam.
 - An expansion position was added to provide classification and exam development services for Columbus City Schools as required by the Ohio Revised Code. Services provided will be billed directly to the district.
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Civil Service Commission

Department Financial Summary by Area of Expense					
Fund	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Proposed
General Fund					
Personnel	\$ 3,188,783	\$ 3,206,612	\$ 3,499,759	\$ 3,324,373	\$ 3,736,094
Materials & Supplies	24,577	46,736	44,412	44,412	32,000
Services	482,110	402,592	546,936	546,936	683,283
Capital	5,954	6,381	-	-	-
General Fund Subtotal	3,701,424	3,662,320	4,091,107	3,915,721	4,451,377
Department Total	\$ 3,701,424	\$ 3,662,320	\$ 4,091,107	\$ 3,915,721	\$ 4,451,377

Civil Service Personnel Summary					
Fund	FT/PT	2014 Actual	2015 Actual	2016 Budgeted	2017 Budgeted
General Fund					
Civil Service Commission	FT	33	34	35	36
	PT	5	2	6	6
	Total	38	36	41	42

Operating Budget by Program					
Program	2016 Budget	2016 FTEs	2017 Proposed	2017 FTEs	
Administration	\$ 986,169	8	\$ 1,802,546	17	
Internal Services	-	0	13,007	0	
Applicant & Employee Services	759,147	9	329,413	2	
Non-Uniformed Testing	667,951	7	540,085	7	
Restoration Academy	273,540	1	279,175	1	
Safety Forces Testing and Certification	1,404,300	10	1,487,151	9	
Department Total	\$ 4,091,107	35	\$ 4,451,377	36	



2017 PROGRAM GUIDE

ADMINISTRATION

To ensure the city has a competent workforce by managing day-to-day Commission operations, as well as conducting monthly Commission meetings to establish the rules that govern the selection, classification, promotion, and termination of the classified employees of the City of Columbus and the Columbus City Schools. The Commission also serves as a neutral hearing body for employee appeals regarding suspension of discharge actions by the appointing authority.

INTERNAL SERVICES

To account for the internal service charges of the department necessary to maintain operations.

APPLICANT & EMPLOYEE SERVICES

To ensure all city employees are hired and continue to be employed and paid in accordance with the Columbus City Charter, CSC Rules, and applicable contracts by maintaining the city's classification plan, which provides the structural framework for all personnel actions and serves as the foundation for an equitable compensation plan, and for the verification and certification of the biweekly city payroll.

NON-UNIFORMED TESTING

To ensure the city has a qualified workforce by developing and administering current, valid examinations, and by creating eligible lists in a timely manner for the competitive and qualifying non-competitive, non-uniformed classifications.

RESTORATION ACADEMY

To assist ex-offenders in becoming productive citizens through providing instruction and resources for work readiness, job training, job certification, health and fitness, and life skills.

SAFETY FORCES TESTING & CERTIFICATION

To ensure the City of Columbus has a qualified workforce by planning, developing, administering, and scoring validated examinations within the Police and Fire ranks.

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