



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, 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.

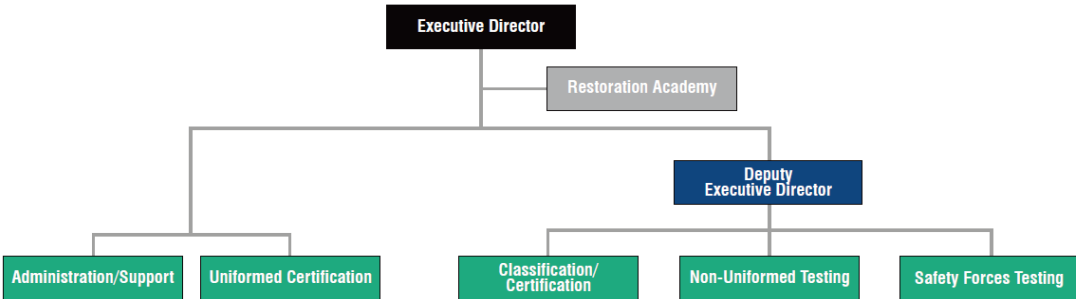
Through its Safety Force and Non-Uniformed Testing sections, the Commission is responsible for the development and administration of valid examinations for both competitive classifications and safety force entry and promotional positions. It maintains eligible lists of candidates so that city agencies seeking to fill positions have a qualified pool of candidates.

Department Mission

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

Budget Summary				
Fund	2017 Actual	2018 Actual	2019 Budget	2020 Proposed
General Fund	4,123,876	4,164,871	4,521,712	4,427,504
Department Total	\$ 4,123,876	\$ 4,164,871	\$ 4,521,712	\$ 4,427,504

Civil Service



Strategic Priorities for 2020

Neighborhoods



Engage neighborhood commissions and various community groups to educate them about the city's employment process, vacancy notification, and useful test-taking skills.

Diversity and Inclusion



Partner with the Office of Diversity and Inclusion as part of the Citywide Recruitment Taskforce.

Work with the Diversity Recruitment Council to inform the public about the city's selection process for Police Officer and Firefighter positions.

Engage community evaluators to allow transparency in the hiring process for Police Officer and Firefighter positions.

Collaborate with the Divisions of Police and Fire by participating in their recruitment events, holding test information sessions, and providing practice sessions for the physical portion of the Firefighter exam, called the Firefighter Mile.

Continue to review and update class plan and selection processes, as appropriate, to ensure open and inclusive access to city jobs.

Neighborhood Safety and Public Health



Administer the Fire Battalion Chief, Fire Deputy Chief, Police Commander, Police Lieutenant, and Police Officer exams to ensure a sufficient pool of qualified candidates is available for appointment.

Innovation



Assess the qualifications of applicants to ensure they are capable of delivering quality service to the citizens of Columbus.

Utilize available technology to aid in exam development, administration, and overall management.

2020 BUDGET NOTES

The Civil Service Commission budget includes funding for 36 full-time and 12 part-time regular employees. In addition:

- A total of \$286,179 is budgeted for the Restoration Academy, a program to assist ex-offenders in becoming productive citizens through provision of instruction and resources for work readiness, job training, job certification, health and fitness, and life skills.
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- To accommodate planned police and fire classes in 2020, the budget includes \$255,991 for medical and psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2020 include \$82,080 for the Fire Battalion and Deputy Chief exams, and \$59,830 for the Police Lieutenant and Commander exams.
- A total of \$70,000 is budgeted to support the implementation of a streamlined test item banking software platform to enhance impact analysis and further ensure fairness and equality across all examinations.

Financial Summary by Area of Expense					
Division	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Proposed
Civil Service					
General Fund					
Personnel	\$ 3,454,958	\$ 3,618,833	\$ 3,834,562	\$ 3,801,988	\$ 3,667,417
Materials & Supplies	58,770	24,655	28,612	48,612	21,400
Services	610,148	521,382	653,038	633,038	735,187
Other	-	-	5,500	5,500	3,500
General Fund Subtotal	4,123,876	4,164,871	4,521,712	4,489,138	4,427,504
Department Total	\$ 4,123,876	\$ 4,164,871	\$ 4,521,712	\$ 4,489,138	\$ 4,427,504

Department Personnel Summary								
Fund	2017 Actual		2018 Actual		2019 Budget		2020 Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
General Fund								
Civil Service	35	5	36	7	36	8	36	12
Total	35	5	36	7	36	8	36	12

Operating Budget by Program					
Program	2019 Budget	2019 FTEs	2020 Proposed	2020 FTEs	
Administration	\$ 1,130,744	8	\$ 1,449,756	10	
Internal Services	18,631	0	22,641	0	
Applicant & Employee Services	984,755	10	809,145	9	
Non-Uniformed Testing	636,374	7	654,269	7	
Restoration Academy	285,971	1	286,179	1	
Safety Forces Testing and Certification	1,465,237	10	1,205,514	9	
Department Total	\$ 4,521,712	36	\$ 4,427,504	36	



2020 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 or 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 regular 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.
