



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.

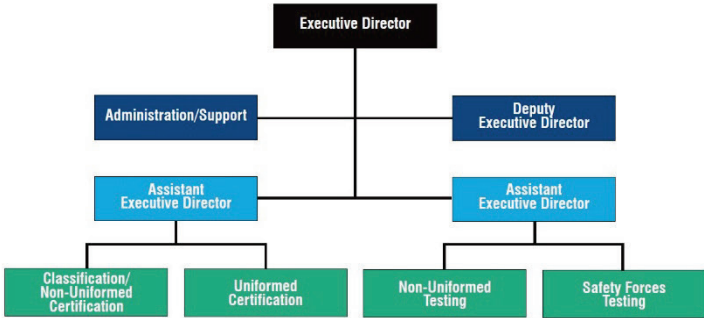
Through its **Safety Force** and **Non-Uniformed Testing** sections, the Commission is responsible for the development and administration of valid examinations for both competitive classifications and safety force entry and promotional positions. It maintains eligible lists of candidates so that city 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	2018 Actual	2019 Actual	2020 Budget	2021 Proposed
General Fund	4,164,871	4,451,752	4,427,504	4,557,037
Department Total	\$ 4,164,871	\$ 4,451,752	\$ 4,427,504	\$ 4,557,037

Civil Service



Strategic Priorities for 2021

Neighborhoods



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

Police Reform



Submit all police officer testing materials for a third-party cultural relevancy and implicit bias review.

Implement an independent audit of the recruiting/testing process and include findings in the Commission's annual report.

Provide cultural competency training for those scoring the Columbus Oral Police Exam (COPE).

Maintain trained community members on the COPE panel.

Evaluate the opportunity for bonus points for successful alumni of Explorers and Cadet programs and current civilian city employees.

Evaluate opportunity for bonus points/incentive pay for additional language fluency/competency/skill set on testing.

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

2021 BUDGET NOTES

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

- A total of \$200,000 is budgeted for the EDGE Program (Empower Development by Gaining Employment). Formerly known as Restoration Academy, this program assists ex-offenders in addressing and overcoming barriers to skilled employment opportunities through both personal and professional development.
- To accommodate planned police and fire classes in 2021, the budget includes \$270,183 for medical and psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2021 include \$95,556 for the Fire Lieutenant and Captain exams, and \$80,396 for the Police Sergeant exam.
- A total of \$50,000 is budgeted for the continued maintenance 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	2018	2019	2020	2020	2021
	Actual	Actual	Budget	Projected	Proposed
Civil Service					
General Fund					
Personnel	\$ 3,618,833	\$ 3,772,529	\$ 3,667,417	\$ 3,563,015	\$ 3,798,061
Materials & Supplies	24,655	46,316	21,400	28,982	28,828
Services	521,382	615,597	735,187	704,955	726,648
Other	-	5,500	3,500	3,500	3,500
Capital	-	11,810	-	-	-
General Fund Subtotal	4,164,871	4,451,752	4,427,504	4,300,452	4,557,037
Department Total	\$ 4,164,871	\$ 4,451,752	\$ 4,427,504	\$ 4,300,452	\$ 4,557,037

Department Personnel Summary								
Fund	2018		2019		2020		2021	
	Actual		Actual		Budget		Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
General Fund								
Civil Service	36	7	36	5	36	12	36	12
Total	36	7	36	5	36	12	36	12

Operating Budget by Program					
Program	2020	2020	2021	2021	
	Budget	FTEs	Proposed	FTEs	
Administration	\$ 1,449,756	10	\$ 1,440,272	10	
Internal Services	22,641	0	16,577	0	
Applicant & Employee Services	809,145	9	764,588	9	
Non-Uniformed Testing	654,269	7	665,591	7	
EDGE Program*	286,179	1	200,000	0	
Safety Forces Testing and Certification	1,205,514	9	1,463,009	10	
COVID-19	-	0	7,000	0	
Department Total	\$ 4,427,504	36	\$ 4,557,037	36	

*Renamed for 2021. See program guide.



2021 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.

EDGE PROGRAM

To assist ex-offenders in overcoming barriers to skilled employment opportunities (previously 'Restoration Academy').

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.

COVID-19

To account for the expenses necessary to address the COVID-19 pandemic.
