



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 the 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 the city’s workforce has been employed and wages are being paid in accordance with the City Charter, city ordinances, and Commission rules.

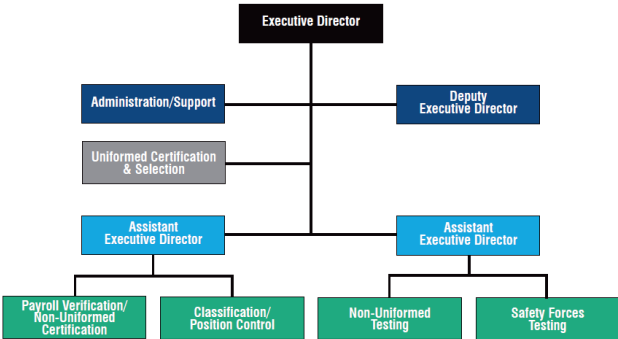
Through its **Safety Force** and **Non-Uniformed Testing** sections, the Commission is responsible for the development and administration of valid examinations for competitive classifications, safety force entry, and promotional positions. It maintains eligible lists of candidates so that city agencies 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 | 2020 Actual | 2021 Actual | 2022 Budget | 2023 Proposed |
| General Fund | 4,223,590 | 4,408,774 | 5,016,917 | 5,793,667 |
| Department Total | \$ 4,223,590 | \$ 4,408,774 | \$ 5,016,917 | \$ 5,793,667 |

Civil Service



2023 BUDGET NOTES

The Civil Service Commission budget includes funding for 40 full-time and 10 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 2023, the budget includes \$662,724 for medical and psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2023 include \$158,015 for the administration of the Fire Lieutenant and Captain exams and \$104,338 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 | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Proposed | | | |
| Civil Service | | | | | | | | |
| General Fund | | | | | | | | |
| Personnel | \$ 3,438,201 | \$ 3,535,611 | \$ 4,042,458 | \$ 4,129,678 | \$ 4,576,680 | | | |
| Materials & Supplies | 35,499 | 28,616 | 53,053 | 32,382 | 37,135 | | | |
| Services | 746,390 | 841,047 | 917,906 | 1,104,781 | 1,176,352 | | | |
| Other | 3,500 | 3,500 | 3,500 | 5,000 | 3,500 | | | |
| Capital | - | - | - | 19,911 | - | | | |
| General Fund Subtotal | 4,223,590 | 4,408,774 | 5,016,917 | 5,291,752 | 5,793,667 | | | |
| Department Total | \$ 4,223,590 | \$ 4,408,774 | \$ 5,016,917 | \$ 5,291,752 | \$ 5,793,667 | | | |
| Department Personnel Summary | | | | | | | | |
| Fund | 2020 Actual | | 2021 Actual | | 2022 Budget | | 2023 Proposed | |
| | FT | PT | FT | PT | FT | PT | FT | PT |
| General Fund | | | | | | | | |
| Civil Service | 32 | 10 | 36 | 7 | 37 | 12 | 40 | 10 |
| Total | 32 | 10 | 36 | 7 | 37 | 12 | 40 | 10 |
| Operating Budget by Program | | | | | | | | |
| Program | 2022 Budget | 2022 FTEs | 2023 Proposed | 2023 FTEs | | | | |
| Administration | \$ 2,329,916 | 16 | \$ 2,215,233 | 13 | | | | |
| Internal Services | 23,085 | 0 | 24,627 | 0 | | | | |
| Applicant & Employee Services | 176,176 | 5 | 968,880 | 10 | | | | |
| Non-Uniformed Testing | 530,949 | 7 | 621,667 | 6 | | | | |
| EDGE Program | 200,000 | 0 | 200,000 | 0 | | | | |
| Safety Forces Testing and Certification | 1,749,791 | 9 | 1,761,260 | 11 | | | | |
| COVID-19 | 7,000 | 0 | 2,000 | 0 | | | | |
| Department Total | \$ 5,016,917 | 37 | \$ 5,793,667 | 40 | | | | |



2023 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.

This page has been left intentionally blank.
