



A street view of construction on Oregon Avenue sometime between 1931 and 1940.

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.

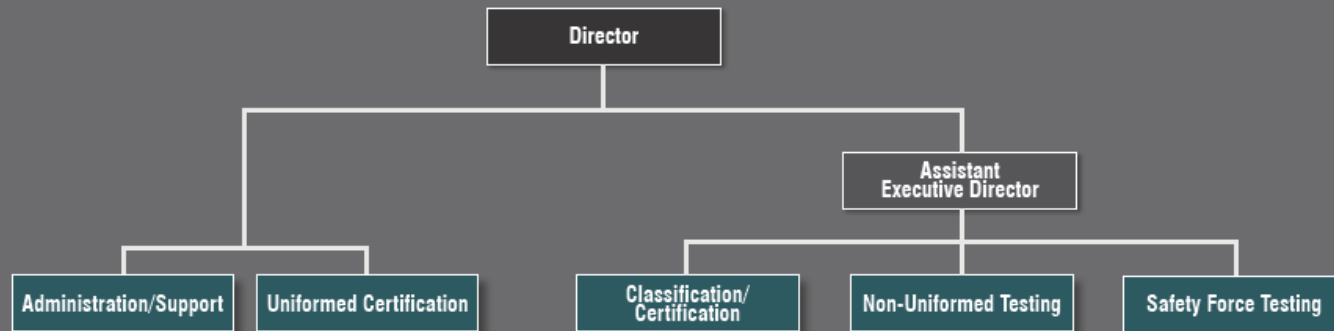
The Commission also works with city agencies to establish hiring criteria for city jobs and assesses the qualifications of applicants against these criteria. The Commission ensures individuals hired to work for the city are qualified for the work to be performed and are compensated appropriately. Each 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 2016

Safety

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

Administer the police officer exam to ensure an adequate pool of competent, qualified candidates is available for appointment.

Peak Performance

Collaborate with the Auditor's Office, Human Resources Department, and the Department of Technology to complete the implementation of the new Columbus Human Resources Information System (CHRIS).

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.

2016 BUDGET NOTES

The Civil Service Commission budget includes funding for 35 full-time and 6 part-time regular employees. In addition:

- A total of \$273,540 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 2016, the budget include \$180,015 for medical and psychological screenings for police and fire recruits.
 - Funds budgeted for scheduled safety promotional testing in 2016 include \$33,600 for the fire battalion & deputy chief exams and \$39,900 for the police lieutenant and commander exams.
 - A total of \$43,272 is included for the administration of the firefighter mile. The firefighter mile is the physical capabilities portion of the entry-level firefighter exam. The full exam is not anticipated until 2017; however, the firefighter mile will be administered in 2016 in order to provide candidates the opportunity to become certified in advance.
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Civil Service Commission

Department Financial Summary by Area of Expense					
Fund	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Proposed
General Fund					
Personnel	\$ 3,072,275	\$ 3,188,783	\$ 3,329,246	\$ 3,230,994	\$ 3,499,759
Materials & Supplies	40,433	24,577	45,935	42,395	44,412
Services	517,109	482,110	499,643	448,332	546,936
Capital	12,033	5,954	-	-	-
General Fund Subtotal	3,641,850	3,701,424	3,874,824	3,721,721	4,091,107
Department Total	\$ 3,641,850	\$ 3,701,424	\$ 3,874,824	\$ 3,721,721	\$ 4,091,107

Civil Service Personnel Summary					
Fund	FT/PT	2013 Actual	2014 Actual	2015 Budgeted	2016 Budgeted
General Fund					
Civil Service Commission	FT	34	33	35	35
	PT	5	5	6	6
Total		39	38	41	41

Operating Budget by Program		
Program	2016 Proposed	2016 FTEs
Administration	\$ 986,169	8
Applicant & Employee Services	759,147	9
Non-Uniformed Testing	667,951	7
Restoration Academy	273,540	1
Safety Forces Testing and Certification	1,404,300	10
Department Total	\$ 4,091,107	35

The programs above and the program descriptions on the following page represent those that will be used in the city's new accounting system which will go live January 1, 2016. As such, no history of financial or personnel data by program is included in this document for prior years.



2016 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.

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 with the Police and Fire ranks.

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