

THE CITY OF
COLUMBUS

ANDREW J. GINTHER, MAYOR

CIVIL SERVICE COMMISSION

2022 Annual Report

The Municipal Civil Service Commission of Columbus, Ohio

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www.columbus.gov/civilservice*

MISSION

The Civil Service Commission is committed to providing a quality workforce for the City of Columbus based upon merit system principles. Through our collective knowledge and experience, we strive for efficiency and consistency in the application of the Commission's Rules and Policies. We are dedicated to improving the services we provide by anticipating employment trends, by listening to the needs of the operating agencies, and by responding accordingly.

INTRODUCTION

The Civil Service Commission is the primary contact point for candidates seeking employment with the City of Columbus. The Commission acts as the gateway, assessing applicant qualifications for 90 percent of all City jobs. Through the online Employment Center and applicant testing, the Commission ensures the individuals who ultimately comprise the City's workforce of approximately 8,000 full-time employees, are of the highest caliber capable of providing exceptional service to the citizens of Columbus.

Together with its Civil Service Commissioners, the Civil Service Commission is responsible for upholding and administering all mandated provisions of the Columbus City Charter, including, but not limited to, the administration of the City's class plan, verifying personnel actions and certifying City payroll, and serving as a neutral hearing body for employee appeals regarding suspension or discharge actions by an appointing authority. As required by the Ohio Revised Code, the Commission also provides class plan maintenance, personnel actions oversight, and appeal hearing services for all classified employees of the Columbus City Schools.

CLASS PLAN MAINTENANCE

The Civil Service Commission is responsible for maintaining the City's class plan, which provides a structural framework for all personnel actions and provides the basis for an equitable compensation plan. Regular class plan reviews and revisions are necessary to ensure each class specification continues to meet the ever-changing needs of each department. For this reason, an important Commission objective is to review every classification at least once every five years. At the close of 2022, 100 percent of the City's class plan was up-to-date. As part of this objective, staff completed a total of 212 class reviews with recommendations approved by the Commission in 2022.

The 212 reviews resulted in:

- 17 actions to create new classification specifications
- 8 action to abolish classifications
- 38 actions to review without change
- 147 actions to revise and/or retitle
- 2 actions to lift or impose moratorium

Additionally, 83 positions were randomly reviewed to determine if their duties matched their current classification; of these, 82 positions (99%) of these positions were properly classified.

The Commission also conducts job audits upon request by an individual, a department, or a union. The purpose of these audits is to ensure that City employees are performing the duties for which they were hired, qualified, and being properly compensated. During 2022, Commission staff completed a total six position audits; three of these positions were identified as misclassified. Misclassifications are typically resolved through reassignment of duties to the position which are appropriate for the current class, or reallocation of the position to a different class for which the current duties best fit.

APPLICANT AND EMPLOYEE SERVICES

In order to ensure that specific positions under each of the job classes in the class plan can be filled in a timely fashion with qualified employees, the City's Charter has designated primarily two classification types: noncompetitive and competitive. Noncompetitive classes are either non-skilled positions or those with qualifications that have a license or other conditions that must be met by an external source, such as a Registered Nurse, and for which it is impracticable to test. Competitive classes are those which require a broader set of

minimum qualifications and a variety of job-specific knowledge, skills, and abilities, such as an Office Assistant and for which testing is practical.

To identify an initial pool of candidates for City employment, the Commission uses its online Employment Center database. The Center includes a wealth of information about jobs with the City, including: current vacancies, exam opportunities, job descriptions, qualification requirements, and salary information. Additionally, the Center houses an automated job interest database and the convenience of submitting applications on-line. This service can be utilized via the Commission's website from any computer with web access or at kiosks located at the Commission's downtown offices at 77 N. Front Street on floors one and three. A potential applicant can indicate interest in multiple jobs and will automatically receive an email notice to apply when the City is taking applications for a given job.

The Applicant and Employee Services Unit is responsible for the notification and application process for the City's noncompetitive, provisional, and unclassified jobs.

In 2022, the Applicant and Employee Services Unit:

- received 8294 Job Interest Cards submitted electronically for all City jobs
- posted 1021 noncompetitive/provisional/unclassified job vacancies
- received 18,591 online applications for noncompetitive/provisional/unclassified job postings

NON-UNIFORMED TESTING

The Commission's Non-Uniformed Testing Unit administers exams to further determine candidates' suitability for the work which will be performed in all tested (competitive and qualifying noncompetitive) job classes, other than the Police and Fire sworn jobs. Exams open for testing are advertised (posted) on the Commission's website. Individuals interested in taking the exam can submit an application and then be invited to the test if it's determined they meet the minimum qualifications (education/experience/licensure) for the exam. Those passing the test have their names put on an eligible list, in score band order (or alphabetically for qualifying noncompetitive lists), for consideration for any upcoming vacancies a department may have.

If, after an eligible list is established through open recruitment, a City department has special recruiting needs for a position, they may request a candidate be considered and tested for a job class under provisions of CSC Rule VI. If the candidate meets all requirements and passes the test, their name is added to the existing eligible list in accordance with the established scoring structure and effective dates for the list.

In 2022, the Non-Uniformed Testing Unit:

- received and processed 121 exam recruitment requests
- received and processed 94 Rule VI requests
- reviewed 6177 exam applications
- tested 1664 candidates
- received requests for and administered 56 Columbus City Schools (CCS) examinations
- graded 33 Columbus City Schools examinations and then trained CCS

The Commission is committed to having a current exam in place and ready to be administered for each of the 228 non-uniformed competitive and qualifying noncompetitive classifications in the City and to establishing an eligible list within 60 days from the date a test is requested by a department. The exams are directly based on the work performed by current employees in the job class and are comprised of varying combinations of components, called subtests. Some of the most common subtests include: computer skills, information ordering, logic and reasoning, mathematics, memorization, name/number comparison, oral communication, oral comprehension, problem sensitivity, reading maps/plans, written communication, reading comprehension, written expression, and situational judgement tests.

To keep tests current, our goal for 2022 was to complete a full job analysis and to review, revise, and/or develop the exam for 33 non-uniformed competitive and qualifying noncompetitive classifications. These reviews and revisions included consideration of methods to reduce adverse impact on minority candidates. For the year, we were able to complete 20 projects scheduled for the City, with nine on track for completion in the first quarter of 2023. One job analysis/exam creation project was also completed for Columbus City Schools. In addition to the class exam

reviews, most requested exam administrations were opened, administered, and an eligible list created within the 60 day benchmark for such work. The non-uniformed testing team also offered weekend testing, open testing, and self-scheduling for several exams, providing more options to candidates.

Commission Rules also allow latitude for City departments to hire personnel provisionally when there is a critical need to immediately fill a position but there is no eligible list in place. In order to ensure fair access to City jobs, the Commission is committed to maintaining a provisional employee count below two percent of the total number of full-time classified City employees. The City began 2022 with no provisional employees. Due to the overwhelming demand in the Test Center, provisional employees were hired in the Planner I (1) and Recreation Leader (6) classifications. Both of these classifications were tested, with all provisional employees passing, before the end of the year.

UNIFORMED TESTING

The Civil Service Commission’s Uniformed Testing Unit administers exams for nine job classes that make up the Public Safety services for the City of Columbus. The majority of the examinations are comprised of at least three components, including a paper test, an oral response, and a physical assessment or tactical exercise. The Uniformed Testing Unit works closely with the IAFF and the FOP to ensure fairness and consistency in the testing processes of promotional exams. The following exams were administered in 2022 with resulting eligible lists to be established in 2023: Fire Battalion Chief and Fire Deputy Chief. The next group of exams were developed, administered, and the resulting eligible lists established in 2022: Police Lieutenant and Police Commander. Additionally the Police Officer Exam and Firefighter exams were administered in 2022. Each of these exams were developed, administered, and validated by Civil Service Commission staff.

Entry-Level Testing

The Entry-level Firefighter exam consists of three phases. In 2022, there were 3165 individuals who applied to take the Firefighter exam. In all, 542 candidates were placed on the Firefighter eligible list. The Entry-level Police Officer exam consists of three phases. In 2022, there were 1921 individuals who applied to take the Police Officer exam. In all, 471 candidates were placed on the Police Officer eligible list.

Promotional Testing

	Number of Exam Phases	Number of Applicants	Number of Candidates Tested	Number of Candidates Added to Eligible List
Police Commander	2	19	10	7
Police Lieutenant	4	52	27	19

PAYROLL AND PERSONNEL ACTIONS

Another City Charter responsibility conferred upon the Commission is the monitoring and certification of the entire bi-weekly City payroll. This means that no City employee can be paid until the Commission certifies that the individual was hired and continues to be employed in accordance with the City Charter, Civil Service Commission Rules, and current collective bargaining agreements/pay ordinances. The monitoring process includes verifying personnel transactions such as appointments, changes in pay, leaves of absences, and political activity.

COLUMBUS CITY SCHOOLS

In addition to services provided to the City of Columbus and its employees, the Ohio Revised Code (ORC) provides that the Commission also oversees various administrative personnel functions for approximately 3,162 employees in the classified service of the Columbus Board of Education (Board). In accordance with the ORC and an agreement executed by both the Commission and the Board, services provided by Commission staff for the various

administrative personnel functions are billed to the Board. The Commission will make such services available to the Board as long as Board funding is available for reimbursement of Commission costs for the services.

As of January 1, 2022 there were 130 classification specifications in the Columbus City Schools' class plan. During the year, staff received 9 requests for class plan modification of which 6 class reviews were completed with recommendations approved by the Commission.

The 6 reviews resulted in:

- 3 actions to create new classification specifications
- 0 actions to abolish classifications
- 0 actions to review without change
- 0 action to place a moratorium
- 3 actions to merge, revise and/or retitle

These actions resulted in the district's class plan totaling 133 classifications as of December 31, 2022.

Additionally Civil Service Commission received no position audit requests from Columbus City Schools in 2022.

In 2022, Columbus City Schools utilized the Commission's downtown test center for 12 days of testing, and the Hearing Room for three days for trial board hearings. Due to Covid-19 restrictions, one virtual trial board was held via WebEx.

CIVIL SERVICE COMMISSIONERS

The City Charter provides that the Mayor, with the approval of City Council, appoint the three Civil Service Commissioners:

Commissioner	Date Appointed	Term Expiration
Larry Price	September 20, 2020	January 31, 2026
Jennifer Lynch	January 1, 2021	January 31, 2028
Dawn Tyler Lee	April 25, 2022	February 1, 2024

The Commissioners have the responsibility 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. During 2022, the Commissioners ruled on applicant appeals, heard employee disciplinary appeals, amended Commission Rules and Regulations, and responded to personnel requests from department directors, elected City Officials, and the School Board.

Throughout 2022, the Commission:

- held 12 regular meetings
- held 5 trial board disciplinary appeal hearings
- held 0 full commission hearing

The Commission's 2022 docket included:

- 16 disciplinary appeals filed by employees/unions
- 6 disciplinary appeal rulings
- 10 non-disciplinary appeal rulings (all dismissed)
- 9 non-disciplinary appeals filed by employees/unions
- 0 appeals withdrawn
- 0 full commission disciplinary appeal rulings
- 56 requests for background administrative reviews by applicants
- 56 background administrative review rulings

EXPENDITURES

Summary - Expenditures by Unit	2021	2022
Administration	\$2,334,973	\$2,782,761
Classification & Testing-Sworn Employees	1,193,213	1,220,009
Classification & Testing-Civilian Employees	<u>597,350</u>	<u>559,582</u>
Total Expenditures	4,125,536	\$4,562,352

2022 ANNUAL REPORT STATEMENT REGARDING THE CHARTER REVIEW

In 2022, Columbus City Council and Mayor Andrew Ginther assembled a Charter Review Commission, per the requirements of the Columbus City Charter that require a commission be seated in 2022, and once every ten years thereafter, for the purpose of reviewing the Charter and making recommendations for potential revisions. Those selected by Council and the Mayor to serve on the Commission were asked to study the operation of city government and help find ways to improve our service to the community.

The 2022 review Commission was comprised of Trudy Bartley, Chair, Desmond “Dez” Bryant, Keary McCarthy, Norwood “Buzz” Thomas, and Nana Watson. As a result of their efforts, the following civil service recommendations were presented to and approved overwhelmingly by Columbus voters with at 73% approval rate:

- 148 1(b) Classification (clarifying unclassified positions of the mayor)
- 149 (f) Rules (options for limiting banding)
- 149 (b) Rules (clarification of what skills are tested)
- 149 (c) Rules (correction of misinformation)
- 149 (e) Rules (modernization of language)
- 149 (g) Rules (correction of temp to provisional)
- 149 (i) Rules (clarification of noncompetitive appointments)
- 149 (j) Rules (modernization of language)
- 149 (n) Rules (deleting obsolete language)
- 149 (o) Rules (updating probationary rules)
- 149-1 Appeals (modernization of language and removal of outdated information)
- 151 Appointments (modernization of language)
- 152 Present Civil Service Employees (remove outdated language)
- 158 Residency (Supreme Court Decision and ORC have invalidated)