



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 to assess 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 that 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.

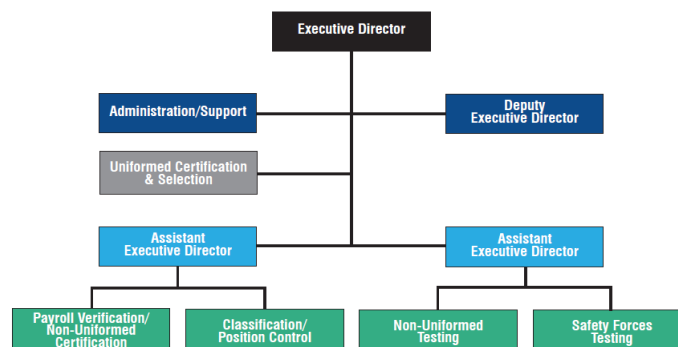
Department Mission

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

Budget Summary

Fund	2023 Actual	2024 Actual	2025 Budget	2026 Proposed
General Fund	5,474,582	6,118,258	6,712,962	6,653,809
Department Total	\$ 5,474,582	\$ 6,118,258	\$ 6,712,962	\$ 6,653,809

Civil Service



2026 STRATEGIC PRIORITIES



SAFETY

Certify all Police and Fire sworn job classes and administer the medical and psychological contracts for incoming entry level sworn candidates to ensure the city maintains an elite safety workforce.



PROSPERITY

Maintain a competent and merit-based workforce through creation and implementation of rules that govern the selection, classification, promotion, and termination of the classified city and Columbus City Schools workforce; to provide employment opportunities and ensure all citywide programs and initiatives provide quality services to City of Columbus residents.



OPERATIONS

Administer and maintain the city's class plan and position control, of over 660 job classes, and certify payroll for all city employees to ensure accuracy and relevancy of the positions.



CULTURE

Ensure merit-based, equitable opportunities for current and perspective employees through the non-uniformed testing program of over 200 competitive job classes. Tests are developed in-house using the city's employees as subject matter experts ensuring each test is as accurate to the job as possible, allowing current and future city employees merit-based opportunities for advancement.

2026 BUDGET NOTES

The Civil Service Commission budget includes funding for 44 full-time and 9 part-time regular employees. In addition:

- A total of \$112,500 is budgeted for the EDGE Program (Empower Development by Gaining Employment). Formerly known as Restoration Academy, this program assists justice-involved individuals in addressing and overcoming barriers to skilled employment opportunities through both personal and professional development.
 - To accommodate planned police and fire classes in 2026, the budget includes \$509,248 for medical and psychological screenings for police and fire recruits.
 - Funds budgeted for scheduled safety promotional testing in 2026 total \$464,266 for the preparation and administration of the Fire Lieutenant, Captain, Battalion Chief and
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Deputy Chief exams, and the preparation and administration of the Police Lieutenant and Commander exams.

- A total of \$100,000 is budgeted for consulting services to further modernize the policies and procedures of the Civil Service Commission.

Financial Summary by Area of Expense					
Division	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Proposed
Civil Service					
General Fund					
Personnel	\$ 4,329,591	\$ 4,570,883	\$ 5,284,628	\$ 4,955,596	\$ 5,561,800
Materials & Supplies	70,089	143,711	84,404	82,988	52,800
Services	1,056,439	800,164	1,020,430	1,153,536	923,209
Other	3,500	603,500	303,500	303,500	116,000
Capital	14,962	-	20,000	65,386	-
General Fund Subtotal	5,474,582	6,118,258	6,712,962	6,561,006	6,653,809
Department Total	\$ 5,474,582	\$ 6,118,258	\$ 6,712,962	\$ 6,561,006	\$ 6,653,809

Department Personnel Summary								
Fund	2023 Actual		2024 Actual		2025 Budget		2026 Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
General Fund								
Civil Service	41	8	40	8	42	11	44	9
Total	41	8	40	8	42	11	44	9

Operating Budget by Program				
Program	2025 Budget	2025 FTEs	2026 Proposed	2026 FTEs
Administration	\$ 2,589,523	20	\$ 1,617,922	11
Internal Services	18,846	0	14,538	0
Jobs Management	-	0	939,930	8
Non-Uniformed Testing	945,290	8	804,929	8
EDGE Program	300,000	0	112,500	0
Safety Forces Testing and Certification	2,859,303	14	2,822,134	14
Applicant and Current Employee Services	-	0	341,856	3
Department Total	\$ 6,712,962	42	\$ 6,653,809	44

2026 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.

JOBS MANAGEMENT

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 justice-involved individuals 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.

APPLICANT & CURRENT EMPLOYEE SERVICES

To ensure all applicants and current city employees have clear, accessible, and resourceful guidance in navigating the City's job opportunities and hiring process.
