



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

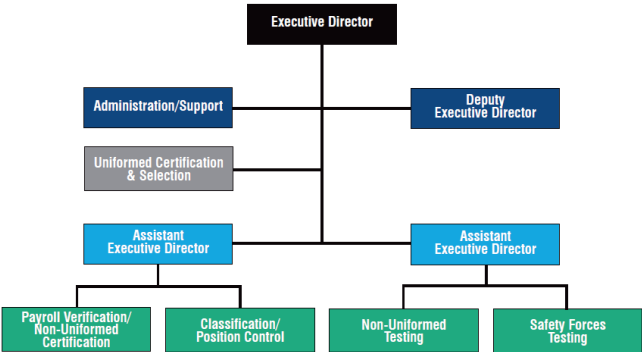
Through its **Safety Force** and **Non-Uniformed Testing** sections, the Commission is responsible for the development and administration of valid examinations for both competitive classifications and safety force entry and promotional positions. It maintains eligible lists of candidates so that city 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.

<b>Budget Summary</b>				
<b>Fund</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Proposed</b>
General Fund	4,451,752	4,223,590	4,557,037	5,016,917
<b>Department Total</b>	<b>\$ 4,451,752</b>	<b>\$ 4,223,590</b>	<b>\$ 4,557,037</b>	<b>\$ 5,016,917</b>

**Civil Service**



## 2022 BUDGET NOTES

The Civil Service Commission budget includes funding for 37 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 2022, the budget includes \$292,250 for medical and psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2022 include \$111,138 for the Fire Battalion and Deputy Chief exams, and \$79,452 for the Police Lieutenant and Commander exams.
- 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		2019	2020	2021	2021	2022
		Actual	Actual	Budget	Projected	Proposed
<b>Civil Service</b>						
General Fund						
	Personnel	\$ 3,772,529	\$ 3,438,201	\$ 3,798,061	\$ 3,577,239	\$ 4,042,458
	Materials & Supplies	46,316	35,499	28,828	28,523	53,053
	Services	615,597	746,390	726,648	869,134	917,906
	Other	5,500	3,500	3,500	3,500	3,500
	Capital	11,810	-	-	-	-
	<b>General Fund Subtotal</b>	<b>4,451,752</b>	<b>4,223,590</b>	<b>4,557,037</b>	<b>4,478,396</b>	<b>5,016,917</b>
	<b>Department Total</b>	<b>\$ 4,451,752</b>	<b>\$ 4,223,590</b>	<b>\$ 4,557,037</b>	<b>\$ 4,478,396</b>	<b>\$ 5,016,917</b>

Department Personnel Summary									
Fund	2019		2020		2021		2022		
	Actual		Actual		Budget		Proposed		
	FT	PT	FT	PT	FT	PT	FT	PT	
<b>General Fund</b>									
	Civil Service	36	5	32	10	36	12	37	12
	<b>Total</b>	<b>36</b>	<b>5</b>	<b>32</b>	<b>10</b>	<b>36</b>	<b>12</b>	<b>37</b>	<b>12</b>

Operating Budget by Program				
Program	2021		2022	
	Budget	FTEs	Proposed	FTEs
Administration	\$ 1,440,272	10	\$ 2,329,916	16
Internal Services	16,577	0	23,085	0
Applicant & Employee Services	764,588	9	176,176	5
Non-Uniformed Testing	665,591	7	530,949	7
EDGE Program*	200,000	0	200,000	0
Safety Forces Testing and Certification	1,463,009	10	1,749,791	9
COVID-19	7,000	0	7,000	0
<b>Department Total</b>	<b>\$ 4,557,037</b>	<b>36</b>	<b>\$ 5,016,917</b>	<b>37</b>

\*Renamed for 2021. See program guide.



# 2022 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.

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