



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.

STRATEGIC PRIORITIES FOR 2015

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.

2015 BUDGET NOTES

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

- A total of \$260,810 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 2015, the budget includes \$146,235 for medical and psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2015 includes \$23,711 for the fire lieutenant/captain exam and \$45,500 for the police sergeant exam.
- A total of \$20,000 is budgeted for the custom design of software to replace the current electronic position control software.

Department Financial Summary by Area of Expense					
Fund	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Proposed
General Fund					
Personnel	\$ 2,991,560	\$ 3,072,275	\$ 3,293,606	\$ 3,200,713	\$ 3,329,246
Materials & Supplies	19,742	40,433	67,009	33,839	45,935
Services	264,755	517,109	561,397	493,108	499,643
Capital	-	12,033	-	-	-
General Fund Subtotal	3,276,057	3,641,850	3,922,012	3,727,660	3,874,824
Department Total	\$ 3,276,057	\$ 3,641,850	\$ 3,922,012	\$ 3,727,660	\$ 3,874,824

Civil Service Personnel Summary					
Fund	FT/PT	2012 Actual	2013 Actual	2014 Budgeted	2015 Budgeted
General Fund					
Civil Service Commission	FT	33	34	34	35
	PT	5	5	16	6
Total		38	39	50	41

Operating Budget by Program					
Program	2014 Budget	2014 FTEs	2015 Proposed	2015 FTEs	
Administration/Classification Payroll Verification	\$ 2,139,123	19	\$ 2,080,695	19	
Public Safety Testing	1,232,440	9	1,183,405	9	
Non-Uniformed Testing	550,449	6	610,724	7	
Department Total	\$ 3,922,012	34	\$ 3,874,824	35	

Program descriptions begin on the following page.



2015 PROGRAM GUIDE

ADMINISTRATION/ CLASSIFICATION PAYROLL VERIFICATION

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.

PUBLIC SAFETY TESTING

To ensure the City of Columbus has a qualified workforce by planning, developing, administering, and scoring validated examinations with the Police and Fire ranks.

NON-UNIFORMED TESTING

To ensure the City of Columbus has a qualified workforce by developing and administering current, valid examinations, and by creating eligible lists in a timely manner for the 256 competitive and qualifying non-competitive, non-uniformed classifications.