



### Department Description

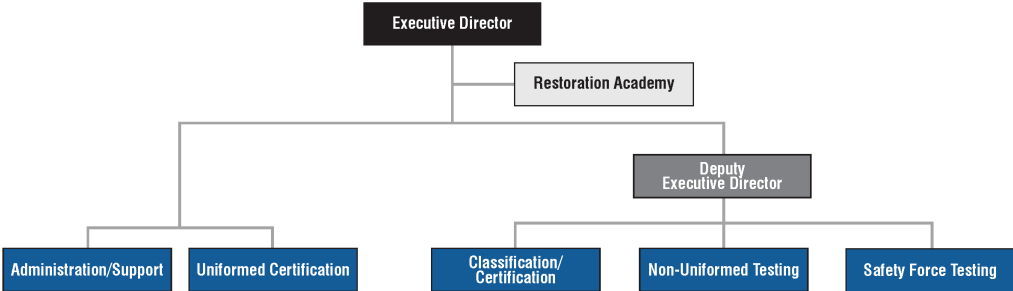
The Civil Service Commission (CSC) is part of the checks and balances of city government. It maintains a merit system of employment to ensure the city has a competent workforce. This is achieved through management of the city’s job classification plan by maintaining current job descriptions for the entire 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 employees have been employed and 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.

Civil Service



## Strategic Priorities for 2018



### Public Safety and Health

Administer the Police Officer, Police Lieutenant, Police Commander, Fire Battalion Chief, and Fire Deputy Chief exams to ensure an adequate pool of competent, qualified candidates are available for appointment.



### Operational Efficiencies

Assess the qualifications of applicants to ensure they are capable of delivering quality service 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 payer dollars.



### Diversity and Inclusion

As a part of the Diversity Recruitment Council, work to inform the public about the city's selection process for Police Officer and Firefighter positions.

Continue to work with the community evaluators to allow transparency in the hiring process for Police Officer and Firefighter positions.

Continue to educate the public about the testing process through Civil Service Testing Clinics offered to both city employees and the public.

Partner with the Office of Diversity and Inclusion as a part of the Citywide Recruitment Taskforce.

Assist the Divisions of Police and Fire by participating in their recruitment events, holding test information sessions, and providing practice sessions for the physical portion of the Firefighter exam, called the Firefighter Mile.



### Neighborhoods

Continue our pilot project, "Neighborhood Testing." This initiative allows Civil Service to administer basic tests at various city community centers, providing easy access to testing for city jobs.

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## 2018 BUDGET NOTES

The Civil Service Commission budget includes funding for 36 full-time and six part-time regular employees. In addition:

- A total of \$286,504 is budgeted for the Restoration Academy, a program to assist ex-offenders in becoming productive citizens through provision of instruction and resources for work readiness, job training, job certification, health and fitness, and life skills.
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- To accommodate planned police and fire classes in 2018, the budget includes \$177,685 for medical and psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2018 includes \$41,000 for the Fire Battalion and Deputy Chief exams, and \$43,400 for the Police Lieutenant and Commander exams.
- Included in this budget is continued funding for an expansion position added in 2017 to provide classification and exam development services for Columbus City Schools as required by the Ohio Revised Code. Services provided are billed directly to the district.

<b>Department Financial Summary by Area of Expense</b>					
<b>Fund</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projected</b>	<b>2018 Proposed</b>
<b>General Fund</b>					
Personnel	\$ 3,206,612	\$ 3,273,433	\$ 3,736,094	\$ 3,478,521	\$ 3,653,884
Materials & Supplies	46,736	54,401	32,000	57,607	39,693
Services	402,592	490,160	683,283	570,512	616,729
Capital	6,381	-	-	-	-
<b>General Fund Subtotal</b>	<b>3,662,320</b>	<b>3,817,994</b>	<b>4,451,377</b>	<b>4,106,640</b>	<b>4,310,306</b>
<b>Department Total</b>	<b>\$ 3,662,320</b>	<b>\$ 3,817,994</b>	<b>\$ 4,451,377</b>	<b>\$ 4,106,640</b>	<b>\$ 4,310,306</b>

<b>Civil Service Personnel Summary</b>					
<b>Fund</b>	<b>FT/PT</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2018 Proposed</b>
<b>General Fund</b>					
Civil Service Commission	FT	34	35	36	36
	PT	2	4	6	6
<b>Total</b>		<b>36</b>	<b>39</b>	<b>42</b>	<b>42</b>

<b>Operating Budget by Program</b>					
<b>Program</b>	<b>2017 Budget</b>	<b>2017 FTEs</b>	<b>2018 Proposed</b>	<b>2018 FTEs</b>	
Administration	\$ 1,802,546	17	\$ 1,824,695	15	
Internal Services	13,007	0	25,465	0	
Applicant & Employee Services	329,413	2	264,546	4	
Non-Uniformed Testing	540,085	7	620,408	7	
Restoration Academy	279,175	1	286,504	1	
Safety Forces Testing and Certification	1,487,151	9	1,288,688	9	
<b>Department Total</b>	<b>\$ 4,451,377</b>	<b>36</b>	<b>\$ 4,310,306</b>	<b>36</b>	



# 2018 PROGRAM GUIDE

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## **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.

## **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 within the police and fire ranks.

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