



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.

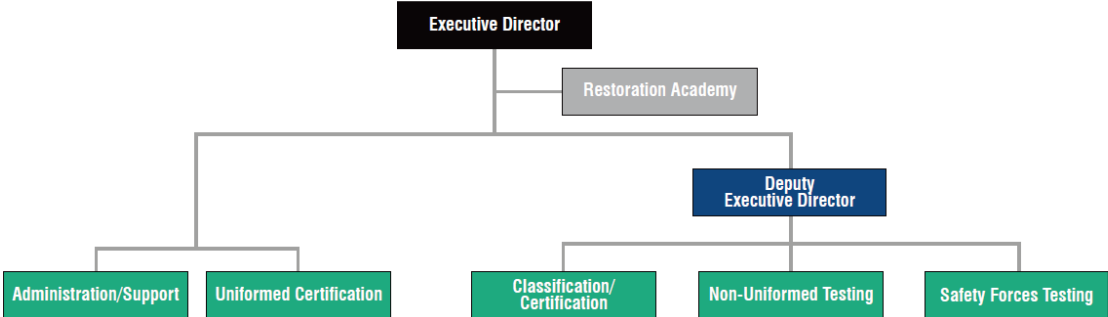
Through its Safety Force and Non-Uniformed Testing sections, the Commission is responsible for the development and administration of valid examinations for both competitive classifications and safety force entry and promotional positions. It maintains eligible lists of candidates so that city agencies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

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.

Civil Service



Strategic Priorities for 2019

Neighborhoods



Engage neighborhood commissions and various community groups to educate them about the city's employment process, vacancy notification, and useful test-taking skills.

Diversity and Inclusion



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

Work with the Diversity Recruitment Council to inform the public about the city's selection process for Police Officer and Firefighter positions.

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

Collaborate with 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.

Public Safety and Health



Administer the Firefighter, Fire Lieutenant, Fire Captain, Police Officer, and Police Sergeant exams to ensure a sufficient pool of qualified candidates is available for appointment.

Operational Efficiencies



Assess the qualifications of applicants to ensure they will deliver quality service to the citizens of Columbus.

2019 BUDGET NOTES

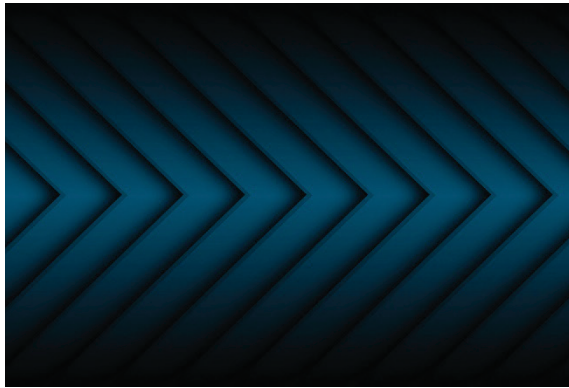
The Civil Service Commission budget includes funding for 36 full-time and 8 part-time regular employees. In addition:

- A total of \$285,971 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.
 - To accommodate planned police and fire classes in 2019, the budget includes \$274,950 for medical and psychological screenings for police and fire recruits.
 - Funds budgeted for scheduled safety promotional testing in 2019 include \$68,660 for the Fire Lieutenant and Captain exams, and \$68,780 for the Police Sergeant exam.
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Department Financial Summary by Area of Expense					
Fund	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Proposed
General Fund					
Personnel	\$ 3,273,433	\$ 3,454,958	\$ 3,653,884	\$ 3,600,568	\$ 3,834,562
Materials & Supplies	54,401	58,770	39,693	31,959	28,612
Services	490,160	610,148	616,729	515,816	653,038
Other	-	-	-	-	5,500
General Fund Subtotal	3,817,994	4,123,876	4,310,306	4,148,343	4,521,712
Department Total	\$ 3,817,994	\$ 4,123,876	\$ 4,310,306	\$ 4,148,343	\$ 4,521,712

Civil Service Personnel Summary					
Fund	FT/PT	2016 Actual	2017 Actual	2018 Budgeted	2019 Proposed
General Fund					
Civil Service Commission	FT	35	35	36	36
	PT	4	5	6	8
Total		39	40	42	44

Operating Budget by Program					
Program	2018 Budget	2018 FTEs	2019 Proposed	2019 FTEs	
Administration	\$ 1,824,695	15	\$ 1,130,744	8	
Internal Services	25,465	0	18,631	0	
Applicant & Employee Services	264,546	4	984,755	10	
Non-Uniformed Testing	620,408	7	636,374	7	
Restoration Academy	286,504	1	285,971	1	
Safety Forces Testing and Certification	1,288,688	9	1,465,237	10	
Department Total	\$ 4,310,306	36	\$ 4,521,712	36	



2019 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.

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.
