

## **Civil Service Commission**

### **Department Description**

The Civil Service Commission is part of the checks and balances of city government. It maintains a merit system of employment to ensure that the City of Columbus has a competent workforce. To do this, it manages the city's job classification plan by maintaining current job descriptions for the city workforce, continually updating the city's job classes and standardizing their use. The commission also works with city agencies to establish hiring criteria for city jobs and then assesses the qualifications of applicants against these criteria. The commission ensures that individuals hired to work for the City of Columbus are qualified for the work to be performed, are compensated appropriately and meet the city's residency requirement. Each pay period, the commission reviews each personnel transaction and then certifies that the city's 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 2009**

### **From the Columbus Covenant:**

#### **Safety**

- Continue to implement efforts to expand police officer testing to improve diversity as well as supplement the applicant pool to meet the city's hiring needs.

#### **Peak Performance**

- Collaborate with the Auditor's Office, Human Resources Department, and the Department of Technology to implement the new human resources information system (CHRIS).

## **2009 Budget Notes**

- The Civil Service Commission will continue to be open to the public three days a week.
- Promotional testing for police sergeant and if necessary, deputy chief will be conducted. For Fire, the lieutenant promotional test will be offered in 2009.
- Continued funding is included for monthly testing for all four phases of the police officer exam, which will help the city to keep a sufficient number of applicants in the selection process, as well as address the goal of having the police force reflect the Columbus community. The Division of Police minority recruiting unit uses this approach to target-recruit females and minority candidates. Due to budget constraints, targeted, monthly testing will be limited to in-town venues in 2009.

## Budget and Performance Measure Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
Civil Service Commission	\$ 2,952,161	\$ 3,455,856	\$ 3,381,560	\$ 3,228,373	\$ 2,934,477
<b>TOTAL</b>	<b>\$ 2,952,161</b>	<b>\$ 3,455,856</b>	<b>\$ 3,381,560</b>	<b>\$ 3,228,373</b>	<b>\$ 2,934,477</b>

NOTE: The general fund, 2008 and 2009 figures, unlike in preceding years, do not include technology expenditures, which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9.

DIVISION SUMMARY BY CHARACTER					
CIVIL SERVICE COMMISSION EXPENDITURES SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
Personnel	\$ 2,510,049	\$ 2,778,566	\$ 2,970,147	\$ 2,927,552	\$ 2,722,373
Materials & Supplies	87,295	99,462	56,394	26,987	44,160
Services	349,190	573,258	355,019	273,834	167,944
Capital	5,627	4,570	-	-	-
<b>TOTAL</b>	<b>\$ 2,952,161</b>	<b>\$ 3,455,856</b>	<b>\$ 3,381,560</b>	<b>\$ 3,228,373</b>	<b>\$ 2,934,477</b>

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
General Fund	\$ 2,952,161	\$ 3,455,856	\$ 3,381,560	\$ 3,228,373	\$ 2,934,477
<b>TOTAL</b>	<b>\$ 2,952,161</b>	<b>\$ 3,455,856</b>	<b>\$ 3,381,560</b>	<b>\$ 3,228,373</b>	<b>\$ 2,934,477</b>

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2006 Actual	2007 Actual	2008 Budgeted	2009 Budgeted
Civil Service Commission	FT	33	34	34	33
	PT	26	19	16	9
<b>TOTAL</b>		<b>59</b>	<b>53</b>	<b>50</b>	<b>42</b>

\*FT=Full-Time PT=Part-Time

Note: Part-time numbers reflect peak levels of employees, not average staffing levels.

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Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2006 Budget	2007 Budget	2008 Budget	2009 Proposed	2006 FTEs	2007 FTEs	2008 FTEs	2009 FTEs
Administration/ Classification/ Payroll Verification	To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens and to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	\$ 1,613,665	\$ 1,945,889	\$ 1,801,724	\$ 1,476,154	17	18	19	17
Public Safety Testing	To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens and to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	\$ 1,080,724	\$ 1,225,568	\$ 1,167,188	\$ 959,218	8	10	10	10
Non-Uniformed Testing	To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens and to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	\$ 432,499	\$ 537,432	\$ 412,648	\$ 499,105	7	7	5	6
		\$ 3,126,888	\$ 3,708,889	\$ 3,381,560	\$ 2,934,477	32	35	34	33

NOTE: The general fund 2008 and 2009 figures, unlike in preceding years, do not include technology expenditures, which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9. Some program data will not match department summary data due to differences in data being reported (i.e., budgeted versus actual). This is compounded in cases of departmental reorganizations during the timeframe.

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Performance History by Program

Program	Measure	Performance History by Program			
		2006	2007	2008 Mid-Year	2009 Target
Administration, Classification and Payroll Verification	Percent job classes up-to-date	97%	99%	99.5%	97%
	Percent resolved misclassifications	85%	98%	79%	95%
	Average number days to complete requested class plan modifications (non CSC initiated)	59	51	38	90
	Average number of days to complete position audit requests	53	55	55	60
	Percent personnel files in compliance	100%	100%	99%	95%
Uniformed Testing	Percent uniformed classifications with a current eligible list	100%	100%	100%	100%
Non-Uniformed Testing	Average number of days to complete at-vacancy tests	72	60	42	60
	Percent full-time provisional employees	0.19%	0.07%	0.04%	<2%