

## **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 2010**

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

#### **Safety**

- Continue efforts to improve diversity in the safety forces and to meet the city's hiring needs.

#### **Peak Performance**

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

## **2010 Budget Notes**

- As a result of staff reductions, the Civil Service Commission will continue to be open to the public only three days a week.
- Safety promotional testing in 2010 includes Police Lieutenant, Police Commander, Fire Battalion Chief, Fire Deputy Chief and portions of the Fire Lieutenant and Fire Captain examinations.
- Funding is also included for police officer testing in 2010, in anticipation of the impact of the DROP program, and firefighter testing which must occur in 2011. Some targeted testing in cooperation with the Division of Police minority recruiting unit is also planned. Due to budget constraints, it will be limited to in-town venues in 2010.

## Budget and Program Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2007 Actual	2008 Actual	2009 Original Appropriation	2009 Estimated Expenditures	2010 Proposed
Civil Service Commission	\$ 3,455,856	\$ 3,219,733	\$ 2,987,542	\$ 2,839,805	\$ 2,949,206
<b>TOTAL</b>	<b>\$ 3,455,856</b>	<b>\$ 3,219,733</b>	<b>\$ 2,987,542</b>	<b>\$ 2,839,805</b>	<b>\$ 2,949,206</b>

DIVISION SUMMARY BY CHARACTER					
CIVIL SERVICE COMMISSION EXPENDITURES SUMMARY	2007 Actual	2008 Actual	2009 Original Appropriation	2009 Estimated Expenditures	2010 Proposed
Personnel	\$ 2,778,566	\$ 2,917,314	\$ 2,775,438	\$ 2,659,360	\$ 2,766,496
Materials & Supplies	99,462	22,880	44,160	22,222	34,220
Services	573,258	273,656	167,944	153,104	148,490
Capital	4,570	5,883	-	5,119	-
<b>TOTAL</b>	<b>\$ 3,455,856</b>	<b>\$ 3,219,733</b>	<b>\$ 2,987,542</b>	<b>\$ 2,839,805</b>	<b>\$ 2,949,206</b>

<b>DEPARTMENT SUMMARY BY FUND</b>					
<b>FUND SUMMARY</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
General Fund	\$ 3,455,856	\$ 3,219,733	\$ 2,987,542	\$ 2,839,805	\$ 2,949,206
<b>TOTAL</b>	<b>\$ 3,455,856</b>	<b>\$ 3,219,733</b>	<b>\$ 2,987,542</b>	<b>\$ 2,839,805</b>	<b>\$ 2,949,206</b>

<b>DEPARTMENT PERSONNEL SUMMARY</b>					
<b>DIVISION</b>	<b>FT/PT*</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Budgeted</b>	<b>2010 Budgeted</b>
Civil Service Commission	FT	34	33	33	32
	PT	19	12	9	10
<b>TOTAL</b>		<b>53</b>	<b>45</b>	<b>42</b>	<b>42</b>

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

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

2010 Operating Budget  
Civil Service

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2007 Budget	2008 Budget	2009 Budget	2010 Proposed	2007 FTEs	2008 FTEs	2009 FTEs	2010 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.	\$ 1,945,889	\$ 1,801,724	\$ 1,551,691	\$ 1,528,322	18	19	17	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.	\$ 1,225,568	\$ 1,167,188	\$ 944,868	\$ 998,206	10	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.	\$ 537,432	\$ 412,648	\$ 490,983	\$ 422,678	7	5	6	5
		\$ 3,708,889	\$ 3,381,560	\$ 2,987,542	\$ 2,949,206	35	34	33	32

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