

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 2011

From the Columbus Covenant:

Safety

- Continue efforts to improve diversity in the safety forces and to meet the city's hiring needs.
- Administer the firefighter and police officer exams to ensure an adequate pool of competent, qualified candidates are 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 human resources information system (CHRIS).

2011 Budget Notes

- As a result of staff reductions in previous years, the Civil Service Commission will continue to be open to the public only three days a week. While no staff reductions will occur in 2011, neither will funds be made available to increase staff for additional public hours.
- To accommodate planned police and fire classes in 2011, Civil Service is temporarily expanding its uniformed-testing section. The greatest change in funding is in part-time personnel and associated benefits, the increase for which is to fund temporary employees who will help administer the tests, particularly the firefighter entrance test. This is followed by an increase in funding for services, primarily for medical and psychological screenings for police and fire candidates. In 2011, \$323,165 is budgeted for this purpose.
- Safety promotional testing in 2011 includes police sergeant and portions of the fire lieutenant and captain examinations.

Budget and Program Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Civil Service Commission	\$ 3,219,733	\$ 2,796,366	\$ 2,949,206	\$ 3,092,875	\$ 3,722,157
TOTAL	\$ 3,219,733	\$ 2,796,366	\$ 2,949,206	\$ 3,092,875	\$ 3,722,157

DIVISION SUMMARY BY CHARACTER					
CIVIL SERVICE COMMISSION EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 2,917,314	\$ 2,629,945	\$ 2,766,496	\$ 2,767,714	\$ 3,149,736
Materials & Supplies	22,880	20,324	34,220	25,812	63,453
Services	273,656	140,978	148,490	299,349	508,968
Capital	5,883	5,119	-	-	-
TOTAL	\$ 3,219,733	\$ 2,796,366	\$ 2,949,206	\$ 3,092,875	\$ 3,722,157

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
General Fund	\$ 3,219,733	\$ 2,796,366	\$ 2,949,206	\$ 3,092,875	\$ 3,722,157
TOTAL	\$ 3,219,733	\$ 2,796,366	\$ 2,949,206	\$ 3,092,875	\$ 3,722,157

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2008 Actual	2009 Actual	2010 Budgeted	2011 Budgeted
Civil Service Commission	FT	33	32	32	33
	PT	12	9	10	27
TOTAL		45	41	42	60

*FT=Full-Time PT=Part-Time

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

2011 Operating Budget
Civil Service

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 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.	\$ 1,801,724	\$ 1,551,691	\$ 1,528,322	\$ 1,929,471	19	17	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.	\$ 1,167,188	\$ 944,868	\$ 998,206	\$ 1,275,662	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.	\$ 412,648	\$ 490,983	\$ 422,678	\$ 517,024	5	6	5	6
		\$ 3,381,560	\$ 2,987,542	\$ 2,949,206	\$ 3,722,157	34	33	32	33

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