

## **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 2012**

### **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 Columbus Human Resources Information System (CHRIS).
- Assess the qualifications of applicants to ensure they are capable of delivering quality services 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 dollars.

## **2012 Budget Notes**

- The Civil Service Commission budget includes funding for 34 full-time and 12 part-time employees, an increase of one full-time employee from 2011.
- To accommodate planned police and fire classes in 2012, the budget includes \$96,140 for medical screenings and \$79,750 for psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2012 include \$69,900 for the Police Lieutenant/Commander exam, and \$33,600 for the Fire Battalion/Deputy Chief exam.

## Budget and Program Summary

DEPARTMENT FINANCIAL SUMMARY					
<b>DIVISION SUMMARY</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Original Appropriation</b>	<b>2011 Estimated Expenditures</b>	<b>2012 Proposed</b>
Civil Service Commission	\$ 2,796,366	\$ 3,097,227	\$ 3,722,157	\$ 3,469,719	\$ 3,425,754
<b>TOTAL</b>	<b>\$ 2,796,366</b>	<b>\$ 3,097,227</b>	<b>\$ 3,722,157</b>	<b>\$ 3,469,719</b>	<b>\$ 3,425,754</b>

DIVISION SUMMARY BY OBJECT LEVEL ONE					
<b>CIVIL SERVICE COMM. GENERAL FUND EXPENDITURES SUMMARY</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Original Appropriation</b>	<b>2011 Estimated Expenditures</b>	<b>2012 Proposed</b>
Personnel	\$ 2,629,945	\$ 2,762,915	\$ 3,149,736	\$ 2,970,116	\$ 3,074,943
Materials & Supplies	20,324	26,536	63,453	47,210	22,678
Services	140,978	300,577	508,968	437,963	328,133
Capital	5,119	7,199	-	14,430	-
<b>TOTAL</b>	<b>\$ 2,796,366</b>	<b>\$ 3,097,227</b>	<b>\$ 3,722,157</b>	<b>\$ 3,469,719</b>	<b>\$ 3,425,754</b>

DEPARTMENT SUMMARY BY FUND					
<b>FUND SUMMARY</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Original Appropriation</b>	<b>2011 Estimated Expenditures</b>	<b>2012 Proposed</b>
General Fund	\$ 2,796,366	\$ 3,097,227	\$ 3,722,157	\$ 3,469,719	\$ 3,425,754
<b>TOTAL</b>	<b>\$ 2,796,366</b>	<b>\$ 3,097,227</b>	<b>\$ 3,722,157</b>	<b>\$ 3,469,719</b>	<b>\$ 3,425,754</b>

DEPARTMENT PERSONNEL SUMMARY					
<b>DIVISION</b>	<b>FT/PT*</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Budgeted</b>	<b>2012 Budgeted</b>
Civil Service Commission	FT	32	28	33	34
	PT	9	13	27	12
<b>TOTAL</b>		<b>41</b>	<b>41</b>	<b>60</b>	<b>46</b>

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

2012 Operating Budget  
Civil Service

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
Administration/ Classification/ Payroll Verification	To ensure that all city employees are hired and continue to be employed and paid in accordance with 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 for the verification and certification of the bi-weekly city payroll.	\$ 1,551,691	\$ 1,528,322	\$ 1,929,471	\$ 1,772,889	17	17	17	18
Public Safety Testing	To ensure that the City of Columbus has a qualified workforce by planning, developing, administering, and scoring validated examinations with the Police and Fire ranks.	\$ 944,868	\$ 998,206	\$ 1,275,662	\$ 1,149,464	10	10	10	10
Non-Uniformed Testing	To ensure that the City of Columbus has a qualified workforce by developing and administering current, valid examinations, and by creating eligible lists in a timely manner, for the 256 competitive and qualifying noncompetitive non-uniformed classifications.	\$ 490,983	\$ 422,678	\$ 517,024	\$ 503,401	6	5	6	6
		\$ 2,987,542	\$ 2,949,206	\$ 3,722,157	\$ 3,425,754	33	32	33	34

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