

## **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 2013**

### **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 that 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.

## **2013 Budget Notes**

- The Civil Service Commission budget includes funding for 34 full-time and 17 part-time employees.
- A total of \$250,000 is budgeted for the Restoration Academy, a program 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.
- Funding of \$100,000 is included for firefighter recruiting/testing job analysis.
- To accommodate planned police and fire classes in 2013, the budget includes \$76,840 for medical screenings and \$58,438 for psychological screenings for police and fire recruits.
- Funds budgeted for scheduled safety promotional testing in 2013 include \$79,560 for the Fire Lieutenant/Captain exam, and \$58,840 for the Police Sergeant exam.

## Budget and Program Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2010 Actual	2011 Actual	2012 Original Appropriation	2012 Estimated Expenditures	2013 Proposed
Civil Service Commission	\$ 3,097,227	\$ 3,420,020	\$ 3,425,754	\$ 3,297,083	\$ 3,825,205
<b>TOTAL</b>	<b>\$ 3,097,227</b>	<b>\$ 3,420,020</b>	<b>\$ 3,425,754</b>	<b>\$ 3,297,083</b>	<b>\$ 3,825,205</b>

DIVISION SUMMARY BY OBJECT LEVEL ONE					
CIVIL SERVICE COMM. GENERAL FUND EXPENDITURES SUMMARY	2010 Actual	2011 Actual	2012 Original Appropriation	2012 Estimated Expenditures	2013 Proposed
Personnel	\$ 2,762,915	\$ 2,928,824	\$ 3,074,943	\$ 2,986,235	\$ 3,179,807
Materials & Supplies	26,536	44,220	22,678	19,097	32,439
Services	300,577	432,546	328,133	291,751	612,959
Capital	7,199	14,430	-	-	-
<b>TOTAL</b>	<b>\$ 3,097,227</b>	<b>\$ 3,420,020</b>	<b>\$ 3,425,754</b>	<b>\$ 3,297,083</b>	<b>\$ 3,825,205</b>

DEPARTMENT SUMMARY BY FUND					
<b>FUND SUMMARY</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Original Appropriation</b>	<b>2012 Estimated Expenditures</b>	<b>2013 Proposed</b>
General Fund	\$ 3,097,227	\$ 3,420,020	\$ 3,425,754	\$ 3,297,083	\$ 3,825,205
<b>TOTAL</b>	<b>\$ 3,097,227</b>	<b>\$ 3,420,020</b>	<b>\$ 3,425,754</b>	<b>\$ 3,297,083</b>	<b>\$ 3,825,205</b>

DEPARTMENT PERSONNEL SUMMARY					
<b>DIVISION</b>	<b>FT/PT*</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Budgeted</b>	<b>2013 Budgeted</b>
Civil Service Commission	FT	28	32	34	34
	PT	13	27	12	17
<b>TOTAL</b>		<b>41</b>	<b>59</b>	<b>46</b>	<b>51</b>

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

2013 Operating Budget  
Civil Service

Program	Mission	Financial History by Program				Personnel by Program			
		2010 Budget	2011 Budget	2012 Budget	2013 Proposed	2010 FTEs	2011 FTEs	2012 FTEs	2013 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.	\$ 1,528,322	\$ 1,929,471	\$ 1,772,889	\$ 2,024,865	17	17	18	19
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.	\$ 998,206	\$ 1,275,662	\$ 1,149,464	\$ 1,273,709	10	10	10	9
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.	\$ 422,678	\$ 517,024	\$ 503,401	\$ 526,631	5	6	6	6
		\$ 2,949,206	\$ 3,722,157	\$ 3,425,754	\$ 3,825,205	32	33	34	34

This page has been intentionally left blank.