

## **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 2008**

### **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).

## **2008 Budget Notes**

- The Civil Service Commission will continue to be open to the public three days a week.
- Promotional testing for police lieutenant, commander, and if necessary, deputy chief will be conducted. For Fire, the lieutenant, captain, battalion chief, and deputy chief promotion tests will be offered in 2008.
- 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. These monthly tests will take place in Columbus and other locations.
- Funding of \$44,000 for pre-employment psychological screenings is included in the Civil Service budget in 2008. It had previously been budgeted in the Division of Police.

## Budget and Performance Measure Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2005 Actual	2006 Actual	2007 Original Appropriation	2007 Estimated Expenditures	2008 Proposed
Civil Service Commission	\$ 2,705,648	\$ 2,952,161	\$ 3,708,889	\$ 3,458,696	\$ 3,381,560
<b>TOTAL</b>	<b>\$ 2,705,648</b>	<b>\$ 2,952,161</b>	<b>\$ 3,708,889</b>	<b>\$ 3,458,696</b>	<b>\$ 3,381,560</b>

NOTE: For the general fund, 2008 budget 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	2005 Actual	2006 Actual	2007 Original Appropriation	2007 Estimated Expenditures	2008 Proposed
Personnel	\$ 2,265,412	\$ 2,510,049	\$ 2,911,190	\$ 2,823,927	\$ 2,970,147
Materials & Supplies	22,116	87,295	41,753	105,253	56,394
Services	418,120	349,190	755,946	524,946	355,019
Capital	-	5,627	-	4,570	-
<b>TOTAL</b>	<b>\$ 2,705,648</b>	<b>\$ 2,952,161</b>	<b>\$ 3,708,889</b>	<b>\$ 3,458,696</b>	<b>\$ 3,381,560</b>

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2005 Actual	2006 Actual	2007 Original Appropriation	2007 Estimated Expenditures	2008 Proposed
General Fund	\$ 2,705,648	\$ 2,952,161	\$ 3,708,889	\$ 3,458,696	\$ 3,381,560
<b>TOTAL</b>	<b>\$ 2,705,648</b>	<b>\$ 2,952,161</b>	<b>\$ 3,708,889</b>	<b>\$ 3,458,696</b>	<b>\$ 3,381,560</b>

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2005 Actual	2006 Actual	2007 Budgeted	2008 Budgeted
Civil Service Commission	FT	30	33	35	33
	PT	18	26	18	16
<b>TOTAL</b>		<b>48</b>	<b>59</b>	<b>53</b>	<b>49</b>

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

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

<b>2008 Operating Budget Civil Service</b>
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Program	Mission	Financial History by Program				Personnel by Program			
		2005 Budget	2006 Budget	2007 Budget	2008 Proposed	2005 FTEs	2006 FTEs	2007 FTEs	2008 FTEs
Administration/ Classification/ Payroll Verification	To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens; to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	\$1,666,645	\$1,613,665	\$1,945,889	\$1,801,724	19	17	15	19
Public Safety Testing	To ensure that the city has a qualified workforce dedicated to serving its citizens; to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	711,735	1,080,724	1,225,568	1,167,188	7	8	8	9
Non-Uniformed Testing	To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens; to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	348,887	432,499	537,432	412,648	6	7	7	5
		<b>\$2,727,267</b>	<b>\$3,126,888</b>	<b>\$3,708,889</b>	<b>\$3,381,560</b>	<b>32</b>	<b>32</b>	<b>30</b>	<b>33</b>

NOTE: For the general fund, 2008 budget 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.

**2008 Operating Budget  
Civil Service**

**Performance History by Program**

<b>Program</b>	<b>Measure</b>	<b>Performance History by Program</b>			
		<b>2005</b>	<b>2006</b>	<b>2007 Mid-Year</b>	<b>2008 Target</b>
<b>Administration, Classification and Payroll Verification</b>	<b>Percentage of job classes up-to-date</b>	98.6%	96.7%	97.5%	95%
	<b>Percentage resolved misclassifications</b>	66%	85%	100%	95%
	<b>Average number of days to complete classification request</b>	46	59	54	90
	<b>Average number of days to complete position audit requests</b>	56	53	32	60
	<b>Percentage of personnel files in compliance</b>	99%	100%	100%	95%
<b>Public Safety Testing</b>	<b>Percentage of uniformed classifications with a current eligible list</b>	100%	100%	100%	100%
<b>Non-Uniformed Testing</b>	<b>Percentage of competitive &amp; QNC exams conducted</b>	n/a	61%	78%	95%
	<b>Percentage of full-time provisional employees</b>	0.10%	0.10%	0.09%	<2%