

Civil Service Commission



Miriam Israel Moses, Executive Director

Mission Statement

The mission and purpose of the Civil Service Commission is threefold. Its hearing process provides employees and departments with a quasi-judicial process that allows them to appeal disciplinary actions and alleged violations of the City Charter and Code or other personnel rules. The Commission also works to submit recommendations and legislation to the Mayor and City Council to ensure improvement in the implementation and administration of the City's Personnel System. Finally, the Commission investigates political patronage to ensure that the City's hiring processes are protected in accordance with the Merit System set forth in the City Charter.

Goals

- Provide City employees, departments as a whole, and the public with outstanding customer service.
- Administer the Personnel System in accordance with law.

Appropriations

<u>Fund/Line of Business</u>	<u>Summit Code</u>	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2002 Endorsed</u>	<u>2002 Proposed</u>	<u>2002 Adopted</u>
General Subfund						
Civil Service Commission	V1C00	181,697	207,421	210,645	211,226	211,226
Department Total		181,697	207,421	210,645	211,226	211,226
Positions (In Full Time Equivalents)		2.00	2.00	2.00	2.00	2.00

Civil Service

Civil Service Commission

Key Performance Targets

- Reduce the number of appeals for which precedents have been established.
- Establish references for more consistent application of discipline.
- Reduce the ratio of the number of disciplinary actions to the number of appeals/hearings.
- Reduce employee time loss and the cost of hearings through the use of Alternative Dispute Resolution.

2002 Proposed Program Changes

There are no program changes from the 2002 Endorsed Budget to the 2002 Proposed Budget.

2002 Adopted Program Changes

There are no program changes from the 2002 Proposed Budget to the 2002 Adopted Budget.

Resources

<u>Funding Source</u>	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2002 Endorsed</u>	<u>2002 Proposed</u>	<u>2002 Adopted</u>
General Subfund	181,697	207,421	210,645	211,226	211,226
Program Total	181,697	207,421	210,645	211,226	211,226
Positions (in Full Time Equivalents)	2.00	2.00	2.00	2.00	2.00