

Civil Service Commission

Ellis H. Casson, Chair of the Commission

Contact Information

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Department Description

The Civil Service Commission serves as a quasi-judicial body, providing fair and impartial hearings of alleged violations of the City's personnel system. Employees may file appeals with the Commission regarding all final disciplinary actions and alleged violations of the Personnel Ordinance, as well as its related rules and policies. The Commission may issue orders to remedy violations and may also make recommendations to the Mayor and City Council regarding the administration of the personnel system. In addition, the Commission investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter.

Proposed Policy and Program Changes

In 2003, the Civil Service Commission's Executive Director position was reduced from full-time to half-time. The proposed budget provides an additional five hours per week for this position, so that the part-time Executive Director can meet legal deadlines and respond in a timely fashion to Commission work items.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Civil Service Commission Budget Control Level	V1C00	174,191	144,615	147,587	159,171
Department Total		174,191	144,615	147,587	159,171
Department Full-time Equivalents Total*		2.00	1.50	1.50	1.60

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund	174,191	144,615	147,587	159,171
Total	174,191	144,615	147,587	159,171

Civil Service

Civil Service Commission Budget Control Level

Purpose Statement

The mission of the Civil Service Commission is threefold: 1) to provide employees and departments with a quasi-judicial process wherein they can appeal disciplinary actions and alleged violations of the City Charter, personnel code, or other personnel rules; 2) to submit legislation and recommendations to the Mayor and City Council intended to improve the City's personnel system; and 3) to investigate allegations of political patronage to ensure the City's hiring process conforms to the merit system set forth in the City Charter.

Program Summary

Increase a Strategic Advisor I, Exempt (Executive Director) position by 0.1 FTE, from 0.5 FTE to 0.6 FTE. The Executive Director's position was decreased from full-time to half-time in the 2003 adopted budget. The proposed adjustment will provide approximately five additional hours per week for this position. At 0.6 FTE, the part-time Executive Director will be better able to provide timely responses to clients and media, to meet legal deadlines, and to effectively address goals established by the Civil Service Commission as well as to implement 2001 audit recommendations. Citywide adjustments to inflation assumptions reduce the budget by less than \$500, for a net increase from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$12,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Civil Service Commission	174,191	144,615	147,587	159,171
Full-time Equivalents Total*	2.00	1.50	1.50	1.60

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*