

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. Its work to submit recommendations and legislation to the Mayor and City Council ensures improvement in the implementation and administration of the City's Personnel System. Third, its investigations of political patronage ensure that the City's hiring processes are protected in accordance with the Merit System set forth in the City Charter.

Goals

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

Appropriations

Fund/Line of Business (in thousands of dollars)	Summit Code	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund					
Civil Service Commission	V1C00	149	153	207	211
Department Total		149	153	207	211
Positions (in Full Time Equivalents)		2.00	2.00	2.00	2.00

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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.

Program Highlights

Continue to conduct pre-hearing conferences and hearings to settle or resolve appeals.

Continue to develop and update the Commissions' Inweb and Web sites and provide access to existing appeal decisions and precedents.

Increase the Commission's budget from 2000 to 2001 by \$53,919, principally to reflect salary adjustments and rent increases.

Resources

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