



# Budget Office

CITY OF PHILADELPHIA

April 21, 2023

The Honorable Darrell Clarke  
City Council President  
City Hall, Room 490  
Philadelphia, PA 19107

Dear Council President Clarke,

This letter is in response to questions raised by Councilmembers regarding the Proposed FY24 Operating and Capital Budget.

**Councilmember Gilmore-Richardson:** How do you determine if a position is exempt vs civil service?

**Response:** When OIT identifies a new role that is needed within the organization, it will review civil service titles to see if there is an applicable, available title with an appropriate job description. If so, OIT will establish the needed position with the civil service title and follow the civil service process for filling the position. However, the nature of the IT field and the fact that competencies and responsibilities change quickly, make exempt appointments more efficient and effective to support staffing needs.

Additionally, on occasion OIT will encounter a position that requires a level of compensation that does not easily fit into the current pay structure of the city. In order to respond to critical retention needs, OIT may pursue an exempt position to address the pressing need.