CITY OF PHILADELPHIA	
CITT OF FINEADELFINA	ODCANIZATION CHART (ALL FUNDS) BY DROCDAM
	ORGANIZATION CHART (ALL FUNDS) BY PROGRAM
FISCAL 2021 OPERATING BUDGET	
Department No.  Civil Service Commission 55	
CIVIL SERVIC	CE COMMISSION
2	2
-1	
CIVIL SE	RVICE BOARD
CLIDED//ICION OF CIV	VIL SERVICE COMMISSION
SUPERVISION OF CIV	VIL SERVICE COMMISSION
2	2
	FY21 PROPOSED BUDGET
	ORGANIZATION
	FY20 FY21
	FILLED BUDGETED POS. 11/19 POSITIONS
	1 00. 17/10   1 001110NO

71-53A (Program Based Budgeting Version)

# CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET

## **DEPARTMENTAL SUMMARY BY FUND**

Donor	tmont							INo
Depar								No.
	Civil Service Co	ommissio	n					55
				Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Increase
				Actual	Original	Estimated	Proposed	or
No.	Fund	Class	Description	Obligations	Appropriation	Obligations	Budget	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	(-)		•	(-)	(5)	(- /	(-)	(-)
01		100	Employee Compensation	160 507	174 041	174 740	177 1 40	0.400
		a)	Personal Services Employee Benefits	168,597	174,341	174,742	177,148	2,406
		b) 200	Purchase of Services	29,500	29,500	29,500	29,500	
	General	300	Materials and Supplies	400	500	29,500 500	500	
	acriciai	400	Equipment	400	594	594	594	
		500	Contributions, etc.		334	554	334	
		900	Advances & Misc. Payments				6,716,949	6,716,949
		300	Total	198,497	204,935	205,336	6,924,691	6,719,355
		100		100,107	201,000	200,000	0,021,001	0,710,000
		100	Employee Compensation Personal Services					
		a)	Employee Benefits					
		b) 200	Purchase of Services					ĺ
		300	Materials and Supplies					
		400	Equipment					ĺ
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
		100	Employee Compensation					1
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
		100	Employee Compensation					I
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
		100	Employee Compensation					
		a)	Personal Services					ĺ
		b)	Employee Benefits					ĺ
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					ĺ
		500	Contributions, etc.					
		800	Payments to Other Funds Total					
		10-						I
		100	Employee Compensation	100 507	174 041	174 740	177 1 10	0.40
		a)	Personal Services	168,597	174,341	174,742	177,148	2,406
ь.	an artmental	b)	Employee Benefits	00 500	00 500	00 500	00 500	ĺ
De	epartmental Total	200	Purchase of Services	29,500 400	29,500	29,500	29,500	ĺ
	Total All Funds	300 400	Materials and Supplies Equipment	400	500 594	500 594	500 594	
	All I UIIUS	500	Contributions, etc.		594	594	594	
		800	Payments to Other Funds				6,716,949	6,716,949
		550	Total	198,497	204,935	205,336	6,924,691	6,719,355
			i Ulai	130,437	204,900	200,000	0,324,031	0,713,33

71-53B (Program Based Budgeting Version)

## DEPARTMENTAL SUMMARY INCREASES AND DECREASES ALL FUNDS

	0004	ADED 4 TIME DUD 6 TT
FISCAL	2021	OPERATING BUDGET

**CITY OF PHILADELPHIA** 

FISCAL 2021 OPERATING B	UDGET			ALL FUND	5	
Department						No.
Civil Service Commission						55
	Class	Class	Class	Class	Other	
Budget Comments	100	200	300/400	500	Classes	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)
General Fund						
Non-Rep Wage Increase	2,406					2,406
Reserve for Future Labor Agreements					6,716,949	6,716,949
	2,406				6,716,949	6,719,355
71.53C (Program Rased Rudgeting Version)						

71-53C (Program Based Budgeting Version)

### **FISCAL 2021 OPERATING BUDGET**

## DEPARTMENTAL SUMMARY PERSONAL SERVICES

Department No.

Civil Service Commission 55

	Civil Service Commission	I				55				
		Fis	scal 2019		Fiscal 2020		Fiscal 2021			Increase
Line		Actual	Actual	Budgeted	Estimated	Increment	Budgeted	Department	(Decrease)	(Decrease)
No.	Category	Positions	Obligations	Positions	Obligations	Run -PPE	Positions	Request	in Pos.	in Requirements
		6/30/19				11/24/19			(Col. 8 less 5)	(Col. 9 less 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
A. S	ummary by Object Class	ification - A	III Funds							
1	Lump Sum									
2	Full Time	2	111,581	2	115,725	2	2	124,111		8,386
3	Bonus, Gross Adj.		141							
4	PT, Temp/Seas, Bd , SCG		56,875		59,017			53,037		(5,980
5	Overtime									
6	Holiday Overtime									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
	Total	2	168,597	2	174,742	2	2	177,148		2,406
B. S	ummary of Uniformed Pe	ersonnel Ind		- All Funds						
1	Lump Sum									
2	Full Time - Uniform									
3	Bonus, Gross Adj.									
4	PT, Temp/Seas, Bd , SCG									
5	Overtime - Uniform									
6	Unused Uniform Leave									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
	Total									
C. S	ummary by Object Class	ification - G	General Fund							
1	Lump Sum									
2	Full Time	2	111,581	2	115,725	2	2	124,111		8,386
3	Bonus, Gross Adj.		141							
4	PT, Temp/Seas, Bd, SCG		56,875		59,017			53,037		(5,980
5	Overtime									
6	Holiday Overtime									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
	Total	2	168,597	2	174,742	2	2	177,148		2,406
D. S	ummary of Uniformed Pe	ersonnel Ind	cluded in Above	- General I	und					
1	Lump Sum									
2	Full Time - Uniform									
3	Bonus, Gross Adj.									
4	PT, Temp/Seas, Bd , SCG									
5	Overtime - Uniform									
6	Unused Uniform Leave									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										

### **FISCAL 2021 OPERATING BUDGET**

### **PROGRAM SUMMARY - ALL FUNDS**

Department	No.	Program	No.
Civil Service Commission	55	Supervision of Civil Service System	01

### **Program Description**

The role of the Civil Service Commission is to advise the Mayor and the Director of Human Resources on issues concerning human resource administration in City service and to uphold the interest of the City's merit-based civil service system, a role which is vital to the public interest. The principal responsibilities of the Commission are to serve as an appellate tribunal for employee appeals and to rule on proposed changes to the Civil Service Regulations and the Classification and Pay, on requests for exemptions from civil service, and on waivers of the City's residency requirement relating to employees. The bulk of the Commission's time is devoted to its appellate function. As a quasi-judicial body, the Commission conducts fact-finding public hearings on employee appeals and issues formal written decisions containing factual and legal conclusions.

### **Program Objectives**

N/A

Performance Measures*							
	Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021			
Description	Year-End	Year-to-Date	Target	Target			
		(Q1 + Q2)					
(1)	(2)	(3)	(4)	(5)			

		Summa	ary by Fund			
		Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Increase
Fund	Fund	Actual	Original	Estimated	Proposed	or
No.		Obligations	Appropriations	Obligations	Budget	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	198,497	204,935	205,336	6,924,691	6,719,355
	Total	198,497	204,935	205,336	6,924,691	6,719,355
	Sui	nmary of Full 1	Time Positions b	y Fund		
Fund		Actual Positions	Fiscal 2020	Increment Run	Fiscal 2021	Inc. / (Dec.)
No. (1)	Fund (2)	6/30/19 (3)	Budgeted (4)	PPE 11/24/19 (5)	Budgeted (6)	(Col. 6 less 4) (7)
01	General	2	2	2	2	
	Total Full Time	2	2	2	2	

71-53E (Program Based Budgeting Version)

\*For further information, please see FY21-25 Five Year Financial and Strategic Plan

#### **PROGRAM SUMMARY - ALL FUNDS FISCAL 2021 OPERATING BUDGET** (CONTINUED) Department No. Supervision of Civil Service System Civil Service Commission 55 01 Selected Associated Non-Tax Revenues by Fund Fiscal 2019 Fiscal 2020 Fiscal 2020 Fiscal 2021 Increase Fund Fund Actual Original Estimate Proposed Budget Budget No. Revenues (Decrease) (2) (3) (4) (6) (1) (5) (7) 01 124 General Selected Associated Capital Projects Dept. Carry Fiscal 2020 Fiscal 2020 Fiscal 2021 Fiscal 2021 Forward Original Approp. Proposed Budget Proposed Bdgt Where Description Original Approp. (All Other Sources) Appropriated (GO Only) (GO Only) (All Other Sources) (2) (3) (1) (4) (5) (6) (7) Selected Associated Operating Costs Dept. Fiscal 2019 Fiscal 2020 Fiscal 2020 Fiscal 2021 Increase Where Description Calculated Calculated Calculated Calculated or Appropriated Obligations Appropriations Obligations Budget (Decrease) (1) (3) (5) (6) 45,771 47,470 47,470 Finance Employee Benefits - Civilian 50,910 3,440

Employee Benefits - Uniform

Finance

CITY OF PHILADELPHIA

<sup>71-53</sup>E (Program Based Budgeting Version)

	FISCAL 2021 OPERATING E	BUDGET		PROGRAM	SUMMARY	
Departmen	nt	No.	Program			No.
Civil Se	ervice Commission	50	Supervision of Civ	01		
Fund		No.	•	•		
Genera	al	55				
		Summ	ary by Class			
		Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Increase
Class	Description	Actual	Original	Estimated	Proposed	or
		Obligations	Appropriations	Obligations	Budget	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	168,597	174,341	174,742	177,148	2,406
b)	Employee Benefits					
200	Purchase of Services	29,500	29,500	29,500	29,500	
300	Materials and Supplies	400	500	500	500	
400	Equipment		594	594	594	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments				6,716,949	6,716,949
	Total	198,497	204,935	205,336	6,924,691	6,719,355
		Summa	ry of Positions			
		Actual	Fiscal 2020	Increment	Fiscal 2021	Increase
		Positions	Budgeted	Run	Budgeted	or
Code	Category	6/30/19	Positions	PPE 11/24/19	Positions	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	2	2	2	2	
105	Full Time - Uniform					
	Total	2	2	2	2	
	Selec	cted Associated	Non-Tax Reven	ues by Type		
		Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Increase
	Description	Actual	Original	Estimate	Proposed	or
		Revenues	Budget		Budget	(Decrease)
	(1)	(2)	(3)	(4)	(5)	(6)
	on-Governmental)	124				
Federal						
State						
-	vernments					
Otner Fur	nds of the City	101				
71 F2F /D:	Total	124				

Total
71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA

		CITY OF PHIL FISCAL 2021 OPER			-			ST OF F	ULE 100 POSITIOI OGRAM		
Departi	ment	1100/12 2021 01 211			No.	Program		<b>5</b>			No.
		ce Commission			55	_	on of Civil S	Service Com	mission		01
Fund	i Oeivic	Se Commission			No.	Oupervisi	OIT OF OIVIE	ervice com	1111331011		01
Ger	neral				01						
						Fiscal	Fiscal		Fiscal		Inc.
					Salary	2019	2020	Increment	2021	Annual	(Dec.)
Line	Class	Title			Range	Actual Pos.	Budgeted	Run -PPE	Budgeted	Salary	(Col. 8
No. (1)	Code (2)	(3)			(in dollars) (4)	6/30/19 (5)	Positions (6)	11/24/19 (7)	Positions (8)	7/1/20 (9)	less Col. 6) (10)
									. ,		
1	2L20	Administrative Officer			53,633 - 68,955	1	1	1	1	70,980	
2	2L16	Administrative Specialist			42,091 - 54,111	1		1	1	49,322	1
3	1A04	Clerk 3			39,793 - 43,421		1				(1)
4		Board Members								53,037	
5		Wage Increase								2,807	
										_,	
Total G	ross Re	quirements				2	2	2	2	176,146	
		Plus: Earned Increment								1,002	
		Plus: Longevity									
		Less: (Vacancy Allowance)	Total D	idaat Daaijaat						177 140	
			TOTAL	udget Request	ry of Personal	Services				177,148	
			Fisca	al 2019	T -	iscal 2020		Fisca	al 2021	Inc. / (Dec.)	Inc. / (Dec.)
Line			Actual	Actual	Budgeted	Estimated	Increment	Budgeted	Department	in Require.	in Bud. Pos.
No.		Category	Positions	Obligations	Positions	Obligations	Run -PPE	Positions	Request	(Col. 9	(Col. 8
			6/30/19				11/24/19			less Col. 6)	less Col. 5)
(1)	<u> </u>	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
-	Lump S		2	111,581	2	115 705		2	104 111	0 200	
3		ne - Civilian ne - Uniform	2	111,581	2	115,725	2	2	124,111	8,386	
4		Gross Adj.		141							
5		mp/Seas, Bd, SCG		56,875		59,017			53,037	(5,980)	
6		ne - Civilian	Ì								
7	Overtin	ne - Uniform									
8	Holiday	Overtime - Civilian									
9		d Uniform Leave									
10	Shift/St										
11	H&L, IC	DD, LT-Sick									
12	<u> </u>	T.1				:					
71 52 1	/Droare	Total am Based Budgeting Version)	2	168,597	2	174,742	2	2	177,148	2,406	

Total
71-53J (Program Based Budgeting Version)

## SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM

	FISCAL 2021 OPERATING B	UDGET	BY PROGRAM			
Departm	nent	No.	Program			No.
	Service Commission	55	Supervision of Civ	vil Service System		01
Fund		No.				
Gene	eral	01				
		Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Increase
Code	Description	Actual	Original	Estimated	Departmental	or
	•	Obligations	Appropriations	Obligations	Request	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Schedule 200 - F	Purchase of Ser	vices		
201	Cleaning & Laundering					
202	Janitorial Services					
	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
	Postal Services					
211	Transportation					
	Licenses, Permits & Inspection Charges					
	Commercial off the Shelf Software Licenses					
220	Electric Current					
	Gas Services					
	Steam for Heating					
	Meals (non-travel) & Official Entertaining					
	Overtime Meals					
	Advertising & Promotional Activities	00.500	00.500	00.500	00.500	
	Professional Services	29,500	29,500	29,500	29,500	
	Professional Svcs Information Technology					
	Accounting & Auditing Services					
	Legal Services					
	Mental Health & Intellectual Disability Services  Dues					
	Seminar & Training Sessions Architectural & Engineering Services					
	Court Reporters					
	Arbitration Fees					
	Repair & Maintenance Charges					
	Repaving, Repairing & Resurfacing Streets					
	Demolition of Buildings					
	Abatement of Nuisances					
	Rehabilitation of Property					
	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
	Juror Expenses					
	Witness Fees					
	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
	Ground & Building Rental					
	Rents - Other					
	Rental of Parking Spaces					
	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
l	Total	29.500	29.500	29.500	29.500	

71-53K (Program Based Budgeting Version)

# CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUD

## SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM

	FISCAL 2021 OPERATING B	UDGET	BY PROGRAM			
Departn	nent	No.	Program			No.
Civil	Service Commission	55	Supervision of Civ	il Service System		01
und		No.				
Gen	eral	01				
		Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Increase
Code	Description	Actual	Original	Estimated	Departmental	or
	·	Obligations	Appropriations	Obligations	Request	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Schedule 300 - I	Materials & Supp	olies		
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers  Electrical & Communication	<del> </del>				
	General Equipment & Machinery					
311	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	400	375	375	375	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing		125	125	125	
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
	T-4-I	400	500	F00	500	
	Total	Schedule 4	00 - Equipment	500	500	
40E	Construction Dradging & Conveying		- Equipment			
405 410	Construction, Dredging & Conveying  Electrical, Lighting & Communications	<del> </del>				
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment	1				
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals		594	594	594	
428	Vehicles					
430	Furniture & Furnishings					
499	Other Equipment (not otherwise classified)					
	Total		594	594	594	

71-53L (Program Based Budgeting Version)

#### CITY OF PHILADELPHIA SCHEDULE 500 - 700 - 800 - 900 **BY PROGRAM FISCAL 2021 OPERATING BUDGET** Department No. Civil Service Commission Supervision of Civil Service Commission 55 01 No. General 01 Fiscal 2019 Fiscal 2020 Fiscal 2020 Fiscal 2021 Increase Code Description Actual Original Estimated Departmental or Obligations Appropriations Obligations Request (Decrease) (2) (4) (6) (7)(1) Schedule 500 - Contributions, Indemnities & Taxes 501 Celebrations 504 Meritorious Awards 505 Contributions to Educational & Recreational Org Payments to Prisoners 506 512 Refunds Indemnities 513 515 Taxes Contributions to Other Govt. Agencies and Non-Profit 517 Org. not Educational or Recreational Total Schedule 700 - Debt Services Interest on City Debt - Long Term Principal Payments on City Debt - Long Term Interest on City Debt - Short Term 703 Sinking Fund Reserve Payment 704 705 Commitment Fee Expense 706 Arbitrage Payments Total Schedule 800 - Payments to Other Funds 801 Payments to General Fund 803 Payments to Water Fund Payments to Capital Projects Fund 804 805 Payments to Special Funds 806 Payments to Bond Fund Payments to Other Funds 807 Payments to Aviation Fund 809 812 Payments to Grants Revenue Fund Total Schedule 900 - Advances and Other Miscellaneous Payments Advances to Create Working Capital Funds 901

71-53M (Program Based Budgeting Version)

Total

Miscellaneous Advances

SECTION 27 11

6,716,949

6,716,949

6,716,949

6,716,949

## SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS. BY PROGRAM

	FISCAL 2021 OPERATIN	Т	CARE OF INDIVIDUALS, BY PROGRAM				
Departi	ment	No.	Program			No.	
Civil Service Commission			55	Supervision of Civil Service Commission			01
Fund			No.				
Ger	neral		01				
			Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Increase
			Actual	Original	Estimated	Department	or
Class (1)	Description (2)		Obligations (3)	Appropriation (4)	Obligations (5)	Request (6)	(Decrease) (7)
	Professional Services (250-254, 257-259)		29,500	29,500	29,500	29,500	(7)
	Payments for Care of Individuals		20,000	20,000	20,000	20,000	
Minor	Name of Contractor	Fiscal 2019	Fiscal 2020	Fiscal 2020	Fiscal 2021	Describe purpo	se or scope of
Object	or Provider	Actual	Original	Estimated	Department	service provice	
Code		Obligations	Appropriation	Obligations	Request	applicable, unit	
250	Zakia Moore, Esquire	29,500	29,500	29,500	29,500	Executive Assistant	to CSC
ı							
71 E2N	(Program Based Budgeting Version)						

71-53N (Program Based Budgeting Version)

## **SUPPORTING DETAIL:**

F	ISCAL 2021 OPEF	OGET	250s AND 290, BY PROGRAM					
Department Civil Service Commission Fund GENERAL			No. 55 No. 01	Program Supervision of	No. 01			
Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	service pr	urpose or scope of ovided. Include, if unit cost of service.	
900	Labor Reserves				6,716,949	labor contract	S	

71-530 (Program Based Budgeting Version)