**Civil Service Commission (CSC)**

- Prescribes and interprets rules for jurisdictional classification, examinations, appointments, reinstatements, etc. and rules for attendance and leave
- Conducts investigations
- Hears and determines appeals

**Division of the Budget (DOB)**

- Assures agencies do not exceed their budgets
- Issues budget certificates
- Assures staffing pattern reflects legislative intent
- Establishes salaries of certain positions

**Department of Civil Service (DCS)**

- Proposes laws, develops rules, regulations, and policies governing the merit system
- Develops and administers examinations
- Establishes and maintains eligible lists
- Establishes new titles and classifies positions
- Approves appointments
- Oversees agency affirmative action efforts
- Provides technical assistance to agencies
- Administers health and life insurance programs

**Your Agency**

- Program Manager
- Personnel Office
- Affirmative Action Office
- Finance (Budget) Office
- Administration
- Executive Office

**Office of the State Comptroller (OSC)**

- Issues paychecks based on DOB certification and DCS approval of payroll, if required
- Processes payroll deductions
- Implements salary legislation
- Administers the retirement system
- Post audits personnel administration activities

**Governor's Office of Employee Relations (GOER)**

- Represents State in collective bargaining and grievances
- Interprets and administers negotiated agreements
- Administers programs/benefits for M/C employees
- Oversees training programs
- Initiates new programs such as apprentice training
- Administers employee performance evaluation programs
- Negotiates health and life insurance programs

**Governor's Appointments Office**

- Primary recruitment source where Budget Director's approval required
- Screens candidates, maintains resumes for high level gubernatorial appointments