

City of Philadelphia Administrative Board



Population:
1,573,916 (No. 6)

Govt Employees:
25,000

Address:
City Hall
Room 215
Philadelphia, PA 19102

Phone:
(215) 686-2181

Capabilities Statement:
[Link](#)

Cage Code:
644Y5

UEI Number:
CRZ1A1JTLQB6

DUNS#
12-474-2474



Site:

<https://www.phila.gov/departments/administrative-board/>

Mission:

The Administrative Board consists of the mayor, the managing director, and the director of finance. It oversees the basic organizational and procedural policies of City government.

The board:

Approves administrative rules and policies of departments, boards, and commissions.

Sets its own administrative rules and policies.

Investigates the efficiency of the organization and administration of departments, boards, and commissions.

Reviews changes to the civil service regulations as approved by the Civil Service Commission.

Conducts other business as outlined in the Philadelphia Home Rule Charter, Chapter 3.

Contacts and Stakeholders Information:

Cherelle L. Parker - Mayor

Adam Thiel - Managing Director

Rob Dubow - Director of Finance

Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized