

Columbus Civil Service Commission

2015 Annual Report

MISSION

The Civil Service Commission is committed to providing a quality work force for the City of Columbus based upon merit system principles. Through our collective knowledge and experience, we strive for efficiency and consistency in the application of the Commission's Rules and Policies. We are dedicated to improving the services we provide by anticipating employment trends, by listening to the needs of the operating agencies, and by responding accordingly.

INTRODUCTION

The Columbus Covenant identifies peak performance as one of its seven goals. "Peak Performance" is defined as investing in all City employees and developing systems that support a high-performing City government. The Civil Service Commission is on the front line, playing an integral role in achieving this goal.

The Civil Service Commission is the primary contact point for candidates seeking employment with the City of Columbus. The Commission acts as the gateway, assessing applicant qualifications for 94 percent of all City jobs. Through the online Employment Center and applicant testing, the Commission ensures the individuals who ultimately comprise the City's workforce of approximately 7800 full-time employees, are of the highest caliber capable of providing exceptional service to the citizens of Columbus.

Together with its Civil Service Commissioners, the Civil Service Commission is responsible for upholding and administering all mandated provisions of the Columbus City Charter, including, but not limited to, the administration of the City's class plan, verifying personnel actions and certifying City payroll, and serving as a neutral hearing body for employee appeals regarding suspension or discharge actions by an appointing authority. As required by the Ohio Revised Code, the Commission also provides class plan maintenance, personnel actions oversight, and appeals hearing services for all classified employees of the Columbus City Schools.

CLASS PLAN MAINTENANCE

The Civil Service Commission is responsible for maintaining the City's class plan, which provides a structural framework for all personnel actions and provides the basis for an equitable compensation plan. Regular class plan reviews and revisions are necessary to ensure each class specification continues to meet the ever-changing needs of each department. For this reason, an important Commission objective is to review every classification at least once every five years. At the close of 2015, 100 percent of the City's class plan was up-to-date. As part of this objective, staff completed a total of 147 class reviews with recommendations approved by the Commission in 2015.

The 147 reviews resulted in:

- 2 actions to create new classification specifications
- 1 action to abolish classifications
- 62 actions to review without change
- 82 actions to revise and/or retitle

Additionally, 76 positions were randomly reviewed to determine if their duties matched their current classification; 100 percent of these positions were properly classified.

The Commission also conducts job audits upon request by an individual, a department, or a union. The purpose of these audits is to ensure that City employees are performing the duties for which they were hired, qualified, and being properly compensated. During 2015, Commission staff completed a total of seven position audits; two of those positions were identified as misclassified. Misclassifications are typically resolved through reassignment of duties to the position which are appropriate for the current class, or reallocation of the position to a different class for which the current duties best fit. Additionally, 17 sworn positions were reviewed for possible civilianization consideration.

APPLICANT AND EMPLOYEE SERVICES

In order to ensure that specific positions under each of the job classes in the class plan can be filled in a timely fashion with qualified employees, the City's Charter has designated primarily two classification types: noncompetitive and competitive. Noncompetitive classes are either non-skilled positions or those with qualifications that have a license or other condition that must be met by an external source, such as a Registered Nurse. Competitive classes are those which require a broader set of minimum qualifications and a variety of job-specific knowledge, skills, and abilities, such as an Office Assistant.

To identify an initial pool of candidates for City employment, the Commission uses its online Employment Center database. The Center includes a wealth of information about jobs with the City, including: current vacancies, exam opportunities, job descriptions, qualification requirements, and salary information. Additionally, the Center houses an automated job interest database and the convenience of submitting applications on-line. This service can be utilized via the Commission's website from any computer with web access or at kiosks located at the Commission's downtown offices at 77 N. Front Street on floors one and three. A potential applicant can indicate interest in multiple jobs and will automatically receive an email notice to apply when the City is taking applications for a given job.

The Applicant and Employee Services Unit is responsible for the recruitment and application process for the City's noncompetitive, provisional, and unclassified jobs.

In 2015, the Applicant and Employee Services Unit:

- 27,542 Job Interest Cards were submitted electronically for all City jobs
- posted 481 noncompetitive/provisional/unclassified job vacancies
- received 16,016 online applications for noncompetitive/provisional/unclassified job postings

NON-UNIFORMED TESTING

The Commission's Non-Uniformed Testing Unit administers exams to further determine candidates' suitability for the work which will be performed in all tested (competitive and qualifying noncompetitive) job classes, other than the Police and Fire sworn jobs.

In 2015, the Non-Uniformed Testing Unit:

- conducted 134 exam recruitments (74 regular recruitments and 60 Rule VI)
- received 9,568 exam applications (9,488 online; 80 paper)
- tested 3,383 candidates (3,216 regular and 167 Rule VI)

The Commission is committed to having a current exam in place and ready to be administered for each of the 256 non-uniformed competitive and qualifying noncompetitive classifications in the City and to establishing an eligible list within 60 days from the date a test is requested by a department. The exams are directly based on the work performed by current employees in the job class and are comprised of varying combinations of components, called subtests. The most common subtests include: computer skills, information ordering, logic and reasoning, mathematics, memorization, name/number comparison, oral communication, oral comprehension, problem sensitivity, reading maps/plans, written communication, reading comprehension, and written expression.

To keep the tests current, our goal is to complete a full job analysis and to review, revise, and/or develop the exam for 51 non-uniformed competitive and qualifying noncompetitive classifications each year. In 2015, we completed 52 job analysis projects, 52 test development projects, and averaged 50 days to create eligible lists.

Commission Rules also allow latitude for City departments to hire personnel provisionally when there is a critical need to immediately fill a position but there is no eligible list in place. In order to ensure fair access to City jobs, the Commission is committed to maintaining a provisional employee count below two percent. The City began 2015 with three full-time provisional employees and ended the year with no full-time provisional employees, resulting in a provisional appointment rate of zero percent.

UNIFORMED TESTING

The Commission's Uniformed Testing Unit administers exams for 10 job classes that make up the Public Safety services for the City of Columbus. The majority of the examinations are comprised of at least three components, including a paper test, an oral response, and a physical assessment or tactical exercise. The Uniformed Testing Unit works closely with the IAFF and the FOP to ensure fairness and consistency in the testing processes of promotional exams. The following exams were administered in 2014 and/or 2015 with eligible lists established from exams in 2015: Entry-level Police Officer, Fire Lieutenant, Fire Captain, Fire Battalion Chief, Fire Deputy Chief, and Police Sergeant. Each of these exams were developed, administered, and validated by Civil Service Commission staff. Fire Assistant Chief eligible lists were created twice in 2015. Per Commission Rule, minimum qualifications were reviewed and a training and experience evaluation method derived scores for each candidate. The established rankings were based upon seniority points.

Entry-Level Testing

The Entry-level Police Officer exam consists of four phases. In 2015, there were 2,890 individuals who applied to take the Police Officer exam. In all, 455 candidates were placed on the Police Officer eligible list.

Promotional Testing

	Number of Exam Phases	Number of Applicants	Number of Candidates Tested	Number of Candidates Added to Eligible List
Police Sergeant	4	151	109	72
Fire Lieutenant	3	215	134	61
Fire Captain	3	86	64	30
Fire Battalion Chief	3	14	13	11
Fire Deputy Chief	3	8	5	5
Fire Assistant Chief	1	3	3	3
Fire Assistant Chief	1	3	3	3

PAYROLL AND PERSONNEL ACTIONS

Another City Charter responsibility conferred upon the Commission is the monitoring and certification of the entire bi-weekly City payroll. This means that no City employee can be paid until the Commission certifies that the individual was hired and continues to be employed in accordance with the City Charter and Civil Service Commission Rules. The monitoring process includes verifying personnel transactions such as appointments, changes in pay, leaves of absences, and political activity. During 2015, the Commission processed an average of 546 transactions per pay period before the payroll was certified correct to the City Auditor and paychecks issued.

COLUMBUS CITY SCHOOLS

The Ohio Revised Code provides that the Commission also oversees approximately 2,427 employees in the classified service of the Columbus Board of Education. In 2015, there were 158 classification specifications in the Columbus City Schools' class plan. During the year, the Commission approved recommendations for the revisions to four classification specifications, a revision and retitle to one classification specification, one recommendation to abolish a classification specification, and two creations of job classes.

In 2015, Columbus City Schools utilized the Commission's downtown test center for (15) days of testing, and the Hearing Room for (9) days of trial board hearings.

CIVIL SERVICE COMMISSIONERS

The City Charter provides that the Mayor, with the approval of City Council, appoint the three Civil Service Commissioners:

Grady L Pettigrew, Jr., President	Term expires January 31, 2018
Jeffrey D. Porter, Member	Resigned as of November 6, 2015
Delena Edwards, Member	Term expired January 31, 2014

The Commissioners have the responsibility to establish the Rules that govern the selection, classification, promotion, and termination of the classified employees of the City of Columbus and the Columbus City Schools. During 2015, the Commissioners ruled on applicant appeals, heard employee disciplinary appeals, amended Commission Rules and Regulations, and responded to personnel requests from department directors, elected City officials, and the school board.

Throughout 2015, the Commission:

- held 12 regular meetings
- conducted 1 full Commission hearing
- held 9 trial board disciplinary appeal hearings

The Commission's 2015 docket included:

- 16 disciplinary appeals filed by employees/unions
- 8 non-disciplinary appeals filed by employees/unions
- 5 appeals withdrawn
- 6 disciplinary appeal rulings
- 15 non-disciplinary appeal rulings
- 39 requests for background administrative reviews by applicants
- 33 background administrative review rulings

EXPENDITURES

Summary - Expenditures by Unit	2014	2015
Administration	\$1,953,946	\$1,971,766
Classification & Testing-Sworn Employees	1,245,828	1,112,668
Classification & Testing-Civilian Employees	519,835	580,168
Total Expenditures	\$3,719,609	\$3,664,602

2015
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	NUMBER OF APPLICANTS TESTED
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
311 Service Representative I	OC	12/8/2015	573	M	64	81	15	23	24	2	23	24	6	8	3	12	25	4	2	253	
311 Service Supervisor	OC	10/14/2015	178	F	218	165	30	36	24	2	77	68	11	30	12	75	61	15		14	
911 Emergency Call Taker	OC	5/29/2015	2201	M	19	43	12	17	37	11	1	2	0	1	0	1	4	0	2	828	
Automotive Mechanic Helper	OC	8/4/2015	105	F	55	43	6	45	36	6	5	4	0	1	0	4	3	0	2	30	
Automotive Mechanic (Heavy)	OC	2/21/2015	51	M	170	339	62	18	6	3	108	223	36	35	67	9	43	7	19		
Automotive Mechanic Supervisor I	PRO	11/10/2015	31	F	593	870	167	31	23	7	327	494	97	160	191	75	162	13	20		
Automotive Parts Keeper	OC	12/2/2015	132	M	20	78	6	9	31	4	7	22	2	1	3	0	3	0	21		
Building Maintenance Supervisor I	OC	3/3/2015	53	M	0	1	0	0	0	0	0	0	0	0	0	0	1	0	49		
Building Maintenance Worker	OC	10/1/2015	165	M	0	1	0	0	1	0	0	0	0	0	0	0	0	0	5		
Cable Worker II	OC	5/14/2015	15	M	34	84	7	25	55	6	5	13	0	3	3	1	13	0	296		
Cashier I	OC	11/16/2015	553	F	2	5	0	2	5	0	0	0	0	0	0	0	0	0	58		
Cashier II	OC	12/1/2015	320	M	13	31	4	8	17	4	0	0	0	0	2	0	5	12	27		
Computer Operator I	OC	6/24/2015	73	M	1	2	2	1	2	2	0	0	0	0	0	0	0	0	37		
Construction Inspector I	OC	3/6/2015	89	F	40	109	13	26	33	7	10	34	5	1	8	0	3	1	43		
Cultural Arts and Events Specialist	QNC	11/3/2015	205	M	1	2	0	1	0	0	0	0	0	0	1	0	0	0	9		
Customer Service Representative II	PRO	9/9/2015	22	M	5	9	1	5	4	1	0	0	0	0	0	0	4	0	6		
Development Rehabilitation Technician	OC	12/9/2015	29	M	77	75	10	15	15	3	27	27	3	21	6	14	27	4	2		
Electric Metering Supervisor II	OC	6/23/2015	8	M	38	91	12	26	68	6	3	6	2	2	2	7	15	2	2		
Electrical Engineering Associate II	OC	3/19/2015	13	M	1	2	0	1	1	0	0	0	0	0	1	0	0	0	3		
Electronic System Technician	OC	9/17/2015	58	M	10	6	3	7	2	2	0	0	0	0	0	3	3	1	29		

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Equipment Operator II	QNC	5/7/2015	109	M	43	53	6	19	15	4	10	11	0	7	1	0	0	7	26	2	1	43
Fingerprint Technician	PRO	1/15/2015	6	M	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
Fire Assistant Chief	PRO	6/8/2015	3	M	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	3
Fire Battalion Chief	PRO	12/10/2014	14	M	2	11	1	0	0	0	1	0	0	2	8	1	0	2	8	1	3	13
Fire Captain	PRO	4/19/2015	86	M	3	75	6	1	1	1	18	0	1	29	3	0	0	27	2	3	3	64
Fire Deputy Chief	PRO	12/11/2014	8	M	0	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Fire Lieutenant	PRO	4/19/2015	215	M	14	181	15	1	1	0	4	68	4	5	62	5	4	50	6	3	3	135
Fleet Attendant	OC	6/17/2015	92	M	32	28	4	0	0	0	20	13	2	6	3	0	1	6	12	2	1	45
Fleet Coordinator	OC	4/8/2015	46	M	8	33	4	6	13	2	7	2	2	3	0	1	3	8	1	1	1	21
Fleet Operations Assistant Manager	OC	6/17/2015	52	M	8	39	4	6	16	3	1	8	0	0	0	0	0	1	15	1	1	17
Fuel System Technician	OC	2/26/2015	28	M	6	19	3	6	9	3	0	5	0	0	0	0	0	0	5	0	3	5
Gardener	OC	4/23/2015	64	M	11	42	3	11	26	2	0	3	0	0	2	1	0	11	0	1	1	18
Heating Ventilation and Air Conditioning Technician	OC	8/20/2015	16	M	5	11	0	2	4	0	2	2	0	0	0	0	0	1	5	0	2	6
Income Tax Auditor	OC	2/4/2015	70	M	11	15	2	0	3	1	3	6	1	3	0	0	0	5	6	0	3	30
Lamp Servicer	OC	3/3/2015	68	M	11	54	3	8	22	3	3	18	0	0	3	0	0	5	6	1	2	14
License Officer	OC	8/13/2015	363	M	56	108	24	6	6	2	30	52	11	9	11	4	11	39	7	2	2	159
Maintenance Painter	OC	8/25/2015	49	M	10	34	4	8	19	2	0	4	0	1	3	1	1	8	1	2	2	16
Medical Assistant	OC	6/10/2015	34	M	2	2	1	1	0	0	2	0	0	0	0	0	1	0	1	0	2	10
Network Analyst	OC	4/21/2015	31	M	8	15	2	2	7	0	5	4	2	0	1	0	1	3	0	2	2	5
Parks Development Associate	OC	9/2/2015	49	M	8	28	4	4	11	1	2	4	0	1	1	0	1	12	3	2	2	21
Parks Maintenance Assistant Manager	OC	10/28/2015	77	M	15	52	4	14	38	4	1	2	0	0	1	0	0	11	0	3	3	14

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Parks Maintenance Worker	OC	10/29/2015	259	M	59	174	14	55	142	14	0	8	0	2	3	0	2	21	0	3	29
Photography Technician	OC	3/12/2015	60	M	5	24	2	4	7	1	0	1	0	1	0	0	0	16	1	1	33
Planner I	OC	6/4/2015	187	M	21	85	18	2	3	1	10	49	8	7	5	4	2	28	5	2	76
Plant Maintenance Assistant Manager	OC	3/17/2015	55	M	6	40	8	6	29	5	0	4	0	0	0	0	0	7	3	1	10
Plant Maintenance Electrician	OC	7/7/2015	26	M	7	18	1	4	8	0	2	4	1	0	1	0	1	5	0	1	7
Plant Maintenance Helper	OC	7/16/2015	280	M	65	183	21	48	91	13	11	40	5	5	10	2	1	42	1	2	63
Plant Maintenance Supervisor II	OC	9/10/2015	52	M	4	43	3	4	25	3	0	5	0	0	1	0	0	12	0	2	14
Police Communications Technician Supervisor	OC	8/19/2015	28	M	3	11	0	3	4	0	2	0	0	0	0	0	0	5	0	2	8
Police Evidence Technician	OC	2/19/2015	337	M	27	91	16	13	37	7	8	32	7	3	4	1	3	18	1	3	104
Police Officer	OC	11/7/2015	2890	M	48	142	13	21	32	5	16	50	5	8	14	1	3	46	2	4	1217
Police Records Technician Supervisor	OC	8/17/2015	58	M	7	11	1	6	11	1	1	0	0	0	0	0	0	0	0	3	4
Police Sergeant	OC	11/6/2015	151	M	16	21	2	14	15	2	1	3	0	0	0	0	1	3	0	4	109
Power Distribution Load Operator	OC	9/2/2015	33	M	6	21	5	6	16	4	0	1	0	0	1	0	0	3	1	2	5
Power Distribution Load Trainee	OC	7/23/2015	91	M	28	53	5	22	22	1	3	20	2	2	2	0	1	9	2	2	17
Power Line Worker I	OC	5/5/2015	36	M	6	27	3	5	16	3	1	6	0	0	0	0	0	5	0	2	5
Power Line Worker II	OC	5/14/2015	8	M	1	6	1	1	3	1	0	1	0	0	1	0	0	1	0	2	2
Procurement Specialist	OC	3/5/2015	50	M	5	17	0	2	4	0	2	3	0	1	1	0	0	9	0	2	22
Public Health Sanitarian Aide	OC	4/13/2015	81	M	22	18	3	0	0	0	10	13	1	2	0	0	10	5	2	1	40
Refuse Collection District Assistant Manager	OC	5/14/2015	233	M	50	124	8	26	40	2	7	33	1	0	0	0	17	51	5	1	83
Refuse Collection District Manager	OC	5/14/2015	92	M	22	50	5	21	36	5	1	3	0	0	0	0	0	11	0	1	12

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Refuse Collection Supervisor	OC	3/24/2015	55	M	15	32	4	8	15	2	0	6	0	0	3	1	0	4	10	2	2	22
Refuse Collection Vehicle Operator	OC	5/13/2015	214	M	82	94	10	18	15	5	19	26	2	0	13	2	0	32	51	3	3	117
Safety Technician	OC	6/10/2015	87	M	19	38	9	18	30	8	1	3	0	0	0	0	0	0	5	1	3	8
Security Specialist	OC	2/3/2015	198	M	60	83	20	35	51	9	11	18	5	4	3	2	4	11	12	2	4	39
Sign Painter Fabricator	OC	3/5/2015	83	M	17	55	7	15	42	6	0	5	0	1	1	0	2	1	7	1	3	11
Solid Waste Inspector	OC	5/4/2015	77	M	24	33	7	7	8	2	9	13	2	4	2	1	4	10	2	3	29	
Street Cleaning Maintenance Supervisor	OC	3/11/2015	71	M	21	40	5	14	21	5	3	6	0	0	3	0	4	10	0	2	19	
Street Maintenance Assistant Manager	OC	3/10/2015	72	M	13	46	6	12	40	4	0	1	0	0	0	0	1	5	2	1	8	
Substation Maintenance Supervisor	OC	4/27/2015	4	M	1	2	1	1	1	1	0	0	0	0	0	0	0	0	1	0	1	1
Technology Service Dest Representative	OC	7/9/2015	75	M	23	31	9	12	11	4	6	7	2	1	1	0	4	12	3	2	22	
Traffic Line Worker	OC	2/25/2015	36	M	6	28	2	5	23	2	1	4	0	0	0	0	0	1	0	2	1	
Traffic Maintenance Supervisor I	OC	9/30/2015	23	M	3	15	4	2	4	2	0	1	1	1	0	2	0	1	8	1	2	12
Traffic Maintenance Worker	OC	2/25/2015	124	M	31	87	5	16	20	1	8	43	3	6	6	0	1	18	1	2	32	
Traffic Paint and Sign Worker	OC	7/15/2015	43	M	12	23	4	11	19	3	0	0	0	0	0	0	0	0	4	1	2	6
Wastewater Chemist I	OC	9/23/2015	84	M	7	36	14	1	2	1	2	10	6	2	2	3	2	22	4	1	48	
Wastewater Chemist II	OC	9/29/2015	23	M	1	9	3	0	1	0	0	3	1	0	0	1	1	5	1	1	14	
Water Maintenance Supervisor II	OC	3/18/2015	15	M	1	13	1	0	7	0	0	0	0	0	0	0	1	6	1	2	8	
Water Service Technician II	OC	10/21/2015	102	M	20	67	6	13	44	5	2	3	0	3	1	0	2	19	1	1	27	
Welder	OC	8/1/2015	86	M	9	72	5	5	32	2	3	11	1	1	1	1	0	28	1	2	32	
Total by EEO Category					3719	7912	1202	1147	1875	306	1324	2999	452	653	1045	226	595	1993	218	2806	4730	
Total					12833																	

