

THE CITY OF  
**COLUMBUS**

ANDREW J. GINTHER, MAYOR

CIVIL SERVICE COMMISSION

# COMMISSION COMMENTS

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First Quarter, 2017

## Firefighter Applications

Do you want to be a firefighter? The City of Columbus is taking applications via the Civil Service website for the entire month of March, 2017. Go to [www.columbus.gov/civilservice](http://www.columbus.gov/civilservice), and click on the firefighter application link. Alternatively, go to "Current Job Openings," scroll down, click on "Firefighter," then click the green "APPLY" button in the upper right. Be sure to get your application in before March 31st! Additional information about the testing process can be found on page 3 of this issue.

## Downtown Parking Tips for Test Day

If you are driving to our downtown test center for a civil service test, please be aware that parking is difficult in the downtown area. Several parking garages have closed recently and there are some major construction projects that have closed down street parking at meters.

The number one thing you should do is make sure that you leave early and allow plenty of time to find parking. The two largest garages near our offices are the LeVeque Tower garage and the Statehouse underground parking. If neither of those have space, consider using a parking website or app such as Waze or ParkMe.com. Once you type in Columbus and the address where you are going, ParkMe gives you the closest options where spaces are available. It will also provide the parking fees and show how full each lot is.

Another option is to use public transportation. The Commission

office is two blocks from major COTA bus lines on High Street. We are also on the CBUS line on Front Street. You could consider parking in German Village or the Arena District where more parking is available and riding the CBUS for free.

The good news is that the parking situation will get better. Three garages are currently being built within sight of our offices, including at COSI. Once these and some of the other building projects are completed, it will not only create more spaces, but the construction vehicles and workers will not be taking up existing ones. In the meantime, try one of the options above, leave early, and remember to take a deep breath. Preparing ahead of time will allow you to concentrate on your test, and not be stressed about parking.

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The road to  
success is  
lined with  
many  
tempting  
parking  
spaces.

- Unknown

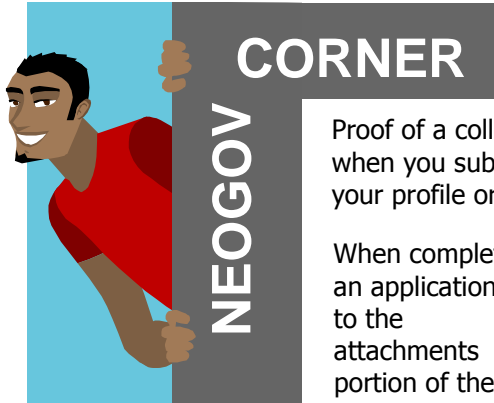
**Q. What do you  
do when you  
see a spaceman?**

**A. Park in it,  
man!**

**Please don't take my parking space.  
If you do, and your car disappears,  
don't say I never towed you!**

**The problem with  
parking is that it  
just isn't going  
anywhere.**

**I got complimented on my  
parking today. Someone left  
a note that said PARKING  
FINE.**



## Attaching a College Diploma to Your Application

Proof of a college degree (postsecondary education) should be submitted through NEOGOV when you submit your application. Diplomas or other documentation cannot be attached to your profile or to applications after they have been submitted.

When completing an application, go to the attachments portion of the online

application process. From the attachments section, an electronic copy of your diploma can be attached. This must be done prior to submitting the application.

Use the "other" designation to attach the diploma to the application. These same steps can be taken to add other documents such as resumes. The website supports the attachment of many different types of documents (pdf, jpeg, doc, etc.).

Complete the remaining sections and submit the application when complete.

## Did You Forget Your DD214 on Test Day?



**Try This:** If you forget to bring your DD214 on test day, calling the US Department of Veterans Affairs may be an option for you. The call must come from the veteran, not Commission staff, and a request can be made to have the documentation faxed directly to the Civil Service Commission offices. Calling the US Department of Veteran Affairs has successfully worked in the past with documentation being obtained in as little as 5-10 minutes. However, please note that depending on multiple factors this method may not work for everyone. Below are the numbers needed to complete this request.

US Department of Veterans Affairs 1 (800) 827-1000  
Civil Service Commission Fax number 1 (614) 645-8379



## Part Time Experience on an Application

When applying for a city job, it is important to demonstrate how you meet the minimum qualifications on your application. The minimum qualifications for a position or exam may require a specific number of years of experience. This experience means years of **full-time** experience.

For example, if a job class requires two years of management experience and you only have two years of part-time experience as a manager, you would not meet the minimum qualifications. However, part-time experience is pro-rated based on the number of hours worked per week. If you had worked twenty hours per week as a manager, four years of experience would qualify you for the exam given in this example.



## Firefighter Testing

*My application for Firefighter has been approved...what's next?*

The next steps in the process are a written, oral and physical examination. We have a variety of tools to help you prepare for all three phases of the examination. Our website contains many helpful resources including the steps to the selection process, the Background Removal Standards, two study guides, approximate dates for testing and other important dates, four videos, a Veterans Fact Sheet, a sample stress test training program, cardiovascular fitness stress test information and stress test standards. All of these resources can be found by following this link:

<https://www.columbus.gov/civilservice/uniformed-fire-series/Firefighter/>

In preparing for this position, it is important to keep in mind that this is a physically and mentally demanding position. Hands-on and classroom learning continue throughout your career to help prepare you for the next emergency. Review and understand the materials provided and begin or continue a fitness program. Testing begins in April, so don't delay!

If you have additional questions about the testing process, please call Civil Service at (614) 645-0879. If you have additional questions about the position of Firefighter, please contact Fire Recruiting at (614) 645-6387, or visit the website at <https://www.columbus.gov/public-safety/fire/Employment---Recruitment/>.

## Do You Stress Over a Test? Take the Test Stress Test

Do you feel stressed when it is time to take a Civil Service exam? A little stress is normal; a lot can be detrimental. You need to worry about test anxiety only if it is extreme enough to impair your performance. The following questionnaire from LearningExpress Library ([www.learningexpresshub.com](http://www.learningexpresshub.com)) can give you an idea of your level of test anxiety. In the blank before each statement, write the number that most accurately describes your experience.

0 = Never      1 = Once or twice      2 = Sometimes      3 = Often

- \_\_\_\_\_ I have gotten so nervous before an exam that I simply put down the books and didn't study for it.
- \_\_\_\_\_ I have experienced disabling physical symptoms such as vomiting and severe headaches because I was nervous about an exam.
- \_\_\_\_\_ I have simply not showed up for an exam because I was scared to take it.
- \_\_\_\_\_ I have experienced dizziness and disorientation while taking an exam.
- \_\_\_\_\_ I have had trouble filling in the little circles because my hands were shaking too hard.
- \_\_\_\_\_ I have failed an exam because I was too nervous to complete it.
- \_\_\_\_\_ **Total: Add up the numbers in the blanks above.**

### Understanding Your Score

If you score:

- **2 or less:** Your level of test anxiety is nothing to worry about. It's probably just enough to give you that little extra edge.
- **3-6:** Your test anxiety may be enough to impair your performance, and you should practice stress-management techniques to try to bring your test anxiety down to manageable levels.
- **7 or more:** Your level of test anxiety is concerning. In addition to practicing stress-management techniques, you may want to seek additional help. One place to start could be the academic counselor at your local high school or community college. They may be willing to help or can suggest an appropriate resource. Current city employees could contact EAP for stress management assistance.

**CIVIL SERVICE COMMISSION**

**Main Office and Test Center**

77 North Front Street  
Columbus, Ohio 43215-1895  
614-645-8300  
CivilService@columbus.gov  
Fax: 614-645-8379

**Piedmont Test Center**

750 Piedmont Road  
Columbus, Ohio 43224-3266  
614-645-0848  
PoliceFireTesting@columbus.gov  
Fax: 614-645-0866

[columbus.gov/civilservice](http://columbus.gov/civilservice)  
[cscfeedback@columbus.gov](mailto:cscfeedback@columbus.gov)

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## A Fond Farewell to Our Retirees Don White & Barb Crawford



On February 28, 2017, the Civil Service Commission said farewell and good luck (that's "go n-éirí an bóthar leat" in Gaelic) to two retirees who made significant contributions to the City, primarily in the field of non-uniformed testing.

Don White retired as the Personnel Administrative Manager of the Non-Uniformed testing unit. He spent over 26 years at Civil Service, becoming an expert in pre-employment testing, SIGMA, and NEOGOV. He has been an invaluable resource to all City departments by ensuring needed employment testing is available, up-to

-date, and administered, resulting in quality candidates for City employment. Throughout the years, Don also became invaluable to us all as a source of Rhodesian Ridgeback stories, fresh egg delivery, and as the winner of many FitBit challenges. Don looks forward to having more time for farm chores, running, dog coursing, and part time work.

Barb Crawford retired as a Personnel Analyst II. She was with the City for over 21 years, spending the majority of her time (20 years) at Civil Service. Barb has contributed to the hiring of workers in nearly every City department. She was personally responsible for the development and/or enhancement and administration of innovative performance exams for the Equipment Operator I, Equipment Operator II, Sewer Cleaning Equipment Operator, and Water Service Technician classifications. Barb is well known for her love of Irish dancing, her volunteering for the Columbus Crew SC, and her quilting expertise. Barb is looking forward to spending more time with family, part time work, and traveling with her best friend.

### WHERE IS IT?

See if you recognize the location in our title banner and email your guess to [BSobieck1@columbus.gov](mailto:BSobieck1@columbus.gov)

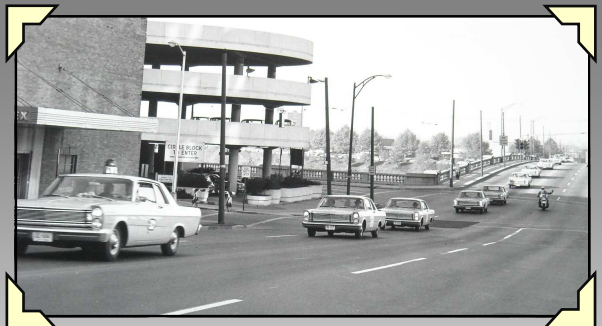
We will print the answer and the names of the first five correct entries in our next issue!

### LAST QUARTER'S ANSWER Hoover Dam

#### Last Quarter's First Five!

Willie Crawford, *Rec & Parks*  
Tina O'Grady, *Public Utilities*  
Amanda Snider, *Public Utilities*  
Steve Sammons, *Public Utilities*  
Suzy Ulry, *Civil Service*  
(we swear we didn't tell her!)

Then  
&  
Now



**THEN:** City vehicles cross the Town Street Bridge, headed into town.

**NOW:** The same street corner today. Notice the bridge has been removed and replaced further south. (2017)