



# COMMISSION COMMENTS

## Police Officer Applications

Volume 16, Issue 2  
Second Quarter, 2017

**One Community. One Columbus. One of US.** Applications will be accepted for the upcoming police officer exam during the month of July; from July 1-31. The minimum qualifications are:

- high school diploma or GED
- at least 20 years of age
- valid current driver's license
- United States citizen

Applications will be accepted online at <https://www.columbus.gov/civilservice/>. Additional information including the study guide and test preparation videos can be found on the Commission's website at <https://www.columbus.gov/civilservice/uniformed-police-series/Police-Officer/>. For more information about the selection process call 614 645-0800 or email [policefiretesting@columbus.gov](mailto:policefiretesting@columbus.gov). Learn about the free Job Seminar on page 3 of this issue.

**Inside this issue:**

Classification Spotlight: Sanitarian	2
Summer Activities in Columbus	2
Ask Eyestein	3
Police Officer Job Seminar	3
Where Is It?	4
Meet the Staff	4

## Attention Current City Employees: Have You Heard of the Transfer List?

The transfer list is a courtesy list provided by the Civil Service Commission for current employees within the City of Columbus who would like to remain in the same job class, but are interested in transferring to a different division or department. The list is accessible to all current employees on the Civil Service intranet site and is updated each time a request is approved by Civil Service. Requests are valid for one year from the date of approval. However, please note--it is the employee's responsibility to renew their request once that year is up; Civil Service does not send out email reminders.

**The transfer list form has recently been updated.** There are three important new features:

1. There is now a dedicated email address ([A&ESUnit@columbus.gov](mailto:A&ESUnit@columbus.gov)) that gets transfer requests to the appropriate Civil Service employee, even faster.
2. Requesters now have the option to include a current email address, directly connected to their name on the list. This

change may sound insignificant, but this way, HR staff members looking at the list do not have to change screens to find contact information. If they are interested in someone on the list, they can make contact with a single click.

3. Requesters now have the ability to attach resumes to their request by checking the "Attached Resume" box at the bottom of the form. Civil Service will attach the provided resume so HR staff members can view it quickly.

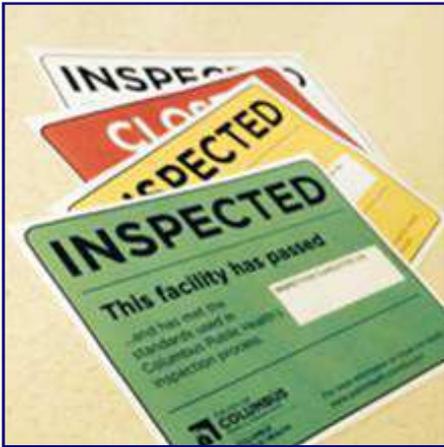
**Curious?** Check out the "Request for Citywide Transfer" form at [Columbus.gov/civilservice](http://Columbus.gov/civilservice) under the "Public Forms" tab. Or, if you're on a city network computer, visit the intranet/csc site to view the current transfer list. Let us know what you think!



**Understand, our police officers put their lives on the line for us every single day. They've got a tough job to do to maintain public safety and hold accountable those who break the law.**

*- Barack Obama*

## Classification Spotlight: Public Health Sanitarian



We've all seen those green signs in the windows of Columbus area restaurants. It's a relief to know our favorite restaurants have passed inspection. Then there are the yellow and red signs and the news stories of violations inspectors have

found. Have you wondered who does the restaurant inspections? Employees in the Public Health Sanitarian series conduct restaurant inspections along with many other public health tasks.

Public Health Sanitarians are responsible for conducting inspections for the purpose of enforcing public health sanitary regulations. These employees do on-site inspections of many facilities in addition to restaurants, such as, residential properties, schools, swimming pools, mobile home parks, vending commissaries, mobile food trucks, fairs and other events, recreational areas and commercial enterprises. They investigate tattoo parlors and body piercing shops. They also issue orders for correcting violations and deficiencies. Sanitarians investigate rodent and insect infestations and inspect for the presence of lead or lead poisoning.

Another aspect of the Sanitarian job is education. Employees conduct lead poisoning risk reduction

programs for homeowners, parents and health care professionals and provide education on many other public health topics such as hazardous or infectious waste disposal. They also conduct food safety and ServSafe training for employees and managers in the restaurant industry. There is also information on the Columbus Public Health website for both consumers and business owners.

### How do you become a Sanitarian?

These jobs require a certification through the State of Ohio. Public Health Sanitarian I requires a valid certification as a Registered Sanitarian with the Ohio State Board of Sanitarian Registration and a valid driver's license. Public Health Sanitarian-In-Training requires possession of certification as a Sanitarian-In-Training with the Ohio State Board of Sanitarian Registration and a valid driver's license. Applicants with a bachelor's degree with at least 30 semester hours or 45 quarters hours of science courses are eligible to obtain a Sanitarian-In-Training Certificate. The job series includes Sanitarian-In-Training, Sanitarian I, II, III and IV.

Note these positions are noncompetitive so they do not include a civil service exam. Each level of this series requires a certification and the higher level classes require work experience. When vacancies occur in Columbus Public Health, the jobs will be posted on our website at [www.columbus.gov/civilservice](http://www.columbus.gov/civilservice). If you are interested in the Sanitarian-In-Training position or other jobs with the City of Columbus, visit our website to check out job descriptions. For more information about Columbus Public Health, visit [www.columbus.gov/publichealth](http://www.columbus.gov/publichealth).

### All Summer:

Columbus Zoo & Aquarium, Zoombezi Bay, Scioto Mile Fountain, COSI, Columbus Clippers at Huntington Park, Easton Towne Center, Scioto Audubon Park, Columbus Commons (food trucks, movie nights, fitness, and more)

## Ideas to Stay Busy this Summer in ColumbUS!

**July 3rd**—Red White & Boom, Downtown

**July 4th**—Doo Dah Parade, Short North Arts District

**July 21-23**—Jazz and Rib Fest, Downtown Columbus

**July 27-August 6**—Ohio State Fair, Ohio Expo Center

**August 4-6**—Dublin Irish Festival, Dublin

**August 18-19**—Columbus Food Truck Festival, Scioto Mile

**September 1-4**—Columbus Greek Festival, Annunciation Greek Orthodox Cathedral

*Many more ideas at [www.experiencecolumbus.com](http://www.experiencecolumbus.com)!*



## POLICE OFFICER JOB SEMINAR

If you or someone you know is considering a career in law enforcement, don't miss this event!

**Saturday, July 15, 2017 10:00 a.m. to 2:00p.m.**  
**@James G. Jackson Training Academy**

1000 N. Hague Ave, Columbus, OH 43204

**Strengthen Our Community. Join US.** If you are interested in learning more about becoming a Columbus Police Officer, but would like more information, a free police Recruiting Seminar will be held on July 15, 2017 from 10:00 am until 2:00 pm at the James G. Jackson Police Training Academy (100 N Hague Ave. Columbus, Ohio 43201). During this event you will learn about the following:

- Hiring and selection process
- Background steps
- Firearm instructions
- Civil Service exam
- Academy expectations
- Pay and benefits

Registration for this event is recommended but not required. Go to the following web address to register:

<https://www.eventbrite.com/e/the-columbus-division-of-police-july-2017-police-officer-job-seminar-tickets-32329525481>

## ?? Ask Eyestein ??

Dear Eyestein:

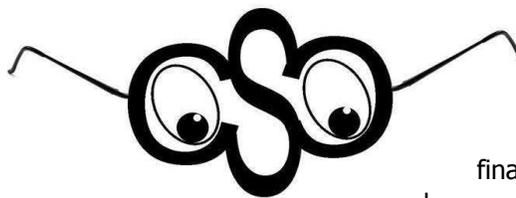
**I've taken two of the three parts of the Firefighter test and I am excited about the hiring process. I know I still have to pass the physical, but is there anything I can do now to prepare for what comes after that?**

**Signed,  
 Keeping the Hope Fires Burning**

Dear Burning:

Yes, there is! You can start gathering information to complete the Personal History Questionnaire (PHQ). Both Police Officer and Firefighter applicants will be required to fill out this detailed questionnaire which is 14 to 17 pages long. Along with other information, you will be asked to provide employment history and a list of your addresses for the last ten years.

If you start preparing now, it will save you time when



you get the PHQ by email. Some information you will need: dates of employment, addresses, phone numbers, email address and supervisor names; list of all family members and addresses, list of previous addresses, insurance information, traffic citations and dates, drug use history, high school and college information, and financial information including bills, loans, and bankruptcy information if applicable.

You may also request a copy of your transcripts now so that you have a copy. Keep in mind that the eligible list will be processed in band order, so if you score in the 90 band, you will be contacted very soon after the list is established.



**Do YOU have a question for Eyestein?** Simply email [CivilService@columbus.gov](mailto:CivilService@columbus.gov) with the subject line "Eyestein." Even if we don't publish it here in the Comments, we will still find an answer for you!

**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)

*Commission Comments brought to you  
courtesy of:*

Andrew J. Ginther, Mayor  
Grady L. Pettigrew, Jr., President  
Delena Edwards, Member  
Stefanie Coe, Member  
C. Amy DeLong, Executive Director

*Articles and information contributed by:*

Brenda Sobieck, Editor  
Cat Emhuff, Assistant Editor  
Belinda Anderson  
Beth Bailey  
Sheri Goodwin  
Laura Hausman



## Meet the Staff: Jennifer Hutchinson

If you ask Jennifer Hutchinson where she is from, you'll likely get a pause and the response, "Well...." This delayed answer is because the list of places she's lived sounds like a verse from Johnny Cash's "I've Been Everywhere" song. As a Navy Brat, she moved 7 times before turning 18. During high school alone, she lived in New York, Texas, and Ohio. This nomadic upbringing is something she is proud of -- it brought her family closer together and contributed to the get-it-done, adaptable personality she has today.



Jen is the newest Personnel Administrative Manager at Civil Service. As of March, she became the supervisor of the non-uniformed testing unit, a job that can be fast-paced and wrought with challenges. She is uniquely prepared to meet these hurdles head on, with her Bachelor's degree from Franklin University in Business Administration and Marketing as well as 18 years as a Personnel Analyst. Jen is in charge of all test development, administration, and grading, as well as our resident expert on NEOGOV (the applicant and employment tracking system) and OPAC (the computerized testing software). She says, "I have always loved working with departments to create examinations

that will provide them with great candidates. I am excited about the opportunity to continue to do this in an expanded capacity."

When she's not at work, you are most likely to find Jen traveling with her youngest daughter Claudia, who plays national volleyball. Jen's oldest daughter, Madeline, just finished her first year at Bowling Green State University, where she plays the trumpet and majors in Jazz Studies. In addition, Jen and her husband, Scott (who works at Columbus Public Health), are the proud parents of a 6-year old bulldog/mastiff mix named Willie Nelson.

## DID YOU KNOW?

Between Valentine's Day  
and April Fool's Day  
(a period of only 6 weeks),  
the Non-Uniformed Test Center  
administered  
**18** exams to **655** candidates.

A B C D

That's **48,342** multiple choice  
questions, answered!

## Where Is It?

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

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

**LAST QUARTER'S ANSWER:**  
**Statehouse Fence** (along Broad Street)



**Last Quarter's First Five!**  
Brooke Muhumad, *Development*  
Steve Sammons, *Public Utilities*  
Nathan Cline, *Public Service*  
Jeffrey Carter, *Public Utilities*  
Renea Lahr, *Building and Zoning Services*