



THE CITY OF
COLUMBUS

ANDREW J. GINTHER, MAYOR

CIVIL SERVICE COMMISSION

COMMISSION COMMENTS

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Did You Get the Email?

How to Use the New Job Seeker Inbox

Do you have trouble receiving emails from Civil Service?

Since most of our communication is done via email, whether that's scheduling a test or notifying you of your test results or certification, the emails we send are important to you.

If your email provider frequently filters our emails to spam or delays their arrival, there is now a new feature on GovernmentJobs.com that will allow you to access all emails sent from the Civil Service Commission!

Called the Job Seeker Inbox, this is a central location for all notices sent regarding your applications through GovernmentJobs.com. Accessed from your GovernmentJobs.com account once logged in, the inbox can be located from the drop down menu at the top right of your screen under your name. The inbox holds copies of all emails sent to your personal email account regarding City of Columbus applications since we began using the GovernmentJobs.com site. While emails will still be sent to your personal email account, the Job Seeker Inbox will be an excellent resource and central location for all correspondence, should you ever lose the email or experience delays in receiving them. Sign in today and take a look for yourself!



Are you on the current Police Officer or Firefighter list?

If you are on the Police Officer or Firefighter eligible list, be aware that a background questionnaire will be sent via email. You will get a notice

through GovernmentJobs.com with information about the background process sent to the email address on file.

This notice will be viewable in the Job Seeker Inbox, but the questionnaire will not.

Police Officer candidates: Columbus Police is now

using the Peace Officer Background Investigation Tracking System (POBITS) to send and receive the Personal History Statement (PHS) by email. The PHS will be sent by email directly from POBITS.

Firefighter candidates: The Personal History Questionnaire (PHQ) will be sent directly to email.

Unable to sign in to your account?

Call the GovernmentJobs.com help line at (855) 524-5627. If you need assistance once you're logged in, click on "help" next to your name at the top right of the screen.

And as always, if you have questions about your account, applications, or the hiring process in general, give us a call on our Applicant and Employee Services line at (614) 645-8369.

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Not responding is a response

- Jonathan Carroll



Civil Service “Speak”

Here are some common civil service terms and what they mean.

Applicant vs Candidate- *Applicant* typically refers to an individual who has submitted an application for an exam or vacant position. *Candidate* can refer to anyone who is in one of our processes. A candidate would be an individual who takes a civil service test, as well as someone who has already passed a test and is on an eligible list. Candidate is also used to refer to someone who has interviewed for a position but is not hired yet.

Band – this refers to “score bands.” The City of Columbus currently uses 10-point bands where final scores of 90 and higher are typically assigned to the 90 band, scores of 80 – 89 to the 80 Band, and scores 70 – 79 to the 70 Band. Hiring managers can consider any candidate in the top available band when filling a position.

Classification vs Position – A *classification* is a grouping of positions, also referred to as a job class. A *position* is a single job that is performed by one employee. One classification may have many positions and be used in multiple departments, such as Office Assistant I. Other times a classification, based on the work, may have several positions but is only used in one department, such as Wastewater Plant Operator. Some classifications may only have one position for the entire City such as Chief Zoning Official. To put it in

perspective, the City has 650 job classes and over 9000 positions.

Competitive- a classification that has an exam.

Eligible List – a list of names established after a civil service test used by City agencies for hiring. Competitive eligible lists contain names in score order. Qualifying Noncompetitive eligible lists contain names in alphabetical order.

Filing Period – when we will accept applications for a specific recruitment.

Minimum Qualifications (MQs) – the required education or work experience for a position or exam. MQs are posted on the job announcement. It is important that when you are applying for a job, you ensure your application shows how you meet the MQs for that specific job.

Noncompetitive – a classification that does not require an examination before hire. The City Charter specifies that some positions are designated as noncompetitive. These are usually job classes that require either no experience or require very specific experience or outside certifications.

Qualifying Noncompetitive – a classification that has a pass/fail exam. The resulting eligible list is given to departments in alphabetical order.

Recruitment – when we are looking for someone to fill at least one position. These are the “job openings” you see on our website. Generally, we only open a recruitment when a department tells us they expect to have an opening.

Unclassified – positions that are not part of the classified service in the City of Columbus. They are not tested and consist of positions of elected officials, positions appointed by these elected officials, board members, and assistants to the Mayor/Department Directors. The Charter limits the positions assigned to each official.

From the Office of Diversity and Inclusion

One of the initiatives of the Office of Diversity and Inclusion (ODI) is to provide information and guidance on diversity issues. James A. White, Sr., President of Performance Consulting Services, is helping in this endeavor and shares the following thoughts with our readers:

Workforces are becoming more and more diverse and are in fact the most diverse they have ever been. The term “diversity” is one which makes some people cringe because they think it is about bashing and blaming different groups of people, but that conception is incorrect.

Diverse workforces produce superior results over those of homogenous groups. The make-up of workforces has dramatically changed; they include diversity in age, race, ethnicity, religion, gender fluidity, interactive style, sexual orientation, socio-economics, mental and physical ability and more. Valuing diversity and inclusion is not only good for a particular group of people; it is critical to the health, safety and well-being of our entire city social system.

Edwin Nichols, PhD., defines diversity as “the full utilization of all human resource potential,” understanding and valuing the uniqueness of others while effectively mobilizing similarities and differences to achieve a common objective or goal.

In order to achieve optimum results, people must understand the richness of today’s diverse world. It can only be done by acknowledging our history and understanding that diversity is awareness, by engaging each other in meaningful and unbiased ways, by valuing and respecting and providing equal opportunities to each and by all people exhibiting the right and ethical behavior. Training around these principles – awareness, consciousness, inclusion and integrity – will form the essence of a healthy and productive workforce and society.

The ODI is a separate entity from Civil Service. Please direct any questions to their offices at (614) 645-4764.

Unfamiliar with Our Location? Read This!

A candidate recently shared her experience coming to our downtown test center for the first time. We thought it would be helpful for other first-time testers to read, with some tips:

When I received my exam notice, I was excited that I was eligible to take the test. My next thought was, "Oh, I better figure out where the test center is located and make a plan so I know how to get there and where to park BEFORE the date of the exam." So I did just that. On the Saturday before my exam date, I put the test center address into my smartphone's "Maps" app to get directions and drove downtown for a trial run.

This is a great idea! Between traffic, alarm clocks, and other life happenstances, it is always good to know exactly where you are going before the day of the test. If you are unable to take a trial run, it is very important to take a look at a map of the area, determine your route, and read the "parking information" included in your admission letter.

Once I got downtown, I could not find 77 North Front Street to save my life. My phone kept telling me I had arrived, but I could not find a building with the number 77 on it anywhere! I kept circling the block. From Front Street, I would turn left on Spring Street and then left on Marconi Blvd and then left on Broad Street and finally left back on to Front Street. I can't tell you how many times I did that. I was frustrated to say the least. My phone kept telling me that Ludlow Street was right where I needed to be. When I saw Ludlow Street, it was blocked off for construction—plus, it also looked like it wasn't even a through street.

She had found us but didn't realize it! The route she describes is one where she was circling our block and the one next to it. Our

block has four buildings on it- Police Headquarters, City Hall, the new Michael B. Coleman Governmental Center, and our location at 77 North Front. Ludlow Street has been closed for over 4 years now, with half of it converted to a sidewalk, and many map apps still have not been updated to reflect this. Be aware that Ludlow Street is NOT a passable street, and Gay Street does NOT connect to Marconi.

Finally, while sitting at the light at Front Street and Gay Street, I realized 77 North Front Street was a glass building that seemed like it should have had a Gay Street address, but because it faces Front Street, that's its address.

The location of our building is a bit set back from Front Street. The best description of our building's location is "between City Hall and Police Headquarters." If you find either of those landmarks, you are very close to our building and can park and walk to us. The building does have a large "77" above the main entrance, but is sometimes difficult to see if you are trying to glance over while driving.

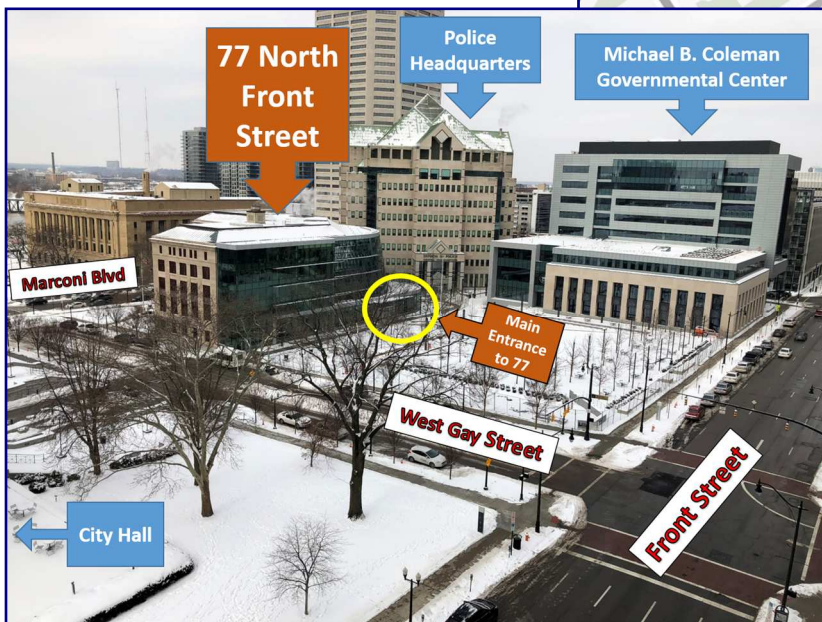
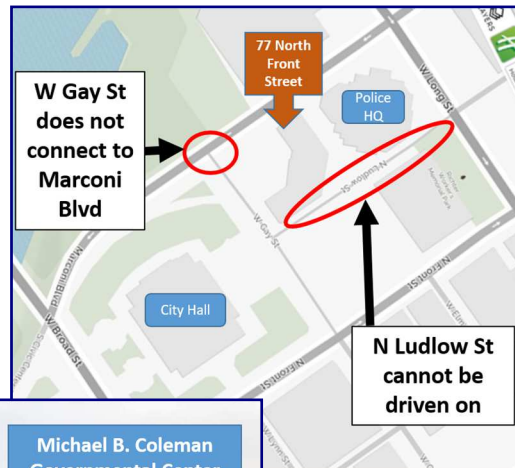
So when I found the building I needed to figure out where to park. I noticed that on the corner of Front Street and Gay Street

was the LeVeque Tower parking garage. I figured that would be my best bet for parking. That is where I parked. It was expensive, but to me it was worth it so I didn't have to worry about my car or walking very far.

There is no public parking on our block. The LeVeque Tower garage is currently the closest parking garage; however, other options may be less expensive.

Consider using a parking website or app such as Waze or ParkMe.com. Some apps provide the parking fees and show how full each lot is in real time. Another option is to use public transportation. The Commission office is located on major COTA bus lines on Front Street. The closest stop is at the intersection of Gay Street and Front Street; however, many stops are within walking distance. You also could consider parking in German Village or the Arena District where more parking is available and riding the CBUS for free.

On my test day, everything turned out great. I got to the test center in plenty of time, checked in with security and was able to take the test!



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
cscfeedback@columbus.gov

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Retirement Alert: Carla Goddard

No April Fool here!

On April 1, 2018, Carla Goddard, Office Assistant III, officially turned in her test materials and retired from Civil Service.

Carla worked for the City of Columbus for 30 years, first with Transportation and Water before finding her home of over 18 years with Civil Service. Carla put her exceptional organization skills to good use supporting the Uniformed Testing team through test development, administration, scoring and establishing eligible lists. During that



time, Police Officers and Firefighters of all ranks came to expect to see Carla at examination check-in, and hear her read the test instructions.

Carla's next chapter includes a second career and time with her family, especially her only son and newborn granddaughter. She will continue to rise at 4:00 a.m. each day to start her day off right with a workout. Carla stays on top of her physical fitness by staying active and researching various health and wellness topics.

Her contribution to Civil Service has been immeasurable and we certainly miss her!

??? Ask Eyestein ???



Dear Eyestein:

I have been checking and checking your website to see if you are accepting applications for my dream job. I called your offices and found out that you probably won't be accepting applications for another year. I really want this job and don't want to miss the application due date. Do you have any suggestions so I don't miss the application filing period?

Signed, Checking

Dear Checking:

Yes... and it involves "checking" some boxes!

On the Commission's website you can complete what is called a Job Alert request, also known as a Job Interest Card. This allows you to receive an email notification each time a position or exam opens up with the City of Columbus for one of the job categories in which you have expressed an interest. Here are the steps to take to complete the Job Alert request:

- 1) Go to the Commission's website, click on the words *Job Alert*.
- 2) Place a check in the box next to each job category for which you would like to receive notifications and then click the "Subscribe" button.
- 3) Enter your contact information and click the "Submit" button to complete the Job Alert request.

Alternatively, if there is one specific job class you are interested in, search for that job under *Job Class Info*, click the "Subscribe" button and enter your contact information.

Once completed, it is good for 12 months. If you change your email address during that 12-month period, submit a new Job Alert request to ensure you get the notice.

WHERE IS IT?

See if you recognize the location in our title banner on the first page and email your guess to 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:

Statue outside the front entrance of the Jerry Hammond Center at 1111 East Broad

Last Quarter's First Five:

Lauren Hunter, *Public Service*
Greg Hughes, *Health*
Eric E. Smith, *Income Tax*
Krystie Weist, *Health*
Brandy Ashley, *Public Service*