



THE CITY OF
COLUMBUS

ANDREW J. GINTHER, MAYOR

CIVIL SERVICE COMMISSION

COMMISSION COMMENTS

Testing Roadmap

Your Navigation Guide to Employment Testing

Many people would like to be hired on as a full or part-time City of Columbus employee. Civil Service is the first stop for a person on the road to employment.

If the job you apply for has the word "EXAM" after the job title on the posting, that means you will have to take and pass a Civil Service test to be considered for hire. Back in your grandparents' days, many cities gave one generic test that qualified a candidate for many jobs. Nowadays, we give a test for each specific job. Every exam is custom designed in-house to evaluate the knowledge, skills, and abilities that are most important and frequently used here at the City of Columbus.

The chart below is your roadmap to navigating the application and testing process managed by Civil Service. It outlines what you should expect to happen from the time you apply for an exam to the point the hiring department takes over. We do much more behind the scenes, but each of the blue boxes indicates an important step of which you should be aware.

One box that some candidates find confusing is the "Notice of Certification." Once you pass a test, your name is added to something called an "eligible list." Based upon established rules and the type of test, we may not give the hiring department the entire list all at once. A Notice of Certification is sent to you every time we do give your name to a hiring department. This notice will include contact information for the person in charge of interviewing. We encourage candidates to reach out to this HR representative.

Best of luck on your employment journey!

Volume 18, Issue 2
Second Quarter, 2019

Inside this issue:

Tell Me More About My Score!	2
Apply in July to Become a Police Officer	3
Notice Board	3
Meet the Staff	4
Where Is It?	4

CANDIDATE PERSPECTIVE:

APPLICATION & TESTING PROCESS

Apply for an Exam

Receive Notice of Test Date

Prepare for the Test

Take the Test

Get Your Score

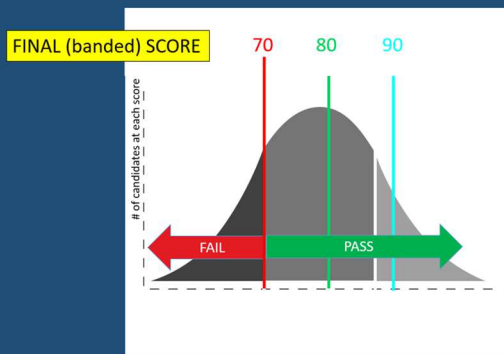
Receive a Notice of Certification

HR of Hiring Department Takes Over (Interviews and Beyond)

What Does My Score Mean? Tell Me More...

A follow up example of last issue's scoring explanation

Last issue, we explained how our banding typically looks something like this:



In last quarter's newsletter, we ran an article providing a simplified explanation of how we determine your final score on an exam. We received a request to provide an example. Remember that **your final score is determined by how well you did compared to everyone else who took the same test.**

The first graph picks up at the conclusion of the last article, showing how a group of test results is divided into scoring bands, with the lowest scoring candidates failing the test.

The second graph provides a real-life example of the results of a multiple choice test with 75 questions. In this example, the highest score anyone got was 73 and the lowest score was 41. We statistically determined the cut score was 55.

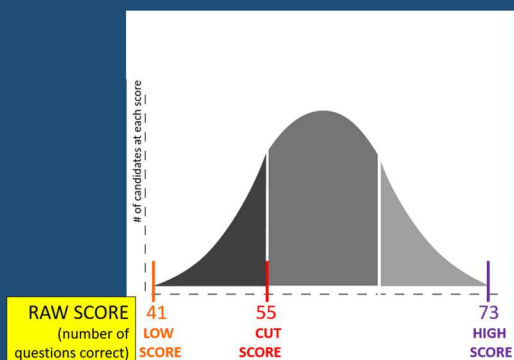
The third graph demonstrates how the bands are linked up with the raw scores in the example. The raw scores are converted to band scores using a statistical process.

An exam with 75 questions was chosen for this example; however, we could have selected a test with 120 questions, having a high score of 110, a low score of 60, and a cut score of 82. The banding overlay would look very similar.

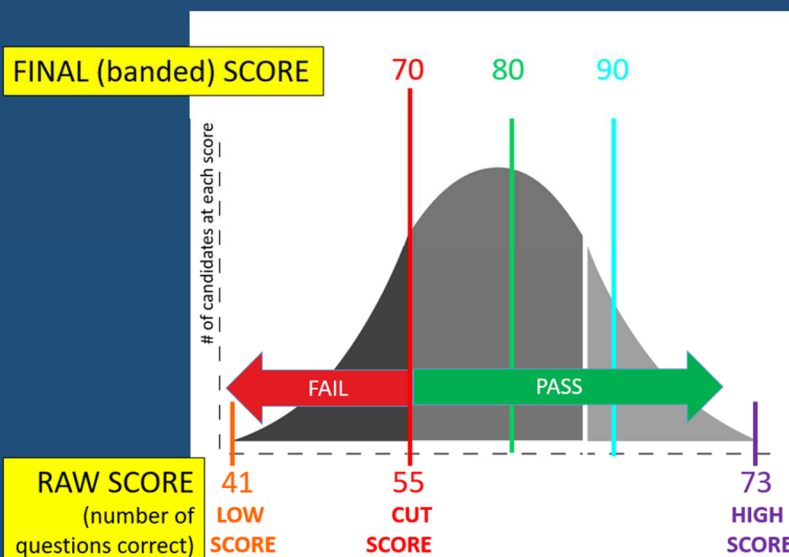
Our tests are tools to determine which candidates possess the best match of knowledge, skills, and abilities (KSAs) needed for the job. A higher exam score correlates to a higher level of mastery of those KSAs, indicating higher potential for success on day one of the job.

If you have further questions, we encourage you to inquire with the Test Center.

As an Example:
Here are the results of a multiple choice test with 75 questions:



Here are the banding and raw scores together:



Serve and Protect: Apply for Police Officer

Can you hear that? It's a call to action! The Columbus community is growing and improving every day and you can play a major role in our success! The upcoming **Police Officer Examination** is a great way to get involved! If you have a high school diploma or G.E.D., a valid and current driver's license, are a current United States citizen, and are at least 20 years of age, you meet the qualifications for the examination! Please submit your application to the Civil Service Commission between **July 1 and July 31, 2019** online at www.columbus.gov/civilservice, click Current Job Openings beginning July Please be sure to submit your application no later than **July 31, 2019**. The examination has multiple phases, consisting of a multiple choice exam, writing sample, oral board, (COPE), and a physical test. The first two phases of the test will be at our NEW location for Police and Fire Testing at 1111 East Broad Street, Suite 201.

Want to learn more about the position before you apply? Join us Saturday, July 13, 2019 at the **2019 Columbus Police Job Seminar** hosted by Columbus Police at the James G. Jackson Police Academy at 1000 N. Hague Ave., Columbus, Ohio 43204. You can register for this event on Eventbrite beginning June 1. Spoiler Alert: you may fall in love with this type of work!

In the meantime, the Civil Service website contains a great deal of information regarding the testing process. Additionally, a study guide is provided to help you prepare for the examination. Prior police experience is NOT required, so if you are ready for a rewarding career that will provide life-long skills and continue to be a challenge, don't miss out on this opportunity! The Division of Police provides six months in the training academy, field training with another seasoned officer, and continuing education and training throughout your career. This combination of training and experience will prepare you to ensure the safety of citizens, uphold the law, and ensure the rights of citizens are preserved. The rewards for this profession are immeasurable!!!

Don't wait! Visit our website, create a profile and sign up for Job Alerts for Police Officer to be kept up to date as information becomes available including application dates, information sessions and test dates.

For more information about the Police Officer examination call 614-645-0800. To sign up for recruiting events and to learn more information about the job, you can also visit the Division of Police's website at www.columbus.gov/police



NOTICE BOARD

Do you have a question for Eyestein?

Email your question at CSCFeedback@columbus.gov!



NEXT TESTING CLINIC:

will be a Saturday in August

Watch our website to sign up!

Congratulations

...to the following Commission staff who were recognized during the Mayor's Excellence Awards

Tammy Rollins
25 years of service

Laura Hausman
20 years of service

Joel Gunn
recipient of the Director's Award

REMINDER:

When applying for a job, if you qualify based upon education, you **MUST** attach a **copy of your OFFICIAL TRANSCRIPT or DIPLOMA** to the application. If you do not attach this, the application will be not be approved.

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www.columbus.gov/mycbus

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CIVIL SERVICE COMMISSION

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CivilService@columbus.gov
TestCenter@columbus.gov
Fax: 614-645-8379

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Columbus, Ohio 43205
614-645-0848
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columbus.gov/civilservice
cscfeedback@columbus.gov

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Meet the Staff: Tricia Emerson



If you have taken an exam at our downtown test center during the past 18 months, you have likely met Tricia Emerson, Office Assistant III. Tricia is the cheerful and patient employee who you can often find seating test-takers and reading instructions. She is primarily responsible for a lot of behind-the-scenes work that candidates rarely think about: preparing test materials, finalizing grading, sending out results letters, maintaining confidential files, and fielding calls from candidates.

Tricia is the first to admit that she's a "cat lady" and will happily show you photos of her fur-kids, Max, Smokie, and Sadie; or her fur-niece and nephew, Callie and Buckeye. They all share a home in Ashville, Ohio, with Tricia's sister, brother-in-law, a 7-month-old German Shepard, and two "garage kitties" (who are **purr**fectly happy to keep the mice out of a large detached garage).

Originally from Zanesville, Tricia moved to Gahanna with her family as a teen and graduated from Gahanna Lincoln High School. Tricia's step-daughter, Angel, lives on Maui (a **paw**esome place to visit). When Tricia is not busy working or taking care of animals, she loves to read, listen to **news**ic, and watch crime dramas, such as *Law & Order: SVU*, *FBI*, *NCIS* and *The Enemy Within*.

Before working for the Commission, Tricia's last job was as a billing specialist for DHL Supply Chain. An interesting factoid about her work history is that she once worked for Enron; however, her division was sold before the company went bankrupt.

Tricia began work with the City in December 2017, a day she **litter**ally says was a "great day!" The two things she enjoys most about her job are trying to put candidates at ease before they take a test and her **hiss**terically fun coworkers. Tricia is **paw**sitive and enthusiastic, and we are happy to have her here. **Purr**haps she'll stay **forever**!

(Editor's Note: We allowed Tricia to proofread this article before publishing; her changes are in bold)



Smokie



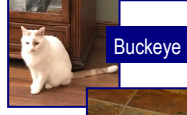
Max



Sadie



Callie



Buckeye



Stewart



Elliot



Portia

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:

Celebration of Life statue

Last Quarter's Only

Correct Answers:

Lori LeClair, *Technology*
Melanie Mallett, *Public Utilities*
Roger Miller, *Finance & Management*



"Celebration of Life" Statue

We didn't get many correct responses to last quarter's "Where is it?" feature, so here is some information about this beautiful statue. It is located between the Broad Street bridge and Veterans' Memorial, across the street from the COSI sign. Its sculptor was Alfred Tibor, a survivor of the Holocaust. It depicts Arthur Boke Jr, the first African American resident of Franklinton, and his adoptive mother, Sarah Sullivant. To the right is part of the plaque at the base of the statue.

ARTHUR BOKE JR. WAS THE FIRST AFRICAN-AMERICAN RESIDENT OF FRANKLINTON, OHIO. HIS STORY TELLS FAR MORE THAN THE COLOR OF HIS SKIN. IT IS A STORY OF LOVE, SELFLESSNESS, COMPASSION, AND UNDERSTANDING EXPRESSED BY SARAH SULLIVANT. HER EXAMPLE REACHES OUT TO HUMANITY WITH A MOTHER'S PURE LOVE THAT ACCEPTS ALL HUMAN BEINGS AS EQUAL, WHO SHARE EACH OTHER'S BURDENS, LISTEN TO EACH OTHER'S STORIES, AND LEARN WHAT IT IS TO LIVE IN HARMONY.

IT WAS SARAH SULLIVANT, WHO WITH HER HUSBAND LUCAS - FOUNDER OF COLUMBUS, MADE THE STORY OF ARTHUR BOKE JR.

IN 1803, SARAH HAD JUST GIVEN BIRTH TO A SON, WHEN SEVERAL DAYS LATER SHE FOUND AT HER DOORSTEP AN ABANDONED BABY OF A SLAVE. IT IS WHAT HAPPENED NEXT THAT LIFTS THE STORY INTO THE RARE.

SARAH, FILLED WITH THE LOVE FOR HER OWN NEW-BORN SON, COULD NOT BEAR TO LEAVE THE ABANDONED BABY WITHOUT HELP. URGED ON BY A HUMANITY VERY SELDOM SEEN IN THOSE DAYS, SHE TOOK THE BABY, AND ALONG WITH HER OWN NEW SON, NURSED BOTH TO A STRONG AND HEALTHY CHILDHOOD.

NAMED ARTHUR BOKE JR. BY THE SULLIVANTS, THE BABY WAS ADOPTED BY THE FAMILY AND LIVED AS SON AND BROTHER UNTIL HIS PASSING IN 1841. HIS CHILDREN, ESPECIALLY JOSEPH,