



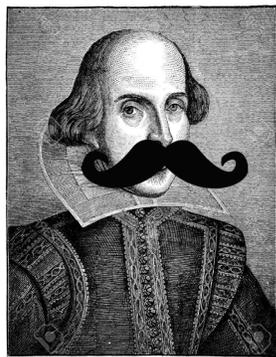
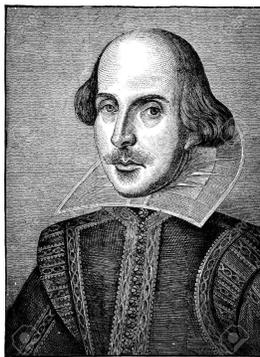
COMMISSION COMMENTS

Volume 18, Issue 3
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Don't Don't Double Double Your Your Profile Profile!

Multiple accounts may stir up trouble— Which one is the real YOU?

Are you having trouble logging in to our website or submitting an application for a City of Columbus job? If you have an issue, please **do not** set up a duplicate account in the GovernmentJobs.com system. We realize that people may forget their passwords or may have more than one email address. However, it is best to use one account for all of your applications for city jobs. By using the same profile, we can find your previous score for jobs such as police officer and firefighter that allow written test scores to roll to the next year. If you have multiple profiles with differing information, your application may be delayed as we attempt to clarify accurate employment history.



Some people create a new account because they forgot to include experience or other important information on an application. The GovernmentJobs.com (NEOGOV) system does not allow you to revise applications once they have been submitted. However, **if the application period is still open**, you may be able to update your application on paper or by email. Give us a call to discuss your issue. For non-uniformed exam applications, contact the Commission Test Center at 614-645-7439. Or, use one of the dedicated phone numbers for police and fire applications.

If you have forgotten your username or password, you can recover or reset your information on our website: go to www.columbus.gov/civilservice, scroll to the bottom middle of the page (Job Center tab), click *Login*, click the *Forgot your username or password?* box, and then enter the email address you used to set up your account.

For other issues with your log on or your account, you can call NEOGOV, the company that hosts our online application system. Their applicant customer service line is 1-855-524-5627

For general problems and questions about applying for current job openings, contact our Applicant and Employee Services Unit by calling 614-645-8301.

For questions about your Police Officer application and testing process, you can contact our Police Officer Information Line at 614-645-0800. There is also an information line dedicated to Firefighter applications and testing that you can call, 614-645-0879.

NEOGOV is also used by many other cities and government agencies. You can use one account to apply for different jobs all over the country. Duplicate accounts can cause problems for you in the system, so try the steps above or contact the Commission staff for help.

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**Double,
 Double,
 Toil and
 Trouble**

- Shakespeare,
 "Macbeth"

Welcome to Our New Space at 1111

A tour of the new testing space for Police and Fire (Uniformed) candidates

The Civil Service Commission Uniformed Testing team officially moved into a new location at 1111 E. Broad Street, Suite 201, in the Jerry Hammond Building. This team is responsible for the entry-level and promotional testing for police and fire within the City of Columbus. With this new space comes many new and exciting features for staff and candidates. The Uniformed Testing team looks

forward to helping candidates continue to pursue their dreams at the new location!



When you arrive you will park in either the East lot (off Ohio Ave.) or the South lot (off Madison Ave.).

To enter the building, you will use the entrance facing East Broad Street.



The Jerry Hammond Building comes with 24/7 security! When you enter the building to visit on a non-exam day, you need to check in with security. On exam days, a member of our Civil Service team will greet you in the first-floor lobby, check you in, and send candidates to the second floor in groups. Upon reaching the second floor, Commission staff will let you into the office space. The Commission offices and testing rooms are to the left from the second-floor entry.



Our new large-group testing room is used for multiple-choice exams, written exams, and information sessions. It features four projection screens, which are utilized for testing. Exams with a larger number of candidates may be tested over multiple sessions or tested offsite, if necessary. Be sure to check your exam notice for your test location.



Our new oral board suites are exciting! These rooms are used to administer oral exams to candidates. Each suite features a wall-mounted screen where the candidates may view video-based exams. Each room also has two cameras built into the wall to record candidate verbal responses. This design will save the Commission time and money by reducing set-up and preparation time for exam administration and grading. As a bonus, the rooms have a new sleek look!

Parts of an Exam Notice

A tour of an exam invitation for Non-Uniformed candidates

The graphic to the right shows the typical format of the notice you would receive when you are invited to take a non-uniformed examination (that's all testing except Police and Fire). The analyst in charge of each exam has attempted to proactively answer the most common questions you might have in the notice. While you can always call us, sometimes just taking a closer look at the information in your hands will solve your problem!

Section A identifies the exam you have been approved for.

Section B will let you know if this is the only session available for the exam, or if we are giving the test at other dates/times.

Section C tells you the date, time, and location of your exam. This is the date and time you have been randomly assigned, and you are guaranteed a seat in the testing room during this session. If there are other sessions, you may attend and be placed on the wait list. Please note the time is when the doors are locked. Most non-uniformed exams are given at 77 North Front Street, 3rd Floor; however, we give some exams elsewhere. Be sure you know where to go on test day.

Section D contains information about your specific exam:

"What to Bring" will tell you what to have with you on test day, ranging from a calculator, to a driver's license, to an additional form.

"How Long Will the Test Take?" informs you of the maximum amount of time allotted for the exam. This time does not include check in or instructions so your total time could be a little longer or shorter, depending on how quickly you finish your test. This is intended to help you plan how long you will need to park and/or be in our area.

"Exam Information" tells you the topics of the subtests and their relative weightings to your total score.

"Important Notes" is used to highlight critical information which may be unique to your test. Read it!

"Parking Information/ Suggestions" section will usually say that "parking is not provided" and offer ideas about where to park. However, if your exam is at an alternate location, we typically advise you how/where to obtain free parking.

"Study Guides and Resources" will alert you if there is a specific study guide for the exam. If there is, it will tell you how to obtain one, and many times provide a link. If there is no specific study guide, it will still include a generic link to our *Employment Information Guide*, which includes a section on general test-taking tips.

"Contact Information" will direct you to the best number to call with additional questions.

Examination Notice

Recruitment#:
Candidate ID:

A Dear ____:
This notice is to inform you that your application has been approved for the **xxx** examination. The date, time and location of your scheduled examination are indicated below.

B There are no other dates or times for this exam.

C TEST DATE:
TEST TIME:
LOCATION:

WHAT TO BRING:

HOW LONG WILL THE TEST TAKE?

D **EXAM INFORMATION:**
IMPORTANT NOTES:
PARKING INFORMATION/SUGGESTIONS:
STUDY GUIDES AND RESOURCES:
CONTACT INFORMATION:

What Does **2%** Mean to You?

Is it the kind of milk you drink?
Does it represent the elite rich?
Is it the amount of your raise?

In this case, it is the percentage of full time regular city employees who will be participating in the annual Position Compliance Reviews.

What is a Position Compliance Review? This review looks at the work performed by an employee on a day-to-day basis and asks the question "Is this position classified correctly?" The analyst conducting the review will come to the employee's work site and conduct an interview that usually takes only 20-30 minutes. The analyst will ask a few questions about how long they have been in their position, who they supervise, what types of licenses and/or certifications they have, and the types of equipment they typically use. Then, the employee will be

asked to describe how they spend their time at work and to try to assign a percentage of time to each task.

How am I selected? At the end of every year, Civil Service receives a list of all full time regular employees (classified and non-sworn) from Central Payroll and assigns everyone a number (0001, 0002, 0003,...). Then, a computerized random number generator chooses 2% of the numbers (about 80 employees) for compliance reviews. This means that if your position is either classified or non-sworn, even if you did not take a Civil Service exam, your position can be selected for the review.

Why do them? We do them to ensure positions are properly classified. Civil Service requires a written updated position description ([continued on page 4...](#))

Main Office and Test Center

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

Uniformed Test Center

1111 East Broad Street
Columbus, Ohio 43205
614-645-0848
PoliceFireTesting@columbus.gov

columbus.gov/civilservice
cscfeedback@columbus.gov

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Meet the Staff: Jeremy Dulaney



Police Officers and Firefighters will recognize our featured employee this quarter. He may also look familiar to some from his internship with the Department of Public Utilities, Division of Sewerage and Drainage. Join them by reading on and meeting Jeremy Dulaney.

Jeremy began working on our Uniformed Testing team in January of 2016. Although Jeremy has worked on all Police and Fire promotional and entry-level examinations, he is the lead analyst for the Fire Lieutenant and Fire Captain examinations. This is one of the most challenging exams due to the number of



candidates and the level of difficulty in the tests. He accepts this challenge and is continually finding ways to improve our processes. As a stickler for rules, Jeremy can be found enforcing them regularly. What he enjoys most about his job is the creativity in creating exam questions and scenarios.

Considered by his teammates as the ultimate team player, Jeremy is always willing to help with projects to make sure deadlines are met. He is also what we like to call "British-humor funny."



Originally from Columbus, Jeremy has been married to his high school sweetheart, Jeri, for ten years. The couple recently bought a new house and likes to enjoy the various shows, restaurants, and activities that Columbus has to offer, as well as caring for their two dogs, Winston and Sophie.



After earning his undergraduate degree in Financial Planning with a minor in Business and Economics from THE Ohio State University, Jeremy went on to earn his Juris Doctorate from Penn State University. While Jeremy cheers for both universities, when they play against each other, he's all in for his Buckeyes! He was born and raised in Columbus, after all!

WHERE IS IT?

See if you recognize the location in our title banner on the first page and email your guess to BSobieck1@columbus.gov. We will print the answer and the names of the first correct responses in our next issue.

LAST QUARTER'S ANSWER:

25th Avenue Maintenance Facility

Last Quarter's Correct Answers:

Tara Reeves, *Fire*
Bob Stuhlreyer, *Human Resources*
Lauren Hunter, *Public Service*

2% (cont. from page 3)

be submitted when a department wishes to hire someone. After a person is hired and time passes, the nature of the job has the potential to change as the needs of the community we serve evolves. We have a continuing responsibility to ensure that the position still falls under the correct classification. In order to meet this objective and safeguard against misclassification, we utilize the Position Compliance Review as a tool to verify that the position conforms to the classification.

What happens if you think I'm classified incorrectly? If the analyst is unsure if the duties performed fall under the current classification, the position is deferred to audit. This means a different analyst will take a longer, more in-depth look at the duties assigned to the position. In 2018, Civil Service conducted 84 Position Compliance Reviews; all 84 were determined to be properly classified and none were deferred to audit.