



COMMISSION COMMENTS

Ongoing Efforts

Toward Diversity and Inclusion

In 2020, Mayor Ginther established the Equity Agenda, an agenda that calls out racism and discrimination where it exists and his plans to address it. The Civil Service Commission's part in helping to advance the Equity Agenda centers around fostering a culture of inclusion in order to ensure the City's workforce reflects the rich diversity of Columbus.

Our efforts toward this end continue in 2021 as we work toward full implementation of six recommendations identified by the Columbus Community Safety Advisory Commission in their 2020 report. The committee published eighty recommendations after assessing what various City departments need to do to provide public safety services that are transparent, accountable, and responsive for every person in every neighborhood.

The six recommendations the Civil Service Commission (CSC) has been focusing on and the current status of each are summarized below:

Recommendation 12: CSC to contract with an outside consulting group to conduct a Cultural Sensitivity Review of the Police Officer Test materials.

This review has been completed and the CSC will begin implementing recommendations in 2021.

Recommendation 13: CSC to contract with an outside consulting group to conduct an audit of the police officer selection process.

CSC is facilitating the contacts and materials needed for the consultant to conduct the review. This audit should be completed and a final report published by 4th Quarter 2021.

Recommendations 14 & 15: CSC to research and validate the means and methods to consider additional points added to test scores for cadets and for additional languages.

Preliminary review completed. CSC plans to finalize our review in 2021.

Recommendation 16: CSC to partner with the Department of Human Resources to provide Cultural Competency Training for COPE (the oral examination for Police Officer testing) evaluators.

This effort was completed during the 3rd Quarter 2020.

Recommendation 17: CSC to maintain trained Community Evaluators on COPE.

This effort is ongoing; CSC has trained & utilized Community Evaluators since 2017.

In addition to work associated with the aforementioned recommendations, Commission staff has participated in a variety of diversity/inclusion-focused trainings, taken part on several Citywide committees/groups addressing diversity/inclusion opportunities, and implemented a new test management software which will provide us with more robust data that can be used to support diversity efforts.

The Commission will always endeavor to ensure there is a fair, equitable, and accessible selection process for City jobs.

Equity Agenda with updated 2021 Strategic Priorities <https://www.columbus.gov/mayor/Office-of-the-Mayor/>
The Community Safety Advisory Commission's full report: <https://www.columbus.gov/safetycommission/>

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When we listen
and celebrate
what is both
common and
different, we
become wiser,
more inclusive,
and better as an
organization.

~Pat Wadors

Dream Job Series: Firefighter, Part 1



Congratulations on your decision to become a Firefighter with the City of Columbus, Division of Fire! With your eagerness and determination, the Civil Service Commission wants to provide you with vital information to help you do your best on all parts of the process. Let's discuss how to make this dream come true.

First, you must apply for the job. The application filing period for Entry-Level Firefighter begins January 1, 2022. Make sure you don't miss the opportunity to apply by subscribing to [Job Alerts](#). A Job Alert notifies you when applications are being accepted for careers of interest with the City of Columbus.

Next, learn more about all portions of the Entry-Level Firefighter Examination. This exam includes three phases. Phase I, the written exam consists of a Multiple-Choice test. Phase II, the Firefighter Oral Assessment Mechanism (FOAM) is a video based exam which evaluates your ability to effectively interact with the public as well as sense and resolve problems. Phase III, the Firefighter Mile tests cardiovascular fitness, muscle strength, flexibility, and endurance.

You can start to mentally and physically prepare for your dream job right now by visiting the Firefighter page of the Civil Service Commission [website](#).

The website includes the Firefighter Entry-Level Test Guide, which can be downloaded to help you study and mentally prepare. The [Academy Warm-Up Exercises](#) and [Firefighter Mile Orientation](#) videos are also on the website and are a great way to familiarize yourself with Columbus Firefighter fitness standards. Do not wait until you've completed Phases I and II to begin training for the Firefighter Mile. Get yourself in peak physical condition now, and don't skip leg day. Start the Journey for your dream job today! *Watch for more parts to this series in upcoming issues!*

Discover & Explore the City YouTube Channel

Have you ever stayed up *waaaaay* past your bedtime watching interesting videos on YouTube? No matter your answer, keep reading for an exclusive tip about an absolute treasure trove of useful videos that you'll surely want to know about, if you haven't already discovered it on your own.

The City of Columbus has its very own YouTube channel, and that channel is super easy to find—just Google "City of Columbus YouTube channel" OR type the following web address into a browser and it will pop right up:

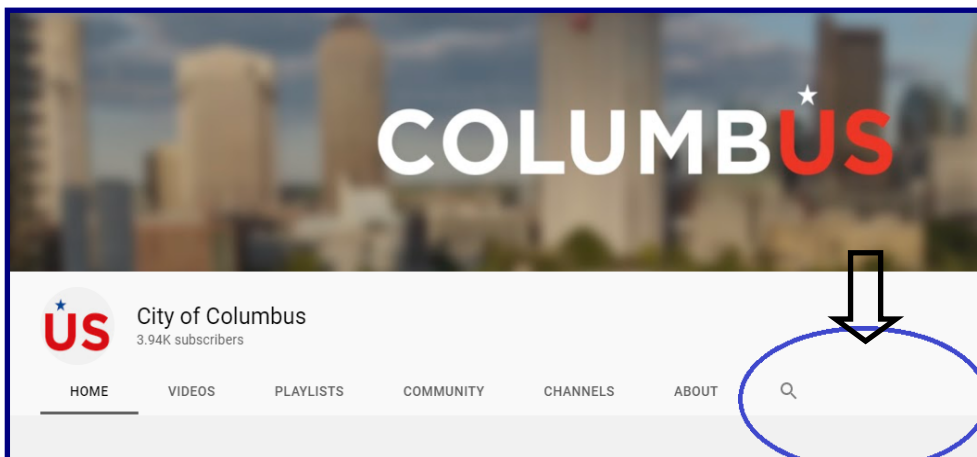
www.youtube.com/user/cityofcolumbus

Once there you can search the channel for videos specific to Civil Service, which you may wish to do if you're intending to take a Civil Service exam. Just input "Civil Service" into the search field (see the blue circle in the screenshot below), and start browsing!

For instance there are videos that provide **sample responses**, such as the video that features a sample response to FOAM, the oral examination phase of the entry-level Firefighter test. There are even how-to videos that cover **resources related to the application process** such as the video that shows how to set up a job alert!

These and many other informative videos regarding specific Civil Service exams and resources are available through the City's YouTube channel. What all of these videos have in common is that they have been posted to help job seekers succeed as they navigate the Civil Service examination process.

So the next time you find yourself staying up too late watching cat videos, head on over to the City's YouTube channel instead, input "Civil Service" into the search field, and get ready to learn all kinds of things you may not have known about applying for and taking Civil Service exams.



?? Ask Eyestein ??

Dear Eyestein:

I am about to take a Civil Service Exam and I am nervous about taking an test where I need to put all my answers on a computer answer sheet- I think you call it a Scantron? When I was in High School we didn't even take exams on those! (I really don't want to admit how long ago High School was for me, HAH!) Can you help me understand how to properly fill out a Scantron?



Signed, Bad Bubbles

Dear Bubbles:

First, please know that we have procedures in place to make sure all the work you do on your exam won't go to waste! We use a computer program to scan in your answer sheet; it automatically kicks out a report that brings our attention to any problems it has while reading/scoring your Scantron. A human will then look at the Scantron to see if we can determine the problem and make it right. However, if we cannot make a determination, the answer will likely be marked wrong. [Here are some helpful dos and don'ts when filling out your Scantron:](#)

Do: Fill in your bubbles completely.

When filling in responses on your Scantron, you will want to make sure you fill in the bubbles completely by darkening the circles, avoiding stray marks on your Scantron. Do not fill in answers by simply using a line, "x," or plus sign; be sure to darken the entire circle. In *Example 2* (a real candidate's answer sheet) you can see how it may not be scored correctly by the computer (especially #35 & #36).

Do: Follow all instructions.

Make sure to follow the instructions of your test administrator! Use the writing utensils provided by the CSC or verify the writing utensils you brought are the correct type to use to ensure your Scantron will be read properly.

Do: Use the same darkness/lightness when filling in bubbles consistently.

If you fill in certain bubbles darker than others, your Scantron will not be read properly. If you start off filling in your bubbles light, make sure you continue to fill out the rest of the bubbles on your Scantron light. Consistency is very important when filling in your Scantron, variations in how you fill out your Scantron could cause errors in how your Scantron is read. Lighter bubbles may be consistent with "erased" answers/blank. See *Example 1* (another real answer sheet) for an example of inconsistency of the darkness in filling in the bubbles. Even a human may have difficulty determining if a light mark is erased or just light.

Do: Make sure the question and answer number match.

It is very easy to get off by a question and you do not realize this mistake until you have

finished your exam and have an extra response line left blank on your Scantron. In *Example 2*, you can see how #38 has two answers, and one of them was likely meant for #37 or #39 (in this case, 37, 38, and 39 are all marked wrong). Once you have realized your error, you may not have enough time remaining to find where you got off and correct your mistake. You will not receive extra time to fix your Scantron. It is very important to make sure you always mark your answer in the corresponding number on your Scantron. One tip is to fill in your responses as you go along, don't wait until the end to fill in all the answers on your Scantron.

Don't: Make stray marks.

If you make stray marks on your Scantron, this could cause your Scantron to be read incorrectly, showing that you selected wrong answers. This could potentially lower your score. Do not draw pictures on your Scantron.

Don't: Fold your Scantron.

We all get nervous when taking exams. During your exam, do not fold your Scantron, even if you get nervous. The creases from folding your Scantron cause it to be read incorrectly. If you have a crease along a line of bubbles, your Scantron may read that you selected all the bubbles along the crease. This could lower your score because for most exams choosing more than one response renders the item incorrect.

Example 1

| | | | | | |
|----|---|---|---|---|---|
| 1 | A | B | C | D | E |
| 2 | A | B | C | D | E |
| 3 | A | B | C | D | E |
| 4 | A | B | C | D | E |
| 5 | A | B | C | D | E |
| 6 | A | B | C | D | E |
| 7 | A | B | C | D | E |
| 8 | A | B | C | D | E |
| 9 | A | B | C | D | E |
| 10 | A | B | C | D | E |
| 11 | A | B | C | D | E |
| 12 | A | B | C | D | E |
| 13 | A | B | C | D | E |
| 14 | A | B | C | D | E |

Example 2

| | | | | | |
|----|---|---|---|---|---|
| 26 | A | B | C | D | E |
| 27 | A | B | C | D | E |
| 28 | A | B | C | D | E |
| 29 | A | B | C | D | E |
| 30 | A | B | C | D | E |
| 31 | A | B | C | D | E |
| 32 | A | B | C | D | E |
| 33 | A | B | C | D | E |
| 34 | A | B | C | D | E |
| 35 | A | B | C | D | E |
| 36 | A | B | C | D | E |
| 37 | A | B | C | D | E |
| 38 | A | B | C | D | E |
| 39 | A | B | C | D | E |
| 40 | A | B | C | D | E |

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Meet the Staff: Mikey Federer



Mikey Federer has been with the Commission since October 2017 as an intern and since March 2018 as an official team member. Before joining the Commission, he worked in health care, the fashion industry, and in interior design/antiques. He attended Hocking College, Ohio University, Franklin University, and Sinclair College, and has majored and/or completed degrees in Nursing, Business, and Logistics.

Mikey grew up on his family's farm here in Central Ohio, the same property his great-great-grandfather lived on after being



wounded in the Civil War. He grew up riding trail and show horses and misses it terribly. Recently he bought a fixer-upper and now much of his spare time is spent working on his house. "Thank goodness for You-Tube videos" he says. He also refurbishes antique furniture, lighting, and other vintage findings; and he enjoys visiting flea markets, antique malls, thrift stores, and so on, in search of items to refurbish.

He lives with his cat. Her name is Du-mas, and she loves Mikey very much (see pictures for evidence). Mikey and his mom are the best of friends—"I'm a momma's boy!" he adds. He has two brothers, one sister, and five nieces and nephews; they all live just an hour's drive away.



What he likes most about his job is the day to day challenge of keeping all the moving parts moving for the team. Among the many things his teammates like about Mikey is his habit of bringing delicious home-made banana bread into the office for the team to enjoy—thoughtfully wrapped in individual sandwich bags to make them Covid-friendly. Mikey cooks often, and is known to make a pretty mean salsa. Other things he is known for include how to do the crazy walk in unnerving situations to scare people away and labeling anything and everything.

WHERE IS IT?

LAST QUARTER'S ANSWER:

The Land Bank Center

The Columbus Land Bank was established in 1994 to improve Columbus neighborhoods by returning vacant, abandoned and underutilized residential and commercial properties into productive community assets.

Last Quarter's First Five:

Phil Bennetch, *Zoning*
Deborah Coleman, *Code Enforcement*
Heidi Ferguson, *Public Safety*
Jason Funk, *Public Utilities*
Jason Rollison, *Public Utilities*

2020 Commission Activities

| | | | |
|-------------------------------------|-----|---------------------------------------------------|--------|
| Total Full-time Appointment Actions | 765 | Position Audits | 6 |
| Total Part-time Appointment Actions | 672 | Non-Uniformed Exams / Vacancies Posted | 450 |
| Total Resignation Actions | 446 | Non-Uniformed Exam/ Vacancy Applications Received | 20,081 |
| Total Retirement Actions | 271 | Non-Uniformed Candidates Tested | 1,091 |
| Total Disability Actions | 5 | Uniformed Exams Posted | 7 |
| Total Discharge Actions | 8 | Uniformed Exam Applications | 1922 |
| Total Deceased Actions | 22 | Uniformed Candidates Tested | 821 |
| Classification Creations | 6 | Regular Commission Meetings | 10 |
| Classification Revisions | 87 | Special Commission Meetings | 1 |
| Classification Reviews-No Change | 51 | Trial Board Disciplinary Appeal Hearings | 2 |
| Classification Moratoriums | 1 | Background Administrative Reviews Requested | 67 |
| Classification Abolishments | 1 | | |
| Position Compliance Reviews | 85 | | |
| Employee Appeals Filed | 5 | | |

(Includes work performed for Columbus City Schools)