



COMMISSION COMMENTS

THOUGHT YOU MISSED IT?

Has the thought of serving the community in a public safety position, such as Police Officer, been something you’ve considered in the past but just not pursued it? Well, 2022 could be the year!

The Commission is now accepting applications for our second administration of the Police Officer exam for 2022. Application must be submitted by the **end of the day, MONDAY, JULY 11, 2022** through our website at: [2022 Columbus Police Officer Application Page](#)

Today, more than ever, we need individuals serving in these critical positions that want to be a bridge to safe, accessible, included, and involved communities. If that’s YOU, give Police Recruiting a call at **(614) 645-4642**, or by email at: jobs@columbuspolice.org

Additional information including the prep guide and test preparation videos can be found on the Commission’s website at www.columbus.gov/civilservice/uniformed-police-series/. For more information about the selection process call 614 645-0800 or email policefiretesting@columbus.gov.



Police Officers often serve as the primary “face” of the City to the community

INSIDE THIS EDITION

Community Evaluators	2
Heard About The Transfer List?	2
Ask Eyestein	3
Meet The Staff	4

May 2022
 Volume 21, Issue 2
 2nd Quarter, 2022

NUMBERS TO KNOW

Firefighter Application or Testing Questions	614-645-0879
Fire and Police Background Questions	614-645-8017
Fire and Police Medical or Vision Standards	614-645-8017
Fire Recruiting Questions about the job	614-645-6387
Police Officer Application or Testing Questions	614-645-0800
Police Recruiting Questions about the job, pay, or benefits	614-645-4642



COMMUNITY EVALUATORS

A program Mayor Andrew J. Ginther announced during the State of the City Address back in February 2017 continues to strengthen the Police Officer and Firefighter hiring process 6 years later. In an effort to remain connected with Columbus neighborhoods, approximately nine individuals are selected each year as Community Evaluators for the police officer and firefighter exams.

As part of the police officer and firefighter testing process, candidates take a video-based exam in which their responses to situations are video-recorded. The Community Evaluators served with current firefighters and police officers to score these responses.



The Community Evaluators are required to have four (4) years of professional experience which included hiring, evaluating, coaching, teaching, and/or counseling individuals, or a bachelor's degree.

Training for the Community Evaluators begins with learning

more about the jobs of Columbus Firefighters and Columbus Police Officers. Civil Service then provides training about testing and scoring.

The police and fire personnel serving on these boards have consistently commented on the positive impact the Community Evaluators made in the selection process, but more importantly appreciate them for touching their hearts and minds. The experience gained by working together provided a forum that built a connection between front-line police and fire personnel and the community that, hopefully, will also reach and inspire candidates from the community to be aware of the incredible opportunities with the City of Columbus!



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.

In order to benefit from this service, just complete and submit a *Request For Citywide Transfer* form! There are three important process features you'll want to take advantage of:

1. Use the dedicated email address (A&ESUnit@columbus.gov) to get transfer requests to the appropriate Civil Service employee even faster.
2. Use the option to include a current email address, directly connected to your name on the list. This 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. Attach a resume to your 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 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!





Dear Eyestein:

I recently took a test for a supervisor position that included a set of questions called “Logic and Reasoning.” Why are these questions on the test? I’ve been a manager for years and don’t have to figure out anything like this. I think you should remove this type of question from the test.

**Signed,
Common Sense Should Be Enough**

Dear Enough:

The exams we administer are based on thorough job analyses—investigations into what knowledge, skills, and abilities are needed for a person to perform the tasks required of them in a certain type of job. We begin by sending questionnaires out to current employees in tested classifications. We ask them to tell us the most current abilities someone needs to walk in the door with on day one of the job in order to be successful. Based upon the responses received from employees in supervisory positions throughout the City, we found that there are vital characteristics needed across the board, regardless of the specific field of expertise. Those abilities are primarily related to communication and the problem solving process.

Take a moment to stop and think about some of your previous management/supervising experience. Most times, commonly encountered problems are easily handled by your employees; the problems that are brought up to the manager/supervisor level are those that are out of the ordinary and do not fit into a regular set of operating guidelines. As the manager/supervisor, you have to be able to think through the issue and make a decision that adheres to the rules while solving the issue at hand. Logic and Reasoning questions allow you to demonstrate this ability on a simplified and fair playing field in the testing environment.

Dear Eyestein:

The exam I applied for required possession of a bachelor’s degree. What do I bring/send in? Does it matter if it is a transcript or a diploma and how long do I have to submit it?

**Signed,
An Educated Mind Wants to Know**

Dear Educated:

In most cases, a post-high school education must be verified with an official transcript. A diploma can be accepted if there is no specific major required by the minimum qualifications or if the diploma indicates the specific degree required. An original or copy of a diploma or official transcript will be accepted. An unsealed official transcript issued to the student is also acceptable. Online “unofficial” transcripts are not acceptable. Applicants must provide the required documentation at the time of application. If a copy of a diploma or an official transcript is mailed or brought in to our office, we will happily scan the documentation into your master profile in NEOGOV, to be available for all future applications.



Do YOU have a question for Eyestein? Simply email 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!

CIVIL SERVICE COMMISSION

Main Office and Test Center

77 North Front Street, 3rd Floor
Columbus, Ohio 43215-1895
P: 614-645-8300
F: 614-645-8379
CivilService@columbus.gov
TestCenter@columbus.gov

Uniformed Test Center

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

columbus.gov/civilservice
civilservice@columbus.gov

Commission Comments brought to you courtesy of:
Andrew J. Ginther, Mayor
Larry Price, President
Jennifer Lynch, Member
Dawn Tyler Lee, Member

C. Amy DeLong, Executive Director

Current Commission Comments staff:
Beth Bailey
Cat Emhuff
Chelsea Whims
LaToya Williamson
Mike Eccard



MEET THE STAFF: Jennifer Shea

Well, it's been a little over a year, but we're hoping you subscribe to the old adage "better late than never!" If so, we'll be in good shape! Let us introduce you to Jennifer Shea. Jen, as she's affectionately known here at the Commission, joined our staff as a Personnel Administrative Manager, January 25, 2021, and is responsible for overseeing all police and fire appointment certifications, Ohio Police & Fire Pension submissions, candidate appeals going before the Commission, and as an informal legal advisor to the Executive Director. Jen joined the Commission team after serving over fifteen years with the Columbus City Attorney's Office, with eleven of those years as an assistant attorney.

Jen grew up in a small town whose claim to fame is a zip code of 44444. She moved to Columbus in 2004 to attend law school, met her husband, Adam, had her son, Logan, and now almost twenty years later, she continues to call Columbus home.

Outside of her career, Jen loves to spend time with her family making memories. She and her husband are avid concert-goers, and often prefer the rock genre over anything else. Recently, her son convinced her to take taekwondo classes with him. Her son is at a higher ranking belt level, as she just earned her orange belt, and he very much enjoys critiquing her form and being the "expert" in this scenario!

Jen also loves to travel with her family. One of her favorite memories is partaking in a lava hike where she was up-close to the free flowing lava from one of the active volcanoes on the Big Island of Hawaii.

And finally, Jen absolutely loves to read and write, and her goal is to publish her own fiction novel someday.

Welcome aboard, Jen, and here's to another fifteen years here at the Commission?

Words of Wisdom....

The greatest glory in living lies not in never falling, but in rising every time we fall.

Nelson Mandela