

# COMMISSION COMMENTS

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## Upcoming Performance Exams

### Automotive Mechanic (Heavy)

*Do you have 1 year of experience as a fully skilled automotive mechanic performing major and minor repair and replacement work?*

OR

*Do you have 2 years of experience assisting with repairs or performing preventive maintenance such as checking fluid levels, lubricating, and changing oil and filters on vehicles or similar equipment?*

OR

*Do you have 1 year of experience assisting with repairs or performing preventive maintenance such as checking fluid levels, lubricating, and changing oil and filters on vehicles or similar equipment, AND have you completed a technical training program in vehicle mechanics?*

If you can answer "yes" to one of these three questions, then we invite you to apply for the upcoming Automotive Mechanic (Heavy) Exam. Applications will be accepted in June 2011, with the exam administered in Summer 2011.

The examination process will consist of a multiple-choice exam weighted 40% covering Safety, Vehicle Systems, Parts and Tools, Problem Sensitivity, and Reading Manuals; a performance exam weighted 40% covering various truck or heavy equipment systems diagnostics and basic computer skills; and an experience evaluation weighted 20%.



### Refuse Collection Vehicle Operator (Automated)

*Do you have one year of experience as a truck driver, bus driver, or refuse collector, AND have a Class A or B CDL?*

If your answer is "yes," then we invite you to apply for the upcoming Refuse Collection Vehicle Operator (Automated) Exam. Applications will be open for filing June 1-13, 2011. Testing will take place in early July.

The examination process will consist of a performance exam weighted 75%, a map reading exam weighted 10%, and a forms completion exam weighted 15%.

### For Both Exams

Fill out a *Job Interest Card* on our website to be automatically notified when the recruitment periods open for these exams. Automotive Mechanic (Heavy) is Job Code 3459 and Refuse Collection Vehicle Operator (Automated) is Job Code 3922.

Applications for these positions will be accepted online at [www.csc.columbus.gov](http://www.csc.columbus.gov) or in person at 50 W. Gay Street, Room 600, Monday, Wednesday & Thursday, 9 a.m. to 4 p.m. You can call our Job Line at (614) 645-7667 anytime to hear a recorded list of current job openings. Approved applicants will be notified by mail/email of their scheduled test date and time.

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**"A successful exam is when you get what you know right."**

*~Vikas Jhingran*

## We Have A Form For That!

Welcome to our newest recurring feature, Whatever your problem... We Have A Form For That! (Yes, we know it's a "shocking" phrase to hear from a government agency.) WHAFFT! will take a closer look at some of our most frequently used forms, give tips on how to fill them out, and/or identify some common mistakes.



*Our forms can be found on our website, [www.csc.columbus.gov](http://www.csc.columbus.gov) by clicking on Public Forms on the left side of your screen.*

The Request for Review Form is our most commonly used form.

Submitting this form to our office means you are requesting the Executive Director to review the status of your situation. This could include any failure during the testing process, any disapproval of an application, or any other action taken by the Civil Service staff.

The Request for Review form only requires the most basic of information to be filled out. We need your name, candidate ID, address, and phone number to locate your information quickly and have contact information readily available. The main portion of the form is the section titled, "Reason for Request and/or Remarks," where you can write what you deem appropriate to explain your situation and the reason(s) you believe a different outcome should occur.

Once you submit the Request for Review form to our office, you can expect a response to be mailed to you (via U.S. mail) in approximately ten days. A complex issue may require more time to fully investigate. Please note that a Request for Review must be filed within ten calendar days of the notification of failure, rejection, or other staff action. You may still submit the form if it has been longer than ten calendar days from the action, but your request may be rejected based on timeliness alone.

Some tips:

**1) Take your time.** It may be that you are addressing an issue that you feel strongly about. If you hastily write something "just to get the form in," you may leave out vital facts that could be key to the outcome you desire.

**2) Stick to the facts.** Generally, you were denied an action based on a State/Federal law, a Civil Service Rule, lack of experience or education, or because you missed the filing period for an exam. Look up the appropriate law or Rule and tell us why it does or does not apply to you. Leave out any narrative that does not directly support your claim.

**3) Write as clearly and concisely as possible.** More pages do not mean you are more convincing; they mean that the person reviewing your situation has to search for the relevant information.

**4) Make use of the "additional information attached" block.** We recommend you include any documentation to support what you are saying. For example, if you had issues with the computer/website, use the "print screen" function and show us the problem so we can see exactly what went wrong. Or, if you were late for an exam due to a medical issue, attach a note from your doctor so that documentation is provided.

## Police Sergeant Promotional Testing This Summer

The promotional testing process for police sergeant will get underway later this summer beginning with the application filing period in August, scheduled for August 1st -12th. The sergeant's exam consists of four phases, as listed below with their expected administration dates:



**Phase I**, open-book multiple-choice, September 13th

**Phase II**, closed-book multiple-choice, September 13th

**Phase III**, written work sample, September 15th

**Phase IV**, oral exam, October 24th - November 4th

The eligible list is scheduled to be published in December. The recommended reading for this examination process has been released and is currently available on the Commission's website. All dates are subject to change, so please also refer to the website for a full listing of important dates and the CUPA minutes. The CUPA minutes contain information from a planning meeting held prior to the examination process and contain details and information regarding the testing process. Only current Columbus Police Officers with three years of continuous accredited service and a valid driver's license are eligible to apply for police sergeant. Applications will only be accepted electronically via the Commission's website. Prior to testing, information sessions will be held and a study guide will be made available. Questions regarding the Police Sergeant examination can be directed to Commission staff at (614) 645-8325.

## ?? Ask Eye-stein ???

**Dear Eye-stein:**

**I recently graduated, and my father told me to sign up for the next Civil Service Test. When is it, and how do I sign up for it?**

**Signed, I Want to Be a Civil Servant**

Dear Future Civil Servant:

Some other cities may offer one general Civil Service Test several times a year that makes people eligible for a variety of Civil Service jobs. We do not have a test like this. The City of Columbus develops specific tests for particular jobs and groups of jobs. Each exam is designed to evaluate candidates to determine if they have the knowledge and skills needed to be successful on the job. We only test when we expect a specific job to have an opening, or if we do not have a list of current eligible candidates for common jobs. I recommend you create a profile on our website at [www.csc.columbus.gov](http://www.csc.columbus.gov). Once you have a profile, you can apply for jobs that interest you listed under *Current Job Openings*. If you do not have computer access, call our Job Line at (614)645-7667 to hear a listing of current openings, then apply in person at 50 W. Gay Street (6<sup>th</sup> Floor). All postings are open for applications for at least one week, so if you check in with us on the same day every week, you should see all openings.

**Dear Eye-stein:**

**How can I tell if I have to take a test for a Job Opening I saw on your website?**

**Signed, Not a Fan of Exams**

Dear Exam:

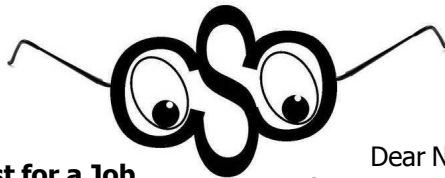
The best way to get all of the details on a specific Job Opening under *Current Job Openings* is to click on *Job Announcement* next to the listing. The Job Announcement contains information such as the job description, minimum qualifications, pay rates, exam information, and HR contact information. The fastest way to tell is to look at the *Recruitment #* on the posting. A recruitment number is made up of three parts. The first part is the last two digits of the year the posting was created, or for uniformed Police and Fire, the year the list will be established. The next four digits are

the Job Code for the Job Class Title of the opening. The last part will tell you the type of posting it is, most commonly "C" or "V". If the letter in the third part is a "C," then it is a competitive job and you must take an exam to be placed on the eligible list. If the letter is a "V," then the job is non-competitive, and your application will go directly to the department HR representative that is listed in the Job Announcement. We also periodically post jobs with "Q" in this position, which stands for qualifying noncompetitive, indicating that you have to pass an exam to show that you can do the job. The final digit shows whether the same job (which can have multiple positions) has been posted more than one time per year. If it is a "1," then it is the first time we are posting during that year, if a "2" it's the second posting, and so on. For example, if the recruitment number on a posting is "11-3558-C1," then the posting was created in 2011, the job code is 3558 for Cable Worker Supervisor II, there is an exam, and this is the first time it was offered in 2011.

**Dear Eye-stein:**

**I've heard some terms that confuse me. What is the difference between an *eligible list* versus a *non-competitive position* versus a *qualifying non-competitive job*?**

**Signed, Needs a Civil Service Dictionary**



Dear Needs a Dictionary:

If you pass a competitive exam, you will be placed on the *eligible list* in the 70, 80, or 90 band, depending on how well you performed on the test. The departments are required to start with the highest band when hiring. When there are less than five candidates in the highest band, they can then move to the next lower band. Most of the *non-competitive* jobs are non-tested positions, requiring you to deal directly with the department HR person, while a few are *qualifying non-competitive*, requiring you to take an exam. If you pass the exam for one of the qualifying non-competitive positions, such as Equipment Operator I or II, your name will be placed on the eligible list, with everyone else who passed the test, in alphabetical order. All who pass a qualifying non-competitive exam are considered equal on the list; there is no banding.

## Entry-Level Police Officer Testing This Fall

Applications will be accepted October 7 - 28, 2011 for the Police Officer examination. Testing is tentatively scheduled to begin in early November and continue through mid January. If you would like to be notified of the filing period, please complete a job interest card for Police Officer (Job Code 3064) on the Commission's website. Information such as, the selection process, the study guide, physical test instruction video, veterans' fact sheet, background removal standards, and information about the stress test can also be found on the Commission's website. For questions or concerns regarding the Police Officer examination, please contact Commission staff by email at [policefiretesting@columbus.gov](mailto:policefiretesting@columbus.gov) or by phone at (614) 645-0800.

## Civil Service Commission

Email: [CivilService@columbus.gov](mailto:CivilService@columbus.gov)

[www.csc.columbus.gov](http://www.csc.columbus.gov)

50 West Gay Street, Room 500  
Columbus, Ohio 43215-9038  
Phone: 614-645-8300  
Fax: 614-645-8379

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750 Piedmont Road  
Columbus, Ohio 43224-3266  
Phone: 614-645-0800  
Fax: 614-645-0866

Commission Comments brought to you  
courtesy of:

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## Ongoing Firefighter Testing

*We've been busy....and this is just the beginning!* The Civil Service Commission accepted applications for the 2011 Firefighter Examination for four weeks March 10 – April 10. During that time we accepted over 6600 applications!! After reviewing the applications, over 6000 were approved and those candidates were invited to Phase I – the multiple choice examination administered May 10 – 21. Candidates who pass the multiple choice exam will be invited to the Physical and Oral Board Examinations. We will administer all phases of this examination at our testing facility located at 750 Piedmont Road.



Candidates who are successful on all three phases will be placed on an Eligible List that will be established in November and made available to the Division of Fire for any recruit classes they may have for the next two years. After the examination, candidates are required to go through a thorough background investigation, a polygraph examination, an interview with Fire personnel, a vision test, a cardiovascular stress test and psychological examination, all before being offered a position as a Firefighter with the City of Columbus.

For more information on the 2011 Entry- Level Firefighter Examination you can visit our website at:  
[https://csc.columbus.gov/pages/uniformed/fire\\_UFE\\_FF.asp](https://csc.columbus.gov/pages/uniformed/fire_UFE_FF.asp)

### Did you know?

- In 2010, the Commission took action on 154 job classifications, including: 76 revisions, 9 creations, 7 abolishments, and 66 reviews with no changes.
- Using the Commissions 5-year standard, 100% of job classes were up-to-date at the end of 2009.

## Noteable CSC Staff Notes



Please join us in  
welcoming our newest  
staff members:

**Mary Benson**, Payroll Specialist  
and **Carol Lagemann**, Personnel  
Analyst II.

Congratulations to our  
staff members who  
were recognized at the March  
Employee Recognition Ceremony for  
over 20 Years of Service with the City:  
**Cricket Davis, Michael Eccard** and  
**Don White.**

