

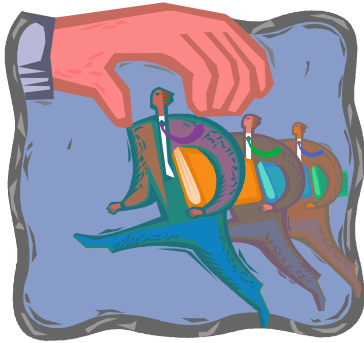
COMMISSION COMMENTS

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Are You in the 2% This Year? An Explanation of the Position Compliance Review

What does 2% mean to you? Is it the kind of milk you drink? Does it represent the elite rich to you? Is it how much you expect your raise to be? In this case, it is the percentage of city employees who will be participating in the annual Position Compliance Reviews. 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.



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.

Why do you do them? We do them to ensure positions are properly classified. Civil Service requires a written updated position description 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 randomly check in at every level.

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 2011, Civil Service conducted 75 Position Compliance Reviews; 74 were determined to be properly classified and 1 was deferred to audit, which revealed that position to be properly classified.

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"You were the Chosen One!"

-Obi-wan Kenobi, Star Wars Episode III- Revenge of the Sith

Website Tutorial: How to Update Your Work Experience

Follow these three steps to keep your online job-seeking profile current

STEP ONE: LOGIN

Whether you are visiting our website for the first time or are a returning user, keeping your profile up-to-date is one of the most important things you can do to enhance your path to employment. There is no reason to wait to enter any new Education & Experience; when you log in and edit your profile, the information is saved to your account. The next time you see a job that's right for you, it will only take a few clicks of the mouse to submit your application.

STEP TWO: SELECT THE "EDUCATION & EXPERIENCE" TAB

STEP THREE: CLICK ON "ADD" or "EDIT" AND FILL IN THE RELEVANT FIELDS

Work Experience (submitted to date):

Job Title	Employer Name	City	State	Starting Date	Ending Date	View	Edit	Delete
Office Assistant I	City of Columbus	Columbus	OH	08/29/2011	04/02/2013	View	Edit	Delete
Office Assistant II	City of Columbus	Columbus	OH	04/01/2012		View	Edit	Delete
Shift Supervisor	Starbucks	Columbus	OH	08/11/2000	02/09/2002	View	Edit	Delete

[Add](#)

STEP THREE AND A HALF: Things to consider when filling in the relevant fields

- Include the dates and hours worked for each position. If this information is missing, only partial credit (or even zero credit) will be given.
- Do not assume that the title that you held sufficiently describes the duties you performed. You must still provide accurate, detailed information about the type of work that was done.
- For multiple titles held at a single employer, give each title its own work history block. Do not combine titles, as this is usually unclear to the person reviewing the application and may result in credit not being properly awarded.
- Be sure that the description of your work experience is clear. If you just say that you "performed administrative functions," we cannot tell the nature of the work that you did. A better description might be, for example, "developed and coordinated policies and procedures; made arrangements and prepared materials for meetings and conferences."
- All information on the application must be completed in order to determine whether or not you meet the necessary minimum qualifications. A resume may be submitted **in addition** to the application, but it may not take the place of the application.

NEED MORE HELP? STEP FOUR: Call 645-8301, Monday - Friday, 8:00 a.m.- 5:00 p.m. for human assistance.

??? Ask Eyestein ???



Dear Eyestein:

I took the Property Maintenance Inspection Trainee test and haven't received my results yet. What is taking so long?

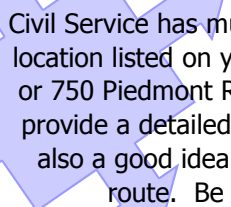
Signed, Waiting Impatiently

Dear Impatient:

As with many of our exams, we received hundreds of applications. In order to accommodate everyone, we sometimes test over several days. Grading does not begin until after the final day of testing, and the score you receive is based on how you did compared to everyone else who took the exam.

Before we can actually begin grading, there are several things that must be done. We first check that we received all of the necessary paperwork from each candidate. Then, we verify that the questions we asked were appropriate and keyed into the computer scoring system correctly. If we find any questions that do not meet our standards (e.g. too vague, more than one correct answer, too many people got it wrong), they are thrown out and not considered in anyone's score. When we grade an exam, we grade on a curve, which involves a statistical process known as z-scoring. (We're happy to explain it to you, but the bottom line is that it keeps everything as fair as possible by spreading out the scores in order). The cut-off score is set and individual scores are determined. Preference points (e.g., veterans, seniority) are then added to passing scores as necessary. We then create the official eligible list, comprised of final scores broken down by score bands (90, 80, 70). Once this grading process is completed, it is reviewed by a supervisor. Finally, we create and send the results letters.

Double Check Your Test Location



Civil Service has multiple testing sites. If you are scheduled for a test, be sure to carefully check the location listed on your Examination Notice. Typically, the examination will be at 50 West Gay Street or 750 Piedmont Road, but some examinations are given off-site when necessary. Many times we provide a detailed map on the back of the notice. If you are unfamiliar with the test location, it is also a good idea to check www.pavingtheway.org to see if there is any construction along your route. Be sure to arrive early to the correct location so you can perform your best!

What is a "4ANA" Removal?

Some people think that once they pass a civil service exam and score well that they are guaranteed a job; however, this is just the first step on the path to employment with the City of Columbus. As with other organizations, there is an interview component. Department Directors can request what is called a "4ANA" removal of a candidate when they are considering a group of people for a position. It is simply a hiring decision. The Director reviews a group of names, selects the best candidates for a job offer, and determines who will not be selected.

This is permissible by Commission Rule IX(C), which allows the appointing authority to request that individuals who have been considered four or more times be omitted from future certifications. For job classes that are only used by one department, such as police officer or firefighter, a removal request from the Director results in a removal from the list. This is referred to as a 4ANA removal which means the person appeared but was not appointed. This is typically used with police officer and firefighter lists since groups of individuals are hired at the same time; however, the Rules allow this for other jobs as well. A 4ANA used to be an automatic removal when the hiring process included rank-ordered lists. With banding, removals must be requested by the Department and each Director is limited to a specific number.

If you are removed at the Director's level, you will receive a notice informing you of the decision. This action is not a background removal and it is not something that can be appealed. You can apply again for future exams and you can also be considered again for the same job.

Main Office and Test Center

50 West Gay Street
Columbus, Ohio 43215-9038
614-645-8300
CivilService@columbus.gov
Fax: 614-645-8379/8334

Piedmont Test Center

750 Piedmont Road
Columbus, Ohio 43224-3266
614-645-0800
PoliceFireTesting@columbus.gov
Fax: 614-645-0866

www.csc.columbus.gov

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Meet Commission Employee John Swinger



John Swinger, a Personnel Analyst II, has been with the Commission for 15 years. John's primary responsibility is oversight of the Fire Battalion Chief and Fire Deputy Chief exams. His favorite part of the job is developing the examinations, and he particularly enjoys working with the subject matter experts during the development process and

becoming as familiar as possible with their jobs.

John was born in Missouri and grew up in a rural area near St Louis. He attended Southeast Missouri State University where he received a Bachelor of Science degree in business administration. In his spare time he enjoys playing golf and tennis and spending time with family. John is married to Zennie and they have two sons, Neil and Paul. Neil graduated from OSU in 2009 with a degree in electrical engineering and now works in the Cincinnati area. Paul attends Miami University in Ohio and recently completed a semester studying abroad in New Zealand.

Testing Clinic Update

The Testing Clinic is an open-house designed to help you better understand our testing process and become a more informed, confident candidate. Commission staff will be available to assist you with setting up or editing your online profile, explain our job analysis process, and administer a sample test. Our pilot clinic was a success. We had a small scale run-through of the program and allowed the candidates to critique the information we presented. We've made some improvements and are almost ready to open the doors to anyone interested in attending. Check the main page of our Employment Center at www.csc.columbus.gov for the dates and times—we'll post it there as soon as we know! Or, to be automatically notified, log in to your account, click on *Job Interest*, go to *2012 Testing Clinic*, and click *I'm Interested*, we'll send you an email.

Did You Know?

In 2011, the Non-Uniformed Testing Unit:

- conducted 216 recruitments
- received 24,556 applications
- collected 21,493 on-line job interest forms

It's Not Too Late!

We are still accepting applications for the **Police Officer** Examination, through September 14th. Simply visit our website at www.csc.columbus.gov, REGISTER or LOG IN, then go to CURRENT JOB OPENINGS, find POLICE OFFICER, and select APPLY. You will be notified of your test date, time, and location. It's that easy!

Finally, print the study guide from the website and prepare yourself for the examination.

Preparation reduces test anxiety and can improve your score, so devote as

much time as you can to your future. If you have any questions, please contact us at 614-645-0800.



Chief James G. Jackson Columbus Police Academy