



THE CITY OF  
**COLUMBUS**

MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

# COMMISSION COMMENTS

Volume 12, Issue 4 Fourth Quarter, 2013

## NEOGOV for the NeoYear!

### *New Online Applications Allow Applicants to Attach Resumes*

On January 6, 2014, the Commission will move to a new applicant tracking/filing platform called NEOGOV™. We're excited about the move and the enhanced features both applicants and City departments will experience with the new system! One major improvement will be that you will be able to use your new NEOGOV™ login and password at over 1,200 agency websites, throughout the United States, that also use NEOGOV™ for the application process (such as the State of Ohio, City of Grove City, and the Columbus & Franklin County Metropolitan Parks District to name a few local ones)... but be sure to visit ours first!



Another big improvement with this new system is that applicants will now be able to attach their resumes to their profiles; however, they will still need to complete the "Experience" sections of their applications.

If you already have a profile established in the Commission's current applicant tracking/filing platform, you should plan on printing that information by the end of

December so you can use it to establish your new profile in NEOGOV™ beginning January 6<sup>th</sup>.

You can also save your information by cutting and pasting your education and work experience into a Word document. Unfortunately, this information is unable to be automatically "transferred" to the new system.

However, once you establish your new profile in NEOGOV™ on or after January 6<sup>th</sup>, you will be able to apply for any City of Columbus opening at [www.csc.columbus.gov](http://www.csc.columbus.gov) and express interest in any of the over 650 City job classes that may open for applications in the future!

Email notices/reminders will be sent to all current applicants in our system beginning in late November encouraging them to get their information to "make the move" on January 6<sup>th</sup>.

As always, should you have any questions about the City's application process, please contact our Applicant & Employee Services Unit, Monday through Friday, 9 a.m.-4.p.m. at (614) 645-8369.

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**"An optimist stays up until midnight to see the New Year in. A pessimist stays up to make sure the old year leaves."**

*- Bill Vaughn*

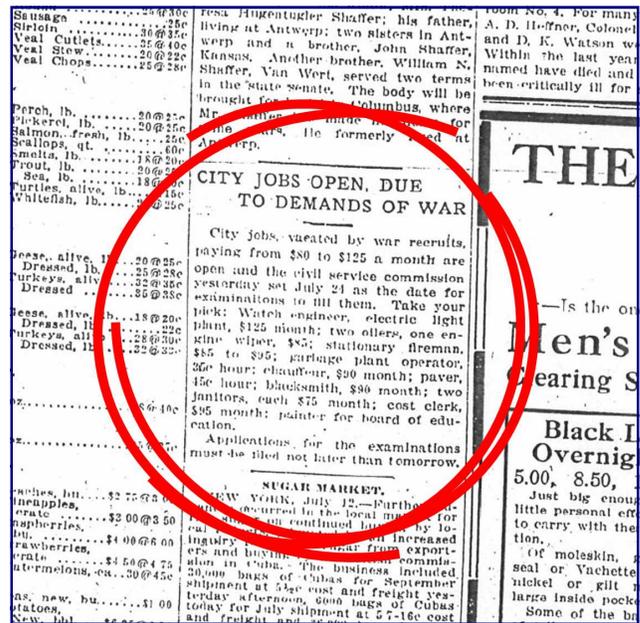
## Then & Now: City Jobs in 1917

This newspaper clipping was found on microfilm from the *Ohio State Journal* dated July 13, 1917. It states "City Jobs Open Due To Demands of War" and talks about the Civil Service Exams. It reads:

*"City jobs vacated by war recruits, paying from \$80 to \$125 a month are open and the civil service commission yesterday set July 24 as the date for examinations to fill them. Take your pick: Watch engineer, electric light plant, \$125 a month; two oilers, one engine wiper, \$80; stationary fireman, \$85 to \$95; garbage plant operator, 35 cents hour; chauffeur, \$90 month; paver, 45 cents hour; blacksmith, \$90 month; two janitors, each \$75 month; cost clerk, \$95 month; painter for board of education. Applications for the examinations must be filed not later than tomorrow."*

It is difficult to equate current classifications to those that existed nearly 100 years ago; however we were able to draw comparisons of starting salaries (pre-tax):

"Watch engineer, electric light plant" compares to today's Engineer I, whose starting salary brings home just shy of \$4,300 per month. "Stationary Fireman" can be paralleled to a Firefighter, which now draws approximately \$3,700 a month. A "paver" can be compared to a modern day Traffic Maintenance Worker who has a starting rate of \$18.48 per hour. A "janitor" can be compared to a Custodial Worker with a monthly salary of at least \$2,600. "Cost Clerk" is similar to a current Fiscal Assistant I, whose starting pay is at minimum \$2,400 per month. Other classifications, including "Blacksmith" and "Chauffeur" have since been removed from the City's class plan. Thanks to Nikole Pettus, Department of Public Utilities, for sharing this interesting find with us!



## We Have A Form For That!

The **Notice of Appeal** form is used by employees and applicants to appeal a disciplinary action by an appointing authority or a decision by the

Executive Director on a Request for Review. If you submitted a request for review about an action of the Civil Service Commission, such as an application rejection and it was denied by the Executive Director, you have the option of filing an Appeal of this decision within ten (10) calendar days of the date of your decision letter. These appeals go to the Civil Service Commissioners for review and a final decision. The Commission also decides disciplinary appeals for MCP employees, FOP, IAFF, and Columbus City Schools employees. The Ohio Revised Code gives non-teaching

employees of the school district the option to appeal suspensions of four (4) days or more up to a termination to their municipal Civil Service Commission. City employees, please note that the current AFSCME and CMAGE bargaining unit agreements waive the right to appeal disciplinary action to the Commission. This means that those employees cannot appeal a disciplinary action but instead have an arbitration process available to them.

When filling out this form, fill out the top section completely. In the second section, be sure to check a box to let us know if you are appealing a decision on your request for review, or if you are appealing a disciplinary action. List your job classification and job code if you know it, give an explanation of what you are appealing, and attach any documents to support your appeal. Pay close attention to the time limit as the Commission must receive the appeal form within ten calendar days of the action being appealed.

*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.*

## ?? Ask Eyestein ??

**Dear Eyestein:**

**I submitted an application for a vacancy two months ago. How long is that application good for? Do I have to resubmit every time there is an opening for the same job?**

**Signed, Jobless in Columbus**

Dear Jobless:

Great question! Applications from any recruitment are good for six months. After that, a department must open a new recruitment if they want to fill a position that was posted over six months ago. Each recruitment is unique – this is why you might see two recruitments for the same job open at the same time. It is important to keep track of the recruitment number for any recruitment you apply for, since it is the “identification tag” for the recruitment. Our recruitment numbers are created using the last two digits of the year, the four digit job class code, and a sequential number. For instance, “13-3525-V5” is a 2013 recruitment for Custodial Worker (3525), and it is the fifth recruitment for Custodial Worker so far this year. The “V” means it is a vacant position or Noncompetitive



posting – recruitment numbers that end with “C” instead mean it is a Competitive exam. Knowing which specific recruitment you applied to also helps us and the HR staff of City departments to aid you with any questions you might have about a job.

**Dear Eyestein:**

**I was conditionally approved to take an exam, but I have to turn in an official transcript or copy of my diploma. When do I need to have that turned in to Civil Service?**

**Signed, Eleventh-hour Examinee**

Dear Examinee:

Transcripts, diplomas, or any proof of education required to take a civil service exam generally must be turned in by the last day of testing. Remember, there are often multiple testing days, so if you take the test early on in the testing schedule, you may have extra time to turn in your proof of education. Look for the Testing Center phone number on your Civil Service exam approval letter if you want to call and check when the last day that proof of education is accepted for your exam.

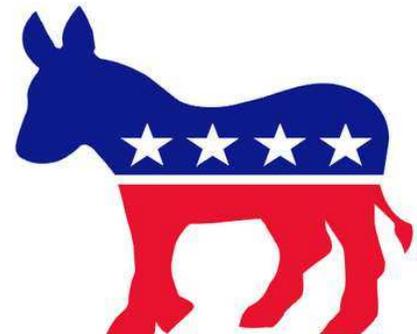
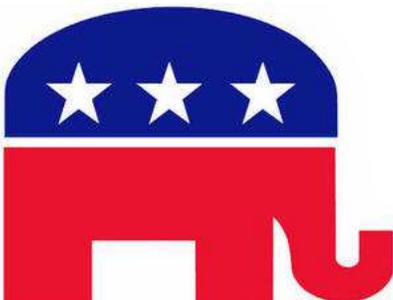
## Political Activity Guidelines

Have you ever considered becoming politically active, perhaps collecting campaign contributions, organizing a political rally, or even running for office? If so, you should be aware that as a current City of Columbus employee, participation in certain political activities is prohibited.

The Charter of the City of Columbus and the Columbus City Code restrict classified employees’ involvement in political activities. Classified employees are prohibited from soliciting or receiving funds for a political party or candidate. The City Code forbids classified employees from running for elective office; however, there are three exceptions: officer of a local school board of education, member of a village council outside the City of Columbus, and trustee on a township board. Further, it is illegal for classified employees to raise money to campaign for one of the above positions. They are also prohibited from seeking or using a political endorsement. These restrictions are in place to protect both the City and its employees.

Employees in the classified service are permitted to volunteer for political campaigns provided that they do not directly or indirectly solicit donations. City employees are also not prohibited from circulating nominating petitions for an elective office on their own time when the candidate’s name for that office appears on the ballot without the name of a political party, or for an elective office which is nonpartisan. The rules pertaining to City employee involvement in political activity are located in Section 156 of the Columbus City

Charter and Section 161.05 of the Columbus City Codes. These documents are available on the City’s website at [www.columbus.gov](http://www.columbus.gov). The restrictions act as safeguards against conflicts of interest, inappropriate use of political influence, and the perception of wrongdoing related to City employee involvement in political activities. So, if you are thinking of getting involved in politics, be certain to check the restrictions first.



## Municipal Civil Service Commission of Columbus, Ohio

**Main Office and Test Center**  
77 North Front Street  
Columbus, Ohio 43215-1895  
614-645-8300  
CivilService@columbus.gov  
Fax: 614-645-8379

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

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

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## In Appreciation



The Commission staff would like to take this opportunity to thank everyone who assisted us in the past year. The Commission relies on the help of City employees in many of

the things that we do. Employees' participation in filling out questionnaires, attending job analysis sessions, assisting with exam development, grading, and administration is extremely important. City agencies also help by sharing equipment and locations for administration of exams.

A special note of thanks to the employees at the 25<sup>th</sup> Avenue Maintenance Facility in the Department of Public Service, Division of Planning and Operations. They have been very helpful in setting up for the Equipment Operator II test twice this year, as well as for the Refuse Collection Vehicle Operator test. Both of these tests require quite a bit of preparation.

The Commission staff would also like to recognize employees with the Division of Fire for their help this year. Numerous Fire employees participated in the job analysis for Firefighter and took part in the physical capabilities test events to provide valuable data for the validation of this exam. Special thanks to the staffs at Fire Recruiting and the Training Academy for their help with the physical test.

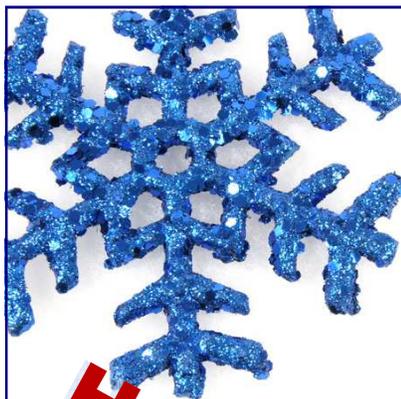
Division of Police employees provided a great amount of assistance as well. Police Lieutenants volunteered time to help with exam development, review of test material and review of appeals for the Police Sergeant exam. They reviewed approximately 300 items with each question receiving two reviews each. Division of Police personnel also participated during the development, administration, and scoring of the Police Officer examination process. Special thanks to the Recruiting Unit, Academy staff and the many sergeants and officers who sacrificed and gave your time and expertise to the testing process. We really appreciate your professionalism and willingness to be a part of the selection process. You never fail to heed the call. Your cooperation enriches the entire selection process and for that, you are so very much appreciated!

City Departments and individual employees provide valuable assistance to the Commission every year. Thank you again City employees!

## TAKING AN EXAM?

Be sure to turn your cell phone off before arriving at the Test Center.

To ensure fairness in testing, candidate cell phone usage is prohibited on the entire Civil Service floor.



*The Civil Service Commission would like to wish everyone a safe and joyous holiday season.*

**Happy Holidays**