



THE CITY OF
COLUMBUS

MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

COMMISSION COMMENTS

Volume 13, Issue 1 First Quarter, 2014

Join the Team: Become a Columbus Firefighter



***Your Journey
Begins Here!***

You can be a member of the firefighter family. **You** can be an integral part of the lifesaving teamwork in action. **You** can also experience the hands-on feel of serving your community as an emergency medical technician. Take the first step towards the lifestyle and career path that is firefighting. The rewards for this profession are immeasurable!!!

For the entire month of April – from April 1 through April 30, 2014, applications for **Columbus Firefighter** are being accepted. If you are at least 17½ years of age, have a valid and current driver's license, and are a current United States citizen, you meet the minimum qualifications for the examination! Note: you must possess a high school diploma or G.E.D. at time of hire.

Applications are being accepted by the Civil Service Commission **on-line only** at www.csc.columbus.gov, or you can visit our office at

750 Piedmont Road, Columbus, Ohio 43224, Monday - Friday, 9:00 a.m. - 4:00 p.m. for assistance if you do not have internet access. The examination has multiple phases, consisting of a multiple choice exam, an oral exam and a physical capabilities test.

The website contains a great deal of information regarding the testing process, including a study guide to help you prepare for the examination http://csc.columbus.gov/pages/uniformed/fire_UFE_FF.asp. Prior experience is NOT required, so if you are ready for a rewarding career that will provide life-long skills and continue to be a challenge, don't miss out on this opportunity! For more information on this examination, call our Fire Employment Line at (614) 645-0879.



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Those who
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president.”**

- Unknown

Questions About Questionnaires?



Civil Service conducts three main types of reviews—Classification Specification Reviews, Test Development Reviews, and Position Compliance Reviews. For the first two types of reviews, analysts give members of a job class the chance to provide input in the form of questionnaires. Each individual response helps put pieces of the puzzle together with regard to what is expected of the incumbents in a given job. Classification and testing reviews are usually on five-year cycles. In some cases they coincide and we are able to send out one combined questionnaire. For classes where the five-year cycles do not coincide, reviews must be done separately with questionnaires geared toward the type of information we need. Below are some tips for filling out each type of questionnaire.

Classification Review Questionnaire:

The “Class Review” is to ensure the classification specification is accurate and up-to-date. We are interested in how well the classification specification describes the work that you do, as well as the qualifications, knowledge, skills and abilities necessary to perform the job. A significant portion of this questionnaire includes a free-form listing of duties and time spent.

For your current work assignment, describe in detail the six most major responsibilities that take up the greatest percentage of your time.

1.		%
2.		%
3.		%
4.		%
5.		%
6.		%

These responsibilities should total 100%

An approach that can help with this section:

Brainstorm and jot down how you spend your typical day. Add items you do on a recurring schedule (daily, weekly, monthly, quarterly, yearly).

Combine similar tasks. For example, you could combine a variety of reports under “Write and submit reports to my supervisor.”

Assign percentages using your best approximation of time spent for each combined grouping. Remember—the percentages are approximate and will give us a relative idea of how you spend your time.

Test Development Review Questionnaire:

The testing review questionnaire is typically titled “Job Analysis” at the top. It is primarily used to review/edit/create employment examinations. The questionnaire lists statements about tasks, abilities and knowledge important to the job, and respondents are asked to provide ratings. Results from the questionnaire are compiled and help determine important aspects of the job for testing.

Ratings are nothing to fret over, as we are merely asking for your honest opinion on what YOU do in the normal course of YOUR job. If you circle a “4” and your coworker in the same classification circles a “3” for a statement, we recognize both answers as good responses—because the true answer might be “3.5”!

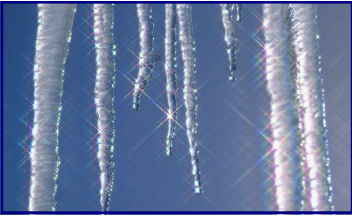
IMPORTANCE					FREQUENCY				DUTIES
4	3	2	1	0	1	2	3	4	
4	3	2	1	0	1	2	3	4	1. Arranges work schedules and vacation schedules
4	3	2	1	0	1	2	3	4	2. Recommends personnel for appointments to vacant positions

Zero is defined as “not performed” or “not needed.” If you circle the “0” for any response, you do not need to circle another number in that row—we take it to mean that the statement is either something you never do, or something that is of so little importance, that we should not consider it.

Day One in the “knowledge” section, is your opinion as to whether a newly hired employee in your classification must possess this knowledge their first day on the job. Some knowledge could be obtained during new-employee orientation, or on-the-job training versus having it on day one.

So, next time a questionnaire arrives from Civil Service, please know that this is YOUR opportunity to have a voice in how your job is reflected in the classification and in testing for your future coworkers. Your input is extremely valuable to us. The more questionnaires we have returned to us, the more accurate our perspective will be. Ultimately, we strive to make sure the classification is a good resource to accurately reflect the purpose of the classification, the range of job duties and requirements, and that we help provide a pool of individuals for selection that you will be happy to call your coworkers!

Whose Job Is That? Water Main Break Response



You too could work in knee-deep water in below zero temperatures!

In early January, when the thermometer dropped into negative numbers, the City experienced a large water main break in the North 4th Street area downtown that sent thousands of gallons of water flowing into the streets. A number of dedicated City employees worked in frigid temperatures to repair the break and evacuate nearby office buildings. The job classifications involved in the outdoor portion of this water main repair were: Water Maintenance Supervisor II, Water Maintenance

Supervisor I, Water Maintenance Worker, and Excavator. The valves were shut by these employees and then half of the crews continued to work through the night to excavate and repair the water main. Once the water flow abated, ice formed quickly; Equipment Operators arrived to break up the ice and spread salt. New crews came in the morning to finish repairs to restore water and continue to clean up the area. Police Officers and Firefighters cordoned off streets, evacuated buildings, and helped about 400 people get out of nearby buildings safely. This was a true team effort within and between departments. We are thankful for the hard work of our fantastic City employees involved in resolving emergency situations, whether they serve in traditional public safety roles or become involved because of their expertise in the situation. To learn more about City jobs visit our website at www.csc.columbus.gov and click on "Job Class Info."

Police Promotional Exams

Between April 7 and April 18, the Civil service Commission will be accepting applications for the Police Lieutenant and Police Commander Promotional Examinations. These examination processes are open to current City of Columbus police personnel only. Current Police Sergeants and Lieutenants interested in taking one of these examinations are encouraged to visit the Commission's website where documents such as the CUPA meeting minutes, exam timeline and the exam reading list can be found. Prior to testing, information sessions will be held. During the information sessions, candidates will be given general information regarding the testing process and candidates will have the opportunity to ask questions. The information sessions for the lieutenant exam are April 22 and 24 and the information sessions for the commander exam are May 19 and 21. For more information visit the commission website at: http://csc.columbus.gov/pages/uniformed/police_index.asp

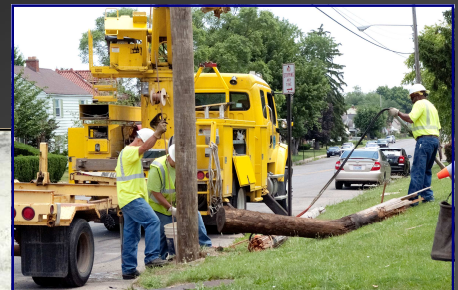


Then & Now



Above: City Stables, date unknown.
They were located on Short Street, where the old City Fleet garage stood before moving to Groves Road. Currently, the location is a City parking lot.

Right: City Line Crew, date unknown.



Above: City Line Crew, July 2013
Workers install a new pole

Civil Service Commission of Columbus, Ohio

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APPLYING ONLINE?

Civil Service has a new
online application system.

DON'T FORGET!

To apply for jobs or submit
job interest, you must create
a profile in the NeoGov
system.

www.csc.columbus.gov



It's So Hard to Say Goodbye: Cricket Davis Retires

Congratulations to Cricket Davis on her retirement after 23 years with the City of Columbus! Cricket was originally hired in 1990 as a Typist Clerk I with the Department of Public Utilities, Division of Water. She transferred to the Civil Service Commission in 1991 as a Data Entry Operator. Cricket accepted the position of

Administrative Secretary with the Civil Service Commission in May 1994, and in this position she handled a variety of tasks regarding maintaining job class specifications and classification history files. She also served as the steadfast assistant to CSC Assistant Director, Michael Eccard. In addition to her work, Cricket was a member of the City's Veterans Committee. As a veteran who served in the Air Force, Cricket devoted time and effort to many of the committee's events including the Chili Dog Fundraiser and the annual collection of items for veterans in the VA Hospital in Chillicothe. The Veterans Committee presented Cricket with a plaque in recognition of her service to this committee. Commission employees organized a retirement reception for Cricket on December 20, 2013; it was attended by a stream of family, friends, and co-workers who sent her off with food, fun, and festivity. We will miss Cricket and wish her the best of luck as she starts this new chapter of her life.

??? Ask Eyestein ???

**Dear Eyestein: I got an email from you guys,
asking me to verify my contact
information. Why is this information needed?**

Signed, Suspicious



Dear Suspicious: The Commission recently switched to NeoGov, a new online application system. All current eligible lists were copied to NeoGov and many people have set up new profiles on our website. This transition has resulted in some individuals having multiple accounts in our system. Since you received an email from a Commission employee, you have been identified as one of these individuals. Please call us at **(614) 645-8300** between 9:00 a.m. and 4:00 p.m. Monday through Friday so that we can merge your accounts. It is very important that we have the correct contact information so that City agencies can reach you. Also, this will ensure you receive important notices about new examinations and job openings. We will continue the process of reviewing duplicate accounts, so if readers get a similar email in the future, you can check to verify it was sent from a *Columbus.gov* email address. Then, be sure to call us to confirm your information.

**Dear Eyestein: I am having trouble with my new NeoGov
account. Who do I contact for help—Civil Service or NeoGov?**

Signed, Log In FAIL

Dear Log In: For issues with your user name and password, you can contact NeoGov Customer Service Center by calling (877) 204-4442, 11:00 a.m. – 8:00 p.m. You may also find the answer you are looking for in the "Help & Support" section of their website at www.governmentjobs.com. NeoGov services many government agencies across the country. Applicants create one profile with NeoGov and can apply for jobs with many organizations. It can be more convenient for job seekers; they only need one user name and password. However, we here at Civil Service cannot see your NeoGov profile until you apply for a position or an exam with the City of Columbus. If you have a job specific question, such as what the job entails, dates/times of exams, or directions to our location, call us! **(614) 645-8300**