



THE CITY OF  
**COLUMBUS**

MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

# COMMISSION COMMENTS

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## Sign, Sign, Everywhere a Sign

### *Whose Job Is That? Classifications Involved in Parking Changes*

When the average person drives around Columbus, they are typically only looking for signs that concern their personal needs and destination. For example, if someone is looking for the interstate, the familiar red, white, and blue numbered crests catch their eye. If they are looking for an unfamiliar address, the green and white rectangular street signs hold their attention. Or, if they are circling the block for an open space, the red and white parking restriction signs are of utmost importance. But if you take a moment to look at all of the signs at the same time, you'll see that there are a staggering amount-- and City workers are responsible for them.

One recent noteworthy change in signage occurred in April 2014, when the City significantly eased restrictions on about 200 parking meters along 3<sup>rd</sup> and 4<sup>th</sup> Streets downtown. This change is in concert with an overall effort to make downtown safer for pedestrians and cyclists, to draw more visitors to shopping and dining, and to

give residents more parking options. To accomplish this change, parking and loading zone signs needed to be removed and/or replaced and the associated meters needed new stickers. First, an *Engineer* reviewed the area and determined how many of each kind of new sign was needed.

Subsequently, a *Sign Painter-Fabricator* custom made new signs and stickers for the area. A *Traffic Maintenance Supervisor* pulled and organized the appropriate signs; then, with a *Traffic Paint and Sign Worker*, moved down

both sides of every stretch of road impacted by the changes, replacing and repairing the relevant signs and posts. Finally, a *Parking Meter Repairer* added the appropriate instruction stickers to the meters to keep things clear for motorists. Through their coordinated efforts, the change was made seamlessly.

To learn more about City jobs like these, visit our website at [www.csc.columbus.gov](http://www.csc.columbus.gov) and click on "Job Class Info."



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**"The way humans hunt for parking and the way animals hunt for food are not as different as you might think."**

—Tom Vanderbilt,  
*Traffic: Why We Drive the Way We Do*



*Welcome to the Corner, where we feature answers to frequently asked questions about our new application system*

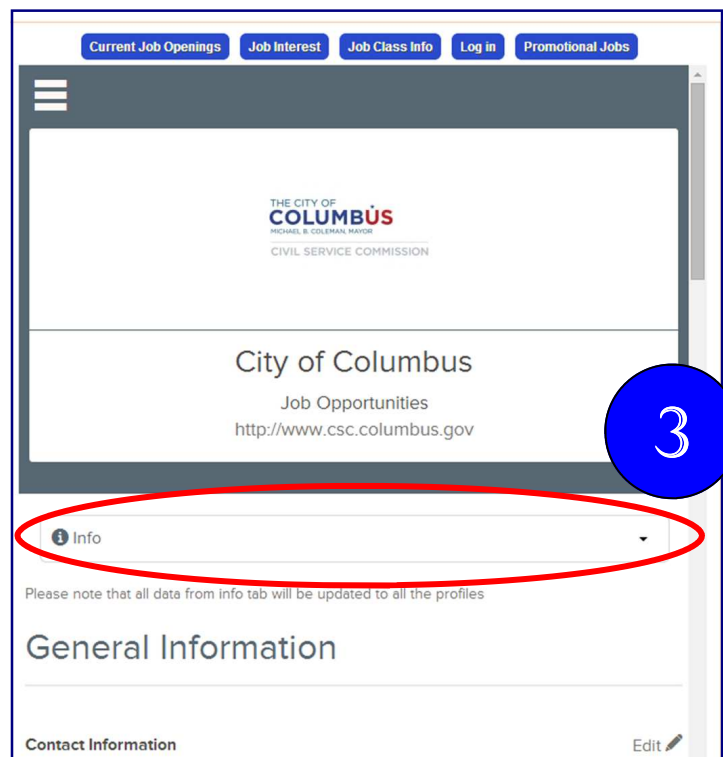
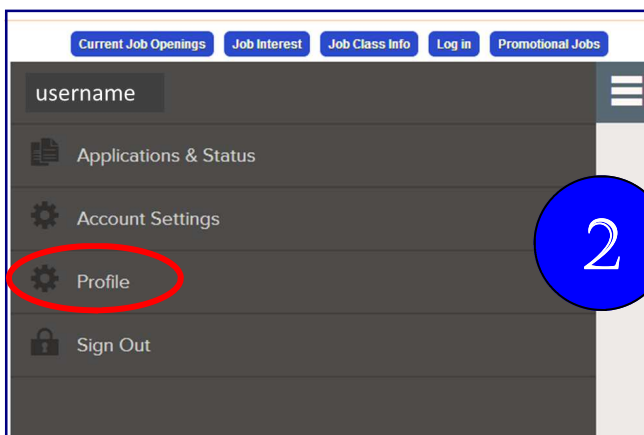
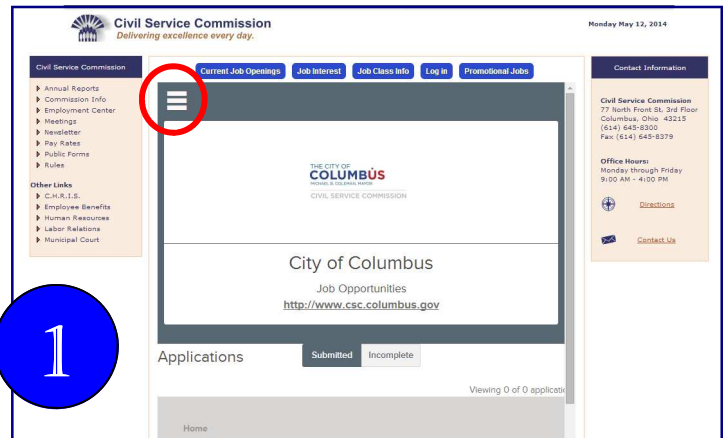
### **Create a New Profile:**

The City of Columbus switched to a new online application system, NEOGOV, earlier this year. Unfortunately, we were unable to transfer the old profile information to the new system. To apply for positions or exams **after January 6, 2014**, you must set up a new profile on our website. Go to [csc.columbus.gov](http://csc.columbus.gov) to set up your profile and enter your education and experience in order to start applying for future jobs. If you have created a profile through a different agency that also uses NEOGOV, such as the State of Ohio or [governmentjobs.com](http://governmentjobs.com), you can login to our site using that same login information. For detailed instructions directly from the experts at NEOGOV, click on the blue "Log In" button

and scroll down below the Username/Password entry area to access the "How to Apply" link. Be sure to navigate back to [csc.columbus.gov](http://csc.columbus.gov) to search for city jobs.

### **Navigating Your New Profile:**

Once you have your profile created, it may be edited and accessed at any time. After logging in, click on the three horizontal lines at the top of the welcome screen to access the Profile (1). That will allow you the options of viewing the applications you have submitted, changing your account settings, updating your profile, or signing out. If you click on "Profile" from that menu (2), an "Info" bar will appear that has a drop down menu (3). The drop down menu allows you to jump to different sections of your profile in order to view or edit information (click the pen icon to edit information in that section). The other navigation option is to simply scroll down the page to review a section of the profile and then click "Next" to move on to the next section of the profile.



### **Attachments:**

You may only add attachments (resumes, transcripts, diplomas, licenses, certifications, DD214s, etc.) when applying for a job/exam. This attachment option is one of the last steps in the application process. NEOGOV has added a "Recent Attachments" button that will allow you to attach a document to a new application that you had attached to a previous application.

**We hope you find the new system useful as you consider employment with the City of Columbus! Questions about the new system can always be directed to our Applicant and Employee Services staff at (614)645-8369 or to the NEOGOV Customer Service Center at (877)204-4442.**

## Read Your Letter!!!

We are often asked, "What is the number one way to prepare for a Civil Service exam?" The answer is surprisingly straightforward: **"Read Your Letter—the WHOLE thing."** While it may sound simple enough, candidates often focus solely on the date and time of their exam, skipping over the other important details in the letter. The person who wrote the letter is closely involved in the exam preparation process and has carefully considered all the information that you will need on the day of your exam. Your letter will tell you:

- Date & time of your test
- How long to expect the test to last
- Test location (including a map)
- Parking information
- What to bring with you (a license, a transcript, a calculator...)
- What areas will be tested on the exam (Mathematics, Computer Skills...)
- If there are any study materials for the exam and where to find them
- What to do if you cannot come on your scheduled day
- Who to call if you have any questions

We are always happy to answer your questions via phone or email; however, we may not be open when you are seeking an answer. In this case, ensure that you have read your letter thoroughly – the information you need may be hiding in plain sight!

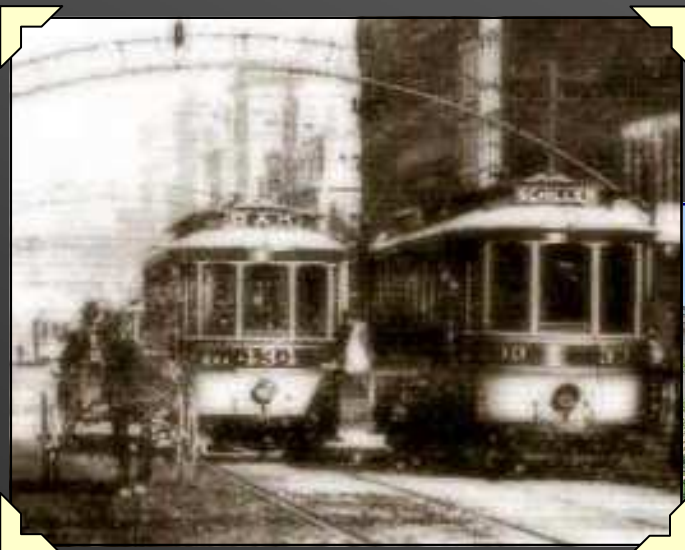
## Downtown Test Center

When you arrive to take a Civil Service examination in the new downtown testing center, there are certain procedures that you are asked to follow. These procedures have been put in place to make sure that everyone has a comfortable environment while testing.

**Electronic Devices:** First and foremost, you must turn off all electronic devices, including cell phones and tablets, and leave them off until you complete the exam and are leaving the building. Not only does this eliminate unnecessary noise caused by ringtones, text notifications, etc., but it also eliminates any possibility that someone may be using the device to assist with the test.

**Personal Belongings:** We ask you to hang coats on the coat hooks. As the chairs in the test center are on wheels, coats hung on the back of these chairs may get caught on the wheels when the chair is moved and cause the chair to tip. We also ask you to put any large bags, folders, binders, etc., with your coat or in a designated area in the test center. Purses may be placed under the computer station. Items directly related to the test, such as calculators and magnifying glasses, may be at your station. Again, this ensures that everyone only has access to approved testing materials.

**Food & Drinks:** Finally, we do not allow food or liquids of any kind, including water, in the testing room. Spills can not only be a distraction to the people around you, but can create major problems if anything is spilled on testing materials (either yours or a neighbor's), or the computers. You will be asked to leave these items in the reception area.



Above:  
The old High  
Street Trolleys

Right: The Central Ohio Transit  
Authority's new Downtown  
circulator, dubbed the "Cbus"

## Then & Now



## 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

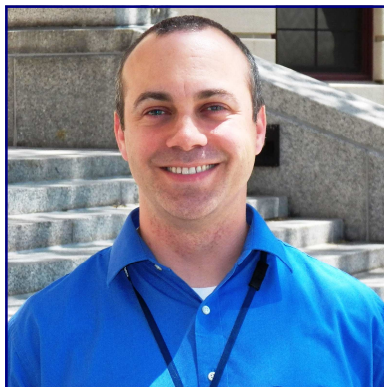
[www.csc.columbus.gov](http://www.csc.columbus.gov)

#### *Commission Comments brought to you courtesy of:*

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## Meet the Staff: Matt Wonderly

Matt Wonderly joined the Civil Service Commission on Tax Day 2013, which is ironic as he was leaving his position as an Income Tax Auditor with the City of Columbus. He benefited from the timing as well by having an office ready and waiting at 77 N Front Street, instead of participating in the move out of the Beacon Building for either

department. His background includes a healthy dose of financial and human resource management in his experience and undergraduate education.

Matt is on the Classification Team of the Applicant and Employee Services Unit and works primarily to update classification specifications, conduct compliance reviews, and review minimum qualifications of noncompetitive classification applicants in order to operate in compliance with the city's classification plan. He is a very personable and engaging individual who enjoys the diversity of this work from learning about different positions to meeting fellow "fun, friendly" employees of the City of Columbus.

Matt is expecting to move into a bigger home this summer to accommodate his wife, her day care business, and their two growing children. While he grew up on a working farm, he loves living in a 'burb of Columbus and getting to enjoy the Zoo, Franklin Park Conservatory, the parks and bike paths, and the wealth of activities for adults and kids. While there are plenty of activities locally, Matt also enjoys traveling and counts Hawaii, Italy, and Greece as places on his "cross the ocean" wish list. Travel that includes his love of nature, large bodies of water, and a variety of delicious food will see his willing participation. Here on the mainland, his passion for woodworking, golf, and cooking keeps him busy. Woodworking projects coming soon include creating a dining room table and swing set from scratch. After a long day of building, he would love to get an amazing gyro from *Big Fat Greek Kuzina*. Opa!

## **FIREFIGHTER EXAM**

We have received and processed nearly  
**5,000 applications**  
for the Firefighter Examination.

### **May 17th:**

Final day of testing for the  
multiple choice and oral phases.

### **July:**

Physical exam phase begins.

### **November:**

Final results are scheduled to go out to  
candidates.

## Police Officer Exam Coming Soon

Applications for the Fall 2014 entry level Police Officer examination will be available on-line **August 4– August 22, 2014**. If you would like to be notified of the next Police Officer application filing period, please complete a job interest form online on at [csc.columbus.gov](http://csc.columbus.gov)

Documents and videos containing useful information for those interested in becoming a police officer can also be found on the Commission's website at the links just above the job search area. If you have any questions or concerns, please contact the Civil Service Commission staff by email at [policefiretesting@columbus.gov](mailto:policefiretesting@columbus.gov) or by phone at (614) 645-0800.

