



THE CITY OF
COLUMBUS

MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

COMMISSION COMMENTS

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Tips From An Anonymous Grader



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Civil Service offers exams in many formats, two of which are essay and short answer. Test-takers should read the instructions carefully on these exams, as some scoring includes proper grammar, spelling, and punctuation. Even if the exam you are taking does not award points in these areas, the more clearly you write your answer, the easier it is for the person grading your test to understand the facts you are presenting, thus potentially earning you a higher score.

We asked our graders what they would tell test-takers across the board to study up on. One grader, who has read thousands of essays just this year, pointed out that some of the most common punctuation problems involve writing dates and addresses within a sentence.

While candidates should prepare on their own, here are some examples of correctly punctuated sentences to get started:

Addresses:

- The Test Center is located at 77 North Front Street, Columbus, Ohio.
- The Test Center is located at 77 North Front Street, Columbus, OH 43215.
- The Test Center is located at 77 North Front Street, Columbus, Ohio 43215.
- The Test Center is located at 77 North Front Street, Third Floor, Columbus, Ohio 43215.
- The Test Center is located at 77 North Front Street, Columbus, Ohio, but they give exams at many other locations.
- The Test Center is located at 77 North Front Street, Columbus, Ohio 43215, but they give exams at many other locations.

Dates:

- On October 30, 2014, I took a civil service test.
- I took a test on October 30, 2014.
- He took a test on Thursday, October 30, 2014.
- Many exams were administered in October 2014.



“Punctu-
ation
is?
fun!”

-Daniel Keyes
Author of *Flowers
for Algernon*

Public Safety Job Candidates: Steps After The Test

You got an email letting you know you passed the Police Officer or Firefighter exam. Congratulations! So what happens next?

change it in your NEOGOV profile **and** inform us here at Civil Service. In the meantime, remember to check your email and mail often.

If you score high enough, usually in the top of the 90 band, you will be among the first to be contacted to start the background investigation process.

The background process includes completion of a detailed background questionnaire called the Personal History Questionnaire (PHQ), a polygraph examination, checks of criminal and traffic records, employment verification, an oral board panel interview and a final interview or home interview. You are encouraged to be honest on your PHQ and throughout the entire process because your responses at different steps will be compared. For Police candidates, the PHQ will be sent by email; for Fire candidates, the PHQ may be sent via U.S. mail or email. So, if you change either address, remember to



After the background process, the Safety Director will review candidates' files and make the final determination for conditional offers of employment. Individuals with conditional offers will be scheduled for medical and stress tests, and psychological screening. You may also be required to complete a supplemental questionnaire and an additional polygraph examination. Passing all steps will result in a final offer of employment and a starting date for the Police or Fire Academy. Although this is a long and competitive process, we hope that you will stick with it because a career as a Columbus Police Officer or Firefighter is extremely rewarding!

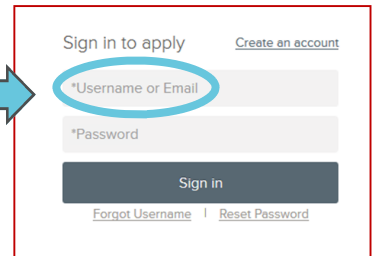
and competitive process, we hope that you will stick with it because a career as a Columbus Police Officer or Firefighter is extremely rewarding!



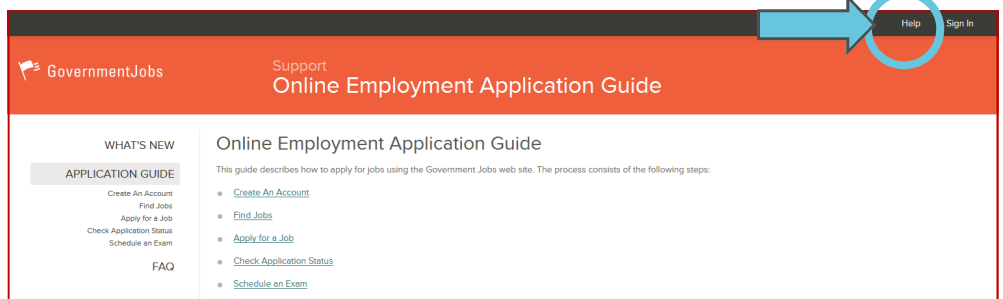
Welcome to The Corner, where we feature tips and information about our new application system.

Exciting changes have been happening with Governmentjobs.com (NEOGO) – all to make your application process easier!

Now when you log in to your profile, you can use either your username or your email to access your account. If you have trouble logging in to your profile, be sure to click the "Forgot Username" or "Reset Password" buttons located under the "Sign In" button.



Also be sure to look for the new "Help" button located at the top-right of your toolbar on the Governmentjobs.com page, located next to the "Sign In" or username button. Clicking this button will bring you to NEOGOV's Online Employment Application Guide, which will walk you through the application process, as well as answer any general questions you have about the site.



If you have further questions about your profile or the Governmentjobs.com site, be sure to call the NEOGOV Customer Care Line. This number has recently changed to 1-855-524-5627. When you call, you will be asked to leave a voicemail with your name and number, as well as your questions, so that the NEOGOV customer service team can respond as quickly as possible.

Restoration Academy



What is it?

The Restoration Academy is a rigorous six month work experience program administered by the City of Columbus in partnership with several community based organizations and employers. The goal of the academy is to provide restored

citizens in Franklin County with paid work

experience and supportive services that will lead to permanent family-sustaining employment.

The Restoration Academy curriculum includes work readiness training, supportive services, community volunteerism and engagement, and the option of completing specialized training programs. The ultimate goal is to help graduates secure permanent employment with a public or private employer.

Since 2011, RA graduates have experienced more than 80% placement rate. While the City assists with the program, graduation does not guarantee employment with the City or a private employer. Employment is the result of hard work, successful testing, and effective interviewing by each individual.

Why is this program a benefit to the City of Columbus?

The Academy gives individuals tools they can utilize to reenter the job market, transform their futures, and become productive citizens. Their reintegration into society reduces the City's recidivism rate. Decreases in recidivism rates have been shown to correlate with decreases in incarceration and crime rates. This helps improve public safety in the City of Columbus as well as saving taxpayers significant money. Academy graduates also become role models in the community for others in similar situations; they are examples of how hard work and dedication can produce real life changes.

What are the steps for entering the program?

All applicants must have non-violent offenses, show how they meet additional selection criteria, and register with the Central Ohio Workforce Investment Corporation (COWIC) and OhioMeansJobs—Columbus-Franklin County at (614) 559-5052. Questions may also be directed to Tearicka Cradle at TLCradle@columbus.gov. Applicants undergo a drug test and complete a health assessment during the application process and may be subject to random testing during their time in the academy.

Then & Now: Police Canines



Police dogs have been utilized in Columbus well before the Columbus Police Canine Unit was officially established in the fall of 1992.



Since the unit's inception, the Canine Unit teams have assisted Patrol/Narcotics Units seizing over 109 million dollars in illicit narcotics, and over 15 million dollars of cash and assets.

CIVIL SERVICE COMMISSION

Main Office and Test Center

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*Commission Comments
brought to you courtesy of:*

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Meet the Staff: Cat Emhuff



If the Civil Service Commission were a baseball team, Catherine Emhuff, Personnel Analyst I, would be our utility player. To us, that means we add her to the team of the biggest project we have going at any given time. To her, that means she gets to go where the action is, and it's why she loves her job. One day, you might find her surveying employees and the next, assisting with the administration of an excavator exam. "It never gets

boring," she says, "I get to meet the most amazing people. I'm always impressed by the depth of knowledge city workers have." Cat began working for the Civil Service Commission in 2007 and has worked on a variety of projects since that time, which includes adding her creative touch to the *Commission Comments*. Her primary position is with the Non-Uniformed Testing Unit, where she conducts job analyses and creates/edits employment exams.

Cat grew up in the Pittsburgh area and is a former active duty U.S. Army Captain. She has a bachelor's degree in Applied Mathematics from Carnegie Mellon University and a master's degree in Public Policy and Management from Heinz College (Carnegie Mellon).

Anyone who gets to know Cat will find out that she loves to travel and has visited 45 of the 50 states. She tries to find interesting roadside attractions across the country like those found at

www.roadsideamerica.com. Whether it is the giant Longaberger basket in Dresden, Ohio, the Space Acorn in Kecksburg, Pennsylvania, or the World's Largest Prairie Dog in Oakley, Kansas, Cat can't resist a little sidetracking. Thankfully, her husband, Jeff, doesn't mind the mini-adventures, as long as they are on the way to an actual destination. Outside of work, Cat spends time tutoring in her sons' classrooms, volunteering with PTA, and playing "soccer mom" to her two boys, ages 9 and 4. She is proudly raising them as Steelers' fans.



**2014 Entry-Level
Police Officer & Firefighter Testing**

In 2014, thousands of candidates tested with Civil Service in hopes of becoming a Columbus Police Officer or Columbus Firefighter. The majority of this testing was conducted at our testing facility at 750 Piedmont Road. Below is a listing of the number of individuals who participated at each step of the process. The bottom row shows the total number of candidates who passed all steps and were put on each eligible list.

	Police Officer	Firefighter
Applications	2712	4973
Multiple Choice Exam	1321	2968
Oral Exam	1321	2968
Written Exam	1321	N/A
Physical Exam	768	1985
Eligible List	546	1410

The final eligible lists for both Police Officer and Firefighter became effective November 24, 2014. All candidates successful on each phase of the examination will be on

the lists to be used by the Department of Public Safety, Division of Police or Division of Fire for upcoming academy classes. To fill the next training academy class, the respective Division will then conduct a thorough background investigation on perspective candidates scoring high enough to be considered

STAFF NOTES

WELCOME to
Charday Litzy-Taylor,
Office Assistant II.

She answers inquiries from the public, HR representatives and other city employees. Her job duties include noncompetitive job postings, assisting with certification requests, scheduling and conducting backgrounds/ fingerprinting and keeping information up to date in the Civil Service self-service job center.