



**Municipal Civil Service Commission
Columbus, Ohio**

**2008
Annual Report**



Michael B. Coleman, Mayor

**Grady L. Pettigrew, Jr., President
Eileen Y. Paley, Member
Jeffrey D. Porter, Member**

Barbara Gates McGrath, Executive Director





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The Columbus Covenant

Vision:

To be the best city in the nation in which to live, work,
and raise a family

Mission:

To provide leadership that will inspire: high standards of excellence in the delivery of city services; a spirit of cooperation, pride and responsibility to achieve strong, safe and healthy neighborhoods; and, a shared economic prosperity and enhanced quality of life. We undertake this mission believing and knowing that we can make a difference for future generations.

Principles of Progress:

Prepare city for the next generation
Promote a diverse and vibrant economy that offers everyone
an opportunity to share in our prosperity
Deliver measurable, quality public services and results to our residents
Advance our neighborhoods
Challenge ourselves to realize our city's promise and potential



The Columbus Covenant

Goals:

Customer Service: provide quality and efficient service delivery to customers using "best practices"

Neighborhoods: engage and promote strong, distinct, and vibrant neighborhoods

Safety: enhance the delivery of safety services

Economic Development and Technology: provide an atmosphere that promotes job creation and economic growth in existing and emerging industries

Education: encourage and promote participation in learning opportunities

Downtown Development: develop a vibrant and thriving downtown that is recognized as an asset for the region

■ Peak Performance: invest in all city employees and develop systems that support a high-performing city government



Civil Service Commission **Philosophy**

The Commission recognizes that the manner in which government conducts its business affects the quality of life for every citizen.

Our first responsibility is to the citizens of Columbus to ensure the City workforce is of the highest caliber. Our next responsibility is to City employees, operating agencies, and others who use our services.

In fulfilling our responsibilities, our actions must reflect a spirit of cooperation, a mutual respect for those we serve, and the highest ethical standard and level of integrity.

Commission staff will provide quality services and accurate information in a timely, efficient, and courteous manner.

In addition, we will be responsive to issues of fairness, equal access, and changing organizational and public needs, while upholding merit system principles.

The Civil Service Commission will foster an environment in which employees are encouraged to think creatively and are treated fairly and with respect. Employees shall be recognized for their efforts and compensated fairly for their contributions.

In working together, we recognize and respect that we are individuals with diverse talents dedicated to achievement of a common goal.

As Commission employees, we will fulfill our responsibilities in a manner that reflects favorably upon the Commission and the City of Columbus.



Civil Service Commission
Mission

The Civil Service Commission is committed
to providing a quality work force
for the City of Columbus
based upon merit system principles.

Through our collective knowledge and experience,
we strive for efficiency and consistency
in the application of the
Commission's rules and policies.

We are dedicated to improving the services
we provide by anticipating employment trends,
by listening to the needs of the operating agencies,
and by responding accordingly.



2008 Report to Columbus City Council

The Columbus Covenant identifies peak performance as one of its seven goals. The Civil Service Commission plays an integral role in helping the City achieve the peak performance goal for its approximately 7,700 full-time employees. City employees serve the public in a wide variety of jobs, such as refuse collectors, public health sanitarians, and wastewater chemists. Other City employees work in jobs such as 311 service representatives and nurses. Still other employees provide the support that keeps the front-line workers moving. These jobs include automotive mechanics, computer operators, and fiscal assistants. For about 97 percent of all City jobs, the Civil Service Commission assesses the qualifications of applicants to help ensure they are capable of delivering quality services to the public. The more competent the City workforce is, the greater the quantity and quality of services that can be provided to the public with the same tax dollars.

Recruitment

In 2008, the Commission updated the City's primary recruitment tool, its online employment center which features an automated job interest database. This service can be utilized over the internet at the Commission's website, by mail, or at kiosks located at the Commission offices. A potential applicant can indicate an interest in a particular job and when the City is taking applications for that job, the applicant receives a notice to apply. During 2008 all of these requests for service were paperless. The Commission website also provides applicants comprehensive access to City of Columbus job information including current vacancies, job descriptions, qualification requirements, and salary information. During 2008, the Commission received nearly 25,000 job interest forms that triggered the mailing of nearly 6,000 notices of either job vacancies or testing opportunities to potential applicants. More than 13,000 applications for City jobs were filed with the Commission during the year, 85% of which were filed through the website.

Applicant Testing

One of the primary ways the Commission supports the peak performance goal is to administer the City's competitive testing system. For approximately 42 percent of the City's job classifications (278 of 658 job classes), the Commission staff develops and administers exams designed to measure important knowledge, skills, and abilities needed for successful job performance. These tests are usually conducted at one of the Commission's two testing centers. By testing, applicants compete for jobs by demonstrating their qualifications through performance tests, written tests, training and experience assessments, and other ways. This system guarantees the public access to



City jobs and helps ensure that tax dollars are spent hiring highly, rather than marginally, qualified employees.

The current practice for many City jobs is to conduct a test only when there is a vacancy. This practice provides better service to applicants who do not waste time testing when there are no vacancies. It provides better service to the departments as they can recruit from the current labor pool. The overall result of the testing system is that the City can more easily hire the highest qualified applicants available to serve the public and meet its peak performance goal.

During 2008, 63 tests were completed, including 52 open competitive tests, ten promotional exams and one qualifying (pass/fail) exam. Additionally, the Commission conducted qualification reviews for noncompetitive vacancies, certifying the names of 408 applicants and resulting in 387 appointments.

At the end of 2008, the Commission reached its goal to eliminate employees with provisional status through testing. While five full-time provisional employees remain, reduced from over 2,000 in 1990, these employees are in classes with hiring moratoriums imposed and which will be abolished when vacant. As such, there are no plans to test these classes and the provisional testing project which lasted over a decade has been closed.

Class Plan Maintenance

The Civil Service Commission maintains the City's class plan to provide a sound structural framework for all personnel actions, including an equitable compensation plan. The Commission's five-year review standard for City job classes means that if the Commission, during the preceding five years, reviewed all the City job classifications, the class plan would be considered up-to-date. Regular class plan reviews and revisions are necessary to make the classifications consistent with the ever-changing needs of the City agencies.

During 2008 the Commission took action on 160 job classifications, including making 90 revisions, 16 creations, 4 abolishments, and 50 reviews with no change. These efforts brought the total number of classes (with pay assigned) in the City's class plan to 658. Further, 100 percent of the City's classes were current at year end using the five-year standard.

Related to its classification responsibilities, the Commission also conducts job audits. The purpose of these audits is to ensure that City employees are performing the duties for which they were hired and are being compensated. During 2008, the staff completed 11 job audits. Four of the audits resulted in a determination that no change was warranted.



Seven audits resulted in a determination that the position required a reallocation or appropriate duties needed to be reassigned to the position. Another 83 positions were randomly reviewed, of which 81 were determined to be properly classified and two were deferred to audit.

Payroll and Personnel Actions

Another City Charter responsibility conferred upon the Commission is the monitoring and certification of the entire bi-weekly City payroll. This means that no City employee can be paid until the Commission certifies that the individual was hired and continues to be employed in accordance with the Charter and Civil Service Commission Rules. The monitoring process includes verifying personnel transactions such as appointments, changes in pay status, leave of absences, and residency compliance. During 2008, the Commission processed an average of 950 transactions per month before the payroll was certified as correct and paychecks issued.

Over the course of the year, the City hired 760 new employees, 294 in full-time and 466 in part-time positions. A total of 235 City employees received upgrades or promotions during the year. Employee separations totaled 602, which included 336 resignations, 28 layoffs and 173 retirements.

Columbus Public Schools

In addition to overseeing the classified service of the City, the Ohio Revised Code provides that the Commission oversees the approximately 2,200 employees in the classified service of the Columbus Board of Education. As of December, there were 179 job classes in the Columbus City Schools class plan. During the course of the year, the Commission created four new job classifications and approved recommendations for revisions to seven classification specifications.

Civil Service Commissioners

The City Charter provides that the Mayor, with the approval of City Council, appoint the three Civil Service Commissioners. It is their responsibility to establish the rules that govern the selection, classification, promotion, and termination of the classified employees of the City of Columbus and the Columbus City Schools. During 2008, the Commission ruled on applicant appeals, heard employee disciplinary appeals, amended Commission Rules and Regulations, and responded to personnel requests from department directors, elected City officials, and the school board.



Throughout 2008, the full Commission held 12 regular and 3 special public meetings. Additionally, one Commissioner and two Civil Service staff members held 12 trial board sessions to hear disciplinary appeals. One investigation was completed with respect to an allegation of falsification on a training and experience exam.

With respect to the Commission's docket, a total of 18 disciplinary appeals and 26 non-disciplinary appeals were filed during the year. The Commission ruled on 14 disciplinary and 39 non-disciplinary appeals. Additionally during the year, applicants removed from eligibility lists as a result of background checks filed 141 new requests for administrative reviews. The Commission ruled on 147 administrative reviews, reinstating 54 applicants and denying 93 requests.

Civil Service Commissioners:

Grady L. Pettigrew, Jr., President
(Term expires January 31, 2012.)
Eileen Y. Paley, Member
(Term expires January 31, 2014.)
Jeffrey D. Porter, Member
(Term expires January 31, 2010.)



Appendix A

Expenditure Comparison 2007-2008

	<u>2007</u>	<u>2008</u>
Personnel (01)		
270108 Administration	\$1,469,209	\$1,594,767
270165 Classification & Testing-Sworn Employees	854,636	926,040
270181 Classification & Testing-Civilian Employees	<u>454,721</u>	<u>488,441</u>
Total	\$2,778,566	\$3,009,248
Office Materials & Supplies (02)		
270108 Administration	\$33,177	\$22,275
270165 Classification & Testing-Sworn Employees	12,449	10,809
270181 Classification & Testing-Civilian Employees	<u>928</u>	<u>33</u>
Total	\$46,554	\$33,117
Services & Maintenance (03)		
270108 Administration	\$454,487	\$127,452
270165 Classification & Testing-Sworn Employees	51,945	71,042
270181 Classification & Testing-Civilian Employees	<u>815</u>	<u>7,549</u>
Total	\$507,247	\$206,043
Furniture & Equipment (06)		
270108 Administration	0	\$0
270165 Classification & Testing-Sworn Employees	\$4,570	0
270181 Classification & Testing-Civilian Employees	<u>0</u>	<u>0</u>
Total	<u>\$4,570</u>	<u>\$0</u>
Total Expenditures	\$3,336,937	\$3,248,408
Summary - Expenditures by Unit		
Administration	\$1,956,873	\$1,744,494
Classification & Testing-Sworn Employees	923,600	1,007,891
Classification & Testing-Civilian Employees	<u>456,464</u>	<u>496,023</u>
Total Expenditures	\$3,336,937	\$3,248,408



Appendix B

Civil Service Commission- Table of Organization

Grady L. Pettigrew, Jr., Commission President
 Jeffrey D. Porter, Commission Member
 Vacant, Commission Member
 Barbara Gates McGrath, Executive Director

E. A. Bigham, Executive Secretary II (U) Executive Secretary I (U) vacant

Vacant
 CSC Deputy Executive Director

Michael W. Eccard
 CSC Assistant Executive Director

J.Faber
 Fiscal Assistant II
 Fiscal

B.Sobieck, Personnel
 Administrative Officer
 Uniformed Services

C.Davis, Administrative Secretary

D.Nappier, Personnel
 Administrative Officer
 Applicant and Employee
 Services

T.Rollins, Personnel
 Administrative Officer
 Classification

D.White, Personnel
 Analyst Supervisor
 Employee Testing

E.Reed, Personnel
 Analyst Supervisor
 Safety Forces

S.Moore
 Office Assistant II
 Certification

R.Cherry
 Personnel Analyst II

B.Crawford
 Personnel Analyst II

J.Gunn
 Personnel Analyst II

L. Hausman
 Personnel Analyst II

A.Harris
 Office Assistant II

M.Melfi
 Payroll Specialist
 Payroll/Verification

J.Hutchinson
 Personnel Analyst II

M.Maloney
 Personnel Analyst II

P.Cole
 Personnel Analyst I

S.Thompson
 Office Assistant III

L.Isaac
 Personnel Analyst II

J.Swinger
 Personnel Analyst II

C.Goddard
 Office Assistant III

D.Coleman
 Office Assistant II

B.Hutton
 Office Assistant III
 Test Center

G.Urban
 Personnel Analyst II

S.Grabner
 Office Assistant II

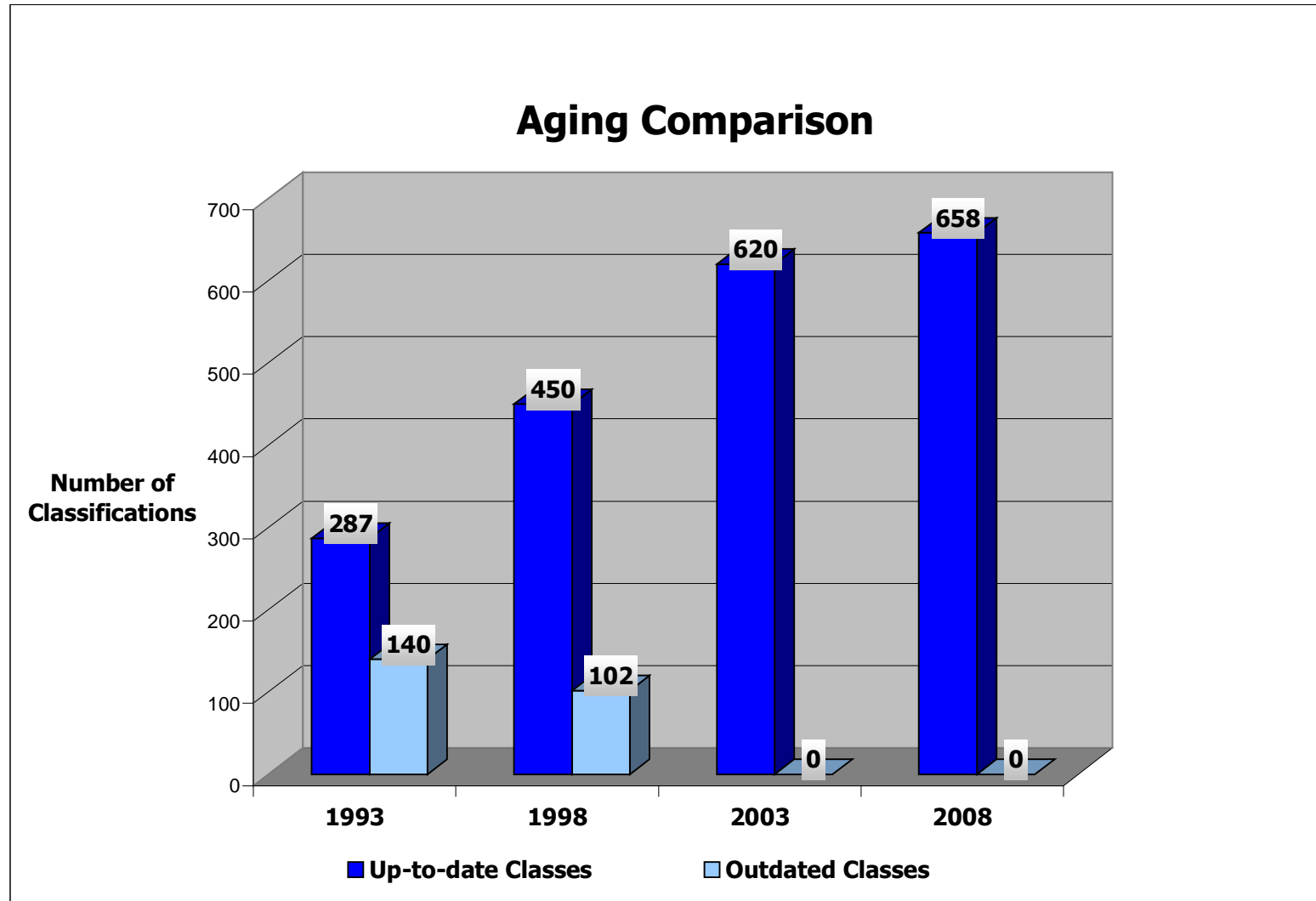
Part-Time Employees:

T.Reeves, Office Assistant II
 S.Ulry, Personnel Analyst II

Vacant
 Office Assistant II

S.White
 Personnel Analyst II

2008 Class Plan Status Report





Appendix D

2008 Classification Actions

<u>New Classifications</u>	<u>Job Code</u>
Active Living Institute Administrator	0760
Design and Construction Division Administrator	0229
Education Program Instructor	1619
Education Program Supervisor	1620
Enterprise Architect	0565
Information Architect	0566
Information Technology Account Coordinator	0604
Legislative Assistant II (U)	0502
Mobility Options Division Administrator	0232
Planning and Operations Division Administrator	0234
Public Health Emergency Preparedness Chief	1748
QWL Program Coordinator	0883
Sports Field Maintenance Supervisor	3779
Transportation Operations Coordinator	1026
Utilities Permits Manager	1043
Web Content Coordinator	0525
<u>Classifications Revised/Retitled</u>	<u>Job Code</u>
311 Service Manager	0441
311 Service Supervisor	0440
Arborist	3763
Assistant Director (Community and Neighborhood Development) (U)	0168
Assistant Director (Jobs and Economic Development) (U)	0172
Automotive Mechanic Supervisor I	3456
Automotive Tire Repairer	3452
Building Plans Examiner I	1115
Business Manager	1252
City Clerk (U)	0150
Community Relations Coordinator	0796
Community Relations Representative	0798
Composting Facility Supervisor	3897
Construction Inspector I (Civil)	1019
Construction Inspector II (Civil)	1020
Crime Laboratory Manager	1915
Department Deputy Director	0051
Deputy City Clerk	0151
Electrical Inspector I	1782



EMS Education Manager	1627
EMS Instructor	1626
Engineering Aide I	1006
Engineering Aide II	1007
Equal Opportunity Officer	0800
Excavator	3430
Fire Chief	3089
Fiscal Assistant II	1233
Gardener	3696
Gardener Supervisor	3697
Human Resources Director (U)	0130
Human Resources Generalist	0855
Human Resources Representative	0854
Information Systems Analyst	0548
Laborer	3682
Lamp Servicer	3616
Legislative Assistant (U)	0501
License Manager	1895
License Supervisor	1893
Medical Laboratory Manager	1961
Medical Technologist	1952
Natural Resources Manager	0083
Nature Programs Administrative Manager	3155
Nature Programs Developer	3154
Office Assistant II	0408
Parking Violations Assistant Administrator	0239
Parking Violations Bureau Administrator (Violations Clerk)*	0240
Parks Development Associate	1206
Parks Development Planner	1201
Parks Planning and Design Manager	1203
Planner II	2011
Planning Manager	2012
Police Records Technician	0445
Police Records Technician Supervisor	0446
Police Sergeant	3066
Procurement Administrative Officer	0777
Procurement Manager	0776
Procurement Specialist	0789
Public Health Physician	1704
Public Health Program Manager	1744
Public Health Program Manager II	1740



Public Health Program Manager III	1741
Public Health Program Manager IV	1742
Public Health Quality Assurance Coordinator	1747
Public Health Sanitarian Aide	1828
Public Health Sanitarian I	1832
Public Health Sanitarian II	1833
Public Health Sanitarian III	1844
Public Health Sanitarian IV	1845
Public Health Sanitarian-in-Training	1831
Public Health Veterinarian	3242
Purchasing Coordinator	0784
Real Estate Asset Manager	2027
Senior Procurement Specialist	0775
Senior Systems Administrator	0563
Sewer Cleaning Equipment Operator	3952
Sewer Service Worker (Emergency)	3313
Sewer Telemonitoring Operator	3973
Sewer Telemonitoring Supervisor	3974
Social Worker	1767
Student Intern I	0781
Student Intern II	0782
Student Intern III	0788
Support Services Division Administrator	0266
Support Services Division Assistant Administrator	0267
Systems Administrator	0564
Telecommunications Specialist I	0609
Telecommunications Specialist II	0610
Traffic Line Supervisor II	4029
Traffic Maintenance Supervisor II	4019
Utility Line Locator	4055
<u>Classifications Abolished</u>	<u>Job Code</u>
Chief of Staff to City Council (U)	0834
Coordinator of Volunteer Services and Education	1766
Operational Support Division Administrator	0162
Physician Extender I	1677
<u>AFSCME Classifications Merged into Other Classes</u>	<u>Job Code</u>
None	N/A



<u>Classifications with Moratorium Imposed</u>	<u>Job Code</u>
None	N/A

<u>Classifications with Moratorium Lifted</u>	<u>Job Code</u>
None	N/A

<u>Classifications Reviewed with No Changes</u>	<u>Job Code</u>
311 Service Representative I	0438
311 Service Representative II	0439
Automotive Mechanic (Heavy)	3459
Automotive Mechanic (Light)	3458
Automotive Mechanic Helper	3464
Boiler Operator	3855
Cable Broadcast Assistant	3126
Cable Broadcast Production Technician	3127
Cable Broadcast Writer/Producer	3128
Cable Television Manager	0269
Cable Worker I	3555
Cable Worker II	3556
Cable Worker Supervisor I	3557
Cable Worker Supervisor II	3558
Chief Zoning Official	0119
Citywide Web Coordinator	0527
Crane Operator	3426
Database Administrator	0572
Deputy Chief of Staff (U)	0109
Deputy Director (Chief Negotiator) (U)	0122
Electrical Inspector II	1783
Equal Employment Opportunity Manager	0347
Equal Opportunity Specialist	0799
Equipment Operator I	3420
Equipment Operator II	3421
Fiscal Assistant I	1232
GIS Technician	0545
Historic Preservation Officer	0762
Legislative Analyst (U)	0836
Mail Clerk	0411
Mail Specialist	0937
Medical Technologist Supervisor	1959
Network Technician	0520
Office Assistant I	0407



Office Assistant III	0409
Office Support Clerk	0406
Parking Violations Bureau Assistant Administrator	0239
Payroll Specialist	1266
Payroll/Benefits Clerk	0414
Planner I	2010
Police Officer	3064
Public Utilities Deputy Director (Administration)	0090
Public Utilities Deputy Director (Engineering)	0091
Refuse Collection Division Administrator	0221
Refuse Collection Division Assistant Administrator	0222
Senior Legislative Analyst (U)	0839
Street Maintenance Operations Manager	3981
Upholsterer	3473
Wastewater Soil Applications Coordinator	0769
Welder	3830

Summary

New Classifications	16
Revised/Retitled Classifications*	90
Abolished Classifications	4
AFSCME Classes Merged into Other Classes	0
Moratoriums Imposed	0
Moratoriums Lifted	0
Review/No Change	50
Total	<u>160</u>

*Note: Parking Violations Bureau Administrator (Violations Clerk) (Job Code 0240) was revised on two different dates.

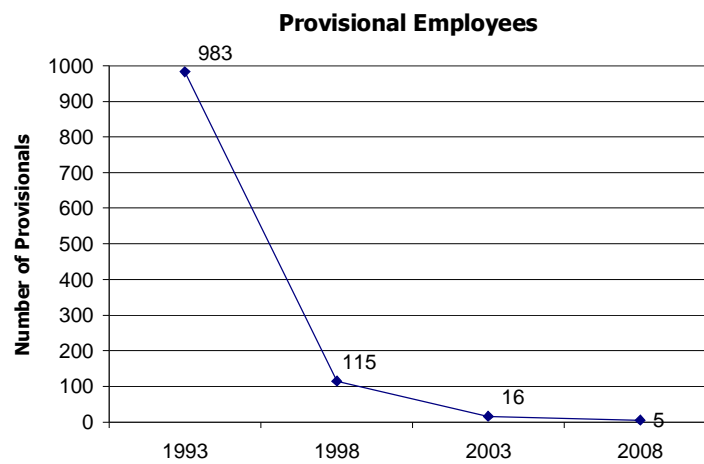
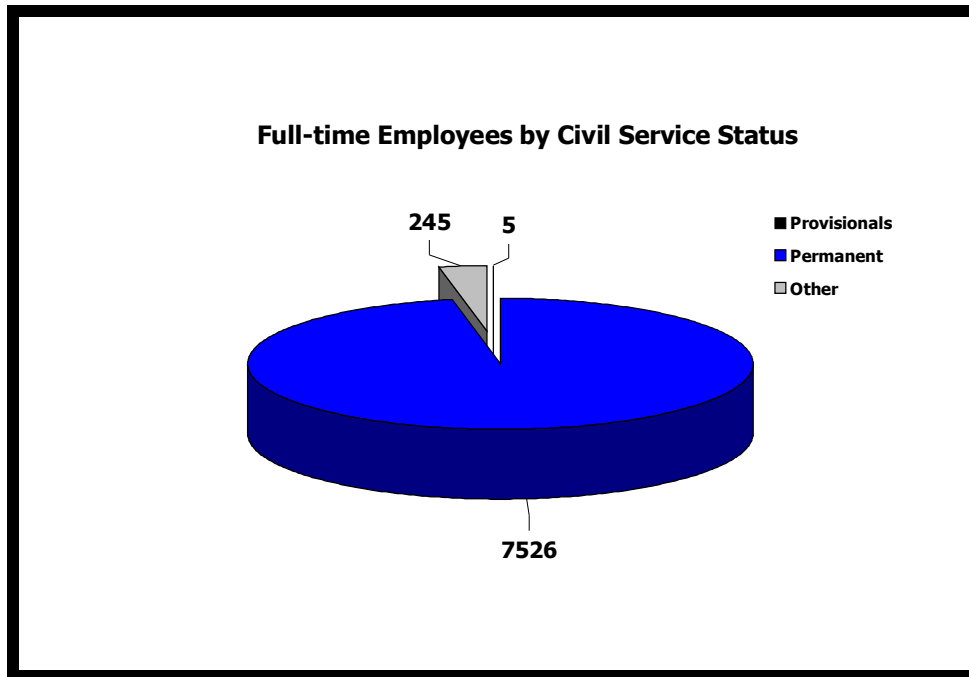


Appendix E

2008 Job Audit Results

<u>Class Code</u>	<u>Class Title</u>	<u>Department</u>	<u>Number of Positions</u>	<u>Result</u>
0773	Administrative Secretary	Public Utilities	1	Upward
1769	Building Inspector II	Development	1	Downward
1183	Drafter/CAD Operator	Public Service	1	Lateral
3668	Electronic Systems Technician	Public Utilities	1	Upward
1104	Engineering Associate III	Public Service	1	No Change
0407	Office Assistant I	Public Utilities	1	Upward
1206	Parks Development Associate	Recreation & Parks	1	Upward
1831	Public Health Sanitarian-in-Training	Health	2	No Change
1330	Senior Storekeeper	Public Utilities	1	No Change
3316	Sewerage Charge Inspector	Public Utilities	1	Upward
<u>Summary:</u>	No Change		4	
	Upward Reallocation		5	
	Rescinded		0	
	Lateral Reallocation		1	
	Downward Reallocation		<u>1</u>	
	Total		11	

2008 Testing Status Report





Appendix G

2008 Examination Summary

<u>Examination</u>	<u>Number Examinations Completed</u>	<u>Number Applications Filed</u>	<u>Number Applications Rejected</u>	<u>Number Applicants Failed to Appear For Exam</u>	<u>Number Applicants Passed</u>	<u>Number Applicants Failed</u>
OPEN COMPETITIVE:						
Nonuniformed	51	9468	2369	3287	2832	949
Uniformed	1	2895	452	1224	421	798
Total	52	12363	2821	4511	3253	1747
PROMOTIONAL:						
Nonuniformed	1	15	6	4	4	1
Uniformed	9	298	158	40	72	26
Total	10	313	164	44	76	27
NONCOMPETITIVE:						
Qualifying	1	114	65	13	22	14
SPECIAL RECRUITMENT						
	37	65	1	0	54	8
TOTAL ALL EXAMS	100	12855	3051	4568	3405	1796



Appendix H

2008 - Employee Appointment/Separation Summary

<i>Employee Appointments</i>			
Type of Appointment	Full-time	Part-time	Total
New City Employees	294	466	760
Employee Upgrades and Promotions	208	27	235
Transfers (to a like class between City departments and divisions)	290	15	305
Transfers (to a different class between City departments and divisions)	32	3	35
Voluntary Demotions	13	1	14
Involuntary Demotions	0	0	0
Total	837	512	1349

<i>Employee Separations</i>			
Type of Separation	Full-time	Part-time	Total
Retirement	170	3	173
Resignation	168	168	336
Layoff	27	1	28
Disability Termination	19	0	19
Probationary Termination	19	1	20
Discharge	13	0	13
Deceased	13	0	13
Total	429	173	602



Appendix I

2008 Commission Docket Summary

Filings			
Category	City of Columbus	Columbus City Schools	Total
Disciplinary Appeals			
Suspensions	2	2	4
Demotions	0	0	0
Discharges	3	11	14
Miscellaneous	0	0	0
Subtotal	5	13	18
Nondisciplinary Appeals	21	5	26
Total	26	18	44

Dispositions			
Category	City of Columbus	Columbus City Schools	Total
Disciplinary Appeals			
Full Commission Disciplinary Hearings	0	0	0
Trial Board Hearings	1	11	12
Other	2	0	2
Subtotal	3	11	14
Nondisciplinary Appeals	25	14	39
Total	28	25	53



Appendix J

2008 Commission Decisions

Trial Board Hearings

- 1) Labor Relations Specialist, City of Columbus/Human Resources, appealed a discharge. The Trial Board Hearing was convened on November 5, 2007. On January 28, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and disaffirmed the action of the appointing authority.
- 2) Custodian II, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on December 5, 2007. On January 28, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 3) Custodian II, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on January 16, 2008. On February 25, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 4) Head Custodian, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on February 1, 2008. On March 31, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.
- 5) Bus Driver, Columbus City Schools, appealed an 11-day suspension. The Trial Board Hearing was convened on March 31, 2008. On April 28, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and modified the decision of the appointing authority.
- 6) Custodian, Columbus City Schools, appealed a 10-day suspension. The Trial Board Hearing was convened on April 28, 2008. On June 30, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and disaffirmed the decision of the appointing authority.



- 7) Bus Mechanic I, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on May 28, 2008. On July 28, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 8) Food Service Helper, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on June 9, 2008. On July 28, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and disaffirmed the decision of the appointing authority.
- 9) Bus Driver, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on September 15, 2008. On October 27, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 10) Bus Driver, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on September 17, 2008. On October 27, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 11) Child Care Attendant, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on October 6, 2008. On November 24, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.
- 12) Secretary I, Columbus City Schools, appealed a discharge. The Trial Board Hearing was convened on October 15, 2008. On December 15, 2008, the Civil Service Commission adopted the recommendation of the Trial Board and affirmed the decision of the appointing authority.

Commission Hearings

- 1) Office Assistant III, City of Columbus, appealed a layoff. The Full Commission Hearing was convened on October 9, 2008. On December 15, 2008, the Civil Service Commission denied the appeal.



-
- 2) Recreation Programs Specialist, appealed a layoff. The Full Commission Hearing was convened on October 9, 2008. On December 15, 2008, the Civil Service Commission denied the appeal.

Residency Hearings

There were no Residency Hearings held during 2008.

Investigative Hearings

- 1) 2008 Safety Program Technician Examination - alleged training and experience falsification. This investigation commenced as a result of an allegation that a City employee falsified information on the training and experience evaluation section of the Safety Program Technician examination. The hearing was convened on August 27, 2008. The Hearing Officer found that the employee did not deliberately exaggerate or falsify his responses, and recommended that the Executive Director of the Civil Service Commission determine whether regrading the employee's examination was appropriate. On September 29, 2008, the Commission adopted the recommendation of the Executive Director and the employee's examination was regraded.



Appendix K

**2008 Commission Decisions on
Background Administrative Reviews**

Filings	
Category	Total
Firefighter:	
Post-test	24
Police Officer:	
Pre-test	25
Post-test	75
Others:	
Forensic Scientist	1
Office Support Clerk	9
Office Assistant II	1
Police Communication Technician:	
Post-test	6
Total	141

Dispositions			
Category	Granted	Denied	Total
Firefighter:			
Post-test	5	21	26
Police Officer:			
Pre-test	13	12	25
Post-test	20	58	78
Others:			
Forensic Scientist	1	0	1
Office Support Clerk	8	1	9
Office Assistant II	1	0	1
Police Communication Technician:			
Post-test	6	1	7
Total	54	93	147



2008 Selection Process Summary

Legend:

Examination Categories:

OC Open Competitive
PRO Promotional
QNC Qualifying Noncompetitive
SR Special Recruitment

EEO Categories:

B Black
F Female
M Male
O Other
W White



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
311 Service Rep	OC	7/31/2008	676	M	60	84	14	11	17	5	19	37	6	14	25	3	16	5	0	2
				F	257	208	53	37	21	7	84	84	17	97	87	22	39	16	7	
Automotive Mechanic (Heavy)	OC	10/4/2008	75	M	9	59	7	5	8	0	3	28	4	0	17	1	1	6	2	2
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Automotive Mechanic Supervisor II	OC	3/22/2008	131	M	10	116	4	4	35	1	1	37	0	4	30	3	1	14	0	2
				F	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	
Automotive Parts Keeper	OC	8/20/2008	187	M	36	105	22	33	72	17	1	11	1	0	20	2	2	2	2	2
				F	6	17	1	4	10	1	2	1	0	0	5	0	0	1	0	
Building Maintenance Supervisor I	OC	11/25/2008	108	M	12	72	18	8	28	7	4	14	8	0	25	2	0	5	1	1
				F	1	3	2	0	3	2	0	0	0	0	0	0	1	0	0	
Building Maintenance Worker	OC	11/11/2008	176	M	34	118	21	19	35	8	4	26	3	6	49	8	5	8	2	1
				F	1	2	0	1	1	0	0	0	0	0	1	0	0	0	0	
Cable Worker Supervisor I	PRO	8/28/2008	18	M	3	14	1	3	7	0	0	0	0	7	1	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cashier I	OC	2/29/2008	965	M	89	138	14	20	31	1	33	45	5	22	49	8	14	13	0	1
				F	307	384	33	42	45	6	103	126	11	117	157	13	45	56	3	
Construction Inspector I (Civil)	OC	2/12/2008	168	M	29	124	10	19	73	7	2	24	1	6	23	1	2	4	1	2
				F	2	3	0	1	2	0	1	1	0	0	0	0	0	0	0	
Construction Inspector I (Civil)	OC	8/26/2008	146	M	23	93	21	17	13	12	4	18	5	2	27	2	0	5	2	2
				F	4	4	1	4	2	1	0	1	0	0	1	0	0	0	0	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES	
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O		
					Customer Service Manager	PRO	11/20/2008	104	M	15	21	6	15	21	6	0	0	0	0		0
				F	23	34	5	22	30	5	0	0	0	1	4	0	0	0	0	0	
Customer Service Representative I	OC	8/26/2008	762	M	87	105	19	24	26	4	28	33	8	22	38	5	13	8	2	2	
				F	253	242	56	32	32	12	109	115	24	80	75	14	32	20	6		
Desktop Support Technician	OC	8/13/2008	74	M	19	27	5	10	13	0	1	7	1	4	7	4	4	0	0	1	
				F	11	10	2	4	5	2	6	3	0	0	2	0	1	0	0		
Electricity Distribution Assistant Manager	PRO	6/25/2008	11	M	4	7	0	4	5	0	0	0	0	0	2	0	0	0	0	1	
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Engineering Aide I	OC	3/3/2008	34	M	1	28	3	0	5	1	1	10	0	0	10	1	0	3	1	2	
				F	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0		
Engineering Aide II	OC	3/3/2008	24	M	4	17	2	2	2	0	1	4	1	1	8	1	0	3	0	2	
				F	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0		
Equipment Operator II	QNC	8/19/2008	114	M	27	64	17	20	32	8	2	9	2	0	18	4	5	5	3	1	
				F	2	3	1	2	2	1	0	0	0	0	0	0	0	1	0		
Fingerprint Technician Specialist (AFIS)	OC	9/11/2008	35	M	4	7	2	3	4	2	0	1	0	1	2	0	0	0	0	2	
				F	11	10	1	11	9	1	0	0	0	0	1	0	0	0	0		
Fiscal Assistant I	OC	10/22/2008	248	M	18	36	11	4	2	3	9	19	4	5	14	1	0	1	3	1	
				F	70	100	13	4	8	1	37	49	6	15	36	5	14	7	1		
Fiscal Assistant II	OC	10/23/2008	174	M	18	26	3	6	3	0	5	8	2	4	14	1	3	1	0	1	
				F	43	71	13	14	7	3	17	27	5	7	26	3	5	11	2		
GIS Technician	OC	9/18/2008	81	M	11	43	9	5	11	4	3	7	1	2	25	2	1	0	2	1	
				F	2	13	3	1	5	0	1	3	0	0	5	1	0	0	2		



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
					Human Resources Representative	OC	7/16/2008	347	M	30	67	10	6	11	1	13	28	5	6	
				F	92	118	30	19	14	5	33	48	15	17	49	7	23	7	3	
Laboratory Assistant	OC	7/10/2008	183	M	13	58	10	3	5	0	8	35	6	1	15	3	1	3	1	2
				F	27	49	26	3	6	1	18	24	15	3	15	10	3	4	0	
Lamp Servicer	OC	7/17/2008	71	M	12	47	10	11	24	1	1	8	2	0	12	4	0	3	3	1
				F	0	1	1	0	0	0	0	1	0	0	0	0	0	0	0	
Latent Print Examiner Trainee	OC	8/13/2008	86	M	12	19	5	11	13	5	0	4	0	1	2	0	0	0	0	2
				F	18	26	6	18	24	6	0	0	0	0	2	0	0	0	0	
Machinist	OC	2/6/2008	26	M	7	18	0	6	5	0	1	4	0	0	9	0	0	0	0	1
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
Management Analyst I	OC	3/11/2008	144	M	18	37	10	1	0	0	10	18	6	2	19	2	5	0	2	2
				F	40	30	9	0	0	0	13	11	6	18	19	2	9	0	1	
Medical Assistant	OC	6/4/2008	65	M	2	3	0	0	2	0	2	1	0	0	0	0	0	0	0	2
				F	23	27	10	3	3	3	8	9	2	6	13	4	6	2	1	
Office Assistant I	OC	9/30/2008	597	M	41	54	10	14	17	2	14	21	2	8	14	4	5	2	2	1
				F	182	263	47	28	37	7	82	114	13	55	100	16	17	12	11	
Office Assistant II	OC	10/15/2008	514	M	29	44	5	10	8	1	10	19	3	4	14	1	5	3	0	1
				F	154	243	39	25	44	7	64	98	15	36	81	12	29	20	5	
Office Assistant III	OC	10/16/2008	523	M	33	39	3	16	11	0	9	14	2	3	12	1	5	2	0	1
				F	150	247	51	28	39	9	59	85	23	33	98	14	30	25	5	
Office Manager	OC	10/30/2008	457	M	34	68	14	9	19	3	13	26	5	6	20	6	6	3	0	1
				F	95	205	41	8	11	3	51	93	18	24	78	13	12	23	7	
Office Support Clerk	OC	10/2/2008	613	M	49	57	9	0	1	1	29	30	4	11	20	2	9	6	2	1
				F	203	245	50	1	2	1	117	131	21	61	98	17	24	14	11	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Parks Development Associate	OC	5/13/2008	60	M	11	33	4	4	10	2	3	10	1	2	11	0	2	2	1	1
				F	2	10	0	1	3	0	0	5	0	0	0	0	1	2	0	
Parks Maintenance Worker	OC	11/11/2008	118	M	23	79	9	18	64	7	4	1	1	1	8	1	0	6	0	2
				F	1	6	0	1	4	0	0	1	0	0	1	0	0	0	0	
Parks Maintenance Worker	PRO	5/30/2008	29	M	15	13	0	8	10	0	1	1	0	3	2	0	3	0	0	2
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Plant Maintenance Assistant Manager	OC	12/2/2008	47	M	2	35	6	2	23	5	0	2	0	0	10	1	0	0	0	1
				F	3	0	1	3	0	1	0	0	0	0	0	0	0	0	0	
Plant Maintenance Electrician I	OC	4/1/2008	39	M	10	26	1	7	9	0	1	7	0	1	8	1	1	2	0	1
				F	0	2	0	0	1	0	0	0	0	0	1	0	0	0	0	
Plant Maintenance Helper	OC	12/3/2008	134	M	34	81	12	22	54	9	6	4	1	3	20	2	3	3	0	1
				F	3	4	0	3	3	0	0	1	0	0	0	0	0	0	0	
Photography Technician	OC	8/5/2008	79	M	8	33	5	6	12	1	1	6	2	0	12	2	1	3	0	1
				F	5	25	3	4	7	1	1	2	1	0	13	1	0	3	0	
Police Commander	PRO	6/6/2008	24	M	3	20	0	0	0	0	2	4	0	1	11	0	0	5	0	2
				F	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
Police Lieutenant	PRO	6/6/2008	81	M	6	66	1	0	0	0	2	26	0	3	23	1	1	15	0	3
				F	1	7	0	0	0	0	1	3	0	0	4	0	0	0	0	
Police Officer	OC	7/11/2007	2895	M	540	1594	166	106	222	31	218	669	58	73	273	22	143	430	55	4
				F	260	287	48	46	41	6	137	120	22	17	33	3	60	93	17	
Police Records Technician Supervisor	PRO	2/7/2008	15	M	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
				F	7	6	1	3	2	0	3	1	0	1	3	0	0	0	1	
Power Line Worker Supervisor I	PRO	8/28/2008	11	M	3	7	1	2	3	1	0	0	0	1	4	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O	
Purchasing Coordinator	OC	11/19/2008	150	M	12	49	8	2	12	1	4	14	3	1	20	3	5	3	1	1
				F	23	45	13	3	6	1	7	18	6	9	19	4	4	2	2	
Purchasing Expeditor	OC	8/6/2008	167	M	10	49	10	5	14	3	2	13	4	1	17	2	2	5	1	1
				F	26	65	7	13	11	3	9	20	4	2	28	0	2	6	0	
Radio Dispatcher	OC	12/15/2008	353	M	37	75	17	18	36	10	12	12	1	1	22	5	6	5	1	2
				F	75	134	15	18	29	3	36	56	9	14	39	1	7	10	2	
Safety Program Technician	OC	6/12/2008	37	M	9	12	0	7	8	0	0	2	0	1	1	0	1	1	0	3
				F	4	12	0	4	7	0	0	2	0	0	3	0	0	0	0	
Sewer Maintenance Supervisor I	OC	12/4/2008	21	M	8	9	3	3	4	1	1	0	0	2	2	0	2	3	2	1
				F	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	
Sewer Maintenance Supervisor I	OC	3/12/2008	24	M	4	19	1	2	7	1	0	3	0	0	7	0	2	2	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Telemonitoring Supervisor	PRO	6/17/2008	15	M	2	11	2	2	9	1	0	0	0	0	1	1	0	1	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sewer Telemonitoring Supervisor	OC	6/17/2008	33	M	5	25	2	4	19	1	0	0	0	0	6	1	1	0	0	1
				F	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Sign Painter-Fabricator	OC	8/21/2008	137	M	33	70	21	29	61	18	2	3	2	2	6	1	0	0	0	3
				F	5	7	1	5	6	1	0	0	0	0	1	0	0	0	0	
Sports Field Maintenance Supervisor	OC	12/10/2008	23	M	1	18	3	1	9	3	0	3	0	0	6	0	0	0	0	1
				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Substation Maintenance Technician	PRO	6/3/2008	5	M	4	1	0	3	0	0	0	0	0	1	1	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



EXAMINATION TITLE	TYPE	EXAM DATE	APPLS TOTAL	SEX	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED			TOTAL PHASES		
					B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
Traffic Maintenance Supervisor II	OC	9/2/2008	1	M	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tree Trimmer Supervisor	OC	3/27/2008	18	M	5	12	0	4	5	0	1	0	0	0	6	0	0	1	0	0	1	
				F	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Utility Service Manager	OC	12/2/2008	52	M	9	28	5	7	25	5	0	1	0	2	2	0	0	0	0	0	1	
				F	5	4	1	5	4	1	0	0	0	0	0	0	0	0	0	0	0	
Utility Service Manager	OC	4/1/2008	36	M	9	25	1	7	19	1	0	0	0	2	6	0	0	0	0	0	1	
				F	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	
Utility Service Supervisor	OC	4/9/2008	46	M	10	34	0	3	9	0	1	6	0	4	15	0	2	4	0	0	1	
				F	0	2	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	
Water Protection Specialist I	OC	12/9/2008	53	M	6	30	4	3	8	2	2	11	2	1	7	0	0	4	0	0	2	
				F	3	9	1	1	2	0	1	3	0	0	3	1	1	1	0	0	0	
Web Content Coordinator	OC	12/4/2008	54	M	5	23	3	1	6	2	1	4	0	1	11	1	2	2	0	0	2	
				F	6	14	3	1	0	0	2	5	2	0	6	1	3	3	0	0	0	
Weights and Measures Inspector	OC	4/15/2008	105	M	28	61	6	9	10	3	17	34	3	0	12	0	2	5	0	0	1	
				F	2	7	1	0	1	0	2	3	1	0	3	0	0	0	0	0	0	
Total by EEO Category					4059	7564	1176	1030	1718	309	1518	2650	401	855	2213	284	656	951	181			
Total					12799			3057			4569			3352			1788					
					TOTAL TESTS			APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			PASSED			FAILED		
Total Regular Tests					63			12790			3050			4568			3351			1788		
Total Special Recruitment Tests					37			65			1			0			54			8		
Grand Total					100			12855			3051			4568			3405			1796		

NOTE: This summary includes data for all eligibility lists established in the current year; as such the data may include some applications actually filed in the previous year.

Notes
