



THE CITY OF
COLUMBUS

MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

COMMISSION COMMENTS

Volume 14, Issue 1
First Quarter, 2015

Job Analysis

What is it, and is my help really needed?

Yes, your help is definitely needed!

Prior to developing employment exams or reviewing job classification descriptions, Commission staff must determine the job duties, knowledge, skills, abilities and other characteristics which are needed for successful job performance. This information is determined by conducting a job analysis. There are several different tools to aid in the completion of a job analysis. The most common tools used by Commission staff are job observations, questionnaires, and technical conferences. No matter which of these tools are used, the most vital component of the job analysis is input from job incumbents; the people who perform the job every day and thus are most familiar with the job.

During a job observation, Commission staff spend time with one or more job incumbents in order to learn about the job. Employees are observed while performing normal work duties and may be asked questions about the work being performed.

Questionnaires are the most common mechanism for learning about the job duties, their importance and



frequency. The information received from the questionnaires is critical in developing examinations that measure the actual requirements of the job in a fair and reliable way.

Technical conferences are used to gather or review information regarding job classes. In a technical conference incumbents and/or supervisors meet with Commission staff to discuss or review job related information.

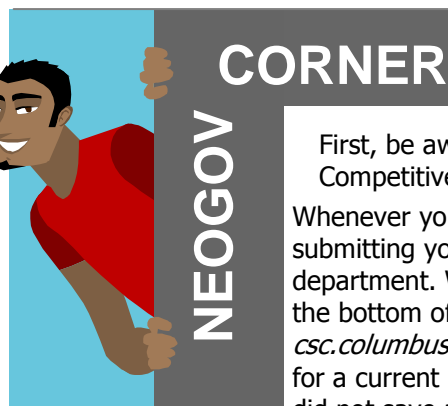
In the future, you may be asked to complete a job analysis questionnaire, allow someone to observe you on the job, or attend a technical conference. Please know that this is YOUR opportunity to have a voice in how your job is reflected in testing for your future coworkers. Your input is extremely valuable to us. The more information we have, the more accurate our perspective will be.

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**“You can
observe a
lot just by
watching.”**

-Yogi Berra



I've applied for a job, and now I want to follow up on my application. Who do I contact?

First, be aware of the type of job you applied for: Was it Noncompetitive, Unclassified, or Competitive?

Whenever you apply for a **Noncompetitive or Unclassified** job posting, you are submitting your application directly to the HR representative who is recruiting for a specific department. We always include contact information for the appropriate point of contact at the bottom of the job announcements. You can find it by going to our website, csc.columbus.gov, clicking on the "City Jobs / Employment Center" link, and scrolling down for a current list of all job openings. If the job you applied for has already closed, and you did not save a copy of the job announcement, no fear! You can still find a copy of the

announcement in your NEOGOV profile by following the steps below. First, access your profile by going to our website, and click on the "City Jobs / Employment Center" link, then click "Log In." This will open a new window to log in to your NEOGOV profile.

1

Once you are logged in, click on the job title you want to view under your Submitted applications tab.

Applications

Submitted Incomplete

Office Assistant III
City of Columbus, Ohio

Applied on 09/09/2014 03:22 PM
Eastern
[History](#)

Application Received

2

An overview of your application will open. There will be two tabs at the top of the screen. Click the tab that says "Job Details" – this will take you to a copy of the original job announcement.

× Facilities Projects Manager (Vacancy) - EXTENDED

Job Details

Application View

Print

General Information

Contact Information

3

Once you are on the "Job Details" tab, scroll down to the bottom of the announcement. The contact information will always be listed in bold, with the recruiter's name, office address, phone number, and email address. We suggest that you print a copy of this announcement and save it for your records.

× Facilities Projects Manager (Vacancy) - EXTENDED

Job Details

Application View

Print

Possession of a valid motor vehicle operator's license.

Test/Job Contact Information

Noncompetitive: Recruitment #: 14-3498-V1

Employment type: Full-time Regular

If you wish to apply in person, please submit an application and any supplementary materials to:

Robin Rupp-Mondak
Department of Finance and Management
90 W. Broad Street, 4th Floor
Columbus, Ohio 43215
P: (614) 645-2868

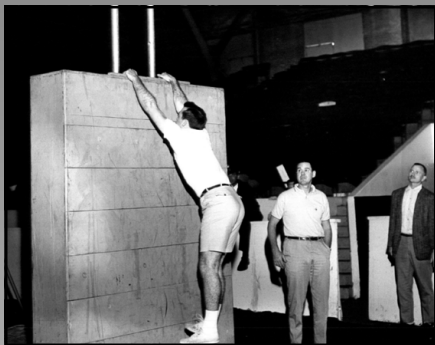
rrupp-mondak@columbus.gov

If you applied for a **Competitive** posting, there will be no contact information for a specific department listed. Instead, the Civil Service Commission information will be listed at the bottom. Please note that for all Competitive applications, an email notice is always sent to you letting you know if you were approved or rejected to take the exam. If you are not receiving notices, please check the spam folder of your email account to be sure the notices are not being sorted as spam. Mass emails come from info@governmentjobs.com-- make sure to add it to the "safe sender" list in your personal email account.

Then & Now: Uniformed Physical Testing

We were recently made aware of these fantastic photos from the Civil Service Uniformed Physical Testing of the past. While we weren't able to find the date they were taken, the action captured was too interesting to keep to ourselves!

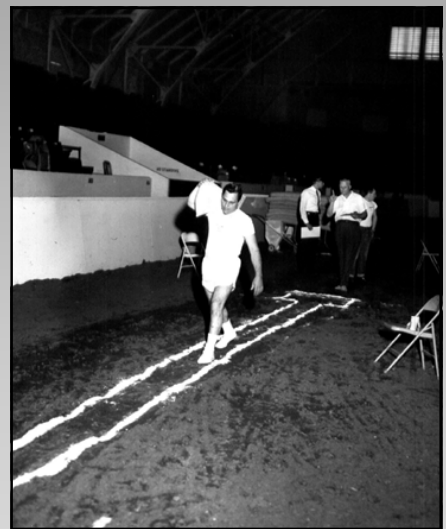
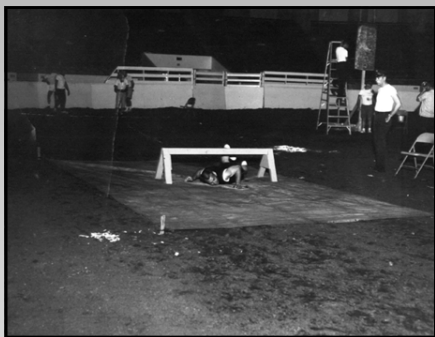
A link to detailed information regarding our current Entry-Level Police Officer and Firefighter testing can be found at csc.columbus.gov along the left side of the page.



THEN

Photos from a uniformed obstacle course.

Clockwise: Wall Scale (8 ft); High Hurdle (3 ft, 6 in); Hand-walk Ladder (20 ft); 100 lb Bag Carry plus three steps up and down; Aerial Ladder Climb (30 ft); and Low Bar (15 in).



NOW

Below: The current Police Officer physical test includes both sit ups and push ups. *Right:* The current Firefighter physical test has a station simulating administering CPR.



CIVIL SERVICE COMMISSION

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

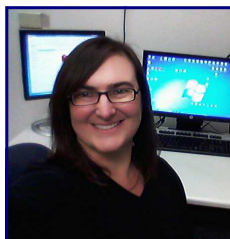
www.csc.columbus.gov

*Commission Comments
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Meet the Staff: Lela Van Horn

Lela Van Horn is one of the Civil Service Commission's part-time Personnel Analyst I's and one of the most artistic members of our staff. She began working with the Commission's Safety Forces Testing Unit in 2007, and her job involves test development, job analysis, grading, and test administration of

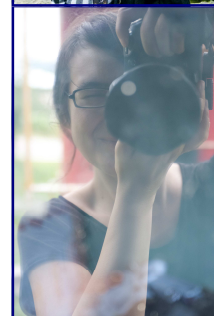
uniformed classifications. Always offering new and fresh ways of looking at problems, Lela displays her creativity as our resident photographer, producing and editing many of the videos and images used in testing. You may have seen her photographs in our newsletter, kiosk, or hearing room. Lela enjoys her testing work at the Commission because she enjoys the challenge of creating new and innovative assessments. She says, "Knowing that the quality of my work has a direct impact on the quality of the candidates hired is very satisfying."

Originally from Zanesville, Ohio, Lela attended Zane State College where she started in accounting but obtained her degree in Fine Arts with specialization in Photography and Technology from The Ohio State University. Lela also currently works as a trainer for Pearson Education on PARCC and NAEP assessments. She works with educators and departments of education to develop training materials and then manages large teams of professional supervisors and scorers across the United States.

Outside of work, Lela enjoys photographing food, people, and abandoned structures in rural areas, hiking, writing, drawing, and quilting. Her artwork has been shown in multiple art exhibits in Columbus and has been used in Target advertising. Lela will be getting married soon in Vermont and she has one child, Sierra, who attends Ohio State.

things in a different way." ~ Edward de Bono

"Creativity involves breaking out of established patterns in order to look at



DID YOU KNOW?

In 2014,
the Non-Uniformed
Test Center administered

90

different examinations,
received and processed

12,787

applications,
and tested

4,412

candidates.

New Test Center Policy: Electronics

When you come to our offices to take a Civil Service test, you will notice a new policy regarding cellular phones and electronic devices. As you are being seated, you will be instructed to turn off your phone or other device and place it in a plastic envelope to be kept at your testing cubicle. You will not be permitted to take your phone out of the envelope until you finish the exam and exit the testing room. Electronic devices may not be used during breaks or at any time during the exam. While cell phone use has never been permitted during testing, the new policy will help us maintain the security of test materials and continue to ensure that no applicant has access to outside materials during an exam. This new policy on phones will contribute to a fair and equitable testing experience for everyone. The policy was implemented in late February in both our downtown testing center and our Piedmont Road facility where we administer police and fire testing.

