



THE CITY OF  
**COLUMBUS**

MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

# COMMISSION COMMENTS



## Whose Job is That?

### A 4-Alarm Fire Requires a Coordinated Response

If you were anywhere in the Columbus area on May 1, 2015, chances are you saw smoke from the huge fire that destroyed a Marion Road pallet recycling facility on the city's south side. Almost half of the City's firefighters were called in to battle this fire with help from nearby townships. Fire personnel worked tirelessly for three days to put the fire out. Several buildings on the compound were destroyed, but nearby neighborhoods avoided major damage.

Although the Columbus firefighters and fire command personnel on the scene are the most visible of City employees, additional City employees also contributed to resolve this four-alarm fire. *Water Distribution Operator I* and *Water Distribution Operator II* employees were involved from the Department of Public Utilities to direct flow and increase pressure into that area and maintaining the pressure during the firefight, and remained on call to return things back to normal afterwards. *Power Line Worker I*, *Power Line Worker II*, *Power Line Trainees*, and *Power Line Supervisor I* employees were brought in to de-energize lines and switch current to alternate lines to keep power going to City Power customers. *Police Officers* and police supervisors

were called in to close roads and direct traffic. *Dispatchers* from Public Safety and Public Utilities coordinated efforts.

After the flames were put out, specialized *Firefighters* (Arson Investigators and Inspectors) investigated and determined the cause of the fire. A *Property Maintenance Inspector* from the Department of Development inspected the property for any remaining unsafe and unsanitary issues and issued an environmental health violation notice. This notice required the owner to clean up the property of all the burned out pallets, trash, debris, and solid waste and cut any grass or weeds over twelve inches tall. *Building Inspectors*, *Building Compliance Specialists*, *Management Analyst IIs* and other employees worked on inspections and issuing unsafe building orders as well as worked with the property owner and the owner's legal counsel.

This large fire required a tremendous group effort to fight the fire and deal with the aftermath; this is only a partial list of the City of Columbus job classes involved. Learn more about City of Columbus job classes on our website at [columbus.gov/civil-service](http://columbus.gov/civil-service)

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**“Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved.”**

- *Mattie Stepanek*

## Do You Qualify for Veteran's Preference Points?

### I served in the military, how can I get points added to my test?

First, when completing your application, you must check the box requesting Veteran's Preference Points. Then, you must submit no later than the final day of testing, proof of military service, such as a copy of your Form DD214 member 4, indicating a discharge under honorable conditions (*Honorable* or *Under Honorable Conditions (General)*) character of service designations).

### I can't find my DD214, can I still get points?

You may submit a Service Information Letter or comparable documentation that verifies your military service dates and discharge status from the Franklin County Veterans Service Commission, 280 East Broad Street, Columbus, Ohio or the Department of Veterans Affairs, Federal Building, 200 North High Street, Columbus, Ohio.



### Are points given for positions other than Police Officers and Firefighters?

Yes! Veteran's Preference Points can be given for all entry-level examinations with the City of Columbus.

### Why are points only given for entry-level positions?

Veteran's Preference Points are given to assist veterans in returning to the work force. Points are not given for promotional examinations, as those individuals have already gained employment with the City of Columbus.

### How many points are added to my score?

Points are added to passing scores *only*, with five points for veterans, and ten points for disabled veterans.

### How can I get disabled veteran's points?

Disabled veterans must also submit, in addition to the DD214, an award letter from the Department of Veterans Affairs or applicable military service verifying at least 10% of service-connected disability.

### What's NEW in Veteran's Preference Points?

There is no longer a 180 day minimum time served to receive points. The minimum service time requirement has been removed. In addition, individuals discharged with other than honorable conditions under the United States Armed Forces' *Don't Ask Don't Tell Policy* will be considered to have been released under honorable conditions.

## ???Ask Eyestein???

### Dear Eyestein:

**I missed my test date, what should I do?**  
Signed, Frazzled

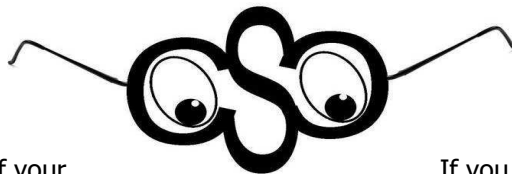
Dear Frazzled,  
It is very important to read your e-mail/letter thoroughly to be sure that you completely understand test information including the exact date and time of your exam.

Some tests are offered at multiple dates and times depending on how large the recruitment is. If additional dates and times are offered, you can show up for one of those and get on a waiting list. After all scheduled candidates have been given a test seat, you will then check in. If all spots are filled (everyone scheduled for

that time slot actually shows up), you will have to come back and get on the wait list a different day; but rest assured, if we have room to test you, we will!

Unfortunately, if the test was a small recruitment or there are no more test dates, you will have to wait and apply again the next time we are taking applications.

If you missed your test time due to an emergency (i.e. flat tire or accident on your way to test), you can fill out a *Request for Review* form. This can be found on our website or immediately outside of the Test Center. Once you have submitted the form and proof of the emergency (i.e. repair bill for a tow, or accident report), then we will review your request. If it is approved, you will be notified by a staff member to schedule a new test date and time.



# I Applied for a Job, Now What?

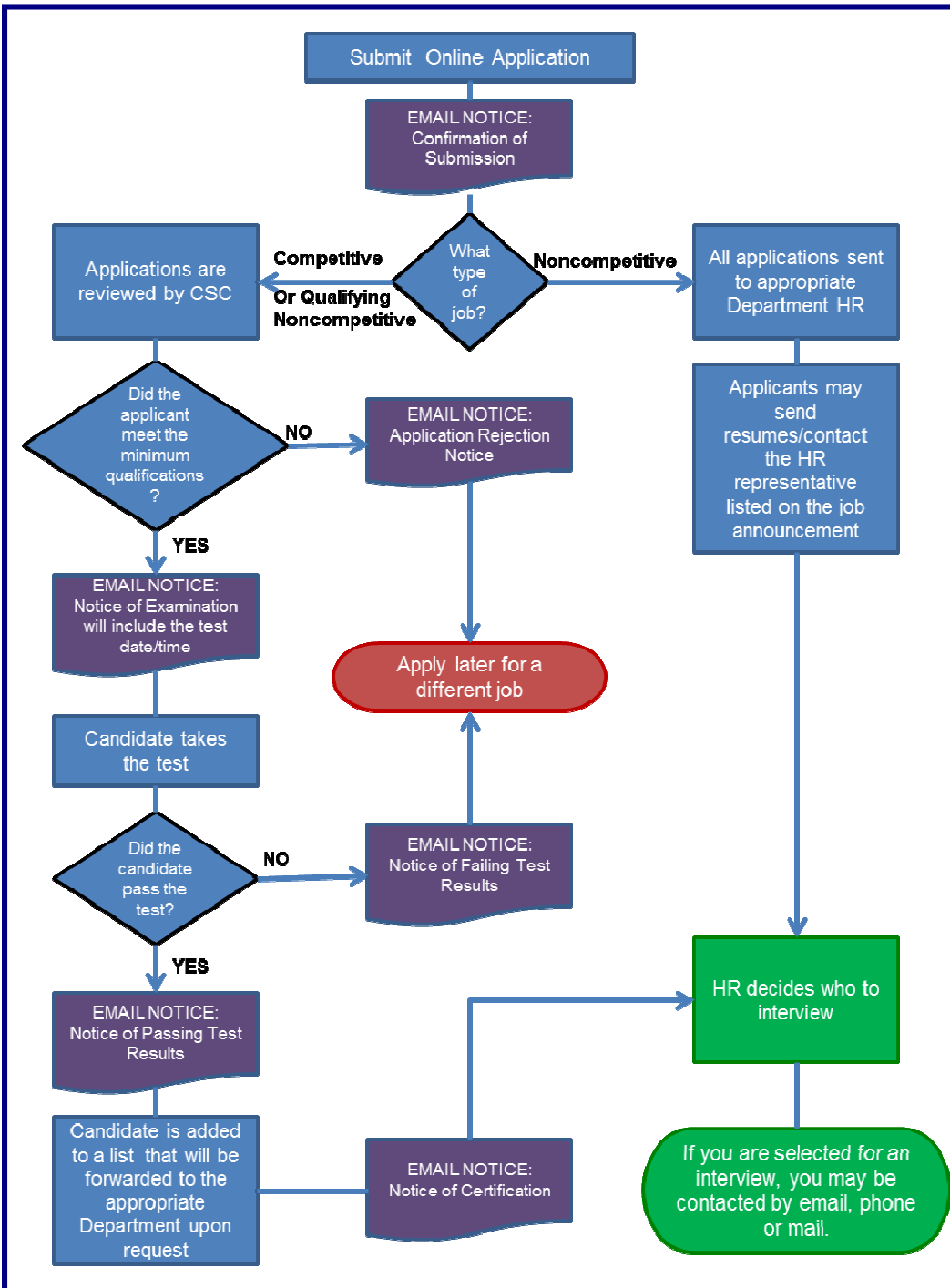
Submitting your application for a job is the first step on your journey to employment with the City. The flowchart below is a simplified version of what happens from the time you apply to the time you are contacted for an interview. The purple notices indicate the communication you will receive from the Civil Service Commission during the process.

Civil Service jobs are typically considered Competitive, Qualifying Noncompetitive, or Noncompetitive. For Noncompetitive jobs, all applications go straight to the HR contact of the department that is recruiting for that position, and there is no need to take a test. For Competitive and Qualifying Noncompetitive jobs, each job has an exam tailored specifically to test the knowledge, skills, and experience needed for that unique job. When you see a Competitive job posted on our "Current Job Openings" page, the word "EXAM" will be in the job title. This means

that if you apply for this posting, you are applying to take the exam for that job, not for a current vacancy.

Once the recruitment period is closed, Civil Service staff will review all applications to make sure that the minimum qualifications are met, and then send out notices of approval to take the exam. The notice will include information such as your test date, time, and location (or information on how to self-schedule your exam), where to find study materials if there are any— most tests do not have any study guides— and general information about the exam itself.

Once the exam is given and all tests are scored, candidates will be notified whether they passed or failed; if it is a Competitive job, the candidate will also be notified of which score band they placed in. The candidates are then placed on the eligible list for that job, typically for two years. When a vacancy opens up for that job, all candidates will be pulled from that list, rather than the general public.



**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

[columbus.gov/civil-service](http://columbus.gov/civil-service)

*Commission Comments  
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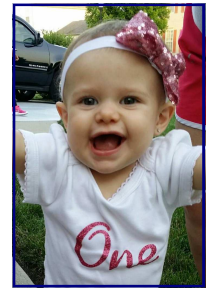
## Meet the Staff: Belinda Anderson



Belinda "B" Anderson joined the Civil Service family in December of 2014 as an Office Assistant III and became the face of the downtown Test Center. Always quick with her smile and laugh, her presence seems to relax candidates as they settle in for testing. One candidate wrote, "Very smooth operation. Well done! I had no idea what to expect and [her] politeness & professionalism helped to ease my worries."

Test-takers see B doing her favorite part of the job—running the exam administrations by seating them, reading instructions, and answering questions—but she does even more behind the scenes. Some of her other responsibilities include compiling and reporting equal opportunity data, arranging testing accommodations, uploading scores, verifying answer keys, calculating Veterans' and Seniority points, preparing eligible lists, and spearheading our role in the County Alert System. Her enthusiasm shines through no matter what she is working on; coworkers describe her as "professionally fun" since working with her is usually *Nothin' But a Good Time*.

The 11<sup>th</sup> of 12 children and aunt to 24 nieces and nephews, B is a Hamilton Township graduate who previously worked at the Franklin County Concealed Carry Weapons/Photo Lab. She is also a presenter for Younique Make-Up and the co-owner of Love Struck Wedding Photography, a thriving business that takes photos for weddings, families, and events of all kinds. The true loves of her life are what keep her *Driven*: her husband, Kyle, and her one-year-old daughter, Alaina (see adorable baby photo, right). If all that doesn't sound like enough to keep her busy and hoping *One More Day* could be added to the week, B is also currently pursuing a bachelor's degree in Public Administration at Franklin University.



B is also a die-hard Bret Michaels fan, as you may have caught a few of his song titles in the preceding text—but if you didn't, she'd tell you, *It's All Good*.

## DID YOU KNOW?

**2,742**

people were scheduled to take the 2015 Entry Level Police Officer Exam administered in August/September

## Then & Now: Front & Broad

