

THE CITY OF
COLUMBUS

MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

COMMISSION COMMENTS

Our Gift to You: A Faster Profile

How to Upload Your Resume Directly into Work Experience

If you have not set up your profile on our website yet, there is a quick and easy way to set up your work experience and education. Go to Columbus.gov/civilservice and set up a profile with your email address. You can then sign in and complete your profile by using the "Import Your Resume" feature. Make sure your resume is saved on your computer and choose *Upload from Computer*. Ensure that your document is the correct file type (.pdf, .doc or .txt). This feature will fill in your contact information and all jobs listed on your resume automatically into the work experience fields. This includes the duties and responsibilities



you have listed. It is important that you carefully review each job to make sure all of your work history was imported and that the information is correct. The system will also prompt you for missing company names by listing any errors.

This feature will also upload contact information as well as your college and high school information listed on your resume. LinkedIn users can choose import their resume from their LinkedIn profile instead of a resume document. Make sure you check that all of your job history is included and then you are ready to start applying for some of the great career opportunities with the City of Columbus.

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Restoration Academy Graduates Largest Class Ever

On September 25, 2015, the Restoration Academy graduated its largest class to date, with 44 total graduates. Of the 44 graduates, 42 have full-time employment. Of those, 34 graduates are entering the private sector while 8 graduates have obtained employment in the public sector.

For those who are unfamiliar with Restoration Academy, the program is a rigorous six-month work experience program provided 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 ultimate goal is to help program graduates secure permanent employment with a public or private employer. Since 2012, Restoration Academy graduates have experienced a more than 80% placement rate.

For those who are interested in joining Restoration Academy, another class is planned for 2016. The program only accepts non-violent offenders who have not committed offenses **(continued page 2)**

"The excellence of a gift lies in its appropriateness rather than in its value."

- Charles Dudley Warner

Academy

(...continued from page 1)

related to children or sexual activity. In addition, all applicants must have completed their incarceration period and have

no outstanding warrants or open court cases. In order to apply, all applicants must register with Central Ohio Workforce Investment Corporation (COWIC) at 1111 East Broad Street, Columbus, OH 43205. Further, applicants with questions may call Tearicka Cradle of the Columbus Civil Service Commission at 614-645-8038.



Recent graduates pose with Mayor Coleman, Director DeLong, and honored guests.

???Ask Eyestein???

Dear Eyestein:

I took a test a while ago, and I am now on the eligible list. Since the exam, I have completed my degree and have received an additional certification related to the job. Can I attach those to my application?

Signed, Add My Degree

Dear Add:

Submitting an application is sending in a copy of your information for an employment agency to consider — it is a snapshot in time of what your profile looks like when you hit the final "Accept & Submit" button. If you make any changes to your NEOGOV profile after submitting an application, we do not see the changes on our end; we still see the "snapshot" of your profile you sent us. It does not reflect any additional information you add later.

If the application filing period is still open and you realize you forgot to include something on an application you've already submitted, call us! In some cases, we can send you a "Supplemental Application Continuation Form" to add the additional important information. Once

the application filing period is over, unless additional information is requested by the Commission, no further updates to your application can be made. The best time to submit any additional information is when you receive a notification that your name has been certified. The

certification notice indicates that the hiring department has received your name along with the names of other candidates from the eligible list and

will be reviewing candidate applications and/or resumes to determine whose qualifications most closely match the position being filled. The certification notice includes contact information for a member of the department's human resources personnel; information regarding your completed degree, and certification should be submitted to this person. Additionally, a cover letter and resume can be submitted to the same contact person.

Dear Eyestein:

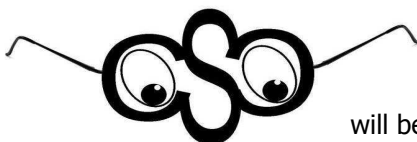
I took a multiple choice test last month that had a question on it that I'm sure had two correct answers. I wrote it down on the pink sheet they gave us, but I am still really worried that I got a question marked wrong that should have been marked right. Do they even look at those sheets?

Signed, A Different Kind of Pink Slip

Dear Pink:

Yes! The analyst in charge of the test is required to look at every pink feedback form they receive. If a candidate identifies a question that may have two correct answers or any other problem, the analyst will review the question by researching source material, asking subject matter experts, and double-checking that the answer key awarded points appropriately.

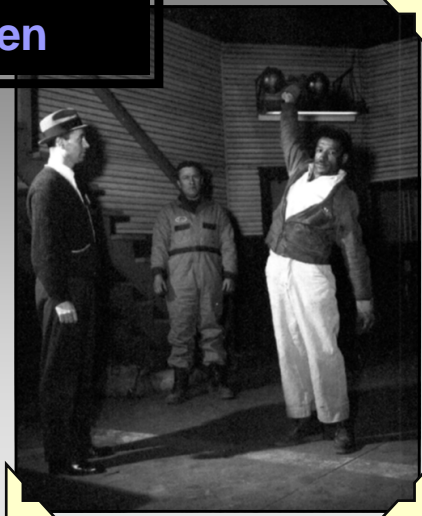
The analyst will then decide if there is clearly a best answer or if the question is faulty. If there is something wrong with the question, they will remove it from scoring consideration. That means that if a test had 80 questions and one is found faulty, the test will now be scored out of 79 possible and no one will receive credit for the deleted question.



Then

A photo of part of the 1962 Laborer Exam.

NOW, this is a non-tested position.



Classification Spotlight: Equipment Operator II



On cold, snowy days, the City's most visible employees are the snow warriors. One job class used for plowing is Equipment Operator II. These men and women brave the bad weather to plow the City streets, apply salt and brine to our roads to melt ice and snow. Also known as EO-II, this job class is responsible for operating a variety of complex motorized/heavy equipment. EO-II's work long shifts in the winter, often including overtime to keep the streets safe for citizens.

What do EO-II's do when the weather is more pleasant? They operate street sweepers, graders, large mowers, and front-end loaders, and they patch roads and perform minor maintenance on equipment.

What are the requirements to apply for this job? The minimum qualifications include two years of experience operating or assisting in the operation of any equipment listed above or related equipment listed in the job specification, and possession of a valid Class A commercial driver's license allowing the operation of vehicles with air brakes. Some positions require endorsements for Passenger Transport (P), Hazardous Materials (H), Tanker (N), and/or tank vehicles transporting hazardous materials (X).

This job is qualifying noncompetitive, which means applicants take a test, but on a pass/fail basis; passing candidates are not ranked or put in score bands on the eligible list. The EO-II test is a performance test that covers Equipment Safety Check, Front Loader Operation, and Dump Truck Driving Skills.

The City of Columbus has many interesting jobs covering a wide variety of areas. If you are interested in the Equipment Operator II job class or other positions with the City of Columbus, visit our website at columbus.gov/civilservice. Click on *Job Class Info* to learn more about a job class, see the minimum qualifications for each exam or classification, and sign up to be notified of the next time we are taking applications.



Change...It's Inevitable

Civil Service's Role in the Mayoral Transition

Columbus is continually developing and undergoing many positive changes and as a result the City of

simple. Elected officials and appointing authorities retain their authority for hiring and firing City employees, but the Civil Service Commission is in place to ensure that the city maintains a competent work force capable of delivering quality services to the public.

Columbus organization is also developing and changing. The recent mayoral election determined who our new Mayor is, something we haven't experienced since 2000! Often with the election of a new Mayor, employees may begin to feel nervous about the change and how it might impact their jobs. Prior to this time of transition, an explanation of the Civil Service Commission's responsibility to employees and the citizens of Columbus during just such a changeover may help ease anxiety.

In the early 1900's, all across the country, civil service commissions were created to provide appropriate checks and balances for local governments that had previously had no accountability. In 1914, the citizens of Columbus adopted a city charter which formally established our Civil Service Commission. The design of the system is

The City's work force is made up of two types of jobs: classified and unclassified. Most employees are "classified." Classified employees demonstrated that they are capable of performing the important functions of the job they have, either by taking a civil service test or by the Commission's review of their qualifications. Once a classified employee completes their probationary period, the Civil Service Commission's rules protect them from being fired without cause. Additionally, existing union contracts remain in place, ensuring consistent employment practices. These checks help create the balance necessary for a quality work force and stability of government. The City Charter identifies a limited number of city positions, such as Department Directors, who are not classified under **(continued page 4)**

CIVIL SERVICE COMMISSION

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Meet the Staff: Mark Johanson



If you've called the Applicant and Employee Services line or stopped by the Self-Serve Job Center recently, you've probably encountered the newest face of Civil Service, Mark Johanson. Mark joined the department as an Office Assistant I for Applicant and Employee Services in August of this year. Mark handles the personnel files, as well as job announcements and maintaining the Self-Serve

Job Center at 77 N. Front Street. When asked about his favorite part of working for Civil Service, he said "I enjoy providing a great service to our community and the city by assisting in acquiring great talent for the City of Columbus."

Before Mark came to the Civil Service Commission, he worked in managed services with Ricoh Americas for 3 years at their American Red Cross, BMW Financial Services, and Cardinal Health sites. He also worked at Kohl's for 7 years in their shoes, housewares, and freight and customer service departments. While this is his first job with the City of Columbus, he is no stranger to the city. A Columbus native, Mark attended Bishop Watterson High School before going on to The Ohio State University and Ashland University. Mark currently holds a bachelor of science from the Department of Evolution, Ecology and Organismal Biology at OSU as well as a Life Science Educator's license for grades 7 through 12. While Mark's parents also live in Columbus, he has 19 aunts and uncles (and 19 cousins!) that live all over the United States.

Outside of work, Mark enjoys singing and is currently involved with a men's a cappella group. He's also performed in the Clintonville Community Choir, the Symphonic Choir and University Chorus at OSU, and played the euphonium in a variety of bands. He has performed in both plays and musicals, including *The Tempest*, *Jabberwock*, and *Carousel*.

Change (...continued from page 3)

Civil Service. Such positions are not provided the same hiring requirements or the same Civil Service protections. These City of Columbus employees are considered "unclassified." Unclassified City employees serve at the pleasure of those who hire them. In an effort to ensure that unclassified city employees have an understanding of how a change in the Mayor may impact them, they have already received notice and attended meetings to help them understand their more limited employment rights.

One hundred years after its establishment, the role of the Civil Service Commission is just the same as it was in 1914. It remains the Commission's responsibility to ensure that all City departments are staffed with the best-qualified employees. It does so by approving and rejecting employment applications, administering tests, hearing appeals of employee disciplinary actions, maintaining the City's official personnel records, and ensuring that employees are performing the jobs they are being paid to do. With hard-working, dedicated employees, Columbus can remain the best city in the nation in which to live, work, and raise a family!

**DID YOU
KNOW**



*We've recently
updated
our website*

Be sure to change your
browser bookmarks to
columbus.gov/civilservice