



THE CITY OF
COLUMBUS

ANDREW J. GINTHER, MAYOR

CIVIL SERVICE COMMISSION

COMMISSION COMMENTS

Commissioner Retires

After 22 Years of Service



We are proud to recognize the retirement of **The Honorable Grady L. Pettigrew Jr.** from the Columbus Municipal Civil Service Commission. A

decorated Army Veteran, Judge Pettigrew served his community as a Federal Judge, educator, mentor, advisor, advocate, and trusted friend.

Mr. Pettigrew, Jr., an Ohio State University National Moot Court champion, has served as a Judge of the United States Bankruptcy Court for the Southern District of Ohio, has been a member of the Bankruptcy Faculty of the Federal Judicial Center in Washington, D.C., served the legal profession as an adjunct professor at the law schools at Ohio State University and Capital University, has authored two books on bankruptcy law, and was named one of the "Best Lawyers in America" many times during his career.

Judge Pettigrew is retiring as the President of the Civil Service Commission with twenty-two years of service where he has overseen and guided its efforts to ensure properly focused, transparent, and equitable City employment opportunities, resulting in an agency that serves as a leader and go-to- organization for other jurisdictions throughout the country regarding its classification and testing programs.

Judge Pettigrew's passion for law and education has blended into a lifetime of community service as demonstrated by his appointment to the City of Columbus' Police Chief Review Commission in 1989 by Mayor Dana G. "Buck" Rinehart, and subsequent appointment to the Civil

Service Commission by Mayor Michael B. Coleman and continued by Mayor Andrew J. Ginther up to his retirement.

This Jefferson Award Finalist has a professional career and history of pioneering and serving with distinguished legal service and generous civic and community service. He began serving in the U.S. Army as a commissioned Lieutenant. He served with the 1st Air Cav Division in Vietnam and was awarded a Combat Medic Badge, two Bronze Stars, Air Medals, National Defense Service Medal and Vietnam Campaign Ribbon.

A passionate proponent of community service, Judge Pettigrew has volunteered his time to help the community via service to others in numerous ways. A graduate of The Ohio State University and The Ohio State University Moritz College of Law, Judge Pettigrew served as a Trustee for Columbus State Community College and as the President of the Trustees of the Columbus Urban League. He has also served on the Board of Governors for the Columbus Bar Association, in the House of Delegates of the Ohio Bar Association, as a Trustee of the Interprofessional Commission of Ohio and the Martin Luther King Performing Arts Complex, and chaired a project for health and wellness in the Columbus urban community for many years.

Mayor Ginther, fellow Commissioners Lynch and Price, and the entire Civil Service Commission staff wish our retiree well as he transitions into the next, exciting phase of life where he will continue his community service directing Project Jubilee, a non-profit charity that provides community education about legal topics, economic empowerment, spirituality, health and wellness.

We thank Judge Pettigrew for his exemplary service.

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Often when you think you're at the end of something, you're at the beginning of something else.

~Fred Rogers

Dream Job Series: Police Officer

Congratulations on your decision to become a Police Officer with the City of Columbus, Division of Police! Civil Service wants to provide you with vital information to help you do your best.

Let's discuss how to make this dream come true.

The first thing you must do to become a Police Officer is apply. Subscribe to [Job Alerts](#) to receive a notification when the application filing period opens on February 1, 2022. Applications will be accepted throughout the month of February. If you miss the filing period, you will have to wait for the next filing period. Job Alerts will help ensure you don't miss the opportunity to apply.

Once your application is submitted, you will receive an email confirmation indicating your application was received. Next, your app will move to a review process for minimum qualifications and some background standards.

If all preliminary qualifications and standards are met, you will be invited to self-schedule the date and time of your exam. Carefully review all communications from Civil Service as they will include links to materials designed to help you prepare for the exam.

The Entry-Level Police Officer examination will take place in March 2022. The examination consists of three phases which include, a multiple-choice test, a writing sample, and a situational response video assessment. Candidates who pass all three phases of the exam will be placed on an eligible list based on their final score.

Once on the eligible list, you will undergo a thorough pre-employment investigation that includes a polygraph exam. You will need to meet the state required physical



standards and participate in a job interview. Selected candidates will be given an offer of employment on condition of passing the required physical and psychological exams. Then you get the Golden Ticket—the date you start the Police Academy.

The Police Academy will provide you with all the training you need and much more to prepare you for your service as a Columbus Police Officer.

What can you do while you wait for the application filing period to begin? Great question! There are a few things you can begin working at right now.

As a Police Officer, you are your best asset. Adopting a lifestyle infused with fitness starting right away will help you build stamina and endurance. This will help you pass the statewide physical test and the medical exam required before you can be appointed to a Police Academy class, as well as the physical test you must pass to graduate from the Academy.

This is also the perfect time to educate yourself on the selection process. You will find helpful resources explaining what to expect in each step of the process on the [Civil Service website](#).

Finally, find your "study style." How do you learn best? Determine how to best study for your personality type. Then establish a study routine you can use throughout February as you prepare for your exam date.

Additional questions may be directed to Civil Service Commission staff at PoliceFireTesting@columbus.gov or (614) 645-0800. We look forward to receiving your future application!

Text Messaging is Here to Stay!



As you have hopefully experienced yourself, candidates who apply with us via their GovernmentJobs.com profile have the option to sign up for text messages from the City of Columbus. Notices about exams, scheduling, and other status updates will be available as text message alerts, along with our standard email delivery.

When you apply for a job or exam, there will be a "Text Messaging" box on the left side menu for you to enter your preferred phone number for receiving texts. You should receive a text message confirming your sign-up once you've updated your information in your account.

This phone number is a separate entry from your preferred contact number under your profile, so be sure to update both if you ever change phone numbers or preferences regarding how the City of Columbus should contact you.

Try it out! The convenience of being informed has had positive feedback! You can always unsubscribe from alerts if you decide it's not for you. And don't forget, you can still check your GovernmentJobs.com applicant inbox (top right once you log in) for a copy of all emails sent from us to you.

??? Ask Eyestein ???

Dear Eyestein,

I received my admission notice to take an exam with the City of Columbus!! It is my dream job! To take the exam, I need to self-schedule to pick my exam time. I have tested before and have never had to self-schedule. Is this a new thing? Can you tell me what steps I need to take to self-schedule for my exam time?




Signed,
What time to show up?

Dear What Time,

Congratulations! We look forward to seeing you on your test day.

Not all exams use self-schedule; always read your admission notice to find out. Typically, self-schedule is used when the same test will be offered at a variety of dates and times.

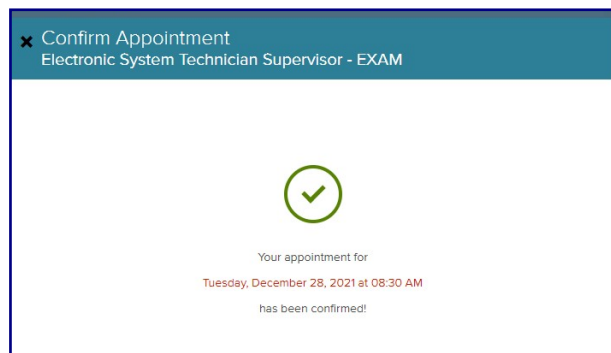
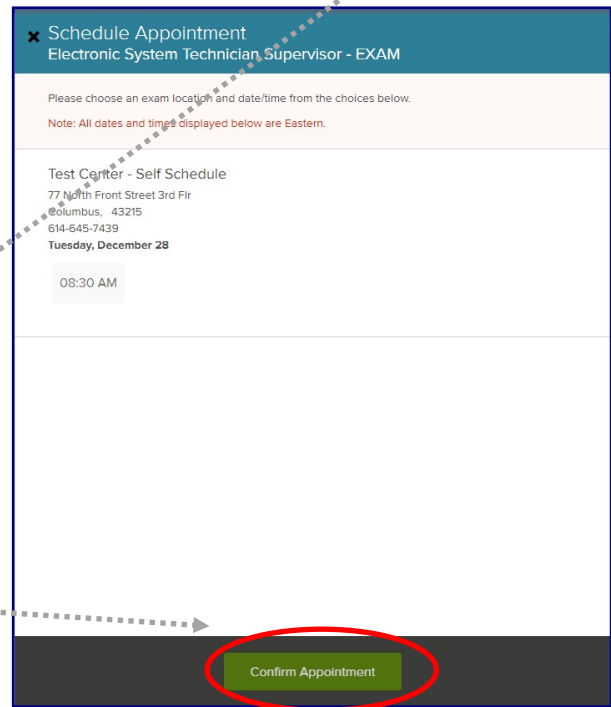
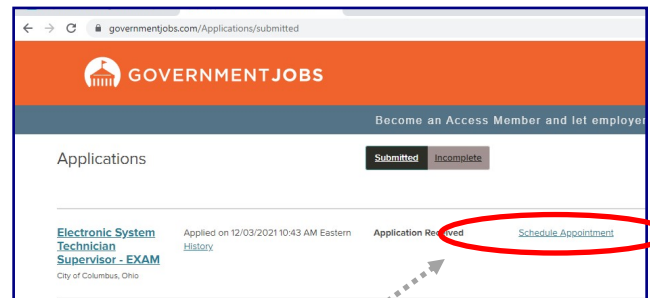
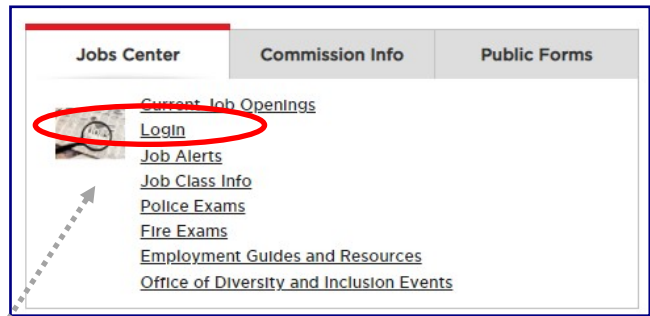
Your admission notice will contain more information regarding how to self-schedule for your specific exam. In the meantime, below are the basic steps you'll typically need to follow:

1. Go to columbus.gov/civilservice
2. Click the [Login](#) link
3. Log into your profile
4. Click the [Schedule Appointment](#) link next to the exam title (if you don't see it, click on your name in the upper right-hand corner and select *Applications & Status*)
5. Choose a date and click the time you'd like to test
6. Click 

Once you complete these steps, your profile will show your exam date and time. On our side, a staff member will review your exam appointment and send you a confirmation email that includes further instructions. You will **not** receive this email immediately after you self-schedule. Confirmation of your selected date and time will be sent by staff at a later date.

All self-schedule exam time slots are filled on a first-come, first-served basis, so be sure to schedule as soon as possible after receiving your admission notice.

If you have any questions regarding self-scheduling, please call the phone number listed on your admission notice or the Commission offices.



Main Office and Test Center

77 North Front Street
Columbus, Ohio 43215-1895
614-645-8300
CivilService@columbus.gov
TestCenter@columbus.gov
Fax: 614-645-8379

Uniformed Test Center

1111 East Broad Street
Columbus, Ohio 43205
614-645-0848
PoliceFireTesting@columbus.gov

columbus.gov/civilservice
civilservice@columbus.gov

*Commission Comments brought to you
courtesy of:*

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Meet the Staff: Jaasiel Rubeck



Six guests are anonymously invited to a strange mansion for dinner, but after their host is killed, they must cooperate with the staff to identify the murderer as the bodies pile up.

Not only is this the plot of the movie *Clue*, but solving a crime like this is the type of thing that fascinates Jaasiel Rubeck in real life. With a Master's degree in Criminal Justice, focusing on Criminal Behavior from Tiffin University and a Bachelor's degree in Criminology and Psychology (double major) from THE Ohio State University, Jaasiel is a true crime fanatic. Jaasiel's intrigue with crime and abnormal psychology started because of her college studies, and now, watching shows and hearing stories about elusive serial killers, like Ted Bundy or the "real" Mr. Boddy, really gets her heart pumping.



Thankfully, her work life is a little more mundane than an episode of *Dateline*, *Dexter*, or *True Detective*, but it still includes a type of investigation. Jaasiel recently joined our non-uniformed testing team as a Personnel Analyst I in August 2021. She's learned that writing exams involves a lot of observation of people and the gathering of clues about the most important aspects of job processes. Prior to this, Jaasiel worked for the Commission as an Executive Secretary I and at Verizon as Customer Service and Chat Tech Support. When asked what she likes best about her current job, she says: "The people: Both the ones I work with and meeting new candidates that come in for testing. Before I started working with Civil Service, I had taken many tests so it is also interesting to see the other side and all the work that comes with administering each exam."

Outside of work, Jaasiel's life is filled with family, fun, festivities, and friends. She and her husband, Travis, have been married for 12 years. They have a 10 year old daughter, Lara, and a brand new baby, Cassandra. Their family has a dog named Loki, and Lara has a rabbit named Reese; both are 1 year old. Jaasiel enjoys listening and dancing to music, hiking, being outdoors, reading, and watching Buckeye football.

Jaasiel also enjoys traveling-- and she gets to do a lot of it. Her family moved from Venezuela to Maryland when she was in grade school, her husband was active duty military for the early part of their marriage, and she has even more family in Texas; so Jaasiel has earned quite a few airline miles.

However, on a workday, 8:30 to 5:00, you'd probably win a game of *Clue* by guessing:

"Jaasiel, in the Test Center, with a pen."

WHERE IS IT?

3rd QUARTER'S ANSWER:

Sewer Maintenance and
Operations Center (SMOC)
Fairwood Avenue

3rd Quarter's First Five:

Christopher Iacoboni, *Public Safety*
Beth Fairman Kinney, *Neighborhoods*
Cheryl Smith, *Public Utilities*
Jason Beach, *Public Utilities*
Tony Millsap, *Public Utilities*

DID YOU KNOW?

In **2019** (the last "normal year"), the Test Center administered exams for **82** different job classes.

In **2021** (with testing shut down about half the year), the Test Center administered exams for **106** different job classes.