

COMMISSION COMMENTS

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S.M.E...Civil Service Needs Me?

During your career with the City, you may be contacted by the Civil Service Commission to be a subject matter expert (SME). SMEs are City employees who work in or supervise a job class for which an employment examination is being developed. Employees and supervisors are chosen as SMEs because of their in-depth knowledge and familiarity with the job.

SMEs serve an important role in the examination development process. Their input helps to ensure that examinations are testing for knowledge, skills, and abilities needed to be a successful employee. Input from SMEs helps to ensure examinations are technically accurate and are at the appropriate difficulty level. Contributions made by SMEs in the development process have lasting effects on the work environment at all levels of the organization since successful test-takers are potential future City employees.

As you can imagine, participating as a SME can be a rewarding experience, especially when an examination that you contributed to has been successfully administered. There are, however, several responsibilities and commitments to which SMEs must adhere. In order to preserve exam security, all SMEs are required to sign security agreements prior to participation. The Civil Service Commission considers examination security a critical matter and infractions are taken seriously. The purpose of the security agreement is to ensure that candidates do not receive confidential examination information prior to examination which may improve their test score.

The Civil Service Commission would like to thank past and future SMEs for your hard work and dedication in the examination development process. If called upon in the future, we hope you will support the Commission's commitment to providing a quality work force for the City of Columbus. You truly are subject matter experts!

Thank You!

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"I don't know the key to success, but the key to failure is trying to please everybody."

- Bill Cosby

Questions Answered for our Veterans...

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 proof of military service, such as a copy of your Form DD214, no later than the final day of testing.

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

You may submit a Service Information Letter or comparable documentation which verifies your military service dates and discharge status from the Veterans Administration Office, 200 North High Street, Room #309.

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*, 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 stating the percent of service-connected disability.

Can I use my veteran's points on other exams once I have been hired by the City?

Veteran's Preference points can be used only **one** time. They are given to assist veterans returning to the work force. Once you have been hired by the City of Columbus using the preference points, they may not be used again.

Second Chance for Police Officer Candidates!

Each year there are thousands of people whose applications are approved for the Police Officer examination with the City of Columbus. Each year hundreds of those individuals do not attend the test! If you are among the candidates who applied for the Police Officer examination in 2006, but you were unable to attend, you have a second chance! You can select any one of the upcoming test days: July 7, August 4, or August 25. However, after August 25, you will need to submit another application for the 2007 examination. Applications for the 2007 Police Officer examination will be accepted September 24 – October 5. If you have questions regarding this information, would like to check your eligibility, or to schedule a test time please call (614) 645-0800.

DRUMROLL, PLEASE!

New Commission Employee

The Civil Service Commission staff would like to welcome our newest employee **Steven Grabner**! Steven is working in Police and Fire testing in our Classification and Selection Unit. Welcome aboard Steven!

Did You Know?

- The Commission has a five-year review standard for all job classes. This means that if the Commission reviewed every job classification during the preceding five years, the class plan would be completely up to date.
- At the end of 2006, 100% of the City's job classes were up to date.
- During 2006, the Commission took action on 250 job classifications which included revisions, creations, abolishments, and reviews with no change.



Web Highlights

In addition to accepting applications online, our website www.csc.columbus.gov contains a wealth of information for City employees, applicants, and the general public to use. Here are some highlights:

Commission Meetings

The Civil Service Commission meets monthly to review classification creations, revisions and abolishments, approve personnel actions, decide disciplinary and non-disciplinary appeals, and review the background removals of entry-level police officer and firefighter candidates. Under the "Meetings" link on our website you can find the current meeting schedule, previous meeting minutes, the results of the most recent meeting, and the agenda for the next meeting (usually finalized and posted online 10 days before the meeting).

All Civil Service Commission meetings are open to the public, but if you are unable to attend and want to see the results for something on the agenda such as a background administrative review, the results of that meeting are posted within 24 hours of the conclusion of the meeting.

Newsletters

This issue, as well as previous issues, of the *Commission Comments* are available on our website. Just click the "News" link from the menu on the left side of our home page to view a list of past issues. Currently, five years of past newsletters are available to read online.

Mission Statement of the Civil Service Commission

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.



Commission Mailbox

If you have questions about your classification, testing, or the City's employment process, please e-mail your question to civilservice@columbus.gov. Please include "Newsletter Question" in your subject line. We will answer some of the questions submitted in upcoming issues of the newsletter.

Civil Service Commission

Email: CivilService@columbus.gov

50 West Gay Street, Room 500
Columbus, Ohio 43215-9038
Phone: 614-645-8300
Fax: 614-645-8379

Piedmont Testing Center
750 Piedmont Road
Columbus, Ohio 43224-3266
Phone: 614-645-0800
Fax: 614-645-0866

www.csc.columbus.gov

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Upcoming Tests

Apply for the Police Sergeant Promotional Exam in July. The **police sergeant** job class will be open for application filing July 16-27, 2007. Applications will be accepted in person only at **750 Piedmont Road**. Hours are Monday-Friday 9:00 a.m.-4:00 p.m. Minimum qualifications for this examination include status as a current permanent Columbus police officer, a valid driver's license, and three years of continuous accredited service immediately prior to testing. For more information on the Police Sergeant promotional examination visit our website at www.csc.columbus.gov and choose "Uniformed Police Exams" or call Gloria Urban at 645-8015.

Other examinations that will be open for application filing this year: **311 Service Representative I**, sometime in the fall, and **Customer Service Representative I** by the end of the year. Be sure to fill out a Job Interest Packet so that you can be notified of the upcoming examinations when they open. The Job Interest form is on our website at www.csc.columbus.gov or can be picked up at our downtown office at 50 West Gay Street, Mondays, Wednesdays, and Thursdays, 9:00 a.m. to 4:00 p.m.

Meet Commission Employee Sonya Moore

Sonya Moore is an Office Assistant II with the Civil Service Commission and has worked 27 years with the City of Columbus. Sonya is the certification clerk in the Applicant and Employee Services unit. Her responsibilities include creating and maintaining all eligible lists, certifying applicants to the departments to be interviewed and hired, processing and maintaining all certification lists, transfers, citywide reinstatements, and other clerical duties. Sonya enjoys working with the public and all the City department and division personnel.

Outside her work, she enjoys singing with her church choir, cooking, and family gatherings. She has 2 adult children, John Paul Moore who is a Laborer with the Division of Water, and Sherrena LaNelle Moore formerly a Lifeguard with Recreation & Parks and currently a Lifeguard at the YMCA – North Branch.

