

# COMMISSION COMMENTS

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## Residency Requirement... It's Still the Law

The Civil Service Commission has had some questions from employees regarding the City's residency requirement. In a recent decision (*Lima vs. State*, 2009-Ohio-2597), the Ohio Supreme Court ruled that a 2006 state law is constitutional. The law prohibited cities from requiring their employees to live within city limits. However, the law allows cities to require residency within the county where the political subdivision is located or in an adjacent county.

Columbus City Charter Section 158-1 requires classified employees in competitive job classes and unclassified employees to live in Franklin County or in one of the contiguous counties. The surrounding counties include Delaware, Fairfield, Licking, Madison, Pickaway and Union Counties. The City Charter is consistent with the state law. As such, the Supreme Court decision does not affect our residency requirement. The Commission will continue to enforce this requirement and investigate violations of the Charter.



## Police Officer Testing Update

As a result of the fiscal challenges the City of Columbus is currently experiencing, all testing for the classification of Police Officer has been cancelled as of July 1, 2009. At the present time, there is no projected date for future testing. Anyone who would like to be notified of the next Police Officer application filing period should complete a [Job Class Interest Card](#) through the Employment Center found on our website at [www.csc.columbus.gov](http://www.csc.columbus.gov).

### Inside this issue:

Recall list Q & A	2
Minimum Qualifications	3
I Need To Reschedule My Test	3
What Comes After The Test?	3
Did you know?	4
Meet Annette Bigham	4

Our lives improve only when we take chances - and the first and most difficult risk we can take is to be honest with ourselves.

~Walter Anderson

## Recall List Questions & Answers

The Civil Service Commission Rules & Regulations allow laid off City employees the opportunity to be rehired. Here are some answers to common questions about the recall list process for laid off employees.

### ***If I am laid off, do I have the opportunity to be rehired?***

Yes. City of Columbus employees who are laid off are automatically placed on a recall list in order of seniority. Permanent employees laid off from competitive job classes remain on the recall list for two years. Employees laid off after a provisional appointment or from a noncompetitive classification remain on the recall list for one year. Recall periods however may vary depending on the employee's bargaining unit.

### ***How will I know how long my recall period is?***

You will be notified by mail that you are being placed on the recall list. The letter will also inform you how long your name will remain on the list.

### ***If I accept a bump into a lower class, am I still placed on the recall list?***

Yes. If you exercise your bumping rights to another position, you will still be placed on the recall list for the job class you originally held. Also if you accept a part-time position after being laid off, you will remain on the recall list, until your expiration date so you have the opportunity for a full-time position.

### ***If I was laid off from a noncompetitive position, are my recall rights different?***

You will still be placed on a recall list; however, noncompetitive job classes typically have a one year recall period unless the bargaining unit contract provides for a different recall period.

### ***What happens if I am not recalled before the expiration date?***

You may still apply for reinstatement under Commission Rules. The Rules allow employees to be reinstated up to three years from the date of separation. You must request reinstatement in writing and must be rehired within the three year period. Reinstatement forms can be found on our website at [www.columbus.gov](http://www.columbus.gov) by selecting Public Forms on the left side of the page.

### ***Is the reinstatement list the same as the recall list?***

It is similar, but appointing authorities are not required to hire from the reinstatement list. It does however mean you do not need to reapply or retest for the position

### ***Do I need to do anything during the recall period?***

It is very important that you notify the Civil Service Commission if you move during the recall period. In the event of a vacancy in your job class and department the Commission will contact you at the address on file.

## Minimum Qualifications

You have no doubt heard the phrase “Don’t judge a book by its cover.” The same is true when applying for an examination or position with the City of Columbus. The job title may sound great, and have you thinking right away “I can do that” when actually the position may be something entirely different from what you expected. For example, one may assume that Electric Switchboard Operator is a position answering phones for the Department of Electricity, when in actuality it is a position that is responsible for fully skilled operation of a main power distribution switchgear and requires at least one year of experience as an Electric Switchboard Operator Trainee with the City of Columbus or comparable experience! The position has nothing to do with phones. So the next time you see an opening you think is the perfect fit for you, be sure to read the minimum qualifications and job description for the position, and be sure you meet the requirements before you apply.

## I Need To Reschedule My Test!

If you receive a letter inviting you to a Civil Service Examination and the test date you have been assigned conflicts with your schedule, there are a couple of options for rescheduling. If an examination consists of multiple sessions, upon request, you may be permitted to appear for an alternate session depending on space availability. If you cannot make it the day of the test because of a previously scheduled vacation, a medical problem, or an emergency situation, for example, you may fill out a Request for Accommodation in Testing (Not ADA) found on our website at [www.csc.columbus.gov](http://www.csc.columbus.gov) under [Public Forms](#). You must provide verification of the reason for your conflict along with the Request for Accommodation. It is important to contact us at the earliest opportunity if you have a problem and need to reschedule. Please review your admission letter for the contact name and number regarding questions about the examination.

## What Comes After the Test?

After you take a Civil Service exam and receive passing results, what happens next?

For competitive exams, the Commission uses the ten-point score banding system. Each passing applicant’s name is placed on an eligible list according to their score: scores 70 to 79 are placed in the 70 band, scores 80 to 89 are placed in the 80 band, and scores 90 and above are placed in the 90 band. In general, eligible lists are effective for two years, but may be extended by Commission action if necessary.

When a City agency is ready to fill a vacancy, the top available band of an eligible list is provided (certified) to that department or division to contact individuals on that list to schedule interviews. If there are less than five names in the top band, then the next lower band is also provided to be considered for interviews. Although the hiring department is not required to interview everyone within a particular band, the person hired must be selected from the certified eligible list provided. After the department makes a selection, the certified list is returned to Civil Service to complete the hiring process.

## Civil Service Commission

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### Commission Comments brought to you courtesy

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## Meet Commission Employee Annette Bigham

With her soft southern drawl, you can tell Annette Bigham “ain’t from around these here parts,” but she is a great addition to the Executive Director’s office in the Civil Service Commission. Originally hired in 2006 as an Office Assistant II in the Commission’s downtown Testing Center, Annette’s talents and skill were quickly recognized and she was promoted to Executive Secretary I in 2007, and then to Executive Secretary II in 2008. Being the Executive Director’s secretary, Annette has a wide variety of duties too numerous to list here, but includes verbatim transcription of Commission hearings and keeping portions of the Commission’s website updated. Annette says what she likes most about her job is the variety of duties and her boss.

Originally from Jena, Louisiana, Annette has lived in cities all over the country, from Texas to Florida and most recently Chicago, Illinois, before landing

in Columbus in 2006. Annette likes many things about Columbus, but especially the ease of traveling throughout the City and the Columbus Zoo. She plans to stay in Columbus until retirement to be close to her daughter and two sons, all of whom are currently college students.



### Did you know?

- o In 2008, the Commission took action on 160 job classifications, including making 90 revisions, 16 creations, 4 abolishments, and 50 reviews with no changes.
- o Using the Commission’s 5-year standard, 100% of job classes were up-to-date at the end of 2008.