



COMMISSION COMMENTS

A quarterly Civil Service newsletter for City of Columbus employees ♦ July 2002

MEET THE STAFF

As a regular feature in this newsletter, we will from time to time introduce a Commission employee. This will give City employees a chance to learn more about someone they may have worked with or talked to on the phone.

The Commission employee featured this quarter is Sheri LaVette. Sheri is originally from Marion, Ohio and is a graduate of Ohio Dominican University. She has been with the Civil Service Commission since 1994 and has previously worked in both nonuniformed testing and police officer and firefighter testing.

Currently Sheri serves as an employment consultant to both Departments and applicants. She is the person to call if there is anything applicants or employees do not understand about Civil Service. In addition, Sheri works with City Departments to deal with any recruiting concerns or any other issues with the selection process they might have. Sheri is the central point of contact for both internal and external customers. If you have any Civil Service questions, Sheri can be reached at (614) 645-7708.

LOOK FOR US IN YOUR AREA...

But don't panic!! Civil Service staff will be reviewing the Clerical Group, First Line Supervisor Group, and Crew Leader Group Examinations.

What does that mean?

That means that we will be gathering information for these, as well as other tests. It is our goal to administer exams that mirror the position being tested so that those who do well on the test will succeed on the job. We will ask about your duties

and responsibilities, as well as the knowledge, skills, and abilities necessary for the job. Using this information, questionnaires, and input from the departments, the test will be reviewed, and potentially changed.

Is Civil Service reviewing my work?

Only in relation to the test, and the specification (the document that defines and describes the classification), so that we may gain a better understanding of what is required. For example, if the duties of the job have significantly changed since the last review, the test or specification may need to be modified. The determination of any changes would depend partly upon the frequency and importance of the duty. Another factor is the practicality in testing the duty.

Can I get a raise from an observation?

No. We are not reviewing the work of any individual; instead we are looking at all of the positions in a classification, and will make determinations based on the combined information. In fact, Civil Service does not determine the pay assigned to any classification.

So, if your supervisor tells you that Civil Service is coming, don't run the other way!! This is your opportunity to assist us in providing quality candidates for future openings in your classification. This person may be working next to you in the future and everyone wants this person to be qualified to do the job. We realize that no one knows what you do better than you and we appreciate your input and expertise!

For more information on this and other Civil Service Commission policies and procedures, please call Sheri LaVette at 645-7708.

SURVEY

Please take a few minutes to fill out the survey below to let us know what topics you would like to see addressed in future issues of the *Commission Comments*. Surveys can be returned by interoffice mail or fax by Friday, August 16, 2002, as directed below.





Check all areas below which you would like to read about:

- | | |
|---|--|
| <input type="checkbox"/> Upcoming exams/job vacancies | <input type="checkbox"/> How to complete City/Commission forms |
| <input type="checkbox"/> Promotional opportunities/exams | <input type="checkbox"/> Appeals to the Commission |
| <input type="checkbox"/> Transfers | <input type="checkbox"/> Regular question & answer section |
| <input type="checkbox"/> Study tips for exams | <input type="checkbox"/> Website changes/forms online |
| <input type="checkbox"/> Training opportunities | <input type="checkbox"/> Working out of class issues |
| <input type="checkbox"/> Information on CSC staff | <input type="checkbox"/> Grade banding |
| <input type="checkbox"/> Rejected applications | <input type="checkbox"/> Certification |
| <input type="checkbox"/> Job classification issues/job audits | <input type="checkbox"/> Other topics: _____ |

Your job classification: _____

Your Department/Division: _____

Please return your survey by Friday, August 16, 2002, to **Brenda Sobieck, Civil Service Commission**, by interoffice mail or fax your responses to 645-8379. Thank you!

	Michael B. Coleman, Mayor Priscilla R. Tyson, President Grady L. Pettigrew, Jr., Member Barbara Gates McGrath, Executive Director	
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