

COMMISSION COMMENTS

Volume 5, Issue 3
Third Quarter, 2007

Thinking of Leaving? Coming Back is Now Easier!

In May, 2007, the Civil Service Commission revised the Commission Rules that apply to re-employment of former City employees. During the past year, the Commission staff, along with the Department of Human Resources, took an extensive look at the recruitment and retention of employees. As a result of this study, the time limit in which to request reinstatement to an eligible list was extended.

In the past, former employees had one year to request reinstatement and if approved, would remain on the eligible list for one year. The new Rules allow a former employee a three-year window to be rehired. A request for reinstatement may be made at any time within three years from the employee's date of separation. The individual must be rehired within that three year period. This will allow former employees more flexibility in returning to work. Current City employees can also request reinstatement to any job class they served in during their City service.

In order to be approved for reinstatement, an employee must have left in good standing. The Department or Division would have noted whether or not the employee was in good standing on their termination paperwork. One factor which determines the "good standing" is giving enough notice before resignation.

Individuals who receive a probationary termination are also able to apply for reinstatement, but must still do so within one year of termination. An employee could resign or be terminated by one department and still wish to be considered for positions with other departments. The Commission will determine if the employee receiving a probationary termination is suitable for appointment to another position in the job class.

To be considered for reinstatement, a written request must be submitted to the Civil Service Commission by sending a letter or fax, or by completing a *Request for Reinstatement* form. The Request for Reinstatement form is available on the Commission website at www.csc.columbus.gov, or at the Applicant and Employee Services counter at the Commission's downtown offices at 50 West Gay Street.

Inside this issue:

From Curious To Cop	2
Veteran's Preference ...You May Now Qualify	2
Test Taking Tips	3
Welcome	3
Meet Tammy Rollins	4
Did You Know?	4
Police Communications Technician Exam	4

"Derive happiness in oneself from a good day's work, from illuminating the fog that surrounds us."

— Henri Matisse

From Curious to Cop!

Have you ever wondered about the selection process to become a Columbus Police Officer? Interested candidates want the process to be user-friendly and uncomplicated. Citizens want the process to be comprehensive and precise. How can the right balance be achieved? Civil Service understands that protecting the life and property of citizens is an essential responsibility that must be carried out by the finest men and women our country has to offer. Honesty, integrity, respect, and many other skills are crucial to this position. The multi-phase Civil Service examination consists of a multiple-choice examination to test cognitive skills, a writing sample to test writing and information gathering skills, a video-based oral board to test oral and interpersonal skills, and finally a physical test for physical fitness. However, the Civil Service examination is only the *first* step in the selection process. If the candidate is successful on each phase of the examination, he or she must proceed to the second step of the selection process, the completion of the background process.

The background process includes a personal history questionnaire, a pre-interview, and a polygraph. After the candidate's polygraph information is reviewed by Civil Service to ensure there are no violations of the background removal standards, the Division of Police will conduct a thorough background check and home visit to speak with the candidate's family. The candidate must then appear before Division personnel for an oral interview regarding the background review. The oral review board recommendations and background investigations are reviewed by the chain of command and a summary is forwarded to the Director of Public Safety. The Public Safety Director makes the final decision regarding conditional offers of employment.

After receiving a conditional offer of employment, a rigorous medical examination is administered, including vision and cardiovascular stress tests. These physical evaluations and a psychological evaluation must be passed before the candidate enters the training academy. Each candidate must successfully complete several months of training and then the "COP" (Constable Of Peace) is sent out to protect the City of Columbus.

Each step in the selection process is absolutely critical to the safety of our city. Although this may seem like an overwhelming process, the standards have been set and cannot be lowered due to the type of position these individuals will hold. With the responsibility of our city's life and liberty in their hands, this process is critical. With the necessary time and effort, qualified individuals can make a difference in their community. Do you care enough to make a difference? Applications are being accepted NOW for Columbus Police Officer until October 5, 2007, online at www.csc.columbus.gov, in person or by mail at 750 Piedmont Road, Columbus, Ohio 43224. For additional information contact us at (614) 645-0800.

Veteran's Preference...You May Now Qualify

Veteran's preference points allow for those meeting certain eligibility requirements to receive the addition of extra points to their *passing* exam score. In 2006 federal law changed regarding the requirements for former military reservists who served after September 11, 2001. As a result of this change in federal law, the Columbus Civil Service Commission approved rule changes regarding veteran's preference points for the City of Columbus.

Veterans who benefit from this change

Those affected are veterans who were members of a reserve component (including the Army or Air National Guard) and served on active military duty for a period of more than 180 consecutive days, any part of which occurred after September 11, 2001, and were discharged or released under honorable conditions.

Veterans who remain eligible

Prior to this rule change, eligibility for veteran's preference points required those who served as

reservists to have served on active military duty during a period of war or in an expedition for which a campaign badge was authorized, and to have been discharged under honorable conditions. Veterans who previously qualified under this requirement remain eligible for the preference points, as do those who have served on active military duty for more than 180 days (other than Reserves or National Guard) and have been discharged or released from the military under honorable conditions.

For more information

In order to apply for and receive veteran's preference points, other test related deadlines and requirements apply. For more detailed information on eligibility and how to apply for veteran's preference points please visit the Public Forms section of the Civil Service Commission's website at www.csc.columbus.gov and refer to the Veteran's Fact Sheet and the Veteran's Service Verification sheet.

Test Taking Tips

If you have ever wondered how you might be able to perform better on civil service examinations, following is a list of test-taking strategies that may help:

- Get enough sleep the night before. This will help you maintain your concentration for the duration of the test.
- Read all directions carefully.
- Keep track of how much time you have to complete the examination.
- Do not be afraid to go with the first answer that comes to your mind. Often, first instincts are correct.
- If you find a question difficult or confusing, skip over it and come back to it after you have finished the test. Do not spend too much time on any one item. If you skip a question be sure to make a corresponding "skip" on your answer sheet.
- Try to think of the answer to the question before looking at the alternatives. If you do not know the answer, try to eliminate those choices that are clearly wrong. This makes the chance of picking the correct answer easier. After eliminating the obviously wrong answers, pick the best alternative from those that are left.
- Be careful not to be misled by alternatives that are only partially true. Always select the best answer.
- For most exams, there is no penalty for guessing, so even if you must guess, try to eliminate alternatives that are clearly not the best answer and answer every question.
- If you have time, go back and look at every question and answer. Make any changes that are necessary.
- Remember, the test monitors are there to assist you with procedures. If you have any questions, ask for assistance before the examination begins, or as soon as the question arises.

WELCOME

New Commissioner Appointed



Mayor Michael B. Coleman has appointed **Jeffrey D. Porter** to the vacant position on the Civil Service Commission with a term expiring January 31, 2010. Commissioner Porter is associated with the law firm of Kegler, Brown, Hill, and Ritter and was an Assistant City Attorney for the City of Columbus from 1997 to 2002. He graduated from Muskingum College in 1993 and from Capital University Law School in 1996.

New Commission Employee

The Civil Service Commission would like to welcome our newest employee **Darlene Coleman**! Darlene is working as an Office Assistant II in the Classification Unit. Welcome aboard Darlene!

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

Commission Comments brought to you
courtesy of:

Michael B. Coleman, Mayor
Grady L. Pettigrew, Jr., President
Eileen Y. Paley, Member
Jeffrey D. Porter, Member
Barbara McGrath, Executive Director

Articles and information contributed by
Newsletter Committee:

Brenda Sobieck, Editor
Joey Faber, Assistant Editor
Barb Hutton
Sonya Moore
Sheri White
Laura Wright

Meet Commission Employee Tammy Rollins



As a Personnel Administrative Officer with the Civil Service Commission, Tammy Rollins manages the classification, position control, and payroll verification team. Her responsibilities include coordinating and participating in the review of the City's class plan (which includes more than 600 different job titles), overseeing and conducting position audits and compliance reviews, and overseeing personnel verification. Tammy has a bachelor's degree in Organizational Behavior from Miami University and began her career with the City in 1993 as a Personnel Analyst I. Tammy most enjoys assisting the departments with their classification and reorganization needs. She is most proud of her work on the Clerical Consolidation Project.

Away from work, Tammy enjoys shopping, traveling, baking, and of course spending time with her family. Tammy and her husband Phil Rollins (employed by the Columbus Recreation and Parks Department) have been married 9 years and have a three year old daughter, Cassidy Rose.

Did You Know?

- During 2006, 1,112 new employees were hired by the City, 474 in full-time positions and 638 in part-time positions.
- A total of 236 employees received upgrades or promotions in 2006.

Police Communications Technician Exam Coming Soon!

The Civil Service Commission will be administering the Police Communications Technician exam in late 2007. We plan to accept applications in October or early November. Check our website (www.csc.columbus.gov) in the future for exact dates. Or, go online and complete a job interest form for this job to be notified by mail when we begin taking applications.