

# COMMISSION COMMENTS

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## “THEY’RE (WE’RE) BACK!”

October 2, 2023...the 4th and final quarter of the year...the “Happy Fall Ya’ll,” “Pumpkin Spice and Everything Nice,” or “Are You Ready for some Football” time of year.” Or maybe you subscribe to the spookier side of things - the “It’s all just a bunch of Hocus Pocus,” “What’s your favorite scary movie,” or simply “It’s Alive” time of year. Whatever the case may be, it’s certainly the season where, when it’s over, we shout “come back!” And while your threshold of excitement for the season may be quite full, we hope you have room for just a little more because in the words of the 1986 movie character, Carol Anne Freeling, “They’re Back...”

That’s right, the Commission Comments are back! We know it’s been awhile since our last Issue, but we think it’s been worth the wait. During our brief hiatus, we’ve been hard at work revamping and reformatting to bring you fresh, relevant content on a variety of topics. We hope you enjoy these Comments, and as always, if you have questions about Civil Service or a topic idea for this Newsletter, please contact us at [civilservice@columbus.gov](mailto:civilservice@columbus.gov).



## FIREFIGHTER EXAM OPENING FOR APPLICATIONS WEDNESDAY, 11/01/2023!

Have you, or anyone you know, ever wanted to become a Columbus Firefighter? Now is the time! To apply, complete an application online during the filing period. The filing period will begin on Wednesday, November 1st, 2023. If you:

- are at least 17½ years of age,
- possess a high school diploma or G.E.D. at the time of your appointment,
- have a valid and current Driver’s License, and
- are a current United States citizen,

then you meet the minimum qualifications for the examination and we encourage you to apply!

While you are waiting for the filing period to open, you can submit a Job Alert and set up a profile. When this is complete, you will be sent an email reminder to apply when the filing period opens on November 1st, and information that you entered in your profile will be accessible when you complete any future applications.

In addition to creating and following a physical training regimen for the upcoming Firefighter Mile phase of the exam, we recommend you review and download the Test Guide from the Civil Service website. The Firefighter Entry-Level Test Guide outlines and describes the content of each Phase of the Civil Service Test: Multiple Choice, FOAM (Firefighter Oral Assessment Mechanism), and the Firefighter Mile (Physical Examination).

Time flies, so don’t wait! Start studying, start training, and sign-up for Job Alerts so that you will be ready when November 1st comes around. If you have any questions, feel free to email your question to [PoliceFireTesting@columbus.gov](mailto:PoliceFireTesting@columbus.gov) or call the Civil Service Commission staff at (614) 645-0879. Thank you for your interest, and good luck on your journey to becoming a Columbus Firefighter!

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# VETERAN'S PREFERENCE - WHAT YOU NEED TO KNOW!

The City of Columbus proudly honors and supports our Military Veterans. One way is by offering Veteran's Preference Points. If you have served in the United States Military and can provide acceptable documentation of your service, then you may be eligible to receive points added to your passing exam score. Veteran's Preference is provided under the Columbus City Charter Section 149(r) and Civil Service Commission Rule VII(E) for open competitive examinations. Veterans, current active service members nearing the end of their obligation, and disabled veterans are all eligible for points. To see how you, a friend, or loved-one would qualify for Veteran's Preference credit, please visit our website at <https://www.columbus.gov/civilservice/Public-Forms/> and see our Veteran's Preference Fact Sheet. With rare exceptions, Veteran's Preference may be used only one time to gain City employment. Veteran's Preference cannot be applied to promotional exams.

There are several, simple ways to submit your documentation. You can: (1) attach it electronically to your application; bring your documentation with you on the day of your test; (2) send a physical copy in the mail; (3) send it in an email; or (4) fax it to the Commission. Please note that the Civil Service Commission cannot request your documentation of service for you. You must obtain your own records. If you cannot find your DD214, then the Commission will also accept a service information letter from the VA, or comparable documentation that includes the required information provided on the Veteran's Preference Fact Sheet (see link above).

Unfortunately, if you are in the process of getting your paperwork from the VA, we cannot wait until you obtain your paperwork to create an eligible list. If you forgot to turn in your documents before testing, check your exam notice to see when the deadline is, or ask one of our Commission staff members if it's too late to submit it. As a rule, if you have received your final results, then it is too late to submit documentation.

If you have any questions about Veteran's Preference Points, you may call our offices at 614-645-0800 (police); 614-645-0879 (fire); 614-645-7439 (all other); or email our offices at [PoliceFireTesting@columbus.gov](mailto:PoliceFireTesting@columbus.gov) (police & fire); [TestCenter@columbus.gov](mailto:TestCenter@columbus.gov) (all other tested City jobs). We look forward to helping you in any way we can, and we thank you for your service.

## NEW TO THE COMMISSION - well, sort of....

Well, with the various challenges we've all faced over the past couple of years, some things did get put "on hold" while we focused on critical functions important to the provision of City services. For us at the Commission, one of those things was the publishing of the Commission Comments and our updates to those joining the Commission staff. We have not put out a newsletter since 2nd Quarter of 2022. So, we thought as we were coming back "online," we'd let you'd know who's all new here at the Commission since our last edition! New to our full-time staff are:

	<b>Margaret "Maggie" Bier</b> Personnel Analyst I Classification 12/13/2021		<b>Emily Brown</b> Personnel Analyst II Safety Forces Testing 06/27/2022		<b>Alex Burgess</b> Office Assistant II Non-Uniformed Testing 08/01/2022		<b>Cayla Burke</b> Personnel Analyst I Safety Forces Testing 07/10/2022
	<b>Joy Garconnette</b> HR Representative A & E Services 05/3/2021		<b>Yvonne Haskell</b> Office Assistant III Uniformed Certification 04/10/2022		<b>Geneva Hurd</b> HR Representative A & E Services 12/11/2022		<b>Lynda Lofton</b> Personnel Analyst I Classification 01/10/2022
	<b>Caleb Montgomery</b> Exec. Secretary I (U) Administration 05/23/2022		<b>Ryan Sanders</b> Office Assistant II Safety Forces Testing 10/17/2022		<b>Justin Scott</b> HR Representative A & E Services 06/05/2023		<b>Jenna Seeright</b> Personnel Analyst I Non-Uniformed Testing 11/27/2022
	<b>Emily Ward</b> Management Analyst I Administration 02/27/2023	<p>With nearly one-third of our full-time staff being new to the Commission in just the last two years, we're excited about having new faces, fresh energy, and growing diversity in the perspectives and experiences our staff, as a whole, bring to the work of the Commission. Join us in wishing these new "additions" to the staff a "better late than never" welcome to City employment!</p>					

# REINSTATEMENT TO AN ELIGIBLE LIST

Have you worked for the City of Columbus in the past three years and wish you had the opportunity to have your old job back? Are you a current City employee that is interested in going back to a previous position other than the one you currently hold? If either of these scenarios sound like you, you may be interested to hear that the Civil Service Commission has a process called Reinstatement. This process allows an individual's name to be placed, or "reinstated," back on to an eligible list for any classification that individual worked in, or for any lower class in the same class series.

In order to help you determine if Reinstatement is right for you, we've put together an FAQ to help guide you in your decision-making.

## What are the requirements for Reinstatement?

In order to be reinstated to an eligible list, an individual must meet the following criteria:

1. The individual must have received an Original, Promotional, or Noncompetitive appointment to a position in the class or to a position in a higher class in the same job series;
2. The request for reinstatement must be made within 3 years from the date the individual left employment with the City. A current City employee can make the request anytime during City employment; and,
3. If the individual is not currently employed by the City, their separation must have been without fault and in good standing.

## What does it mean that I can request reinstatement to a lower class in same class series?

A class series is a group of two or more classes that are similar in the type of work but differ in levels of complexity, difficulty, and supervisory/managerial responsibility. A class series is constructed so that an employee may progress from the first to the highest level.

For example, an Office Assistant III who has not worked in the Office Assistant I or II classifications could ask to be reinstated to the eligible list for both of these classifications, since they are lower classes in series with the Office Assistant III classification.

## How do I request Reinstatement?

All requests must be in writing and should be submitted to the Civil Service Commission by completing a [Request for Reinstatement form](#). Requests are reviewed by Civil Service Commission staff. Upon review, the individual is notified, in writing, whether their request has been granted or denied.

## My request was granted, when can I start?

Once reinstated, the individual's name is placed at the top of the eligible list. If there is a vacancy, the individual's name will be sent (i.e. certified) to the Appointing Authority. The Appointing Authority may, but is not required to, consider the reinstated individual for appointments to fill the vacancy.

## How long does my name stay on the eligible list?

A reinstated individual may not remain on the eligible list for more than three (3) years from date they first separated their employment with the City. For example, if an individual resigned as a firefighter from the City on January 1, 2023, their reinstatement back onto the firefighter eligible list would expire on December 31, 2026 (regardless of the date they submitted their [Request for Reinstatement](#)).

## What happens if I am not selected before my name expires on the eligible list?

If you have been gone from City employment for more than three (3) years and you still wish to pursue employment in that specific job classification, you must reapply and take the Civil Service Exam again during a future open application period. If you're still a City employee, you may apply for a new reinstatement.

## Wow, the Reinstatement process is really that simple, right?

Generally, yes – requesting Reinstatement is that easy! However, as with many things in life, there will always be specific situations where a deeper look is needed. While the information provided in this FAQ is meant to be a helpful guide, it does not consider all possible scenarios. For example, Civil Service Commission Rules also discuss Reinstatement as it pertains to layoffs, probationary terminations, disability retirements, etc.

**Our Best Advice: If you have any questions about Reinstatement and the process, please contact us at [A&ESUnit@columbus.org](mailto:A&ESUnit@columbus.org) or (614) 645-8301.**



# THE CITY OF COLUMBUS

ANDREW J. GINTHER, MAYOR

## CIVIL SERVICE COMMISSION

### Main Office and Test Center

77 North Front Street, 3rd Floor  
 Columbus, Ohio 43215-1895  
 P: 614-645-8300  
 F: 614-645-8379  
[civilservice@columbus.gov](mailto:civilservice@columbus.gov)  
[testcenter@columbus.gov](mailto:testcenter@columbus.gov)

### Uniformed Test Center

1111 East Broad Street, 2nd Floor  
 Columbus, Ohio 43205  
 614-645-0848  
[policefiretesting@columbus.gov](mailto:policefiretesting@columbus.gov)  
[columbus.gov/civilservice](http://columbus.gov/civilservice)  
[cscfeedback@columbus.gov](mailto:cscfeedback@columbus.gov)

### Brought to you courtesy of:

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 Larry Price, President  
 Dawn Tyler Lee, Member  
 Mark Hatch, Member  
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## Important Upcoming Dates:

- 10/30/2023 - Regular Commission Meeting
- 11/01/2023 - Firefighter Applications Received
- 11/20/2023 - Regular Commission Meeting
- 11/30/2023 - Last Day Firefighter Applications Received
- 12/11/2023 - Regular Commission Meeting

## Meet Our Newest Commissioners!

In addition to the new staff noted in the **New To The Commission** article on Page 2, we've had two new Commissioners be appointed to the Commission as overseers of our work and services provided to the citizens of Columbus, City employees, and City departments - Dawn Tyler Lee (4/22), and Mark Hatch (4/23).



**Dawn Tyler Lee** is the Founder and CEO of Forrest Street Consulting. As a certified John Maxwell coach, trainer and speaker, Dawn thrives when she can support people in reaching their full potential. Forrest Street also provides interim leadership for organizations in leadership transition and Dawn has served as an acting Franklin County Commissioner and Interim Executive Director of Dress for Success and the Charitable Healthcare Network.

Other career accomplishments include:

- Deputy Chief of Staff for Columbus Mayor Andrew J. Ginther
- Senior Vice President for Community Impact at United Way of Central Ohio
- Assistant Vice President at The Ohio State University

She was the 2013 YWCA Woman of Achievement, a graduate of Harvard Business School Young Americans Leadership Program, and the African American Leadership Academy and serves on its Advisory Board.

Dawn earned her master's degree in urban affairs and public policy from the University of Delaware and is a proud graduate of Hampton University.

**Mark Hatch** serves as a Member of the Columbus Civil Service Commission with a term expiring January 31, 2028.



Mark has extensive experience in labor relations, Ohio public education, community development, public policy consulting and neighborhood safety initiatives through his work in the Office of the Governor of Ohio, seven years on the Columbus City School Board, with two terms as President, along with his work as the co-founder and executive director of the Community Crime Patrol, and the director of public policy and public affairs for the Ohio Association of Public School Employees.

Mark holds a bachelor's degree from The Ohio State University.

Join us in welcoming these two talented and committed individuals to the Commission, serving the citizens of Columbus, our elected officials, and City employees!

*"Do what you can, with what you have, where you are."*

Theodore Roosevelt