

City of Loveland Building & Zoning Clerk Examination Information

The City of Loveland thanks you for your interest in joining our team as a Building & Zoning Clerk. This is a part-time position that will work an average of 24 hours per week. The purpose of the civil service examination process is to establish an eligibility list for the above position, and will be effective for a minimum of six months, with the option to continue for up to two years. The Civil Service Commission will set the duration of the list when certifying the results.

1. The first step in the examination process will be the initial screening examination, held on Wednesday, November 12, 2014 in the training room of the Loveland Safety Center at 126 S. Lebanon Road in Loveland. To take the examination, you must complete an application to take the test, the written City application for employment, and submit a résumé and cover letter, and pay the \$15 application fee no later than October 31, 2014 to Building & Zoning Clerk Position, 120 W. Loveland Avenue, Loveland, OH 45140. Copies of the employment application and application to take the test are available at www.lovelandoh.com/employment or at City Hall at the above address.

2. On the evening of the examination, park in the lot in front of the Safety Center and proceed down the stairs to the Training Room. Overflow parking is available in the Prince of Peace parking lot, which is located directly across S. Lebanon Road from the Safety Center. Check-in for the examination will begin at 5:45 p.m. prior to the scheduled exam time, and the test itself will begin promptly at 6:15 p.m. **Note that no one will be admitted after the scheduled start time under any circumstances).** Applicants will be given one hour and forty-five minutes to complete the written examination. This is an initial screening examination; up to 20 candidates who pass the examination with a minimum score of at least 70% will go on to take the remainder of the examination process, which will include certain office skill tests and a structured interview with a panel of interviewers. The three components make up the civil service examination, and the score from those three components will be weighted and averaged to determine whether a candidate achieved a passing score of 70%. After application of any applicable credits, the top ten will make up the eligible list, from which the City Manager must appoint the new Building & Zoning Clerk. You will need to bring the following items with you for the test:
 - You must have a valid photo ID (such as a state driver's license or other state-issued identification, or a passport).
 - You should bring an adequate supply of #2 pencils.

No calculators, calculator watches, cell phones, pagers or other personal electronic devices are allowed in the test room.

3. Test results from the first, written portion of the examination will be available on-line at www.lovelandoh.com no sooner than ten days from the date of the test. Those who pass the test and score in the top twenty qualify for further consideration and will be contacted by Loveland City Hall to schedule an appointment for the detailed office examination and structured interview, provided the review of the applicant's résumé

or application shows that the candidate does in fact meet the minimum qualifications for the position. These interviews will be conducted by the Building & Zoning Coordinator, the Human Resources Manager, and other City staff members. The final examination score will be made up of scores from the initial, written examination (20%), the detailed office examination (20%), and the structured interview (60%).

4. Up to ten persons who complete the full examination process with a composite score of at least 70% or greater and have the highest overall scores after application of any applicable credits will comprise the eligibility list for the position. This list will be arranged in descending order based on the final score.
5. For both the written examination, the detailed office-skills examination, and the structured interview, candidates who obtain at least a 70% passing score for each component will have credit awarded as described below, **provided the candidate has provided written proof of eligibility to the Human Resources Manager of the City of Loveland either at the time of the written examination or if not at the examination, delivered to the City of Loveland no later than 4:30 p.m. on November 12, 2014.** The additional credits added to the examination score will not exceed a total of 10%:
 - a. For active service in the United States military or Coast Guard of at least one year, 2%.
 - b. For an associate's degree from an accredited college or university, 2%.
 - c. For a bachelor's degree from an accredited college or university, 5%; however an applicant receiving such credit shall not also receive credit for an associate's degree.
 - d. For inactive service in any branch of the United States National Guard or reserves including the Coast Guard of at least two years' service, 1%.

For military service, provide a copy of service orders or discharge orders confirming the length of service. For academic credit, provide a copy of the diploma or transcript showing the degree was awarded. The City reserves the right to require additional documents to verify the credit.

6. One or more candidates on the eligible list could then be asked to come back for a second interview before the City Manager makes a final selection. Candidate(s) selected for the position are subject to a background check that may include checking for convictions, along with a check of your employment record. In addition, a consultant to be determined by the City may conduct a personality assessment, and candidates may be scheduled for a physical examination and pre-employment drug and alcohol test at no cost to the employee. The City Manager is free to appoint any candidate from the eligible list and is not required to use any particular order.
7. Any applicant claiming a disability for which a reasonable accommodation is required in order to take the examination must contact the Human Resources Manager at (513) 707-1453 no later than November 5, 2014 to request the accommodation, and must provide satisfactory medical evidence of the need for accommodation.
8. Once a selection for the position is made, a list of the remaining eligible candidates will be posted and will be active for a minimum of six months, or a longer period not

to exceed two years, if set by the Civil Service Commission. It is the responsibility of the candidate to provide current contact information to the City throughout the year so that he or she may be called should a position become available.