

Regular Meeting

February 25, 2008
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, February 25, 2008, at 12:42 p.m. with Grady Pettigrew, Eileen Paley, and Jeffrey Porter in attendance.

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RE: Review and approval of the minutes from the January 28, 2008, regular meeting.

A motion to approve the minutes was made, seconded, and passed unanimously.

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RE: Review of the results of the pre-hearing conference review on the following appeal:

A. Laura A. Studevart vs. City of Columbus, Health Department/Environmental Health, P.H. Sanitarian IV, Discharge. Trial Board hearing scheduled for June 18, 2008, Appeal Number 07-CA-0026.

This item was deferred.

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RE: Reconsideration of the Background Removal of Applicant Jason Biddlestone – BAR 07-BR-021.

A motion to remove Mr. Biddlestone's name from the Firefighter eligible list was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to amend Rule IX to permit candidates who have been removed from an eligible list due to four considerations to be restored to an eligible list upon request of the appointing authority.

PRESENT: Barbara Gates McGrath, Executive Director

Barbara McGrath presented this request to amend Rule IX to restore to the procedure for processing eligibles, the ability of applicants to be reinstated to a banded list following a removal for four ANA's (appeared not appointed).

Columbus City Charter permits, but does not require, the Commission to remove applicants from a competitive eligibility list after they have been considered but not appointed for four vacancies. Prior to 1994, the Rules permitted any applicant to be reinstated following such a removal, upon request of the appointing authority. In 1994 the Charter was amended to allow the use of banded eligibility lists. After the Charter amendment in 1994, the Commission adopted a certification procedure for banded lists. While the possibility for reinstatement following a 4ANA removal remained in the section of the Rules pertaining to the Rule of Three processing of lists, there was never a corresponding section added to the new section of the rule which covers banded lists.

Primarily this provision had been used by the Public Safety Department. While it was not widely used, occasions arose on both the promotional lists (which are Rule of Three lists) and the banded lists when the Safety Director requested such reinstatements. Recently staff became aware that another request might be submitted for a reinstatement following a 4ANA removal from a Firefighter eligibility list, which is a banded list. A review of the Rules revealed they did not allow these reinstatements.

The Public Safety Department requested that the Rules be revised to restore this ability to entry-level applicants.

Based upon the foregoing, the staff requested Rule IX be modified to read as follows:

RULE IX

CERTIFICATION

A. Notification of Vacancies

Whenever an appointing authority desires to fill a vacancy in any position in the classified service, notification shall be submitted to the Executive Secretary on a form prescribed by the Commission. The form shall include the title of the position, any condition of employment and such other pertinent information as may be required. Whenever practicable, it shall be submitted not less than fifteen calendar days before the date the vacancy is to be filled.

B. Termination of Provisional Employment

When a position in a class is occupied by a person serving in a provisional appointment and an appropriate competitive eligible list is established for that class, the Executive Director shall proceed to certify the appropriate number of eligibles without notification from the appointing authority. The certification shall specify the position(s) in the class for which the certification was issued. If the provisional employee's name is certified, then the employee may be appointed to the position, in accordance with the provisions of these Rules, at the discretion of the appointing authority. If the provisional employee's name is not certified or the provisional employee is not appointed, then the employee must be terminated no later than thirty calendar days from date of certification and a new appointment made from the list. If an appointing authority decides not to fill the vacated position due to budgetary constraints, pending reorganization or a comparable reason, notice to this effect must be provided to the Executive Director, in writing, within the applicable thirty calendar day period.

C. Certification of Eligibles on Competitive Lists

1. Whenever a vacancy in the competitive class is to be filled, and an appropriate eligible list for the class exists, the Executive Director shall certify names to the appointing authority according to the method listed on the examination announcement used to establish the eligible list.

2. Individuals whose names are placed on an eligible list as a result of Reinstatement [Rule VIII(C)] or Layoffs [Rule XII(C)] shall not be counted in determining the number of eligibles to be certified, or in determining whether the eligible list contains a sufficient number of names to require appointment.

3. Rule of Three Method.

- a. If the eligible list contains fewer than three eligibles, the eligibles on the list shall be certified to the appointing authority; however, the appointing authority shall not be required to appoint from the eligible list.
- b. The number of eligibles to be certified shall be determined in the following manner:
 - (1) for 1 through 4 vacancies, add 2 to the number vacancies;
 - (2) for 5 through 8 vacancies, add 4 to the number vacancies;
 - (3) for 9 through 12 vacancies, add 6 to the number vacancies; etc.

To expedite the process of certification, the Executive Secretary may include additional eligibles on a certification provided that the additional names shall be considered for appointment only if one or more of the individuals on the original certification, decline appointment, waive consideration for appointment or fail to appear at the interview.

- c. Except as provided in Rule VIII(C) (Reinstatements) and XII(C) (Layoffs), each appointment shall be made from a group of three eligibles certified from those standing highest on the eligible list and one of said group must be appointed. If an eligible is certified to or considered by an appointing authority four times, and is not appointed, the name of the eligible shall not be certified to said appointing authority during the life of the eligible list. Upon application of the eligible and the appointing authority, the name of such eligible may be certified for one additional certification.
- d. When an eligible's name is included on a certification to an appointing authority, notice shall be sent to the eligible. Unless the Executive Secretary deems that a shorter time period is necessary, an eligible shall be given four work days in which to arrange for an interview for the position.
- e. If the name of an eligible is certified to an appointing authority and that individual fails to appear for an interview or if the individual appears for the interview but declines the appointment, the name of that eligible shall not be certified to that appointing authority for filling any vacancy in that department during the life of the competitive eligible list or noncompetitive certification list. However, upon request of the appointing authority, the name of such eligible may be restored to the list.

4. Fixed Band Method.

- a. If the eligible list contains fewer than five eligibles, the eligibles on the list shall be certified to the appointing authority; however, the appointing authority shall not be required to appoint from the eligible list.
- b. The Executive Director shall certify all names in the highest band from the appropriate list so that in making appointments to a position in the class, the appointing authority has a choice of at least five individuals. If fewer than five names appear in the highest band, the Executive Director shall certify names from subsequent bands so that at least five individuals are certified. In the event the highest band may be exhausted prior to the completion of the appointment process, the Executive Director may certify additional names from subsequent bands as necessary to insure that the appointing authority may select from among at least five individuals.
- c. The appointing authority shall appoint to the vacant position one of the individuals whose name is certified.
- d. For each four appointments made from an eligible list, an appointing authority may request that the Commission omit from future certifications to such appointing authority up to two individuals who have been considered four or more times, but not appointed. For each four conditional offers made from an eligible list, an appointing authority may request that the Commission omit from future certifications to such appointing authority up to four individuals who have been considered four

or more times, but not selected. Upon application of the eligible and the appointing authority, the name of an eligible removed due to four considerations may be certified for one additional certification.

- e. Eligibles who are certified to an appointing authority for consideration for appointment shall be notified in writing by the Commission.

D. Certification of Eligibles on Promotional Lists

1. When a certification is made in accordance with Section(C) for a promotional appointment, the appointing authority may consider departmental personnel records of efficiency, character, conduct and seniority for each eligible when making a selection determination.

2. In the event the appointing authority determines that departmental personnel records are insufficient for making a selection determination, Civil Service Commission records may be requested and considered as part of the selection process.

E. Certification of Noncompetitives

Whenever a position in a noncompetitive class is to be filled, the Executive Secretary shall certify, to the requesting appointing authority, a list with the names of all applicants who met the minimum requirements and passed the qualifying tests, if any, for the class. The appointing authority shall appoint a person whose name appears on the certification list regardless of the order in which the names appear. In the event an applicant does not meet a license requirement at the time of filing but whose application is accepted in accordance with Rule VI(D)(3), such applicant may be conditionally certified to the appointing authority. No person who is conditionally certified may be appointed until the appropriate license has been received and is approved.

F. Canvassing Competitive Eligible Lists

1. When a position is to be filled which requires a qualification not required of all positions in the classification or when a position is to be filled by appointments with part-time, limited or seasonal employment conditions, a canvass shall be conducted of the eligible list, when authorized by the Executive Director. The canvass shall determine whether eligibles possess the needed qualification or would accept appointments for particular shifts or in particular departments.

2. In the event five or more names of eligibles result from such a canvass, the appointing authority shall make appointments from the resulting list of names in accordance with the Rule IX.

3. In the event fewer than five names of eligibles result from the canvass, the appointing authority may request additional candidates be tested pursuant to Rule VI. In the event that additional testing can not be conducted, the appointing authority may make provisional appointments to the positions which are subject to the canvass.

4. An eligible appointed as a result of a canvass shall receive an original or promotional appointment as defined in Rule X.

G. Certification to a Lower Class

Upon request, the Commission may deem a competitive eligible list to be appropriate for a lower class provided no list exists for the lower class and the duties and responsibilities are similar. An appointment may be made to a position in the lower class from such eligible list but the acceptance of the lower position shall not forfeit such person's right to be certified to a position in the higher class.

H. Charter Certification

1. Automatic Certification. The Executive Secretary shall automatically certify as a permanent appointee any employee for whom the following conditions are met:

- a. On July 16, 1994, the employee held provisional status in a competitive class;
- b. The employee successfully completed two years of full-time service in that class on or before July 16, 1996;
- c. No Civil Service test for that class was administered during the two-year period qualifying the employee for certification; and
- d. At the time of certification, the employee holds provisional status in the same class.

2. Certification by Petition. Any individual who was a City employee on or before July 16, 1994, and who is not automatically granted permanent status pursuant to subsection 1, may file a petition for certification with the Commission. Except as otherwise provided in subsection 5, all petitions for certification must be filed no later than July 31, 1996. The Executive Secretary shall grant the petition of any employee for whom the conditions in subsection 1, (a) through (d), are met. The Commission will notify employees in writing whether their petition for certification has been granted or denied. No petition for certification will be denied prior to an employee being given an opportunity to appear before the Commission in person and be heard.

3. Part-time Service. For purposes of subsection 1(b), part-time employees shall be deemed to have completed two years of full-time service upon completion of four years of service in part-time status or upon completion of 4,160 hours of service, whichever occurs earlier.

4. Effect of Certification. Any employee receiving a Charter certification as a permanent appointee, pursuant to this Rule, shall be considered as having received an original appointment in accordance with Rule X(A). Except as otherwise provided in subsection 5, all such Charter certifications shall have the effective date of July 17, 1994, or of the first day of the next pay period following completion of the two-year qualifying period, whichever is later.

5. Eligibility for Promotional Exams. Any employee who is not eligible for automatic Charter certification, solely because of acceptance of another appointment prior to certification, may file a petition for certification at any time during the filing period for a promotional exam, if the class qualifying the employee for Charter certification is an eligible class for promotion. If the employee meets all of the conditions set out in subsection 1, (a) through (c), the employee shall be deemed to have permanent status for purposes of determining eligibility for the test pursuant to Rule VII(B)(2).

6. Certification Upon Reappointment. Any employee who is not eligible for automatic Charter certification in a particular class, solely because that individual had accepted an appointment to another class prior to certification, may file a petition for certification at any time. If certification is granted, the effective date shall be as set out in subsection 4 unless the employee was not in the class on the date so determined in which case the effective date shall be the date upon which the employee returns to the class.

I. Conditional Certifications

In the event medical and/or psychological examinations of applicants are required in order for the applicants to be appointed to the position of employment, the Commission Executive Director shall issue a conditional certification to the appointing authority. This certification list shall consist of the names of the eligible applicants who have successfully completed all phases of the selection process except the medical and/or psychological examination(s). Conditional offers of employment shall be made in accordance with the procedures set forth in these Rules for appointments. Those applicants who received conditional offers shall then complete the required examination(s). When the required

examination(s) are complete, the Commission Executive Director shall issue a final certification of those who received conditional offers of employment and who successfully passed the required examination(s).

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Reappointment of Commissioner Eileen Y. Paley to a term expiring January 31, 2014.

President Pettigrew announced the reappointment of Eileen Paley for a term expiring January 31, 2014.

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RE: Election of Commission President.

Grady Pettigrew was nominated for President of the Civil Service Commission, the nomination was seconded, and it passed unanimously.

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RE: Request of the Civil Service Commission staff to extend the current Firefighter eligible list for a period of one year, to November 14, 2009, or until replaced by a new Firefighter eligible list, whichever occurs first.

PRESENT: Sheri A. White, Personnel Analyst II

Sheri White presented this request to extend the current Firefighter eligible list. The list was established 11/15/2006, will expire 11/14/2008, and included 1,341 names.

The only appointments made from this list have been 35 individuals from the 90 band for the 2/11/2008 Firefighter class. Additional names remain in the 90 Band and the 80 Band and 70 Band remain intact. Due to the large number of individuals remaining on the current list, it was requested that this eligible list be extended for one year.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on January 16, 2008, Patrick McKinney vs. Columbus City Schools, Appeal Number 07-BA-0006.

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Mr. McKinney from his position of Custodian II was made, seconded, and passed unanimously.

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RE: Columbus City Schools classification actions.

No Columbus City Schools classification actions were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification GIS Technician with no revisions (Class Code 0545).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request as part of the Civil Service Commission's effort to review all classifications every five years. GIS Technician was last reviewed in 2003. All incumbents in this classification are employed in the Public Utilities Department.

Based on information obtained through questionnaires completed by incumbents, no revisions were recommended at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Information Architect, designate the classification as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly (Class Code 0566).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request from the Department of Technology to create a classification as a result of the consolidation of information technology services throughout the City and the reorganization of personnel to work on the structure and flow of the e-government program.

By definition, the Information Architect is responsible for organizing and implementing the structure, navigation, and flow of the City's web presence and for the operation and maintenance of the web server infrastructure. It was recommended that the classification include a guidelines for class use to read, "The Information Architect classification is restricted for use in the Department of Technology."

The Information Architect should have an information technology background supported by education and experience in web applications, information architecture and related fields. The minimum qualifications for this classification require the possession of a bachelor's degree and three years experience in application design, content management, usability analysis, web application development, or information security. A substitution would allow a master degree to substitute for one year of the required experience. Additional years of experience in the specific fields listed may substitute for the educational requirements on a year-for-year basis.

The knowledge, skills, and abilities should reflect technical knowledge and expertise, business analysis skills, communication and public relation skills, such as those related to problem identification and resolution, budget and finance, and human resource management.

It was recommended that the classification be designated a noncompetitive Examination Type with a Probationary Period of 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Enterprise Architect, designate the classification as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly (Class Code 0565).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request from the Department of Technology to create a classification as a result of the consolidation of information technology services and the reorganization of personnel. This position will oversee the technology infrastructure and enterprise architecture to ensure that the capability to meet the demands of both internal and external customers is maintained.

By definition, an Enterprise Architect will be responsible for developing, implementing, and maintaining the Department of Technology's enterprise architecture and information infrastructure, for providing technical direction to support the City's

strategic plans, and for the technology framework common to all City departments upon which business communication protocols are dependent. It was recommended that the specification include a guidelines for class use to read as follows: "This classification is a single position classification and is restricted for use within the Department of Technology."

The proposed minimum qualifications would require possession of a bachelor's degree and five years experience in project management, application design, usability analysis, web application development, or information security, or as substitution, a master's degree may substitute for one year of the required experience. Additional years of experience in the fields listed above may substitute for the educational requirements on a year-for-year basis."

The knowledge, skills, and abilities proposed reflected business and technical knowledge and expertise, communication and public relation skills, and standard management capabilities, such as those related to problem identification and resolution, budget and finance, and human resource management. It was recommended that the classification be designated as a noncompetitive Examination Type with a probationary period of 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Automotive Mechanic Supervisor I (Class Code 3456).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Student Intern I (Class Code 0781).

Request of the Civil Service Commission staff to revise the specification for the classification Student Intern II (Class Code 0782).

Request of the Civil Service Commission staff to revise the specification for the classification Student Intern III (Class Code 0788).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the request to revise Student Intern I, Student Intern II, and Student Intern III to safeguard against potential abuse of these classifications that the current language permits.

Student Intern I exists to provide a means to employ full-time high school students on a part-time basis. It was recommended that the minimum qualifications be revised to read, "actively enrolled in a high school program." It was further recommended that the guidelines use section be revised to require termination no later than four months following the cessation of active enrollment or graduation. The proposed four-month window would give an entire summer for an Intern to work if he/she graduated in May.

Student Intern II exists to provide a means to employ full-time undergraduate students on a part-time basis. It was recommended that the minimum qualifications be revised to read, "actively enrolled full-time in an undergraduate or associate degree program in a college, university, or technical school." It was further recommended that the guidelines use section be revised to require termination no later than four months following the cessation of active enrollment or graduation. The proposed four-month window would give an entire summer for an Intern to work if he/she graduated in May.

Student Intern III exists to provide a means to employ full-time post-bachelor degreed students on a part-time basis. It was recommended that the minimum qualifications be revised to read, "possession of a bachelor's degree and actively enrolled full-time in a graduate or professional college program leading to a post-graduate degree." It was further recommended that the guidelines use section be revised to require termination no later than four months following the cessation of active enrollment or graduation. The proposed four-month window would give an entire summer for an Intern to work if he/she graduated in May.

A motion to approve these three requests was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Business Manager (Class Code 1252).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Business Manager was last reviewed in March of 2003. There are currently two full-time employees serving in this classification, located in the departments of Public Utilities and Recreation and Parks. Based on information obtained through questionnaires mailed to incumbents, the following changes were proposed.

The examples of work section was revised to best describe the duties and responsibilities currently performed. The guidelines for class use section was revised to be more descriptive of the overall reason that this classification exists and to provide an additional guide when use of this classification is most appropriate. Some additional knowledge, skills and abilities were proposed to include the skill set necessary for successful job performance. No revisions to the definition, minimum qualifications, probationary period, or examination type were proposed.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Education Program Instructor, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Mayor's Office of Education to create a classification to be used as an instructor in their out-of-school-time programs.

Currently the Office of Education has been using the Recreation Instructor (program assistant) classification to meet these needs. However, they have experienced numerous recruitment issues that have arisen from using class specifications with a recreation focus. While the Recreation Instructor classification is broad, it has proven a poor tool in communicating the needs of these out-of-school-time positions and recruiting applicants with the necessary skill sets. Therefore, Commission staff recommended the creation of an Education Program Instructor classification.

By definition, the Education Program Instructor would be responsible for organizing and implementing out-of-school programming and activities for youth participants. The examples of work section was developed to best represent the type of responsibilities that would be assigned to employees in this classification. The proposed minimum qualifications would require completion of the twelfth school grade and two years of experience working with or taking care of children in a childcare, counseling,

instructional, or leadership setting. A substitution was proposed that would allow education to substitute for the required experience on a year-for-year basis. A certificate of high school equivalence (GED) was also recommended to be accepted in lieu of a high school diploma. The proposed knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications.

It was recommended that the Examination Type be designated as noncompetitive and that the Probationary Period be assigned 365 days, which is consistent with the associated learning time and in accordance with Commission guidelines for classifications designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Education Program Instructor, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Mayor's Office of Education to create a classification to be used as an instructor in their out-of-school-time programs.

Currently the Office of Education has been using the Recreation Instructor (program assistant) classification to meet these needs. However, they have experienced numerous recruitment issues that have arisen from using class specifications with a recreation focus. While the Recreation Instructor classification is broad, it has proven a poor tool in communicating the needs of these out-of-school-time positions and recruiting applicants with the necessary skill sets. Therefore, Commission staff recommended the creation of an Education Program Instructor classification.

By definition, the Education Program Instructor would be responsible for organizing and implementing out-of-school programming and activities for youth participants. The examples of work section was developed to best represent the type of responsibilities that would be assigned to employees in this classification. The proposed minimum qualifications would require completion of the twelfth school grade and two years of experience working with or taking care of children in a childcare, counseling, instructional, or leadership setting. A substitution was proposed that would allow education to substitute for the required experience on a year-for-year basis. A certificate of high school equivalence (GED) was also recommended to be accepted in lieu of a high school diploma. The proposed knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications.

It was recommended that the Examination Type be designated as noncompetitive and that the Probationary Period be assigned 365 days, which is consistent with the associated learning time and in accordance with Commission guidelines for classifications designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Motion to adjourn regular meeting to go into Executive Session to consider the remaining agenda items.

The Commission did not adjourn, but proceeded to read the remaining decisions into the record.

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RE: Personnel Actions.

No personnel actions were submitted this month.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Background Removals.

Applicants Removed Post Exam

Name of Applicant	Position Applied For	BAR #
David Gambill	Police Officer	08-BR-003
Christopher M. Ayers	Police Officer	08-BR-004
Michael Bishop	Firefighter	08-BR-008
Joshua S. Brehm	Police Officer	08-BR-012
Brian Craig	Police Officer	08-BR-013
Joseph Washington II	Police Officer	08-BR-014
Jarrold B. Lewis	Police Officer	08-BR-015
Joseph Zarbaugh	Firefighter	08-BR-016
Marc Turner	Firefighter	08-BR-017
Aaron Appleby	Firefighter	08-BR-018
Joseph Taylor	Firefighter	08-BR-019
Bradley A. Rinehart	Firefighter	08-BR-020
Reginald Cole	Police Officer	08-BR-023

After reviewing the files of Jarrold B. Lewis and Reginald Cole, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing the files of David Gambill, Christopher M. Ayers, Joshua S. Brehm, Brian Craig, and Joseph Washington II, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the file of Michael Bishop, the Commissioners decided his name would be reinstated to the Firefighter eligible list.

After reviewing the files of Joseph Zarbaugh, Aaron Appleby, Joseph Taylor, and Bradley A. Rinehart, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

The applicant, Marc Turner, withdrew his Background Administrative Review request.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Mark Hugh Jamison, regarding the BPAD scoring procedure for Police Officer, City of Columbus – Appeal No. 08-CA-0001.

The Commissioners reviewed the appeal that Mr. Jamison filed on January 18, 2008, regarding the results for the Behavioral Personnel Assessment Device (BPAD) phase of the Police Officer examination.

The videotaped exam responses were reviewed and it was determined that the scores were correct.

Based on the foregoing, the Civil Service Commission dismissed Mr. Jamison's appeal without a hearing pursuant to Commission Rule XIII(G)(1)(b).

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The Commission adjourned its regular meeting at 1:04 p.m.

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Grady L. Pettigrew, Jr., President

Date