

Regular Meeting

February 26, 2007
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, February 26, 2007, at 12:36 p.m. with Grady Pettigrew and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the January 29, 2007, 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 reviews on the following appeals:

- a) Joe Mclemore vs. Columbus Public Schools, Bus Driver – 20-day suspension. Trial board hearing scheduled for May 23, 2007. Appeal Number 06-BA-0028.*
- b) Al Yassien vs. Columbus Public Schools, Custodian – 10-day suspension. Trial board hearing scheduled for June 11, 2007. Appeal Number 06-BA-0029.*
- c) Yolanda Johnson vs. Columbus Public Schools, Bus Driver – 10-day suspension. Trial board hearing scheduled for June 20, 2007. Appeal Number 07-BA-0002.*

PRESENT: Brenda Sobieck, Personnel Analyst Officer

Joe Mclemore – Mr. Mclemore, Bus Driver, Columbus Public Schools, appealed a 20-day suspension for refusing to allow students to board his bus. Columbus Public Schools expects to call three witnesses and the appellant will testify on his own behalf. Both parties agree the trial board should be completed in one afternoon.

Al Yassien – Mr. Yassien, Custodian, Columbus Public Schools, appealed a 10-day suspension for threatening behavior in the work place. Columbus Public Schools expects to call three witnesses and the appellant will testify on his own behalf. Both parties agree the trial board should be completed in one afternoon.

Yolanda Johnson – Ms. Johnson, Bus Driver, Columbus Public Schools, appealed a 10-day suspension for refusing to allow students to board her bus. Columbus Public Schools expects to call three witnesses. The appellant will testify on her own behalf and may call one additional witness. Both parties agree the trial board should be completed in one afternoon.

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RE: Rule Revisions.

No rule revisions were submitted this month.

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RE: Request of appellant, Sheila Bowers, to withdraw the appeal she filed January 24, 2006 regarding her 4-day suspension from the position of Food Service Helper with Columbus Public Schools – Appeal Number 06-BA-0002.

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

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RE: Trial Board Recommendations.

Review of the Findings and Recommendation of the Trial Board hearing held on November 27, 2006, Jacqueline Sowards vs. Columbus Public Schools – Appeal Number 06-BA-0017.

The Commissioners adopted the recommendation of the trial board to dismiss the appeal of Ms. Sowards based on failure to prosecute.

A motion to approve the recommendation of the trial board was made, seconded, and passed unanimously.

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RE: Columbus Public School Classification Actions.

No Columbus Public School 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 Parks Maintenance Worker with no revisions (Class Code 3770).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to approve the review of the Parks Maintenance Worker classification with no revisions. The review of this classification was part of the Civil Service Commission's efforts to review all classifications every five years. Parks Maintenance Worker was last reviewed in November 2002. There are currently twenty-four employees serving in this classification in the Recreation and Parks Department.

As part of this review, Civil Service staff members reviewed questionnaires completed by incumbents and Department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was decided that no changes needed to be made at this time. It was, therefore, recommended that the review of the specification for the classification Parks Maintenance Worker be approved with no revisions.

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 approve the specification review for the classification Parks Maintenance Supervisor with no revisions (Class Code 3772).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request that the Parks Maintenance Supervisor classification be approved with no revisions. The review of this classification was part of the Civil Service Commission's efforts to review all classifications every five years. Parks Maintenance Supervisor was last reviewed in November 2002. There are currently eleven employees serving in this classification in the Recreation and Parks Department.

As part of this review, Civil Service Commission staff reviewed questionnaires completed by incumbents and Department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was decided that no changes needed to be made at this time. It was, therefore, recommended that the review of the specification for the classification Parks Maintenance Supervisor be approved with no revisions.

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 approve the specification review for the classification Water Customer Services Assistant Coordinator with no revisions (Class Code 0864).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request that the specification for the classification Water Customer Services Assistant Coordinator be approved with no revisions. In December 2002, a moratorium was imposed on this classification and there is currently one incumbent serving in this classification.

In response to the Commission's objective to review all classifications at least every five years, it was recommended that this classification specification be approved with no revisions so as not to reflect negatively upon the Commission's benchmark performance. When vacated, the classification will be recommended for abolishment.

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 approve the specification review for the classification Research Analyst Specialist with no revisions (Class Code 2083).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to approve the specification review for Research Analyst Specialist with no revisions. In November 2002, a moratorium was imposed on this classification and there are currently two incumbents serving in the classification.

In response to the Commission's objective to review or revise all classifications at least every five years, it was recommended that this classification specification be approved with no revisions so as not to reflect negatively upon the Commission's benchmark performance. When vacated, the classification will be recommended for abolishment.

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 Parks Maintenance Manager (Class Code 3778).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Parks Maintenance Manager as part of the Commission's efforts to review all classifications every five years. This classification was last reviewed in November of 2002 and there are currently three employees serving in the classification. As part of this review, Civil Service Commission staff reviewed a questionnaire completed by one of the incumbents and Department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was decided that a couple of changes be recommended at this time.

By definition, a Parks Maintenance Manager is responsible for managing the maintenance activities for the City's parks, athletic facilities, and public properties. Therefore, it was recommended that two additional duties be added to the examples of work section to include some of the staffing duties associated with this classification

and coordinating the planning and delivery of citizen volunteer projects and special event support services. There were no other revisions proposed at this time. Therefore, it was recommended that the specification for the classification Parks Maintenance Manager be revised as 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 revise the specification for the classification Parks Maintenance Assistant Manager (Class Code 3773).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Parks Maintenance Assistant Manager as part of the Commission's efforts to review all classifications every five years. This classification was last reviewed in November of 2002 and there are currently three employees serving in the classification. As part of this review, Civil Service Commission staff reviewed questionnaires completed by incumbents and Department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was decided that one change be recommended at this time.

By definition, a Parks Maintenance Assistant Manager is responsible for assisting in the management of maintenance activities for the City's parks, athletic facilities, and public properties. It was therefore recommended that one of the duties in the examples of work section be revised to reflect that this classification will assist the manager in coordinating citizen volunteer projects and special event support services. There were no other revisions proposed at this time. It was therefore recommended that the specification for the classification Parks Maintenance Assistant Manager be revised as 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 revise the specification for the classification Criminal Intelligence Analyst (Class Code 0842).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the classification for Criminal Intelligence Analyst as part of the Commission's efforts to review all classifications every five years. Criminal Intelligence Analyst was last reviewed in August 2002 and there is currently one employee serving in this classification. Based upon information received via questionnaire with supervisory review and Department contact, one revision was proposed.

Essential to the performance of the job of Criminal Intelligence Analyst is access to the Law Enforcement Agencies Data Systems (LEADS). After an employee is appointed, the employee must complete the appropriate on-the-job training to receive LEADS certification. Subsequent to obtaining LEADS certification, additional state and federal level testing and certification is required; an incumbent in the classification Criminal Intelligence Analyst must attend the appropriate state and federally approved or conducted training to obtain any required certifications. Approximately a year ago, the incumbent in this position was assigned to the newly created Terrorism Early Warning Unit, within the Homeland Security Section. Unique to this assignment is additional requirements imposed by the federal government's Department of Homeland Security (DHS). DHS requires Secret Clearance status and Intelligence Analyst certification for the Criminal Intelligence Analyst. While a specific Criminal Intelligence Analyst position may or may not be directly funded by DHS monies, there may be requirements for clearances and certification based on DHS funding of other programs.

It was therefore requested that a revision to the minimum qualifications section be made to address the licensure and/or certification that may be required after appointment to the classification. The proposed revision would include language to reflect that positions allocated to this classification may require State of Ohio or federal clearances, certification, or licensure due to the nature of, or the funding requirements for, the program or assignment.

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

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RE: Personnel Action.

Request of the Civil Service Commission staff to reallocate position number 51-01-04568 from Administrative Secretary II (U) (Class Code 0821) to Administrative Secretary (U) (Class Code 0820) and allow the affected incumbent to retain her classification seniority and status.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this reallocation request. In September 2002 after a thorough review and revision of the unclassified secretary classes, a moratorium was imposed upon Administrative Secretary II. At that time, reallocating positions to Administrative Secretary (U) would have resulted in pay range decreases for its current employees. A moratorium was therefore viewed as the best option for Administrative Secretary II (U) since it would have the least negative impact and Commission staff intended to abolish the Administrative Secretary II (U) classification once it was vacated. However, now that the pay grades assigned to Administrative Secretary (U) and Administrative Secretary II (U) are the same, Commission staff is requesting that position number 51-01-04568 be reallocated to Administrative Secretary (U). This reallocation would expedite the intended abolishment of Administrative Secretary II (U) and assist in maintaining a more manageable class plan.

It was further requested that the individual retain her classification seniority and status when she is reallocated to the new classification. The work performed by this employee will remain the same even though the classification title is changing.

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

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Scott Walker regarding a denied request for review – Appeal No. 06-CA-0043.

The Commissioners reviewed the appeal filed by Mr. Walker on December 6, 2006, regarding the rejection of his application for Construction Inspector II (Civil). The basis of Mr. Walker's appeal was that the application did not provide sufficient space to list all the work experience that he believed was relevant for the examination.

Mr. Walker did not request a continuation sheet at the time he filed his application in order to list additional relevant work experience nor did he request an opportunity to clarify the job duties he did list on his application. Commission policy does not permit applicants to add jobs to an application after it has been reviewed by Commission staff.

Therefore, the commissioners decided to dismiss Mr. Walker's appeal without a hearing.

Police Communications Technician Applicants
Removed During the Prescreening Process

Name of Applicant

Tracy Barber

After reviewing the file of Tracy Barber, the Commissioners decided that her application would not be accepted and she would not be permitted to take the Police Communications Technician examination.

Applicants Removed Post-Exam

Name of Applicant	Position applied for	BAR #
Nicholas Lauvray	Police Officer	07-BR-002
Christopher Mack	Police Officer	07-BR-003

After reviewing the files of Nicholas Lauvray and Christopher Mack, the Commissioners decided their names would not be reinstated to the police officer eligible list.

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The meeting was adjourned at 12:50 p.m.

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Grady L. Pettigrew, Jr., President

Date