

Regular Meeting

March 19, 2007
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, March 19, 2007, at 12:45 p.m. with Grady Pettigrew and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the February 26, 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 appeal:

a) Ron Taylor vs. Columbus Public Schools, Bus Driver – Discharge. Trial Board Hearing scheduled for July 18, 2007. Appeal No. 06-BA-0026.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Ron Taylor – Mr. Taylor, Bus Driver, Columbus Public Schools, appealed his discharge for inappropriate behavior. Columbus Public Schools expects to call three witnesses. The appellant will testify on his own behalf and may call two other witnesses. 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: Trial Board Recommendations.

No trial board recommendations were submitted this month.

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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 Citywide GIS Manager with no revisions (Class Code 0242).

Request of the Civil Service Commission staff to approve the specification review for the classification Information Technology Security Officer with no revisions (Class Code 0599).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Therapy Assistant with no revisions (Class Code 1754).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Occupational Therapist with no revisions (Class Code 1756).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Physical Therapist with no revisions (Class Code 1752).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Speech/Language Pathologist with no revisions (Class Code 1760).

Request of the Civil Service Commission staff to approve the specification review for the classification Latent Print Supervisor with no revisions (Class Code 3011).

Request of the Civil Service Commission staff to approve the specification review for the classification Power Line Troubleshooter with no revisions (Class Code 3576).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented these requests as part of the Commission's efforts to review all classifications every five years. All of these classes fell into this five year time frame.

After discussions with representatives from the various departments it was agreed that the current specifications do not require any revisions. It was therefore requested that the classification reviews 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 Power Line/Cable Worker Trainee with no revisions (Class Code 3565).

This item was deferred.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Power Line Worker I with no revisions (Class Code 3566).

Request of the Civil Service Commission staff to approve the specification review for the classification Power Line Worker II with no revisions (Class Code 3567).

Request of the Civil Service Commission staff to approve the specification review for the classification Power Line Worker Supervisor I with no revisions (Class Code 3568).

Request of the Civil Service Commission staff to approve the specification review for the classification Power Line Worker Supervisor II with no revisions (Class Code 3569).

Request of the Civil Service Commission staff to approve the specification review for the classification Substation Maintenance Supervisor with no revisions (Class Code 3596).

Request of the Civil Service Commission staff to approve the specification review for the classification Fleet Attendant with no revisions (Class Code 3744).

Present: Richard Cherry, Personnel Analyst II

Richard Cherry presented these requests as part of the Commission's efforts to review all classifications every five years. All of these classes fell into this five year time frame.

After discussions with representatives from the various departments it was agreed that the current specifications do not require any revisions. It was therefore requested that the classification reviews 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 abolish the specification for the classification Safety Programs Assistant Coordinator and amend Rule XI accordingly (Class Code 1720).

Request of the Civil Service Commission staff to abolish the specification for the classification Data Communication Specialist I and amend Rule XI accordingly (Class Code 3640).

Request of the Civil Service Commission staff to abolish the specification for the classification Maintenance Blacksmith and amend Rule XI accordingly (Class Code 3478).

Request of the Civil Service Commission staff to abolish the specification for the classification Automotive Service Supervisor and amend Rule XI accordingly (Class Code 3465).

Request of the Civil Service Commission staff to abolish the specification for the classification Street Maintenance Supervisor and amend Rule XI accordingly (Class Code 3997).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented these five requests to abolish various classifications. In all cases, moratoriums had been placed on each of these classifications with the intention that once vacated, the classifications would be abolished.

All the classifications are now vacant; it was therefore recommended that the five classifications be abolished.

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 Sewerage and Drainage Division Administrator (Class Code 0165).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities to revise the minimum qualifications for the classification Sewerage and Drainage Division Administrator.

The current minimum qualifications call for a bachelor's degree in business, five years management experience including management of a budget in excess of one million dollars and direction of a large staff (twenty or more) through subordinate supervisors. The Division's functions deal with plan design, construction, and cost estimates of sewer and storm water line projects. This requires an incumbent in this position to direct an engineering staff and make decisions in accordance with proper engineering guidelines. Therefore, it was requested that the minimum qualifications be revised to replace the bachelor's degree in business with possession of a valid State of Ohio certificate as a registered Professional Engineer; the business knowledge and experience can be gained through the required managerial experience.

No revisions to the definition, examples of work, knowledge, skills, and abilities, probationary period, or examination type were recommended.

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 Power and Water Division Administrator (Class Code 0146).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities to revise the minimum qualifications for the classification Power and Water Division Administrator.

The current minimum qualifications call for a bachelor's degree in business, five years management experience including management of a budget in excess of one million dollars, and direction of a large staff (twenty or more) through subordinate supervisors. This Division's functions deal with plan design, construction, and cost estimates of power and water utility service line projects. This requires an incumbent in this position to direct an engineering staff and make decisions in accordance with proper engineering guidelines. Therefore, it was requested that the minimum qualifications be revised to replace the bachelor's degree in business with possession of a valid State of Ohio certificate as a registered Professional Engineer. The business knowledge and experience can be gained through the required managerial experience.

No revisions to the definition, examples of work, knowledge, skills, and abilities, probationary period, or examination type were recommended.

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 City Forester (Class Code 1530).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in February of 2002 and there is currently one employee serving as a City Forester in the Recreation and Parks Department. This employee was contacted and asked to provide feedback in order to ascertain if the current specification was accurate and up to date. Based upon feedback from the current incumbent, several changes were proposed.

The definition was revised to more accurately state the overall purpose of the job and to use language that is more consistent with similar level classes. The examples of work section of the specification was revised to provide better representation of the job and how it currently exists. The only revision proposed for the minimum qualifications section was to add that the requisite experience may be acquired in a tree care operation in addition to a landscaping or nursery operation. No revisions to the knowledge, skills, and abilities, examination type, or probationary period were recommended.

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 Latent Print Examiner (Class Code 3010).

This item was deferred.

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RE: Request of the Civil Service Commission staff to impose a moratorium on the specification for the classification Research Analyst (Class Code 2081).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to impose a hiring moratorium on the Research Analyst classification. This classification was last reviewed in August of 2005 and there are currently seven employees serving in this classification in the Development Department.

The Research Analyst class series significantly overlaps with the Management Analyst series which is broader in scope and offers greater use to the departments. Because maintaining both class series in the class plan would be redundant, it was requested that a moratorium be imposed on Research Analyst to eliminate the redundancy without adversely impacting current employees in the classification.

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 Police Deputy Chief (Class Code 3062)

PRESENT: Laura Wright, Personnel Analyst II

Laura Wright presented this request as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in the first quarter of 2002 and there are currently five employees serving as Police Deputy Chief in the Division of Police. Based upon feedback from incumbents a few revisions to the classification specification were recommended.

The examples of work section was revised to reflect reorganizations and renamed bureaus within the Division of Police. It was also recommended that "and electronic" be added to the examples of work statement regarding correspondence due to the large amount of work and correspondence that is now received electronically by employees in the Police Deputy Chief classification. It was also recommended that the educational requirement portion of the minimum qualifications be updated to reflect an agreement between the City of Columbus and the Fraternal Order of Police. The agreement stated that from 2001 until 2004, sixty semester or ninety quarter hours were sufficient to meet the education requirement but after the year 2005, possession of a bachelor's degree would be required. The minimum qualifications were therefore revised to state an educational requirement of possession of a bachelor's degree. No revisions to the definition, guidelines for class use, knowledge, skills, and abilities, probationary period, or examination type were recommended.

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 Police Commander (Class Code 3060).

PRESENT: Laura Wright, Personnel Analyst II

Laura Wright presented this request as a result of the Commission's efforts to review all classifications every five years. Police Commander was last reviewed in 2002 and there are currently eighteen employees serving in the classification. Based upon feedback from incumbents a few revisions to the examples of work section of the specification were recommended.

The examples of work section was revised to reflect a more accurate description of the work done, contacts made, and rationale for the counseling conducted by an incumbent in the Police Commander classification. It was also recommended that the minimum qualifications be revised regarding an educational requirement that was agreed upon between the City of Columbus and the Fraternal Order of Police. The agreement stated that from 2002 until 2005, sixty semester or ninety quarter hours were sufficient to meet the education requirement but after 2006, possession of a bachelor's degree would be required. The minimum qualifications were revised to state that possession of a bachelor's degree is required. No revisions to the definition, knowledge, skills, and abilities, probationary period, or examination type were recommended.

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 Police Lieutenant (Class Code 3063).

PRESENT: Laura Wright, Personnel Analyst II

Laura Wright presented this request in order to bring the specification review for Police Lieutenant into the same time frame as Police Commander and Police Deputy Chief. Police Lieutenant was last reviewed during the second quarter of 2004 and there are currently fifty-four employees serving in the classification. Based upon feedback from incumbents a few changes to the examples of work section were recommended. No revisions to the definition, knowledge, skills, and abilities, probationary period, or examination type were recommended.

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 one position from Information Systems Manager (Class Code 0869) to either Senior Programmer Analyst (Class Code 0581) or Management Analyst II (Class Code 0780) and allow the affected incumbent to retain her classification seniority and status.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reallocate position number 47-02-90072 to the current Management Analyst II classification. The proposed reallocation is the result of a continuing review of positions that transferred to the Department of Technology (DoT) as part of the City's technology consolidation. For this specific position, the employee was performing duties associated with both the Fleet Management Division and DoT. Because she was classified as an Information Systems Manager, the position was transferred to the Department of Technology. However, it was recently learned that while the position was transferred to DoT (on payroll), the employee continued to perform work more closely associated with the Fleet Management Division. Work existed in both departments and it was work that cannot cross departmental boundaries. As such, position descriptions were submitted by both departments and the employee was granted the option to choose one of the two positions.

Based on the position descriptions submitted, the position in DoT would be classified as Senior Programmer Analyst and the position in Fleet Management would be classified as Management Analyst II. Given this option, the employee elected to have her position reallocated to Management Analyst II, which will be subsequently transferred back to the Fleet Management Division. Given this unique situation, it was requested that this individual retain her classification seniority and status upon reallocation to the new classification. While her classification title may be changing, the work assigned and performed by this employee will remain largely the same.

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 Elaine Teague regarding a 3rd Step Grievance process - Appeal No. 07-BA-0001.

The Commissioners reviewed the appeal Ms. Teague filed on January 12, 2007, in response to a 3rd Step Grievance process set forth in the collective bargaining agreement between the Ohio Association of Public School employees (OAPSE) and the Columbus Board of Education.

Section 6.3 of the OAPSE contract states, "In order to preserve his/her Civil Service appeal rights, a grievant must also complete and submit an appeal form and a copy of the grievance to the Board's Civil Service Office within ten calendar days of such occurrence." Ms. Teague's grievance was originally filed on October 31, 2006; however she did not file the appeal until January 12, 2007. Therefore, the appeal was filed untimely and the Commission dismissed it without a hearing.

Review of the appeal of Douglas Berschet regarding a denied request for review - Appeal No. 07-CA-0002.

The Commissioners reviewed the appeal Mr. Berschet filed on March 2, 2007, based on his belief that he had sufficient experience to qualify for the Composting Facilities Supervisor examination and the Commission staff should have approved his application.

Mr. Berschet's application was rejected because none of the positions appeared to be directly related to composting or wastewater operations and throughout the request for review process the additional information he provided failed to adequately relate or describe experience in a composting facility. However, after further research, it was discovered that one company (where he worked for over five years) was a composting facility.

Based on this additional information, the Commissioners granted Mr. Berschet's appeal and he will be allowed to sit for the Composting Facilities Supervisor examination.

Applicants Removed Post-Exam		
Name of Applicant	Position applied For:	BAR #
Victoria Mitchell	Police Officer	07-BR-004
James Ailes, II	Police Officer	07-BR-005
Christopher Donner	Police Officer	07-BR-006
Jody Knisley	Police Officer	07-BR-007
Oliver Brandon George	Police Officer	07-BR-008
Tonya Crenshaw	Police Officer	07-BR-009

After reviewing the files of Victoria Mitchell, James Ailes, II, Christopher Donner, Oliver Brandon George, and Tonya Crenshaw, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing Jody Knisley's file, the Commissioners decided her name would be reinstated to the police officer eligible list.

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The meeting was adjourned at 1:04 p.m.

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Grady L. Pettigrew, Jr., President

Date