

Regular Meeting

March 28, 2005  
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, March 28, 2005, at 12:45 p.m. with Priscilla Tyson, Grady Pettigrew and Eileen Paley in attendance.

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*RE: Introduction of Commissioner Eileen Y. Paley.*

Commission President Priscilla Tyson introduced our new Commissioner, Eileen Y. Paley, and read Ms. Paley's appointment letter into the record.

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*RE: Review and approval of the minutes from the January 31, 2005, regular meeting.*

The minutes were approved as written.

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*RE: Review and approval of the minutes from the February 25, 2005, regular meeting.*

The minutes were approved as written.

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*RE: Review of the results of the pre-hearing conferences for the following appeals:*

- 1) *Michael Graves vs. City of Columbus, Appeal No. 05-CA-0003. Police Officer – Discharge – Hearing scheduled for April 25, 2005.*
- 2) *Nick Carter vs. Columbus Public Schools, Appeal No. 04-BA-0022. Head Custodian II – Demotion – Hearing scheduled for May 9, 2005.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Michael Graves - The pre-hearing conference for Michael Graves has been rescheduled to April 4, 2005, due to Mr. Graves' counsel being unavailable today.

Nick Carter – Head Custodian II, Columbus Public Schools, demotion. The appellant intends to call two witnesses and Columbus Public Schools will have two or three. Both sides agree the trial board should take no longer than four hours.

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*RE: Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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*RE: Rule Revisions.*

No Rule revisions were submitted this month.

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*RE: Request of appellant Anthony Williams to withdraw the appeal he filed with the Civil Service Commission on May 19, 2004 regarding his discharge from the position of Custodian II with the Columbus Public Schools – Appeal No. 04-BA-0005.*

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

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*RE: Review of the Findings and Recommendation of the Trial Board hearing held on February 14, 2005: Yefim Kunis vs. Columbus Public Schools, Appeal No. 04-BA-0003.*

This item was deferred.

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*RE: Columbus Public Schools 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 Legislative Clerk with no revisions (Class Code 0500).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Legislative Clerk with no revisions. This classification was last presented to the Commission in March of 2000 when a hiring moratorium was approved. There are currently three incumbents serving in this 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.

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 Stenographer with no revisions (Class Code 0476).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Stenographer with no revisions. This classification was last presented to the Commission in August of 2000 when a hiring moratorium was approved. There are currently no incumbents serving in this 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.

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 Typist Clerk with no revisions (Class Code 0464).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to review the specification for the classification Typist Clerk with no revisions. This review is part of the Civil Service Commission's effort to review all classifications every five years. Typist Clerk was created April 1963 and was last reviewed in June 2000. There are currently fifty-

eight employees serving in positions allocated to this classification located throughout the City. Because this classification is included in the clerical consolidation project and will likely be significantly impacted as a result of the implementation of this project in the next six months, it was recommended that Typist Clerk be reviewed with no changes 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 to approve the specification review for the classification Mail Handler I with no revisions (Class Code 0936).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to review the specification for the classification Mail Handler I with no revisions. This review is part of the Civil Service Commission's effort to review all classifications every five years. Mail Handler I was created July 1968 and was last reviewed in October 2000. There are currently five employees serving in positions allocated to this classification located throughout the City. Because this classification is included in the clerical consolidation project and will likely be significantly impacted as a result of the implementation of this project within the next six months, it was recommended that Mail Handler I be reviewed with no changes 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 approve the specification review for the classification Maintenance Blacksmith with no revisions (Class Code 3478).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to review the specification for the classification Maintenance Blacksmith with no revisions. This classification was last presented to the Commission in April of 2000 when a hiring moratorium was approved. There are currently no incumbents serving in this 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.

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 Safety Programs Assistant Coordinator with no revisions (Class Code 1720).*

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to review the specification for the classification Safety Programs Assistant Coordinator with no revisions. This classification was last presented to the Commission in October of 2000 when a hiring moratorium was approved. There are currently no incumbents serving in this 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.

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 Information Technology Business Officer with no revisions (Class Code 1255).*

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to review this specification in accordance with Civil Service commission policy on classification review. This classification was created in December of 2000 as a single position used exclusively in the Department of Technology (DoT).

Information Technology Business Officer was created during the consolidation of citywide information technology systems to direct the business section of the Department of Technology that includes departmental strategic planning, fiscal, customer service, human resources and facilities management functions. Although the Information Technology Business Officer was created in 2000, the Department of Technology just recently appointed an individual to the position. During the hiring process, the department reviewed the classification and does not request any changes to the specification at this time. Therefore, it was recommended the specification for the classification Information Technology Business Officer be approved as presented 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 revise the specification for the classification Electricity Division Assistant Administrator, retitle it to read Public Utilities Division Assistant Administrator and amend Rule XI accordingly (Class Code 0161).*

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to a request from the Public Utilities Department to have an assistant administrator classification available for their new division, Operational Support.

The assistant administrator position in the new division would have an administrative focus as compared to an operational focus. The current pay grade assigned to the Electricity Division Assistant Administrator was a recommendation by the Hay Management Consultants and was based on feedback provided by the incumbent, who at the time was performing largely administrative duties, similar to the proposed duties for the assistant administrator in the new division. The proposed action would also serve to remedy the situation that often times exists within the Public Utilities Department when the division hires two assistant administrators; one to perform technical or engineering duties and the second to perform more administrative duties. The pay grade assigned is often based on the more technically challenging work of the other position(s). This proposed action would provide an assistant administrator classification that could be used in any division of the Public Utilities Department when the duties assigned are administrative in nature.

By definition, the proposed Public Utilities Division Assistant Administrator would be responsible for assisting in the direction of administrative activities for a division in the Department of Public Utilities. The examples of work statements were revised to reference more specifically those duties of an administrative focus. The minimum qualifications were revised to require possession of a bachelor's degree in business administration, public administration, or a closely related field and four years of professional experience in fiscal, human resources, or other administrative fields. This recommendation is largely based on a review of other administrative classes that are

assigned similar pay. A substitution was also proposed that would allow a masters degree in administration to substitute for one year of the experience. The knowledge, skills and abilities were revised to incorporate those knowledge, skills, and abilities important for successful job performance. No revisions to the 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 create the classification for the specification Stormwater Investigator, designate the examination type as competitive, assign a 365-day probationary period and amend Rule XI accordingly.*

*Request of the Civil Service Commission to reallocate the following positions in the Wastewater Surveillance Technician I classification (1860) to the proposed Stormwater Investigator classification and allow each employee to retain his/her classification seniority and status: #600501020 Bernard Conrad, #600501065 Paul Harris, #600500121 Kenneth Kimbler, and #600500142 Amy Lester.*

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the specification for the classification Stormwater Investigator in response to nine recent position audits within the Wastewater Surveillance Technician I classification. As a result of these audits, it was determined that four of the positions were doing work for which there was no class specification that adequately represented the responsibilities assigned. It was therefore recommended that the Stormwater Investigator classification be created and the four positions be reallocated to the new classification.

These four positions were assigned to the Stormwater section and reported to the Pretreatment Manager. These technicians are responsible for monitoring stormwater quality within the City's watersheds by performing field investigations, wet and dry weather testing, and river monitoring. It was proposed that the definition for this new classification indicate responsibility for conducting field investigations and monitoring activities to ensure stormwater quality within the City's watersheds. The examples of work section was developed to incorporate those duties and responsibilities to be performed by employees in this classification. The proposed minimum qualifications require two years experience conducting laboratory or field tests, conducting investigations or fact-finding interviews, performing environmental protection work, or other related work. It was also recommended that possession of a driver's license be required as a significant majority of this job takes place in the field. The knowledge, skills and abilities section of the specification was developed to include those knowledge, skills, and abilities that would be important for successful job performance. It was recommended that the proposed classification be assigned a probationary period of 365 days and that the examination type be designated competitive.

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: Personnel Transactions.*

No personnel transactions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

*Appeal No. 05-BA-0001 – Review of the appeal of Shinda Prillerman regarding his 5-day suspension from the position of Custodian II with the Columbus Public Schools.*

The Commissioners reviewed the appeal filed by Mr. Prillerman wherein he requests the five-day suspension be overturned. The discipline was assessed for failure to secure a classroom door; however, Mr. Prillerman believes someone else must have entered the room after he secured it and that person left the classroom unsecured. The Commissioners agreed that a trial board hearing would be conducted regarding this incident.

*Appeal No. 05-CA-0006 – Review of the appeal of Mark S. Laughlin regarding the denial of his request to be reinstated to the police officer eligible list.*

Mr. Laughlin filed an appeal on the rejection of his request for reinstatement to the police officer eligible list. Mr. Laughlin's appeal stated that he resigned due to an injury that he is currently receiving treatment for. However, Mr. Laughlin's letter of resignation mentions no injury and Mr. Laughlin did not give the required notice (two weeks) prior to his departure. The Commissioners decided to deny Mr. Laughlin's appeal and dismissed it without a hearing.

Applicants Removed Post-Exam		
Name of Applicant	Position applied for	BAR #
Jamie M. Burr	Police Officer	05-BR-019
Dustin Holloway	Police Officer	05-BR-020
James E. Beatty	Police Officer	05-BR-021
Jeffrey S. Barger	Police Officer	05-BR-022
Brian W. Nelson	Police Officer	05-BR-023
Erik Kientz	Police Officer	05-BR-024
Scott Luginski	Police Officer	05-BR-025
Jason Lanzo	Police Officer	05-BR-026
Trevor Black*	Police Officer	05-BR-027
Michael A. Varaly	Police Officer	05-BR-028
Beau B. Zierk	Police Officer	05-BR-029
Damon F. Wright	Police Officer	05-BR-030

After reviewing the files of Jamie M. Burr, Dustin Holloway, James E. Beatty, Jeffrey S. Barger, Brian W. Nelson, Erik Kientz, Scott Luginski, Jason Lanzo, Trevor Black, Michael A. Varaly, Beau B. Zierk and Damon F. Wright, the Commissioners decided their names would not be reinstated to the Police Officer's Eligible List.

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The meeting adjourned at 1:15 p.m.

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Priscilla R. Tyson, Commission President

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April 25, 2005

Date