

Regular Meeting

March 31, 2008  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, March 31, 2008, at 12:45 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 February 25, 2008, regular meeting.*

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

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*RE: Review and approval of the minutes from the March 14, 2008, special 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. Studeviant 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.*

PRESENT: Lynn Carter, Deputy Executive Director

Laura A. Studeviant – Ms. Studeviant was discharged from her position as a P. H. Sanitarian IV at the Columbus Public Health Department for the following charges - Violation of City Work Rules: #1 Dishonesty, #6 Insubordination, #7 Neglect of Duty, #8 Failure of Good Behavior, #10 Additional Standards of Conduct for Supervisors, Managers, and Administrators, and violation of Civil Service Rule #XIII Discipline – Appeals.

Both parties intend to call five witnesses. Ms. Carter cautioned them to insure that testimony would not be redundant. The parties disagreed on the length of time the trial board will take. The City Attorney's office believes it can be handled in one half day; however, Appellant's attorney believes it will take a full day due to mitigating circumstances.

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*RE: Rule Revisions.*

No rule revisions were submitted this month.

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*RE: Review of the Findings and Recommendation of the Trial Board hearing held on February 1, 2008, Clinton Prysock vs. Columbus City Schools, Appeal Number 07-BA-0003.*

A motion to adopt the trial board's recommendation modifying the action of the Columbus City Schools termination of Mr. Prysock to a 60-day suspension was made, seconded, and passed unanimously.

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*RE: Request of the Columbus City Schools to revise the specification for the classification of Communications Specialist (Electronic Media) (Class Code 9343).*

PRESENT: Sue Messina, Personnel Analyst, Columbus City Schools

Sue Messina presented this request to revise the specification for the classification of Communications Specialist (Electronic Media) based on a detailed job analysis. As a result of a job audit of Audio Visual Processors, it was determined that the Communications Specialist (Electronic Media) classification better described their duties. Therefore, the classification was revised to include the duties of the positions in the Audio Visual Department.

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

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*RE: Request of the Columbus City Schools to revise the specification for the classification of Audio Visual Production Specialist and to retitle it read Media Technologies Supervisor (Class Code 9347).*

PRESENT: Sue Messina, Personnel Analyst, Columbus City Schools

Sue Messina presented this request to revise and retitle Audio Visual Production Specialist to read Media Technologies Supervisor. As a result of a job audit of Audio Visual Processors, it was determined that Communications Specialist (Electronic Media) classification better described their duties. Due to this change, it was determined that the job title of Audio Visual Production Specialist did not adequately describe the relationship of this supervisor to the employees supervised. It was, therefore, recommended that Audio Visual Production Specialist be retitled to read Media Technologies Supervisor.

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

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*RE: Request of the Columbus City Schools to revise the specification for the classification of Transportation Training Coordinator (Class Code 9621).*

PRESENT: Jacquelyn Chapman, Personnel Analyst, Columbus City Schools

Jacquelyn Chapman presented this request to revise the specification of the classification Transportation Training Coordinator to include tasks, knowledges, skills and abilities pertaining to computer skills and audiovisual tools. This classification is responsible for planning and supervising the training of potential and current Columbus City Schools bus drivers, contract school bus drivers, transportation supervisory personnel and students of the district. This classification is a non competitive classified supervisor with a probationary period of 360 days.

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Crane Operator with no revisions (Class Code 3426).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Office Support Clerk with no revisions (Class Code 0406).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Office Assistant I with no revisions (Class Code 0407).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Office Assistant III with no revisions (Class Code 0409).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these four requests to review the classification specifications with no revisions as part of the Civil Service Commission's effort to review all classifications every five years. After reviewing questionnaires completed by incumbents and input received from Department representatives, it was agreed that the specifications accurately describe the work as it currently exists.

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

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*RE: Request of the Civil Service Commission to revise the specification for the classification Office Assistant II (Class Code 0408).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request that the Office Assistant II classification be revised as part of the Civil Service Commission's effort to review all classifications every five years. The Office Assistant Series was created in 2003 and last reviewed in December 2004. There are currently one hundred fourteen employees serving in this classification throughout the City. Based upon information received via questionnaires completed by incumbents with supervisory review, and discussions with department representatives, some revisions were proposed.

There were no proposed changes to the definition section. Proposed revisions to the examples of work section included the addition of language pertaining to explaining applicable fee structures and calculating and collecting appropriate fees. There were no proposed changes to the minimum qualifications and knowledge, skills, and abilities sections. It was, therefore, recommended that the classification Office Assistant II be approved as proposed.

A motion to approve these requests was made, seconded, and approved 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).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the minimum qualifications to read, "Some positions may require possession of a valid, Class A, commercial motor vehicle operator's license. For some of these positions, one or more of the following endorsements may also be required: Passenger Transport (P), Hazardous Materials (H) and Tanker (N), and may need to allow operation of vehicles with air brakes." It was also recommended that a valid motor vehicle operator's license be required for all positions, except those that require a commercial driver's license.

The examples of work section was revised to read, "supervises a small crew to include evaluating and signing performance appraisals, recommending leave requests, and initiating disciplinary action." There were no other proposed changes to the specification.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Parks Planning and Design Manager (Class Code 1203).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Parks Planning and Design Manager upon completion of a recently conducted position audit. Questionnaires completed by employees and supervisors, and consultation with management resulted in revisions to the specification. There is currently one Parks Planning and Design Manager allocated to the Planning and Design Section, Recreation and Parks Department.

No revisions to the definition were recommended. There were no proposed changes to the examples of work section. The only revision to the minimum qualifications section was to include park land management as qualifying experience to be hired into this classification provided the other qualifications are also met.

Additions to the knowledge, skills, and abilities section were considerable knowledge of principles and practices of landscape architecture, architecture, and/or civil engineering as applied to the preparation of designs, plans, specifications and cost estimates for parks projects; considerable knowledge of natural resources; skill in public speaking; and the ability to use a personal computer and relevant software.

There were no proposed changes to the Examination Type or Probationary Period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Parks Development Planner, retitle it to read Parks Development Specialist, and amend Rule XI accordingly (Class Code 1201).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise and retitle the specification for the classification Parks Development Planner to read Parks Development Specialist upon completion of a recently conducted position audit. Questionnaires completed by employees and supervisors, and consultation with management resulted in revisions to the specification. There are currently three Parks Development Planners allocated to the Planning and Design Section, Recreation and Parks Department.

The retitling to specialist from planner was more consistent with the broader scope of professional parks development responsibilities performed by employees in this classification. The definition of Parks Development Specialist was revised to include the management of park land. Revisions to the examples of work section were recommended to more clearly represent the professional level work performed by employees in this classification. The minimum qualifications section was revised to permit a Parks Development Associate the ability to promote into the professional level parks development classification. The proposed minimum qualifications would require the possession of a valid State of Ohio certificate as a registered Landscape Architect, Architect, or Professional Engineer, the possession of a bachelor's degree and two years of experience in the planning, design, development, management and/or construction of parkland or recreational areas, of which one year must be as a Parks Development Associate with the City of Columbus, substituting for the certificate.

Additions to the knowledge, skills, and abilities were to include general knowledge of natural resources; general knowledge of principles and practices of real estate and land acquisition; skill in public speaking, ability to use a personal computer and relevant software; ability to review, and analyze and evaluate data objectively and make appropriate recommendations. There are no proposed changes to the Examination Type or Probationary Period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Parks Development Associate (Class Code 1206).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Parks Development Associate upon completion of a recently conducted position audit. Questionnaires completed by employees and supervisors and consultation with management resulted in revisions to the specification. There are currently two Parks Development Associates allocated to the Planning and Design Section, Recreation and Parks Department.

No revisions to the definition were recommended. The revision to the examples of work section was to more accurately reflect that an incumbent of this classification may assist in investigations dealing with encroachments, but not resolution of the issues. The revisions to the minimum qualifications section reflected that experience be listed first and education may substitute for the experience requirement. It was proposed that there be a full substitution of relevant education for experience, and coursework in a biological science or natural resources would be considered as qualifying fields of study.

The revisions to the knowledge, skills, and abilities section were to include some knowledge of horticulture, ability to read maps and use mapping technology, and the ability to use a personal computer and relevant software.

There were no proposed changes to the Examination Type or Probationary Period.

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

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*RE: Request of the Civil Service Commission staff to create the specification for the classification Emergency Preparedness Chief, assign a 365 day probationary period, designate the examination type as noncompetitive, and amend Rule XI accordingly (Class Code 1748).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to create the specification for the classification Sports Field Maintenance Supervisor, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly (Class Code 3779).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Nature Programs Developer (Class Code 3154).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Nature Programs Developer as a part of Civil Service efforts to review all classifications every five years. Nature Programs Developer was last reviewed in June 2003. There are currently two employees serving in this classification within the City. A questionnaire was completed by one of the incumbents and a department representative provided feedback and it was recommended that this specification be revised as proposed.

By definition, a Nature Programs Developer is responsible for developing and overseeing programs related to adventure recreation or environmental education and no revisions were proposed. It was recommended that the minimum qualifications be revised to read possession of a bachelor's degree in environmental education, natural resources, wildlife management, outdoor recreation, or closely related field; two years of experience in an outdoor or adventure recreation leadership or environmental/natural resources education; possession of a valid motor vehicle operator's license; possession of a valid First Aid and CPR Certification within six months of appointment; and possession of a valid Lifeguard Certification within six months of appointment for assignment to the adventure recreation program, with two years of additional experience in environmental education or adventure recreation or closely related area substituting for two years of the required education on a year-for-year basis.

There were no proposed revisions to the examples of work, knowledge, skills and abilities, Examination Type, or Probationary Period. It was recommended that the Nature Programs Developer specification be revised as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Nature Programs Administrative Manager (Class Code 3155).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Nature Programs Administrative Manager as part of Civil Service efforts to review all classifications every five years. Nature Programs Administrative Manager was last reviewed in June 2003. There are currently no employees serving in this classification. A department representative provided feedback about potential changes and it was recommended that this specification be revised as proposed.

By definition, a Nature Programs Administrative Manager is responsible for managing the operations of a major adventure recreation or environmental education program or for overseeing the operations of a group of adventure recreation centers in a defined geographical area of the City. It was recommended that no revisions be proposed at this time. It was recommended that the minimum qualifications be revised to read, possession of a bachelor's degree in environmental education, natural resources, wildlife management, outdoor recreation, or closely related field; four years of experience in outdoor or adventure recreation leadership or environmental/natural resources education; possession of a valid motor vehicle operator's license; and possession of a valid First Aid and CPR Certification, with a master's degree in one of the above fields substituting for one year of the required experience.

There was one recommended revision to the knowledge, skills and abilities section to read, "thorough knowledge of the fundamentals, rules, skills, techniques, equipment, and materials involved in a variety of adventure recreation and environmental education activities." There are no proposed revisions to the examples of work, Examination Type, or Probationary Period. It was recommended that the Nature Programs Administrative Manager specification be revised as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Natural Resources Manager (Class Code 0083).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Natural Resources Manager as part of Civil Service efforts to review all classifications every five years. Natural Resources Manager was last reviewed in December 2004. There is currently one employee serving in this classification within the City. A questionnaire was completed by the incumbent and a department representative provided feedback about potential changes and it was recommended that this specification be revised as proposed.

By definition, a Natural Resources Manager is responsible for managing the Natural Resources section of the Department of Recreation and Parks. There are no revisions proposed at this time. The revisions to the examples of work section are the addition of one duty pertaining to developing and analyzing GIS maps, and the elimination of one duty that is no longer performed pertaining to supervising the Outdoor Education Program. The revisions to the knowledge, skills and abilities section are considerable knowledge of invasive plants and their control, considerable knowledge of wetland determination, considerable knowledge of GIS mapping, and one statement to read, "ability to review, analyze, and evaluate data, including GIS data and mapping, and make appropriate recommendations and decisions." There are no proposed revisions to the minimum qualifications, Examination Type, or Probationary Period and it was recommended that the Natural Resources Manager specification be revised as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Manager (Class Code 0776).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Procurement Manager as part of Civil Service efforts to review all classifications every five years. Procurement Manager was last reviewed in July 2005.

There is one employee serving in this classification located in the Purchasing Office of the Finance and Management Department. A department representative provided feedback about potential changes to the specification which resulted in the following revision.

A revision to the examples of work section was to remove one example because Procurement Manager no longer attends Cabinet meetings. Since this classification is only to be utilized by the Department of Finance and Management, it was

recommended that a guidelines for class use section be added. No other revisions were made.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Administrative Officer (Class Code 0777).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Procurement Administrative Officer as part of Civil Service efforts to review all classifications every five years. Procurement Administrative Officer was last reviewed in July 2005. There are currently two employees serving in this classification located in the Purchasing Office of the Finance and Management Department. Based on questionnaires completed by incumbents and feedback from a department representative, it was recommended that this specification be revised as proposed.

It was recommended that the definition be revised to reflect that incumbents work with specialized commodities. The revisions to the examples of work section were to modify a few examples in order to reflect current language and terminology. Because this classification is to only be utilized by the Department of Finance and Management, it was recommended that a guidelines for class use section be added. There were no proposed revisions to the minimum qualifications, knowledge, skills and abilities, Examination Type, or Probationary Period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Senior Procurement Specialist (Class Code 0775).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Senior Procurement Specialist as part of Civil Service efforts to review all classifications every five years. Senior Procurement Specialist was last reviewed in July 2005. There are currently three employees serving in this classification located in the Purchasing Office of the Finance and Management Department. Based on feedback from a department representative it was recommended that this specification be revised as proposed.

The revision to the examples of work section was to modify one example to read, "maintains liaison and consults with the City Attorney's Office and City management on legal matters related to bids and contracts." Since this classification is only to be utilized by the Department of Finance and Management, it was recommended that a guidelines for class use section be added. No other revisions were made.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Specialist (Class Code 0789).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Procurement Specialist as part of Civil Service efforts to review all classifications every five years. Procurement Specialist was last reviewed in July 2005.

There are currently five employees serving in this classification located in the Purchasing Office of the Department of Finance and Management. Based on questionnaires completed by incumbents and feedback from a department representative, it was recommended that this specification be revised as proposed.

It was recommended that the definition be revised to reflect that this function is performed for specialized commodities through an electronic system. A few examples of work were modified in order to reflect current language and terminology and also eliminate one duty that is no longer performed. Since this classification is only to be utilized by the Department of Finance and Management, it was recommended that a guidelines for class use section be added. There were no proposed revisions to the minimum qualifications, knowledge, skills and abilities, Examination Type, or Probationary Period.

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

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

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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 #
Connor Bias	Firefighter	08-BR-021
Stephen Stanko	Police Officer	08-BR-022
Sean Hughes	Police Officer	08-BR-024
Timothy Mackan	Police Officer	08-BR-025
Dustin Grimes	Police Officer	08-BR-026
Jeff Tornberg	Police Officer	08-BR-027
Clarissa Gordon	Police Officer	08-BR-028
Anita Dees	Office Support Clerk	08-BR-029

After reviewing the files of Connor Bias, the Commissioners decided his name would not be reinstated to the Firefighter eligible list.

After reviewing the files of Stephen Stanko, Sean Hughes, Timothy Mackan, Dustin Grimes, Jeff Tornberg and Clarissa Gordon, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the files of Anita Dees, the Commissioners decided her name would not be reinstated to the Office Support Clerk eligible list.

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*RE: Other Administrative/Jurisdictional Reviews.*

*Review of the appeal of Kristyna Perry, regarding her discharge from the position of Food Service Helper, Columbus City Schools – Appeal No. 08-BA-0002.*

The Commissioners reviewed the appeal that Ms. Perry filed on March 4, 2008, regarding her termination from the position of Food Service Helper with the Columbus City Schools.

Ms. Perry's discharge paperwork was sent to her by certified mail and received by her on February 22, 2008. The ten day deadline for filing an appeal was March 3, 2008. Her appeal was received on March 4, 2008, which was too late.

Based on the foregoing, the Civil Service Commission decided to dismiss the appeal without a hearing because it lacks jurisdiction over the appeal.

*Review of the appeal of Shelley E. Smith, regarding the resignation without rehire ability from the position of Employee Benefits Analyst I, Columbus City Schools – Appeal No. 08-BA-0004.*

The Commissioners reviewed the appeal that Ms. Smith filed on March 11, 2008, regarding her resignation from her position with Columbus City Schools as an Employee Benefits Analyst. The basis of her appeal was that she was told that a resignation would be viewed more favorably than being terminated. She also indicated that she was told that she could resign and retain the ability to be rehired.

The Personnel Action Form indicates "unsatisfactory probationary period" and that Columbus City Schools would not be willing to rehire Ms. Smith indicating that the separation reflects discredit to the employee. Ms. Smith resigned in lieu of being terminated from her position during her probationary period.

Based on this information and Civil Service Rule XI(D)(4), the Civil Service Commission denied Ms. Smith's appeal and decided to dismiss it without a hearing pursuant to Commission Rule XIII(G)(1)(b).

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The Commission adjourned its regular meeting at 1:11 p.m.

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Grady L. Pettigrew, Jr., President

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Date