

Regular Meeting

April 28, 2008
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, April 28, 2008, at 12:40 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 March 31, 2008, regular meeting.

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

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RE: Pre-hearing Conference Reviews.

No pre-hearing conference reviews were conducted this month.

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RE: Rule Revisions.

No rule revisions were submitted this month.

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RE: Request of the Civil Service Commission staff to extend the eligible lists for Office Support Clerk (Class Code 0406), Office Assistant I (Class Code 0407), Office Assistant II (Class Code 0408), Office Assistant III (Class Code 0409), Fiscal Assistant I (Class Code 1232), and Fiscal Assistant II (Class Code 1233), for six (6) months.

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request to extend the eligible lists for Office Support Clerk, Office Assistant I, Office Assistant II, Office Assistant III, Fiscal Assistant I, and Fiscal Assistant II for six months because the new SIGMA online application system will be implemented on May 1, 2008 making it more candidate friendly when we have multiple recruitments open such as the clerical group of classifications. The anticipated openings of these recruitments will be late summer or early fall of 2008.

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

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on March 31, 2008, Freda Mullins vs. Columbus City Schools, Appeal Number 07-BA-0025.

A motion to adopt the trial board's recommendation modifying the action of the Columbus City Schools' 11-day suspension of Ms. Mullins to a 5-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 Maintenance Carpenter Helper (Class Code 9566).

PRESENT: Jacquelyn Chapman, Personnel Analyst, Columbus City Schools

Jacquelyn Chapman presented this request to revise the specification for the classification of Maintenance Carpenter Helper based on a review of the current job analysis. The revision was proposed in order to more accurately reflect the educational level required to perform the duties with respect to the classification. The minimum educational qualification was changed from eighth grade to twelfth grade.

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

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RE: Request of the Columbus City Schools to create the specification for the classification of Transportation Call Center Supervisor (Class Code 9051).

PRESENT: Jacquelyn Chapman, Personnel Analyst, Columbus City Schools

Jacquelyn Chapman presented this request to create the specification for the classification of Transportation Call Center Supervisor. This classification is responsible for supervising and directing the activities of the Columbus City Schools Transportation Call Center and for assisting callers with transportation concerns and resolving transportation issues. It was requested that the classification be designated as non-competitive and the probationary period be 365 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 311 Service Representative I with no revisions (Class Code 0438).

Request of the Civil Service Commission staff to approve the specification review for the classification 311 Service Representative II with no revisions (Class Code 0439).

Request of the Civil Service Commission staff to approve the specification review for the classification Fiscal Assistant I with no revisions (Class Code 1232).

Request of the Civil Service Commission staff to approve the specification review for the classification Database Administrator with no revisions (Class Code 0572).

Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collection Division Assistant Administrator with no revisions (Class Code 0222).

Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collection Division Administrator with no revisions (Class Code 0221).

Request of the Civil Service Commission staff to approve the specification review for the classification Parking Violations Bureau Assistant Administrator with no revisions (Class Code 0239).

Request of the Civil Service Commission staff to approve the specification review for the classification Deputy Director (Chief Negotiator) (U) with no revisions (Class Code 0122).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these eight 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/or input received from Department representatives, it was agreed that no revisions were required.

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 abolish the specification for the classification Coordinator of Volunteer Services and Education and amend Rule XI accordingly (Class Code 1766).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Coordinator of Volunteer Services and Education. There are currently no employees serving in this classification, which was last vacated in February 1999.

Therefore, with agreement of the Columbus Public Health Department, who has acknowledged no future intention of using this classification, it was recommended that the specification for the classification Coordinator of Volunteer Services and Education be abolished as proposed.

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

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Operational Support Division Administrator and amend Rule XI accordingly (Class Code 0162).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Operational Support Division Administrator. Effective early 2008, the Operational Support Division was disbanded and all positions were allocated to other divisions in the Department of Public Utilities. With the division disbanded, it was recommended that the specification for the classification Operational Support Division Administrator be abolished.

A motion to approve this request 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 Fiscal Assistant II (Class Code 1233).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Fiscal Assistant II as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. There are currently twenty-four employees serving in this classification located within various City departments and divisions. Fiscal Assistant II was among those created in 2004 as a part of the Clerical Consolidation Project. Because other clerical classifications were created in 2003, this prompted the current review of the entire clerical series. Based upon questionnaires completed by incumbents, with supervisory review, and discussions with Department representatives, revisions were proposed.

There were no proposed changes to the definition and examples of work sections. The minimum qualifications section proposed that some fiscal or financial record keeping, bookkeeping, purchasing, or procurement experience be included in the required four years of general office experience. It was also proposed that language be amended to allow college training in accounting or business to substitute for the required experience on a year-for-year basis. The knowledge, skills and abilities section was amended to include the ability to utilize applicable software programs and the ability to set up and utilize spreadsheets.

A motion to approve this request 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 Human Resources Representative (Class Code 0854).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Human Resources Representative as part of Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in May 2003. There are currently eight positions allocated to this classification throughout the City.

As a result of the review of the class plan, a survey of similar jobs across multiple cities, questionnaires completed by current employees/supervisors, and feedback from the Department representatives, there were revisions proposed to the specification.

By definition, the Human Resources Representative performs entry-level professional human resources work. Therefore, it was revised to better reflect the entry-level scope and reason that this classification exists. There were no proposed revisions to the examples of work or minimum qualifications sections. There were proposed additions to the knowledge, skills, and abilities section, such as general knowledge of bargaining unit contracts, ability to use a personal computer and relevant software, and ability to multi-task and prioritize work assignments. There were no proposed changes to the Examination Type or Probationary Period.

A motion to approve this request 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 Human Resources Generalist, retitle it to read Human Resources Analyst, change the examination type to noncompetitive, and amend Rule XI accordingly (Class Code 0855).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Human Resources Generalist as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years, and to retitle it to read Human Resources Analyst. There are currently fifteen positions allocated to this classification located throughout the City. This classification was last reviewed in May 2003. Based upon a class plan review, a survey of similar jobs across multiple cities, questionnaires completed by current employees/supervisors, and feedback from Department representatives, revisions were proposed.

The proposed retitling to analyst from generalist is more consistent with how this classification is typically used. The analyst title is more consistent when comparing other professional-level classes currently existing in the City's class plan. Human

Resources Analyst would be responsible for performing fully-skilled professional level human resources work. The definition was revised to better reflect the overall scope and reason, and broadening it to capture all of the positions currently allocated to this classification.

The examples of work section was revised to more clearly represent the professional level of work typically performed by employees in this classification. The minimum qualifications section would require possession of a bachelor's degree and two years of professional human resources experience requiring that the applicants have real human resources experience within a human resources environment. Additions to the knowledge, skills and abilities section were considerable knowledge of bargaining unit contracts; ability to use personal computer and relevant software; ability to multi-task and prioritize work assignments; and ability to work with a diverse group of employees in difficult/tense situations. It was recommended that the examination type be changed to noncompetitive and the probationary period remain at 365 days.

A motion to approve this request 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 Assistant Director (Jobs and Economic Development) (U), and retitle it to read Deputy Director (Jobs and Economic Development) (U) (Class Code 0172).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Assistant Director (Jobs and Economic Development), and retitle it to read Deputy Director (Jobs and Economic Development) in anticipation of a reorganization within the Development Department, the need to have a classification specification and corresponding title that best exemplifies the level and performance expectation, and for a more authoritative title.

The examples of work section was revised to best represent the overall responsibilities of this class and to be most reflective of the current organizational structure. There were no other proposed changes to the specification.

A motion to approve this request 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 Public Health 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 revise the specification for the classification Gardener (Class Code 3696).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Gardener as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. This classification was last

reviewed in December 2004. There are currently eleven incumbents located in the Transportation Division and Recreation and Parks Department.

After review of the questionnaires completed by incumbents and feedback from Department representatives, it was recommended that this specification be revised as proposed.

The revision is that the name of the license referred to in the minimum qualifications section as Public Operator's License, be revised to read Commercial Applicator License. There were no other proposed changes to the specification.

A motion to approve this request 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 Gardener Supervisor (Class Code 3697).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Gardener Supervisor as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. This classification was last reviewed in December 2004. There are currently five incumbents located in the Transportation Division and Recreation and Parks Department.

After a review of the questionnaires completed by the incumbents and feedback from Department representatives, it was recommended that this specification be revised as proposed.

In the examples of work section, it was proposed that duties be modified to reflect more current language. Revisions to the minimum qualifications section reflect the name of the license currently referred to as Public Operator's License, be revised to read Commercial Applicator License.

A motion to approve this request 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 311 Service Supervisor (Class Code 0440).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification 311 Service Supervisor as part of the Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. This classification was last reviewed in November 2004. There is currently one incumbent serving in this classification located in the Public Service Department. Based on feedback from Department representatives, it was recommended that this specification be revised as proposed.

It was recommended that in the examples of work section where this classification was being referred to as a call center, that it be referenced as a service center instead. There were no other proposed changes to this specification.

A motion to approve this request 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 311 Service Manager (Class Code 0441).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification 311 Service Manager as part of the Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. This classification was last reviewed in November 2004. There are currently no incumbents serving in this classification located in the Public Service Department. Based on feedback from Department representatives, it was recommended that this specification be revised as proposed.

It was recommended that in the examples of work section and the definition section where this classification is being referred to as a call center, that it be referenced as a service center instead. Because it is a single-position classification to be utilized only by the Public Service Department, it was also recommended that a guidelines for class use section be added illustrating this point.

A motion to approve this request 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 Parking Violations Bureau Administrator (Violations Clerk) (Class Code 0240).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Parking Violations Bureau Administrator (Violations Clerk) as part of Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in October 2003. There is currently one incumbent serving in this classification, located in the Parking Violations Bureau Division of the Public Service Department. Based on feedback from department representatives, it was recommended that this specification be revised as proposed.

In the examples of work section, it was recommended that it be modified to include all of the sources by which fees are collected at the Parking Violations Bureau. There were no other proposed changes to the specification.

A motion to approve this request 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 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: 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 Pre-Exam

Name of Applicant	Position Applied For
Kieran Smith	Police Officer

After reviewing Kieran Smith's file, the Commissioners decided his name would be reinstated to the testing process for Police Officer.

Applicants Removed Post-Exam

Angel N. Watson	Office Support Clerk	08-BR-031
Daniel J. Stokes	Police Officer	08-BR-032
Frances L. Huff	Office Support Clerk	08-BR-033
Annette M. Banfield	Office Support Clerk	08-BR-034
Carlos Taborda	Office Support Clerk	08-BR-035
Karen L. Hensley	Office Support Clerk	08-BR-036
Sharon R. Johnson	Office Support Clerk	08-BR-037
Adam Ferguson	Police Officer	08-BR-038
Julia Lewis	Office Support Clerk	08-BR-039
Kathy L. Davey	Office Support Clerk	08-BR-041

After reviewing the files of Angel N. Watson, Frances L. Huff, Annette M. Banfield, Carlos Taborda, Karen L. Hensley, Sharon R. Johnson, Julia Lewis, and Kathy L. Davey, the Commissioners decided their names would be reinstated to the Office Support Clerk eligible list.

After reviewing the file of Daniel J. Stokes, the Commissioners decided his name would not be reinstated to the Police Officer eligible list.

After reviewing the file of Adam Ferguson, the Commissioners decided his name would be reinstated to the Police Officer eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Keith D. Cole, regarding the denial of his application for the position of Assistant Custodial Supervisor, Columbus City Schools – Appeal No. 08-BA-0003.

The Commissioners reviewed the appeal that Mr. Cole filed on February 28, 2008, regarding the denial of his application for the position of Assistant Custodial Supervisor with the Columbus City Schools.

The denial of his application was based on the minimum qualifications for this job class. He had five years of custodial experience, but the minimum qualifications require that at least two of those years be in a supervisory capacity, which he did not have.

Based on the foregoing, the Civil Service Commission upheld the rejection of Mr. Cole's application and dismissed the appeal without a hearing pursuant to Commission Rule XIII(G)(1)(b).

Review of the appeal of Daryl Stephen Gaines, regarding the involuntary termination from the limited position of Refuse Collection Vehicle Operator Manual, City of Columbus – Appeal No. 08-CA-0002.

The Commissioners reviewed the appeal that Mr. Gaines filed on March 14, 2008, regarding his termination from the position of Refuse Collection Vehicle Operator Manual with the City of Columbus. He was appointed to this limited position on June 4, 2007. Mr. Gaines signed a form stating that his appointment would be for "9 months or return of injured worker." The Rules do not provide a right to appeal termination from a limited appointment; however, his name remains on the eligible list.

Based on this information, the Civil Service Commission decided to dismiss Mr. Gaines' appeal without a hearing pursuant to Commission Rule XIII(G)(1)(b).

Review of the appeal of Robert Walker, regarding the rejection of his application for the Weights and Measures Inspector examination, City of Columbus – Appeal No. 08-CA-0003.

The Commissioners reviewed the appeal that Mr. Walker filed on April 9, 2008, regarding the rejection of his application for the Weights and Measures Inspector examination based on the minimum qualifications for this exam. The minimum qualifications requires one year of experience in a customer relations operation, weights and measures devices operation, repair or inspection operation, or law enforcement operation. In his appeal, he stated that he does have fifteen years of customer relations experience; however, this experience was not originally listed on his application or on his Request for Review.

Based on this information, the Civil Service Commission decided to deny Mr. Walker's appeal and dismiss it without a hearing pursuant to Commission Rule XIII(G)(1)(b).

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The Commission adjourned its regular meeting at 1:03 p.m.

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Grady L. Pettigrew, Jr., President

Date