

Regular Meeting

May 18, 2009
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, May 18, 2009, at 12:47 p.m. with Grady Pettigrew, Jr., Jeffrey Porter, and Delena Edwards in attendance.

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RE: Review and approval of the minutes from the April 27, 2009 Regular meeting.

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

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RE: Review of the results of the pre-hearing conference review:

No pre-hearing conference 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 revise the Background Removal Standards for Police Officers, Police Communications Technicians, and Firefighters.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

The only change was to the Substance Abuse section of the Background Removal Standards for Police Officers and Police Communications Technicians and the Background Removal Standards for Firefighters. The change stemmed from a concern that prescription drug use does not have a time limit while use of marijuana and other illegal drugs do. Based on meetings with the Division of Police, including detectives with experience in the Narcotics Bureau, it was agreed that a three-year time limit was appropriate and that illegal prescription drug use should be combined with other illegal drugs under standard H.1.

The language is intended for applicants using prescription medications without a doctor's prescription. There is less of a concern of applicants who are prescribed medication after a surgery or injury who use a family member's medication than an applicant using pain medication for the effect, or buying it illegally. The Background and Personnel staff recommended referencing the federal Drug Enforcement Agency (DEA) Schedule. Lower schedule numbers are assigned to drugs with the most potential for abuse, while higher schedule drugs have less potential for abuse.

The abuse of prescription drugs language in standard H.5 will remain so that someone truly abusing medication would still be removed.

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

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RE: Review of the Findings and Recommendation of the Investigative Hearing held on May 1, 2009 and May 6, 2009, regarding a potential security breach of the recent Fire Lieutenant promotional test – Investigation #09-CA-0001.

PRESENT: Barbara Gates McGrath, Executive Director, Civil Service Commission

Jack Reall, President of the IAFF, Local #67, spoke on behalf of the accused by stating that he has "concerns about the severity of removal of an individual from the eligibility list when proof does not exist for that individual's any wrongdoing."

Commission President Grady Pettigrew stated that the Commissioners had reviewed the investigative report by Director McGrath.

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

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RE: Trial Board Recommendations.

No trial board recommendations were submitted this month.

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RE: Request of the Columbus City Schools to approve the revisions of the classification Maintenance Service Representative (Class Code 9553).

PRESENT: Jacquelyn Chapman, Personnel Analyst

Jacquelyn Chapman presented this request to approve the revisions of the classification Maintenance Service Representative based on a detailed job analysis report.

The reference made throughout the specification to Columbus Public was changed to read Columbus City. In the examples of work section, two-way radio was changed to read cell phone. The minimum qualifications section was changed from two years to three years of experience adding preventative maintenance and energy management to the already existing work experience. The knowledge, skills and abilities section eliminated some general knowledge in order to more accurately reflect the duties with respect to the classification. Radio broadcasts was changed to radio communications and the ability to enter data into a computer was added to this section as well.

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 Development Land Use Specialist and amend Rule XI accordingly (Job Code 2084).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to abolish the specification for the classification Development Land Use Specialist based on the following information. On March 4, 2009, the Commission approved the staff's request to recreate the classification of Development Land Use Specialist so that an employee who previously served in this classification could be returned to work. This employee was reinstated to his former position. However, due to a lack of funds and lack of work, the employee has since been laid off. The department foresees no future use for this class.

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 approve the specification review for the classification Performance Management Coordinator with no revisions (Job Code 0847).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request that the review of the specification for the classification Performance Management Coordinator be approved with no revisions as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in April 2005. There is currently one employee serving in this classification located in the department of Finance and Management.

Based on information received from the department, no revisions were requested at this time.

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 Water Plant Attendant and amend Rule XI accordingly (Job Code 3886).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to abolish the specification for the classification Water Plant Attendant based on the following information. In July 2005, the Commission created the Operator in Training that served as the point of entry into plant operations. At the same time, the Commission imposed a moratorium on the Water Plant Attendant with the intention that once vacated, it would be abolished. The Operator in Training classification replaced the need for having a Water Plant Attendant. The last position incumbent in the Water Plant Attendant classification has retired from the City, leaving this class vacant.

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 Public Safety Network Manager, and amend Rule XI accordingly (Job Code 0530).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to abolish the specification for the classification Public Safety Network Manager based on the following information. In March 2009, the Commission approved the creation of a Public Safety Network Manager classification. The approved creation was requested by the Public Safety Department and was intended to manage the Public Safety domain, including the Computer Aided Dispatch (CAD) system and Mobile Data Computers (MDC). It has now been decided that the preferred direction would be to revise an existing classification, Project Manager, to fulfill the needs expressed by the Department of Public Safety rather than to create a class.

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 Information Technology Business Officer, and amend Rule XI accordingly (Job Code 1255).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to abolish the specification for the classification Information Technology Business Officer at the request of the Department of Technology based on the following information. This classification was created in December 2000 to manage a consolidated business office, which was to be established within the Department of Technology and would house all of the department's fiscal, human resources, and customer service. The proposed business office never fully materialized and a more recent departmental reorganization has moved away from having a single consolidated business office, therefore leaving the Information Technology Business Officer class vacant.

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 Project Manager (Job Code 0070).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Network Manager (Job Code 0264).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Network Manager. The proposed revisions would enable this classification to be used in other departments other than the Department of Technology, specifically within the Department of Public Safety. This position would be responsible for managing the network and domain that would house the computer-aided dispatching system and the mobile data computers that are used in the Police and Fire Divisions.

The definition section was revised to remove language referring to citywide networks, with the understanding that this class may be used in other departments provided the Department of Technology is in agreement with the allocation. The examples of work section was revised to remove any specific references to the City's citywide network as well. The guidelines for class use was deleted since it restricted this classification to only being used in the Department of Technology.

There were no revisions to the minimum qualifications section, knowledge, skills and abilities section, or the 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 Firefighter (Job Code 3090).

PRESENT: Elizabeth Reed, Personnel Analyst Supervisor

Elizabeth Reed presented this request to revise the specification for the classification Firefighter as part of Civil Service Commission’s effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in March 2004. There are currently 1,218 employees serving in this classification, located in the Public Safety Department, Division of Fire. Based on feedback from department representatives, revisions were proposed.

The examples of work section was revised to eliminate the words, “assists” and “may” as the duties are standard responsibilities for this position. “Performs functions as an emergency medical technician or paramedic” was moved up in rank because it is no longer a “may” statement and because all Firefighters are EMT Basic trained and those skills are required on the majority of all fire calls. Inspection of “fire hydrants” was included with the section regarding other inspections, and “May serve as an inspector” was removed as it is duplicitous. “May be required to work in fire alarm office, aircraft rescue, or water rescue” was also added.

The revisions to the knowledge, skills and abilities section included considerable knowledge of firefighting tactics and building construction, general knowledge of basic mechanical equipment and its operation, general knowledge of common hand tools and their uses, and some knowledge of personal computers and keyboarding. Several abilities regarding the nature of the position were also added.

The special note section was revised to remove the definition of a Journeyman Firefighter due to the addition to the minimum qualifications section that includes a State of Ohio certification renewal requirement.

There were no revisions to the probationary period.

A motion to approve this request 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.

	Name of Applicant	Position Applied For	BAR #
1.	Robert Joyce, Jr.	Police Officer	09-BR-004

After reviewing the file of Robert Joyce, Jr., the Commissioners decided his name would not be reinstated to the police officer eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

No Administrative/Jurisdictional Reviews were submitted this month.

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The Commissioners adjourned its regular meeting at 1:00 p.m.

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The Commissioners reconvened the regular meeting at 1:15 p.m. in order to announce the findings of fact and decision in the case of Garrett Bernard’s Appeal #08-CA-0004. Commissioner Eileen Paley was present at the hearings of Garrett Bernard, but is no longer a Commissioner. At the request of the Appellant, a decision was deferred until a replacement Commissioner was appointed and reviewed the record.

FINDINGS OF FACT AND DECISION

The Commission, in a unanimous decision, found Garrett Bernard, **guilty** of Charge I, Specification I, violation of Rule of Conduct 1.09 of the Division of Police Rules of Conduct.

Based upon the foregoing, the Commission **affirmed** the action of the appointing authority of a 240-hour suspension for Garrett Bernard from the position of Police Officer for the City of Columbus, Ohio, Department of Public Safety, Division of Police.

THIS BY DIRECTION OF THE COMMISSION.

The Commissioners adjourned at 1:30 p.m.

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Grady L. Pettigrew, Jr., President

Date