

Regular Meeting

May 19, 2008
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, May 19, 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 April 28, 2008, 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 review on the following appeal:

A. Kevin M. Jackson vs. Columbus City Schools, Intervention Aide, Discharge. Trial Board hearing scheduled for July 7, 2008, Appeal Number 08-BA-0006.

PRESENT: Lynn Carter, Deputy Executive Director

Kevin M. Jackson – Mr. Jackson was discharged from his position as an Intervention Aide with the Columbus City Schools for the following charges - Neglect of Duty; Specification – In that Kevin Jackson injured/abused a child at Beatty Park Elementary School.

Both parties will call four of the same witnesses with the Appellant calling three more witnesses. Both parties agree that the hearing should only take ½ day.

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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: Request of the Columbus City Schools to revise the specification for the classification of Personnel Administrative Coordinator (Class Code 9223).

PRESENT: Wayne Christie, Personnel Analyst Supervisor, Columbus City Schools

Wayne Christie presented this request to revise the specification for the classification of Personnel Administrative Coordinator. The revision reflects the reorganization of responsibilities in the Certificated Personnel section of the Human Resources Department. An additional position of Personnel Administrative Coordinator will be established.

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 Mail Specialist with no revisions (Class Code 0937).

Request of the Civil Service Commission staff to approve the specification review for the classification Mail Clerk with no revisions (Class Code 0411).

Request of the Civil Service Commission staff to approve the specification review for the classification Payroll Specialist with no revisions (Class Code 1266).

Request of the Civil Service Commission staff to approve the specification review for the classification Payroll/Benefits Clerk with no revisions (Class Code 0414).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these four requests to review the classification specifications with no revisions as part of the Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. Based on review of the specifications and questionnaires completed by the incumbents, with supervisory review, it was decided that no changes were necessary at this time.

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 Public Health Sanitarian Aide (Class Code 1828).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Sanitarian Aide 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 October 2003. There are currently three full-time employees serving in this classification, located in the Columbus Public Health Department, Environmental Health Division and numerous part-time limited positions on a seasonal basis. Based on questionnaires completed by the full-time employees, supervisory comments and review and feedback from department representatives, it was recommended that this specification be revised as proposed.

The examples of work section was revised to include language indicating that incumbents may communicate with individuals who have limited English language skills. The minimum qualifications section was revised to replace the outdated Certified Public Applicator terminology with Commercial Applicator License for pesticide application terminology. The knowledge, skills and abilities section was revised to include the ability to operate a computer and utilize related software. There were no other revisions proposed 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 Public Health Sanitarian-in-Training (Class Code 1831).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Sanitarian-in-Training 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 October 2003. There are currently fourteen employees serving in this

classification, located in the Columbus Public Health Department, Environmental Health Division. Based on questionnaires completed by the employees, supervisory comments and review, and feedback from department representatives, it was recommended that this specification be revised as proposed.

The examples of work section was revised to include language indicating that incumbents may communicate with individuals who have limited English language skills. The minimum qualifications section was revised to include language indicating that positions allocated to this classification may require conversational proficiency in a language or languages other than English. The knowledge, skills and abilities section was revised to include the ability to operate a computer and utilize related software, and the ability to communicate and build trust within a diverse cultural community. There were no other revisions proposed 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 Public Health Sanitarian I (Class Code 1832).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Sanitarian I 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 October 2003. There are currently seventeen employees serving in this classification, located in the Columbus Public Health Department, Environmental Health Division. Based on questionnaires completed by the employees, supervisory comments and review, and feedback from department representatives, it was recommended that this specification be revised as proposed.

The examples of work section was revised to include language indicating that incumbents may communicate with individuals who have limited English language skills. The minimum qualifications section was revised to include language indicating that positions allocated to this classification may require conversational proficiency in a language or languages other than English. The knowledge, skills and abilities section was revised to include the ability to operate a computer and utilize related software, and the ability to communicate and build trust within a diverse cultural community. There were no other revisions proposed 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 Public Health Sanitarian II (Class Code 1833).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Sanitarian II 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 September 2007. There are currently ten employees serving in this classification, located in the Columbus Public Health Department, Environmental Health Division. Based on questionnaires completed by the employees, supervisory comments and review, and feedback from department representatives, it was recommended that this specification be revised as proposed.

The examples of work section was revised to include language indicating that incumbents may communicate with individuals who have limited English language skills. The knowledge, skills and abilities section was revised to include the ability to operate a computer and utilize related software, and the ability to communicate and build trust within a diverse cultural community. There were no other revisions proposed 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 Public Health Sanitarian III (Class Code 1844).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Sanitarian III 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 October 2003. There are currently five employees serving in this classification, located in the Columbus Public Health Department, Environmental Health Division. Based on questionnaires completed by the employees, supervisory comments and review, and feedback from department representatives, it was recommended that this specification be revised as proposed.

The examples of work section was revised to include language indicating that Public Health Sanitarian III's may provide technical expertise and consultation in response to public health emergencies. It was also recommended that language be added to indicate incumbents in this classification may participate in the selection process for public health personnel and that they may be required to communicate with individuals who have limited English language skills. The knowledge, skills and abilities section was revised to include the ability to operate a computer and utilize related software, and the ability to communicate and build trust within a diverse cultural community. There were no other revisions proposed 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 Public Health Sanitarian IV (Class Code 1845).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Sanitarian IV 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 October 2003. There are currently two employees serving in this classification, located in the Columbus Public Health Department, Environmental Health Division. Based on questionnaires completed by the employees, supervisory comments and review, and feedback from department representatives, it was recommended that this specification be revised as proposed.

The examples of work section was revised to include language indicating that a Public Health Sanitarian IV would provide leadership and technical expertise related to the respective section of Environmental Health and also language indicating the coordination of cost methodology analysis for fee determination. Also added was that incumbents may communicate with individuals who have limited English language skills. The minimum qualifications section was revised to include that the required experience must include at least two years of experience supervising Registered Sanitarians. The

knowledge, skills and abilities section was revised to include the ability to operate a computer and utilize related software, and the ability to communicate and build trust within a diverse cultural community. There were no other revisions proposed 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 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).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to create this classification as a result of recommendations from consultants and discussions with representatives from the Columbus Public Health Department.

In 2007, the Public Health Administrator (Planning and Preparedness) classification was revised and renamed Public Health Administrator (Planning and Peak Performance) making it consistent with the current focus of the division on planning and peak performance rather than emergency preparedness. Discussions with department representatives indicated a desire to create a separate classification specific to emergency preparedness. It is the intention of the department to reallocate the position of Public Health Program Manager IV classification to the Public Health Emergency Preparedness Chief classification and appoint the current incumbent.

By definition, this classification would be responsible for managing the Office of Emergency Preparedness for the Columbus Public Health Department and used only in the Columbus Public Health Department. The examples of work section was developed to include duties reflecting the overall responsibility of the position in strengthening the community's ability to prevent, respond to, and recover from public health events including emergencies and disasters, coordinating the development, implementation, and testing of response plans; responsibility for maintaining a leadership role for the Columbus Public Health Department, and overseeing the information sharing, planning, and coordination of efforts with various other agencies. The minimum qualifications were proposed to be, "Possession of a bachelor's degree and five years of experience in emergency management or public health program management, two years of which involved supervision. Substitution(s) would be possession of a master's degree for one year of the required non-supervisory experience, and possession of the Certified Emergency Manager certification for the bachelor's degree and three years of non-supervisory experience." The Certified Emergency Manager certification requirements included possession of a bachelor's degree, comprehensive emergency management experience and training, and participation in a full-scale exercise or actual disaster.

The knowledge, skills, and abilities section was developed to include a thorough knowledge of the concepts of comprehensive emergency management, such as mitigation, preparedness, response and recovery. It was recommended that the Examination Type be designated as noncompetitive. It was further recommended that the Probationary Period be assigned 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 Sewer Telemonitoring Operator (Class Code 3973).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Sewer Telemonitoring Operator 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 September 2005. There are currently five employees serving in this classification, located in the Sewerage and Drainage Division of the Department of Public Utilities. Based on review of the specification and feedback from a Department representative, it was recommended that this specification be revised as proposed.

There were no changes to the definition section. The ability to climb in and out of manholes and other confined spaces and also to operate a computer to record and download images of sewers and input inspection findings was added to the examples of work section and the knowledge, skills, and abilities section. There were no proposed revisions to the minimum qualifications, 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 Sewer Telemonitoring Supervisor (Class Code 3974).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Sewer Telemonitoring Supervisor 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 September 2005. There is currently one employee serving in this classification, located in the Sewerage and Drainage Division of the Department of Public Utilities. Based on the review of the specification and feedback from a Department representative, it was recommended that this specification be revised as proposed.

There were no changes to the definition section. The examples of work section was revised to include - display supervisory duties, computer-based tasks, and the quality assurance function associated with this classification, and to exhibit the use of computerized storage instead of videotapes. The knowledge, skills and abilities section was revised to include the ability to operate a computer and associated software. There were no proposed revisions to the minimum qualifications, 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 Sewer Service Worker (Emergency) (Class Code 3313).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Sewer Service Worker (Emergency) 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 January 2004. There are currently twenty-eight incumbents serving in this classification, located in the Sewerage and Drainage Division of the Department of Public Utilities. Based on questionnaires completed by incumbents and feedback from a Department representative, it was recommended that this specification be revised as proposed.

In the examples of work section, the modification to one of the duties was that the Sewer Service Worker (Emergency) speak to the public to notify them of the findings of their investigations. There were no proposed revisions to the minimum qualifications, 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 Arborist and change the examination type to noncompetitive (Class Code 3763).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Arborist 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 three employees serving in this classification, located in the Recreation and Parks 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 read "coordinating tree planting, removal or maintenance programs, and completing tree inspections and surveys". In the minimum qualifications, it was recommended to require the possession of an arborist certification offered by the International Society of Arboriculture (ISA), and that the experience requirement be two years of supervisory experience, since the ISA certification process already requires three years of arboriculture experience. It was also recommended that the name of the license to apply pesticides be updated from Public Operator's License or a Certified Pesticide Applicator to Commercial Applicator License. Because of the proposed ISA certification and its stringent eligibility requirements, it was recommended that the Examination type be changed to noncompetitive. There were no revisions to the examples of work section, knowledge, skills and abilities section, 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 Purchasing Coordinator (Class Code 0784).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Purchasing Coordinator 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 August 2004. There are currently five employees serving in this classification, located in the Department of Public Utilities. Based on questionnaires completed by incumbents and feedback from a Department representative, it was recommended that the specification be revised as proposed.

The definition was revised to delete the citywide responsibilities for coordinating the procurement of supplies, materials, services, and equipment as incumbents in this classification perform these duties on an agency basis only. It was recommended that the examples of work section be revised to reflect current language and terminology and to eliminate one duty that is no longer performed. The only revision to the knowledge, skills, and abilities was to add "skill in using a computer and relevant software to create spreadsheets, and documents, and perform other related functions."

There were no revisions to the minimum qualifications section, 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 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
Kristopher R. Lemaster	Police Officer
Karl Harris	Police Officer

After reviewing Kristopher R. Lemaster's file, the Commissioners decided his name would not be reinstated to the testing process for Police Officer.

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

Applicants Removed Post-Exam

Christopher Germany	Police Officer	08-BR-030
Michael Meinhold	Police Officer	08-BR-040
Clinton A. Blausen	Police Officer	08-BR-043
Denise Thorpe	Police Officer	08-BR-045
Jesse James Cecil	Police Officer	08-BR-046
Kelley Spreckelsen	Forensic Scientist I	08-BR-048

After reviewing the files of Christopher Germany, the Commissioners decided his name would be reinstated to the Police Officer eligible list.

After reviewing the file of Michael Meinhold, Clinton A. Blausen, Denise Thorpe, and Jesse James Cecil, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the file of Kelley Spreckelsen, the Commissioners decided her name would be reinstated to the Forensic Scientist I eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

No Administrative/Jurisdictional reviews were submitted this month.

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

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Grady L. Pettigrew, Jr., President

Date