

Regular Meeting

June 29, 2009  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 29, 2009, at 12:34 p.m. with Grady Pettigrew, Jr. and Delena Edwards in attendance.

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*RE: Review and approval of the minutes from the May 18, 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:*

*a. Hippolite N. Uzomba vs. Columbus City Schools; Bus Driver. Trial Board Hearing scheduled for September 14, 2009; Appeal Number 09-BA-0004.*

The School Board will call three witnesses and the Appellant will call two witnesses. The trial board hearing will begin at 1:00 p.m. on September 14, 2009. Both sides agreed there is no need for expansion of time.

*b. Lodeania M. Kuhn vs. Columbus City Schools; Bus Driver. Trial Board Hearing scheduled for October 14, 2009; Appeal Number 09-BA-0005.*

The School Board will call three witnesses and the Appellant will call three witnesses. The trial board hearing will begin at 1:00 p.m. on October 14, 2009. Both sides agreed there is no need for expansion of time.

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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 January 14, 2009, Derek Davis vs. Columbus City Schools, Appeal Number 08-BA-0017.*

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Mr. Davis from the position of Student Safety Resource Coordinator was made, seconded, and passed unanimously.

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*RE: Request of Appellant Nicholas Santino to withdraw the appeal he filed March 23, 2009, regarding his discharge from the position of Bus Driver with the Columbus City Schools, Appeal #09-BA-0002.*

A motion to withdraw the appeal filed by Mr. Santino was made, seconded, and passed unanimously.

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*RE: Request of the Columbus City Schools to approve the revisions of the classification of Maintenance Electrician (Class Code 9489).*

PRESENT: Jacquelyn Chapman, Personnel Analyst

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

In order to more accurately reflect the duties with respect to the classification, revisions were proposed. Applicants will be required to have any combination of training and experience equivalent to completion of the twelfth (12<sup>th</sup>) grade and will be required to obtain a Fire Alarm license within the one-hundred twenty (120) day probationary period. They will also be required to install and repair all types of security and closed captioned TV systems and will no longer be required to have a Commercial Driver's License (CDL) with a Class A Endorsement.

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 Fleet Operations Assistant Manager with no revisions (Job Code 0845).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Fleet Operations Manager with no revisions (Job Code 0273).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Horticultural Specialist II with no revisions (Job Code 1539).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Horticulturist with no revisions (Job Code 1540).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Fleet Management Division Administrator with no revisions (Job Code 0272).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Pretreatment Technician I with no revisions (Job Code 1860).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Pretreatment Technician II with no revisions (Job Code 1861).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Stormwater Investigator with no revisions (Job Code 3318).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Watershed Manager with no revisions (Job Code 1173).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Recreation and Parks Assistant Director with no revisions (Job Code 0085).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Home Health Aide with no revisions (Job Code 1623).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Nurse Assistant Supervisor with no revisions (Job Code 1644).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests that the review of the specifications for the classifications Fleet Operations Assistant Manager, Fleet Operations Manager, Horticultural Specialist II, Horticulturist, Fleet Management Division Administrator,

Wastewater Pretreatment Technician I, Wastewater Pretreatment Technician II, Stormwater Investigator, Watershed Manager, Recreation and Parks Assistant Director, Home Health Aide, and Public Health Nurse Assistant Supervisor 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.

Based on a questionnaires completed by incumbents and information received from department representatives, no revisions were requested 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 Horticultural Specialist I (Job Code 1538).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to reconsider the merge of the specification for the classification Electric Metering Supervisor II (Job Code 3619) into Water Service Supervisor (Job Code 3278), retitle it to read Utility Service Supervisor, and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reconsider the merge of the specification for the classification Electric Metering Supervisor II into Water Service Supervisor and retitle it to read Utility Service Supervisor. In November 2006, the Commission approved the request of the Department of Public Utilities to merge the Electric Metering Supervisor II class into the Water Service Supervisor class, and retitle it to read Utility Service Supervisor in order to create a more flexible and efficient workforce, and to eliminate redundant classifications. However, with the merge action of the technician classes reconsidered and cancelled, it was also requested that a similar action be imposed at the supervisor level.

The proposed action would make available to the department two distinct supervisor-level classes with the specific qualifications and skill sets much more closely aligned to the work and the subordinates being supervised.

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 Land Management Office Administrator (Class Code 2003).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Land Management Office Administrator 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 2005. There are currently two employees serving in this classification; one allocated to the Development Department, and the other allocated to the Department of Finance and Management. Based on feedback received during this review, several changes to the specification were proposed.

There are currently two offices in the City that fulfill the responsibilities described in this class specification. One is the Office of Land Redevelopment (renamed in 2005), which is housed within the Department of Development, with its major responsibility being the management of non-operating real estate being held for redevelopment. The

second is the Office of Real Estate Management (created in 2005), which is housed within the Department of Finance and Management, and has as its major responsibility the management, acquisition, sale, and leasing of real property used for City operations, not involving rights of way or utility easements. In the examples of work section changes were made to ensure that responsibilities performed by both positions are represented on the specification.

The revision to the minimum qualifications section was to include additional types of experience, namely "asset management" and "real estate acquisition, disposition, and leasing" to the list of experience types that would qualify one to be appointed to this class. The knowledge, skills, and abilities section was revised to add considerable knowledge of real estate and contract law; considerable knowledge of surveying, appraising, and environmental assessment practices; considerable knowledge of computer spreadsheet, word processing, and real estate research and database programs; general knowledge of principles and application of property casualty and related insurance programs.

There were no changes to the definition section, 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 Executive Assistant to the Director (Job Code 0069).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Executive Assistant to the Director 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 in the Recreation and Parks Department; however, there is a current recall list in place.

Based on staff's review and department feedback, a revision was proposed. In the guidelines for class use section, the wording was slightly changed to more closely describe how this classification is to be used and to differentiate it from the unclassified Department Assistant Director (U).

There were no other changes to the definition section, examples of work section, the minimum qualifications section, the knowledge, skills and abilities section, the examination type, 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 Health Education Program Planner (Job Code 1743).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Alcohol and Drug Abuse Program Manager (Job Code 1570).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Epidemiologist (Job Code 1964).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to revise the specifications for the classifications Health Education Program Planner, Alcohol and Drug Abuse Program Manager, and Epidemiologist as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years.

Based on questionnaires completed with supervisory review and information received from department representatives, a revision to the examples of work section was requested. The statement "May be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations" was added to the section in order to communicate the possibility of a change in typical work assignment or location and will facilitate the department's ability to prepare for and respond to a public health emergency or other disaster.

There were no changes to the definition section, the minimum qualifications section, the knowledge, skills and abilities section, the examination type, or the 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 Outreach Worker (Job Code 3112).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Nurse (Job Code 1639).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Nursing Supervisor (Job Code 1645).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Nursing 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 December 2005. There are currently three employees serving in this classification, located in the Columbus Public Health Department.

Based on questionnaires completed with supervisory review and information received from department representatives, some revisions were proposed. In the examples of work section, one revision was to add the words "and committees" to the statement where the Public Health Nursing Supervisor participates in agency health conferences and case conferences with other community organizations. The statement "may be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations" was added to the examples of work section in order to communicate the possibility of a change in typical work assignment or location and will facilitate the department's ability to prepare for and respond to a public health emergency or other disaster.

In the knowledge, skills and abilities section the ability to enter and access information using a computer was added. There were no changes to the definition

section, the minimum qualifications section, the examination type, or the 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 Advanced Practice Registered Nurse (Job Code 1679).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Advanced Practice Registered Nurse 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 June 2005. There are currently four employees serving in this classification, located in the Columbus Public Health Department.

Based on questionnaires completed with supervisory review and information received from department representatives, some revisions were proposed. In the examples of work section, revisions were made in order to clarify and more accurately describe the duties commonly performed, and to reflect the role an Advanced Practice Registered Nurse may play in the event of a public health emergency. The statement "may be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations" was added to the examples of work section in order to communicate the possibility of a change in typical work assignment or location and will facilitate the department's ability to prepare for and respond to a public health emergency or other disaster.

In the knowledge, skills and abilities section the ability to interact with individuals who have limited English language skills and the ability to enter and access information using a computer was added. There were no changes to the definition section, the minimum qualifications section, the examination type, or the 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 Health Information Manager (Job Code 0852).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Health Information Manager 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 June 2005. There are currently two employees serving in this classification, located in the Columbus Public Health Department.

Based on questionnaires completed with supervisory review and information received from department representatives, a revision was proposed. The statement "may be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations" was added to the examples of work section in order to communicate the possibility of a change in typical work assignment or location and will facilitate the department's ability to prepare for and respond to a public health emergency or other disaster.

There were no changes to the definition section, the minimum qualifications section, the knowledge, skills and abilities section, the examination type, or the 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.*

*Daniel R. Bower, Automotive Mechanic Heavy, Case No. 09-RI-0002*

In the matter of Daniel R. Bower, Automotive Mechanic Heavy, the Commissioners reviewed the hearing officer’s report and recommendation with regard to Mr. Bower’s compliance with the City’s residency requirement. The Commissioners found that Mr. Bower is currently not in compliance with the residency requirement.

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*RE: Background Removals.*

Background Removals

Applicants Removed Post-Exam

	Name of Applicant	Position Applied For	Reinstatement	Do Not Reinstatement	BAR #
1.	Donald Kirby	Police Officer		✓	09-BR-005
2.	Kyle Thompson	Police Officer	✓		09-BR-006
3.	Herbert Pinkney Jr.	Police Officer		✓	09-BR-007
4.	Sumya McElroy	Police Officer		✓	09-BR-008
5.	Kyle Biegler	Police Officer		✓	09-BR-009
6.	Gloria Rose-James	Police Officer		✓	09-BR-010
7.	Joseph Gortz	Police Officer		✓	09-BR-011
8.	Adam Wright	Police Officer		✓	09-BR-012
9.	Matthew Kelch	Police Officer		✓	09-BR-014
10.	Thomas Crawford	Police Officer		✓	09-BR-015

After reviewing the file of Donald Kirby, Herbert Pinkney, Jr., Sumya McElroy, Kyle Biegler, Gloria Rose-James, Joseph Gortz, Adam Wright, Matthew Kelch, and Thomas Crawford, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the file of Kyle Thompson, 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 Faye L. Carson regarding her discharge from the position of Bus Driver, Columbus City Schools - Appeal Number 09-BA-0003.*

The Commissioners reviewed the appeal of Faye Carson regarding her termination from the position of Bus Driver with the Columbus City Schools.

Documentation submitted from Columbus City Schools indicated that her probationary period was extended through March 20, 2009. Therefore, she was still on probation in February 2009 when she had her disciplinary hearing. According to Civil Service Commission Rule XI(D)(4), "There shall be no appeal of any kind from the action of the appointing authority removing an employee during or at the end of the probationary period." For this reason, Ms. Carson's discharge is not subject to appeal and the Commission lacks jurisdiction.

Based on this information, the Commission decided to dismiss Ms. Carson's appeal without a hearing because of lack of jurisdiction.

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The Commissioners adjourned its regular meeting at 12:59 p.m.

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Grady L. Pettigrew, Jr., President

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Date