

Regular Meeting

June 9, 2008
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 9, 2008, at 12:32 p.m. with Grady Pettigrew, and Eileen Paley in attendance.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Active Living Institute Administrator, assign a 365 day probationary period, designate the examination type as noncompetitive and amend Rule XI accordingly (Class Code 0760).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, presented this request from the Mayor's Office in an effort to form the Active Living Institute that would be an initiative supported by City officials that would provide to residents and visitors opportunities to achieve optimal well-being through physical activity and healthy nutrition. The role of the Administrator would be to provide leadership and coordination to establish a comprehensive, collaborative, long-term partnership initiative to improve the health and well-being of Greater Columbus youth and community.

By definition, the Administrator would be responsible for leading and directing the Active Living Institute that serves to improve the health and well-being of Greater Columbus youth and community.

The examples of work section was developed to include those responsibilities in which the incumbent would be expected to perform. A guidelines for class use was included to communicate clearly that this is a single-position classification. The minimum qualifications would require possession of a bachelor's degree and three years of managerial experience, which included policy formulation responsibilities in a problem-solving environment. The knowledge, skills and abilities section included those knowledge, skills, and abilities expected to be important for successful performance.

It was recommended that the probationary period be 365 days and that the examination type be designated as noncompetitive.

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

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The Commission adjourned its regular meeting at 12:35 p.m.

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 Grady L. Pettigrew, Jr., President

 Date