

Regular Meeting

June 25, 2007  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 25, 2007, at 12:41 p.m. with Grady Pettigrew, Eileen Paley, and Jeffrey Porter in attendance.

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Commission President Grady Pettigrew introduced new Commissioner Jeffrey D. Porter and welcomed him to the Civil Service Commission.

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*RE: Review and approval of the minutes from the May 25, 2007, 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 reviews on the following appeals:*

- a) Robert Johnson v. Columbus Public Schools, Custodian II, Discharge. Trial board hearing scheduled for December 5, 2007 - Appeal Number 07-BA-0008.*
- b) William White, Jr. v. Columbus Public Schools, Custodian II, Discharge. Trial board hearing scheduled for December 10, 2007 - Appeal Number 07-BA-0009.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Theresa Carter advised the Commissioners that due to personnel changes at the Ohio Association of Public School Employees, no one was available to represent the appellants at these two pre-hearing conferences. Therefore, both conferences were deferred.

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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 Public Schools to approve the establishment of the specification for the new classification of Employee Benefits Analyst I (Class Code 9134).*

PRESENT: Jackie Chapman, Columbus Public Schools

Ms. Chapman appeared to present this request to create a new classification, Employee Benefits Analyst I. This classification would be responsible for performing entry-level professional work in the management of all Columbus Public Schools employee benefit programs. It was requested that Employee Benefits Analyst I be designated as a competitive classification and that the probationary period be 180 days.

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

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*RE: Request of the Civil Service commission staff to approve the specification review for the classification Dietitian Supervisor with no revisions (Class Code 1484).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Business Development Specialist with no revisions (Class Code 2000).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Equal Business Opportunity Specialist I with no revisions (Class Code 0806).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Equal Business Opportunity Specialist II with no revisions (Class Code 0805).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to approve the review of four classifications with no revisions.

After reviewing the specifications and questionnaires completed by the incumbents, with supervisory review, it was decided that the specifications adequately describe the work for each classification as it currently exists. It was, therefore, recommended that the review of the specifications be approved with no revisions.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification License Officer (Class Code 1891).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to resolve some of the recruiting difficulties experienced by the Department regarding this classification. A class review was initiated with the specific intention of determining what the minimum qualifications really should be for this classification. To assist in making this recommendation, a comparison of minimum qualifications for classes in the same job family and group within the City's class plan were reviewed. Additionally, a review of the minimum qualifications for these types of jobs in other cities was conducted to determine what other jurisdictions identify as the minimum qualifications. This review revealed that the City of Columbus' current minimum qualifications for License Officer were very different than what other cities required for their similar licensing officer/inspector jobs.

Based upon these facts it was recommended that the minimum qualifications for License Officer be revised to allow a broader group of applicants to qualify for the classification. The proposed minimum qualifications would require, "Completion of the twelfth school grade and two (2) years of experience involving customer service or public contact, code or law enforcement, or licensing related activities." It was also recommended that the current language, which allows the substitution of education for experience, remain unchanged; this would serve as an alternative and viable means for applicants to be deemed qualified and, therefore, eligible to sit for the competitive examination. No other revisions were recommended.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Dietitian (Class Code 1482).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Dietitian was last reviewed in June of 2002. There are currently twenty five employees serving in this classification in the Columbus Public Health Department, Maternal and Child Health Division, Women Infants and Children Program (WIC). Based upon information received via questionnaire with supervisory review, some minor revisions were proposed.

The examples of work section was revised to include a task statement pertaining to the potential for Dietitians to encounter and therefore communicate with potential and enrolled program participants who have limited English language skills. The minimum qualifications section was revised with the proposed addition of language indicating that positions allocated to this classification may require conversational proficiency in a language or languages other than English. Some additional knowledge, skills, and abilities were proposed such as general knowledge of the health benefits and promotion of breastfeeding, ability to operate a computer and utilize applicable software programs, and the ability to communicate in a language or languages other than English. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Dentist (Class Code 1596).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Dentist was last reviewed in June of 2002 and there are currently two employees serving in the classification in the Columbus Public Health Department, Community Health Division. Based upon information received via questionnaire with supervisory review, one revision to the examples of work section was proposed.

Incumbents in the classification of Dentist are responsible for providing diagnostic and general dental care for patients and participate in community outreach programs. The dental program participants are a diverse group, including individuals of various ethnicities and cultural backgrounds. Some program participants have limited English skills. Dentists may have occasion to interact and communicate with individuals with limited English language skills. Therefore, the examples of work section was revised to include the statement, "May communicate with program participants who have limited English language skills." No other revisions were proposed to this specification.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Community Dental Program Manager (Class Code 0254).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Community Dental Program Manager was last reviewed in June of 2002 and there is currently one employee serving in this classification in the Columbus Public Health Department, Community Health Division.

Based upon information received via questionnaire with supervisory review, two minor revisions were proposed.

The definition was revised to correctly identify the Department as the Columbus Public Health Department, rather than the current reference, Department of Health. The only other revision was to the examples of work section. The dental program participants are a diverse group, including individuals of various ethnicities and cultural backgrounds; some program participants have limited English skills. Program staff members may have occasion to interact and communicate with individuals with limited English language skills. Therefore, the examples of work section was revised to include the statement, "May communicate with program participants who have limited English language skills."

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Dental Assistant (Class Code 1578).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Dental Assistant was last reviewed in June of 2002 and there are currently six employees serving in this classification in the Columbus Public Health Department, Community Health Division. Based upon information received via questionnaire with supervisory review one revision to the examples of work section was recommended.

Dental Assistants are responsible for providing chair-side dental assistance during the examination and treatment of patients. The dental program participants are a diverse group, including individuals of various ethnicities and cultural backgrounds and some program participants have limited English skills. Dental Assistants may have occasion to interact and communicate with individuals with limited English language skills. Therefore, it was recommended that the examples of work section be revised to include the statement, "May communicate with program participants who have limited English language skills." No other revisions were recommended.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Dental Hygienist (Class Code 1584).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request. Dental Hygienist was last reviewed in August of 2006 and there are currently four employees serving in this classification in the Columbus Public Health Department, Community Health Division. Based on proposed revisions to other classifications, it was decided to revisit Dental Hygienist at this time in order to maintain consistency within the series.

The Dental Hygienist is responsible for performing dental hygiene procedures in clinics and outreach programs. The dental program participants are a diverse group, including individuals of various ethnicities and cultural backgrounds. Some program participants have limited English skills. Dental Hygienists may have occasion to interact and communicate with individuals with limited English language skills. Therefore, the only revision recommended at this time was to include the statement, "May communicate with program participants who have limited English language skills."

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Dietetic Technician (Class Code 1486).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Medical Assistant (Class Code 1615).*

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Medical Assistant was last reviewed in November of 2002. There are currently eighteen employees serving in this classification in various clinical locations and settings throughout the Columbus Public Health Department.

Based upon information received via questionnaires completed by incumbents and discussions with Department representatives, some minor revisions to the specification were proposed

It was recommended that the definition be revised to include references to community and residential settings as well as clinical settings. The examples of work section was revised to include the potential for Medical Assistants to encounter and communicate with patients who have limited English language skills. Two examples of work statements were revised to replace the terms doctor or physician with the more accurate term, provider. Because Medical Assistants are authorized to perform injections only under the supervision of a physician, the statement related to performing injections was clarified by the insertion of the term, physician, rather than the less specific term of health professional. An additional proposed revision to the examples of work section dealt with the potential for Medical Assistants to participate in Columbus Public Health Department response to emergency situations. Medical Assistants may perform clinical tasks in mass immunization clinics or other emergency clinical operations. It was recommended that language be added to the minimum qualifications indicating that positions allocated to this classification may require conversational proficiency in a language or languages other than English. The knowledge, skills, and ability section was revised by the addition of knowledge of alphabetization and language to reflect the diversity of program participants/patients and the ability to communicate in a language or languages other than English was added.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Violations Bureau Security Manager, retitle it to read Security Manager, and amend Rule XI accordingly (Class Code 1151).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Finance and Management that the Parking Violations Bureau Security Manager classification be revised to expand its use outside of the Parking Violations Bureau. As part of this request, the Department requested that the class title be changed and supervisory duties be added to the body of the specification. Upon review of the request and discussion with the Department representative, Commission staff recommended the following changes to the class specification.

The proposed retitlement to Security Manager was intended to reflect a more generic classification that is not restricted to one department, division, or bureau. It was also proposed that the definition be revised to read "...is responsible for planning, developing, coordinating, and monitoring security operations for a department or division." It was recommended that that the examples of work section be revised to add a duty statement that would read, "Manages security operations and staff which

include completing performance evaluations, approving/denying leave requests, and recommending disciplinary actions." There were no proposed changes to the minimum qualifications, knowledge, skills, and abilities, examination type, or probationary period.

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

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*RE: Request of the Civil Service Commission to revise the specification for the classification Accountant I (Class Code 1234).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Accountant I was last revised in December of 2002 and there are currently four employees serving in this classification in various departments. Based upon information submitted from incumbents, with supervisory approval, some changes were proposed to the class specification.

The definition was revised to delete the word, professional, since it is not an accurate portrayal of the level of work performed. Some duties in the examples of work section were deleted based on data received that indicated these duties are no longer performed (rated zero in both importance and frequency). No revisions to the minimum qualifications were recommended. It was proposed that the statement, "ability to operate a personal computer and applicable software," be added to the knowledge, skills, and abilities section. It was also proposed that the EEO Job Category be changed to Technician, which better reflects the work performed and current minimum qualifications associated with this classification. No revisions to the probationary period or examination type were recommended.

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

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*RE: Request of the Civil Service Commission to revise the specification for the classification Accountant II (Class Code 1235).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Accountant II was last revised in December of 2002 and there are currently six employees serving in this classification in various departments. Based on questionnaire data completed by incumbents with supervisory review, some changes were proposed to the class specification.

The definition was revised to delete the word, professional, since it is not an accurate portrayal of the level of work performed. No revisions to the examples of work section were recommended. A few changes were proposed to the minimum qualifications. One was that the word, professional, be deleted as an adjective to the type of experience required. The word professional implies that this experience is received post bachelor's degree, yet applicants may qualify under the substitution and not ever receive a bachelor's degree. The second proposed revision recommends a full substitution (experience for education) be permitted rather than a partial substitution. The reason for this recommendation is that the Accountant I classification has a full substitution and this would prohibit these employees from advancing to the next level in their same class series. It was proposed that the statement, "ability to operate a personal computer and applicable software," be added to the knowledge, skills, and abilities section. It was also proposed that the EEO Job Category be changed to Technician, which better reflects the work performed and minimum qualifications associated with this classification. No revisions to the probationary period or examination type were recommended.

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

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*RE: Request of the Civil Service Commission to revise the specification for the classification Personnel Administrative Officer (Class Code 0898).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Personnel Administrative Officer was last revised in April of 2002 and there are currently three employees serving in this classification in the Civil Service Commission. Incumbents of this class were contacted and asked to provide feedback regarding the specification and how it relates to the current job. Based on this feedback, the only revisions recommended were to the examples of work section of the specification.

Some of the examples to be added were: Plans and coordinates the intake of applications and job posting activities, review of minimum qualifications, and the issuance of certifications for competitive and noncompetitive appointments; ensures that the employment process is adhered to by departments and is compliant with Civil Service and other applicable rules and regulations; and plans and coordinates payroll verification to ensure personnel transactions are processed in accordance with Civil Service Rules, City Charter, and bargaining unit contracts, if applicable.

Some of the examples of work that were deleted because they are no longer performed included: Advises applicants and other interested persons about employment with the City and the processes to be employed by the City and meets with community, educational, and other organizations to promote employment and related opportunities with the City.

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

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*RE: Motion to adjourn regular meeting to go into Executive Session to consider the remaining agenda items.*

The Commissioners adjourned their regular meeting to consider the remaining agenda items.

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The Commissioners came back on the record to enter their decisions regarding 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 Post-Exam		
Name of Applicant	Position applied for	BAR #
Frank Custer	Police Officer	07-BR-044
Brandon Scott	Police Officer	07-BR-045
Timothy Endicott	Police Officer	07-BR-046

After reviewing the files of Frank Custer and Timothy Endicott, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing Brandon Scott's file, the Commissioners decided his name would not be reinstated to the Police Officer eligible list.

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*RE: Other Administrative/Jurisdictional Reviews.*

*Review of the appeal of Derick Beane, Custodian II, regarding his 3-day suspension from Columbus Public Schools – Appeal No. 07-BA-0011.*

The Commissioners reviewed the appeal received on June 7, 2007, from Mr. Beane regarding his 3-day suspension from the position of Custodian II with the Columbus Public Schools. Section 124.34(B) of the Ohio Revised Codes provides that a school employee in the classified service may appeal a suspension of more than three workdays to the Civil Service Commission.

Since Mr. Beane's suspension was for three workdays, the Civil Service Commission dismissed his appeal without a hearing because it lacks jurisdiction over a 3-day suspension.

*Review of the appeal of Susan Oehler regarding a denied Request for Review. – Appeal No. 07-CA-0005.*

The Commissioners reviewed the appeal Ms. Oehler filed on June 1, 2007, regarding the rejection of her application for Public Relations Specialist II. Ms. Oehler filed a request for review regarding this rejection in May and at that time it was determined that she did not meet the minimum qualifications for this classification. In her appeal Ms. Oehler listed additional coursework she completed in political science, art, and international studies; however these courses were not considered to be closely related to the required coursework (journalism, communications, marketing, or public relations) for the Public Relations Specialist II classification.

The Commissioners therefore upheld the rejection of Ms. Oehler's application and dismissed her appeal without a hearing.

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*RE: Disciplinary Hearing or Trial Board.*

No disciplinary hearing or trial board was held this month.

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The meeting was adjourned at 1:02 p.m.

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Grady L. Pettigrew, Jr., President

Date