

Regular Meeting

June 26, 2006
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 26, 2006, at 12:50 p.m. with Priscilla Tyson and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the May 22, 2006, 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 conferences for the following appeals:

- a) John Meyers vs. City of Columbus, Department of Public Safety, Division of Police, Appeal No. 06-CA-0006. Police Lieutenant – Discharged – Hearing Scheduled for August 28-29, 2006.*
- b) Catherine Polley vs. Columbus Public Schools, Appeal No. 05-BA-0025. Bus Driver – Discharged – Trial Board scheduled for September 11, 2006.*
- c) Danita Wise vs. Columbus Public Schools, Appeal No. 06-BA-0008. Food Service Helper – Discharged – Trial Board scheduled for September 20, 2006.*
- d) Gregory Fountain vs. Columbus Public Schools, Appeal No. 06-BA-0001. Food Service Helper – 9-day Suspension – Trial Board scheduled for October 16, 2006.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

John Meyers – Mr. Meyers was discharged from his position of Police Lieutenant with the City of Columbus, Department of Public Safety. A total of fifteen witnesses (some are joint witnesses) are scheduled to testify at this full Commission hearing on August 28 and 29, 2006. The appellant intends to call two additional witnesses. Both parties believe the hearing can be completed in two full days.

Catherine Polley – Ms. Polley was discharged from her position as a Bus Driver with Columbus Public Schools. Three witnesses will be called as joint witnesses and an additional six witnesses are scheduled to testify. This trial board may have to be rescheduled if Columbus Public School's attorney, Loren Braverman, is unavailable due to an ongoing court case scheduled for September 5, 2006.

Danita Wise – Ms. Wise was discharged from her position as Food Service Helper with the Columbus Public Schools. A total of six witnesses will be called to testify and both parties estimate the case should be completed in one half day.

Gregory Fountain – Mr. Fountain appealed his 9-day suspension on the merits and mitigation. A total of seven witnesses will be called to testify and both parties anticipate the trial board can be completed in one half day.

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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 hearings held on April 25 and May 3, 2006, for the following appeal:
Larry Marshall vs. Columbus Public Schools
Appeal No. 05-BA-0013.*

The Commissioners adopted the recommendation of the trial board to modify Mr. Marshall's discharge to a written reprimand.

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

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*RE: Review of the Findings and Recommendation of the Trial Board hearing held on June 12, 2006, for the following appeal:
Linda Hanes vs. Columbus Public Schools
Appeal No. 05-BA-0022.*

The Commissioners adopted the recommendation of the trial board to dismiss this appeal because Ms. Hanes' discharge was rescinded by Columbus Public Schools.

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

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RE: Receipt on May 19, 2006, from Columbus Public Schools of the Rationale and Supporting Documentation for the Layoff of Classified Civil Service Employees.

The Commissioners acknowledged receipt of the rationale and supporting documentation for the layoff of classified civil service employees.

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

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RE: Request of the Columbus Public Schools to certify a list for Maintenance Carpenter Helper from the Maintenance Carpenter list as provided in Civil Service Commission Rule IX(G).

Sue Messina, Columbus Public Schools, presented this request to the Commissioners. A motion to approve the request was made, seconded, and passed unanimously.

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RE: Columbus Public Schools Classification Actions.

No classification actions were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Summer Worker with no revisions (Class Code 3680).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to approve the specification review for Summer Worker with no revisions as part of the Civil Service Commission's effort to review all classifications every five years. Summer Worker was last reviewed in November 2001. There are currently no employees serving in this classification.

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 Contract Compliance Investigator with no revisions (Class Code 0771).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to approve the specification review for Contract Compliance Investigator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in July of 2001. There are currently two incumbents in this classification in the Mayor's Office, Equal Business Opportunity Commission Office.

Commission staff mailed questionnaires to employees in order to obtain information regarding the accuracy of the current specification. Although no questionnaires were returned from the employees, upon staff review of the specification, no revisions were proposed. It was therefore recommended that the classification specification be approved with no changes.

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

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RE: Request of the Civil Service Commission to approve the specification review for the classification Water Accounts Assistant Supervisor with no revisions (Class Code 1262).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to approve the specification review for Water Accounts Assistant Supervisor with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 2001. There are currently two incumbents in this classification in the Department of Public Utilities, Division of Power and Water.

After a review of the class specification, no revisions were identified and it was therefore recommended that the classification specification be approved with no changes.

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 Housing Rehabilitation Programs Coordinator with no revisions (Class Code 2049).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to approve the specification review for Housing Rehabilitation Programs Coordinator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in December of 2001. There are currently three employees serving in this classification in the Development Department, Housing Division.

As part of this review, Civil Service Commission staff reviewed a questionnaire completed by one of the incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Housing Rehabilitation Programs Coordinator 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 Communication Systems Specialist (Class Code 3675).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for Communication Systems Specialist as a result of a previous request initiated by the Public Safety Department to create a communication systems series. Communication Systems Specialist was one of the classifications that was created and has not been revised since its creation in January 2006. There are currently no employees serving in this classification as it is still pending legislation for a compensation assignment.

No revisions to the definition were recommended. As part of this series' creation, it was determined that in order to advance through the series, one would require experience in the lower classification to move into the next higher classification. As a result, part of the current minimum qualifications is three years of experience as a Communication Systems Technician with the City of Columbus or comparable experience. However, duplication of duties and pay between the newly created classification Communication Systems Technician and the pre-existing Electronic System Technician classification, eliminated the need for Communication Systems Technician, which was recently abolished. Since this classification no longer exists, it was recommended that reference to the title be removed from the minimum qualifications and that the experience requirement be revised to include three years of experience installing, repairing, or maintaining enhanced electronic communications equipment with the City of Columbus or comparable experience. No revisions to the examples of work, guidelines for class use, knowledge, skills, and abilities, examination type, or probationary period 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 Solid Waste Inspector (Class Code 1866).

This item was deferred.

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Telecommunications Division Administrator, and amend Rule XI accordingly (Class Code 0244).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request to abolish the specification for the classification Telecommunications Division Administrator. This classification was created in 1993 to direct and administer the activities related to cable operations and interconnect services. As a result of the consolidation of information technology services throughout the City in 2000, there has been a reorganization within the Department of Technology, and areas previously designated as responsibilities of the Telecommunication Division have been reassigned. The authorized strength for this division has been reallocated to the Information Services Division, as have the assigned personnel.

Currently there are no incumbents in the Telecommunications Division Administrator classification. The Department of Technology has indicated that they are not planning on using this classification. It was therefore requested that the specification for the classification Telecommunications Division Administrator be abolished as proposed, and Rule XI amended accordingly.

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 abolish the specification for the classification Telecommunications Division Assistant Administrator, and amend Rule XI accordingly (Class Code 0245).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request to abolish the specification for the classification Telecommunications Division Assistant Administrator. This classification was created in 1993 to be responsible for the activities related to cable visual communications, City telephone services, the City mail center, and the Mayor's Action Center. As a result of the consolidation of information technology services throughout the City in 2000, there has been a reorganization within the Department of Technology, and areas previously designated as responsibilities of the Telecommunication Division have been reassigned. The authorized strength for this division has been reallocated to the Information Services Division, as have the assigned personnel.

Currently there is no incumbent in the Telecommunications Division Assistant Administrator classification. The Department of Technology has indicated that they are not planning on using this classification. It was therefore requested that the specification for the classification Telecommunications Division Assistant Administrator be abolished as proposed, and Rule XI amended accordingly.

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 abolish the specification for the classification Information Services Division Assistant Administrator and amend Rule XI accordingly (Class Code 0247).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request to abolish the specification for the classification Information Services Division Assistant Administrator. This classification was created in 1995 to assist the Information Services Division Administrator with the activities and responsibilities assigned to the Information Services Division. As a result of the consolidation of information technology services throughout the City in 2000, there has been a reorganization within the Department of Technology, and certain areas previously designated as responsibilities of the Information Services Division have been reassigned.

Currently there is no incumbent in the Information Services Division Assistant Administrator classification. The Department of Technology has indicated that they are not planning on using this classification. It is therefore requested that the specification for the classification Information Services Division Assistant Administrator be abolished as proposed, and Rule XI amended accordingly.

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 Information Services Division Administrator (Class Code 0248).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request. This classification was presented as a review with no changes in December of 2005. As presented in that report, discussions regarding additional revisions had not been completed at that time, and the Information Services Division Administrator, a single position classification, was

scheduled for review in 2006. Currently, there is one incumbent in the Information Services Division Administrator classification.

It was recommended that the definition be revised to read, "Under administrative direction, is responsible for administering and directing the activities of the Information Services Division in the Department of Technology." It was recommended that the examples of work section be revised to reflect that the Information Services Division is now within the Department of Technology. It was further recommended that the examples of work section be revised to include the updated technology now used by the department. It was also recommended that the minimum qualifications be revised to remove the substitution of experience for education since this position, as the administrator of a division, is a high level managerial position and as such, the bachelor's degree provides a strong base for management and leadership skills.

No revisions to the knowledge, skills, and abilities, 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 staff to revise the specification for the classification Employee Programs Coordinator (Class Code 0868).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Employee Programs Coordinator as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in August of 2001 and is restricted for use only in the Department of Human Resources. There is currently one employee serving in this classification. Based upon information received via questionnaire and discussions with department representatives, some minor revisions to the specification are proposed.

No revisions to the definition were recommended. The examples of work section was revised by modifying the statement regarding the collection of human resources data. The word "absenteeism" was deleted, as this type of data is not gathered and the word "issues" was deleted because it was not necessary in the statement. An additional revision to this section was made to the statement regarding participation in job and employee benefits fairs. The statement was revised to insert "career" in place of "employee benefits" because the focus of the classification is in recruitment activities and participation in job and career fairs rather than employee benefits. No revisions were proposed to the minimum qualifications section of the specification. Additional knowledge, skills, and abilities statements were proposed to more accurately address the public forum nature of communications. In addition, one additional skill, "ability to effectively network with multi-cultural communities," was added due to population changes resulting in the need for recruitment efforts to be directed toward seeking qualified individuals from culturally diverse backgrounds

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 Budget Management Officer (Class Code 0856).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Budget Management Officer. This request is the result of a class review initiated as part of the Civil Service Commission's effort to review all classifications every five years. Budget Management Officer was last reviewed in March 2001. There is

currently one employee serving in this classification in the Department of Finance and Management, Financial Management Division.

Commission staff is recommending that any reference to the department name be changed to reflect the Department of Finance and Management, where necessary. In addition to a staff review of the specification, the incumbent was contacted to provide feedback regarding the accuracy and completeness of the current specification in relation to duties currently performed. No other changes to the specification were recommended. It was, therefore, requested that the specification for the classification Budget Management Officer be approved as proposed.

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 Grants Management Coordinator (Class Code 0752).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the Grants Management Coordinator classification. This request is the result of a class review initiated as part of the Civil Service Commission's effort to review all classifications every five years. Grants Management Coordinator was last reviewed in March of 2001. There is currently one employee serving in this classification in the Department of Finance and Management.

As part of this review, the incumbent was asked to provide feedback regarding the accuracy and completeness of the current specification. Based on this feedback, it was suggested that one statement be added to the examples of work section to reflect the supervisory responsibility. It was also recommended that any reference to the department name be changed to reflect the Department of Finance and Management, where necessary. No other changes to the specification 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 Management Analyst I (Class Code 0779).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in conjunction with the review and revision being completed for Management Analyst II. Management Analyst I was last revised in November of 2002. There are currently eighteen employees serving in this classification throughout the City.

The only recommended revision to this classification was to revise the definition to read, "...is responsible for performing research, analysis, recommendation, and consultation to management on routine issues and matters having a fiscal or operational impact." This is a slight re-wording to add the word "research" as a major activity of this job and to delete reference to the word "managerial" which is redundant to the word "operational". The proposed revision is consistent with a recommended change to Management Analyst II, the senior level classification in the series. No other changes to the specification 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 Management Analyst II (Class Code 0780).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Management Analyst II. Management Analyst II was last revised in November of 2002. There are currently sixty-four employees serving in this classification throughout the City.

During the negotiation of the CMAGE/CWA pay plan and the City, the City and CMAGE/CWA reached an impasse with regard to the grade assignment for Management Analyst II. As a result of the impasse, in October of 2005 an arbitrator determined that the pay grade assignment for Management Analyst II ought to be a grade 57. While the City argued strongly on the basis of market comparison and internal equity, the arbitrator sided with CMAGE/CWA. It therefore became necessary to revise the minimum qualifications to be consistent within the class plan of other classes also assigned a grade 57. All pay grade 57 classifications in the class plan (disregarding the technology classes and labor/maintenance/skilled trade classes) was carefully reviewed. Of the nineteen classes meeting these criteria, the average years of experience required to be considered qualified is four years of relevant work experience in addition to the bachelor's degree. There were no classes assigned to a grade 57 that require only two years of experience in addition to the bachelors degree, which is what Management Analyst II currently requires.

Based on this finding, it was recommended that the minimum qualifications be revised to require the possession of a bachelor's degree and four years of professional experience researching, analyzing, and making recommendations or providing consultation to management on matters relating to public or business administration. A master's degree may be substituted for one year of the required experience.

It was also recommended that the definition be revised to read, "...is responsible for performing research, analysis, recommendation, and consultation to management on diverse or complex issues and matters having a fiscal or operational impact." This is a slight re-wording to add the word, research, as a major activity of this job and to delete the reference to the word managerial, which is redundant to the word, operational. No other changes to the specification 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 Debt Management Coordinator (Class Code 0755).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Debt Management Coordinator. This request is the result of a class review initiated as part of the Civil Service Commission's effort to review all classifications every five years. Debt Management Coordinator was last reviewed in May of 2001. There is currently one employee serving in this classification in the Department of Finance and Management.

As part of this review, the incumbent was asked to provide feedback regarding the accuracy and completeness of the current specification. Based on this feedback, it was suggested that one statement be added to the examples of work section to reflect the supervisory responsibility. It was also recommended that any reference to the department name be changed to reflect the Department of Finance and Management, where necessary. It was also recommended that a guidelines for class use be added that states this is a single position classification and is restricted to the Department of Finance and Management. No other changes to the specification 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 impose a moratorium on the Secretary classification (Class Code 0477).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request. In accordance with CMAGE/CWA MOU #2006-03, as part of the Clerical Consolidation Project, certain employees classified as Secretary whose positions were identified to be reallocated to a classification assigned to the AFSCME bargaining unit, were afforded the opportunity to elect one of two reallocation options. In the first option, employees could choose to have their position reallocated to the proper consolidated classification in the AFSCME bargaining unit, taking their current classification seniority and status with them. In the second option, employees could choose to have their position remain allocated to the Secretary classification with the knowledge that the Secretary classification would no longer be used since it was duplicitous of the newly implemented Office Assistant series.

As such, in order to ensure future clerical positions are allocated in accordance with the new clerical series structure; staff requested that a moratorium be placed on the Secretary classification to prevent future position allocations to the class. Once vacated, staff will recommend that the classification be abolished.

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 create the specification for the classification Public Health Assistant Commissioner (Nursing), assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly (Class Code 0265).

Tammy Rollins presented this request from the Columbus Public Health Department. The department is in the process of reviewing the current table of organization and determining a structure that would be most capable of leading it through the multiple public health challenges faced today. Currently the structure consists of a Health Commissioner, an assistant commissioner (administrative services) and five health administrators, each who direct a specialized area of public health such as infectious diseases, maternal and child health, community health, environmental health, and emergency planning and preparedness. Several of these areas have a strong nursing component to them. It was the request of Columbus Public Health to have a classification to specifically serve as the Chief Nursing Officer as required by Ohio Administrative Code for local health departments. The Health Commissioner has been performing in this capacity but the real need is to have a full-time position dedicated to directing these nursing related activities and programs.

The proposed classification would report to the Health Commissioner and would specifically direct the administration of the maternal and child health programs and infectious diseases programs. A similar classification was created in 1975 and abolished in 1997. It was titled Public Health Assistant Commissioner (Nursing and Rehabilitation). It was recommended that the Public Health Assistant Commissioner (Nursing) classification be created as proposed.

By definition, the proposed Public Health Assistant Commissioner (Nursing) would be responsible for the administrative coordination of all departmental nursing functions, direction of critical public health initiatives, clinical quality improvement, and/or workforce development. The examples of work would include those required for a position of this type and a guidelines for class use was proposed that states this is a single position classification for use in the Columbus Public Health Department.

The proposed minimum qualifications would require possession of a valid State of Ohio license as a Registered Nurse, possession of a bachelor's degree in nursing, and seven years of experience in a clinical/nursing leadership role in a public health or

related agency. A substitution is proposed that would allow a master's degree to substitute for one year of the required experience. The proposed qualifications are comparable to other assistant commissioner classifications in the Columbus Public Health Department and similar to the Public Health Assistant Commissioner (Nursing and Rehabilitation) classification that used to exist.

The proposed knowledge, skills, and abilities, were developed to support the examples of work and minimum qualifications. Many of these were modeled after the Public Health Assistant Commissioner (Nursing and Rehabilitation). It was recommended that the examination type be designated as noncompetitive, per Commission policies, and that the probationary period be assigned 365 days, which is consistent with the associated learning time and in accordance with Commission guidelines for classifications designated as noncompetitive.

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

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*RE: Personnel Action Request
Request of the Civil Service Commission staff to reallocate designated positions to the Word Processing Equipment Operator classification and to allow the affected incumbents to retain their classification seniority and status.*

PRESENT: Tammy Rollins, Personnel Analyst II

Tammy Rollins presented this request. In accordance with CMAGE/CWA MOU #2006-03, as part of the Clerical Consolidation Project, certain employees, whose positions were identified to be reallocated to a classification assigned to the AFSCME bargaining unit, were afforded the opportunity to elect one of two reallocation options.

In the first option, employees could choose to have their position reallocated to the proper consolidated classification in the AFSCME bargaining unit, taking their current classification seniority and status with them. In the second option, employees could choose to have their position reallocated to a CMAGE/CWA classification, as determined appropriate by the Commission, retaining their current classification seniority, status, and rate of pay, and assuming a "Step X" status since they would not be eligible for any further pay rate increases. Because of the "Step X" provision in the MOU, Commission staff has recommended that the Word Processing Equipment Operator classification be used for those employees electing Option 2, since the maximum rate of pay assigned for this class is less than the rates being paid the affected employees.

As such, staff requested that the position of the employee (shown below) who identified Option #2 be reallocated to the Word Processing Equipment Operator (WPEO) classification, that the affected employee retained her current classification seniority, status, and pay rate, assuming a Step X status, and that the class's moratorium status be maintained. Once the WPEO classification is vacated, it is intended that it will be abolished and that all future positions are allocated to one of the new classifications that were created as a result of the Clerical Consolidation Project.

Name	Theresa L. Ogburn
Dept/Div	59/01
Action	RLC
Effective Date	07/02/2006
RLC Class	WPEO

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

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*RE: Personnel Action Request
Request of the Civil Service Commission staff to reallocate designated positions to one of several new classifications determined to be most appropriate as a result of the Clerical Consolidation Project and allow the affected incumbents to retain their classification seniority and status.*

In the early part of 2003, Commission staff began work on the Clerical Consolidation Project. The goal of this project was to put in place a classification structure that would reduce the overall number of classes, eliminate the duplication and overlap that caused much of the current misclassifications, and establish a career path for current and future City employees. Once it was determined what the new classification structure would be and the class specifications were approved, audits of every position included in this project were completed to determine which of the new classes was most appropriate for the assigned duties. Based on these interviews, a preliminary recommendation was made regarding which classification was most appropriate for the work performed. Meetings were subsequently held with department representatives to review, discuss, and finalize the classification determinations for those employees included in this project. The Civil Service Commission approved these personnel actions in December 2004.

Now that pay and bargaining unit has been assigned to the Office Assistant III and Payroll/Benefits Clerk via AFSCME MOU (2006-03), Commission staff requested that the designated positions shown below be reallocated to one of several new classifications determined to be most appropriate as a result of information received from the employee and department representatives. It was further requested that the affected employees retain their classification seniority and status when reallocated to the new classification.

<u>Code</u>	<u>Class Title</u>	<u>Dept</u>	<u>Div</u>	<u>Pos</u>	<u>01/28/2006 Name</u>	<u>Rank</u>	<u>Typ</u>	<u>BU</u>	<u>New Class Determ</u>
1291	PAYROLL CLERK 2	59	1	30552	VAWTERS, BRENDA M	20050313	FTR	D	payroll/benefits clerk
1291	PAYROLL CLERK 2	60	0	166	MIRACLE, CARLENE S	20050410	FTL	D	payroll/benefits clerk
1291	PAYROLL CLERK 2	59	1	80213	SMITH, LANEETA D	20051201	FTR	D	payroll/benefits clerk
0774	ADMIN ASSISTANT	60	5	1207	SHANER, JAIME L	20051023	FTR	D	office assistant III
0774	ADMIN ASSISTANT	27	1	769	THOMPSON, STEPHANIE L	19880221	FTR	D	office assistant III
0774	ADMIN ASSISTANT	45	7	174	HENDERSON WATSON, JENNIFER R	20050814	FTR	D	office assistant III
0774	ADMIN ASSISTANT	59	9	30671	KELLERMEYER, JANE	19990822	FTR	D	office assistant III
0774	ADMIN ASSISTANT	59	2	1076	SMALLS, CYNTHIA M	20051011	FTR	D	office assistant III

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Bradford Sibley regarding the denial of his request for accommodation for the Columbus Firefighter exam – Appeal No. 06-CA-0027.

The Commissioners reviewed the appeal Mr. Sibley filed on May 31, 2006, relative to the denial of his request for accommodation for the Columbus Firefighter exam.

Mr. Sibley stated in his appeal that he was asking for extended time and a distraction-free environment in order to give him an equal opportunity. The firefighter exam was developed to measure important abilities that are required by the job. In addition, firefighters often perform multiple tasks in environments where distractions exist. For this reason, Mr. Sibley's request for accommodation was denied and his appeal was dismissed without a hearing.

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Applicants Removed Post-Exam

<u>Name of Applicant</u>	<u>Position applied for</u>	<u>BAR #</u>
Kyle Scholl	Police Officer	06-BR-028
David Gibson	Police Officer	06-BR-036
Mont Hayslett	Police Officer	06-BR-037

Applicants Removed Post-Exam		
Kisha Williams	Police Communications Technician	06-BR-038
John Youngs	Police Officer	06-BR-039
Edward Bongard	Police Officer	06-BR-040
Joshua Singleton	Police Officer	06-BR-041
Tanya Alejandro	Police Officer	06-BR-042
Dean Knight	Police Officer	06-BR-043
Twyla Dillard	Police Officer	06-BR-044
Jeff Steed	Police Officer	06-BR-046
Jason Moore	Police Officer	06-BR-047
Bryan Price	Police Officer	06-BR-048
Jeremy Ritenour	Firefighter	06-BR-049

After reviewing the files of Kyle Scholl, David Gibson, Mont Hayslett, John Youngs, Edward Bongard, Joshua Singleton, Dean Knight, and Jeff Steed, the Commissioners decided their names would be reinstated to the police officer eligible list.

After reviewing the files of Tanya Alejandro, Twyla Dillard, Jason Moore, and Bryan Price, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing Kisha Williams' file, the Commissioners decided her name would be reinstated to the police communications technician list.

After reviewing Jeremy Ritenour's file, the Commissioners decided his name would be reinstated to the firefighter eligible list.

Firefighter Applicants
Removed During the Prescreening Process

Jason Anderson
 Nikola Badurina
 Montrell Bailey
 Brett Boland
 Matthew Boswell
 John Bramer
 Martez Brown
 Thaddeus Burton
 William Coffman
 Lauren Coleman
 James Counts
 Chad Coutts
 Andrew Crockett
 Timothy Elflein
 Ronald Greene
 Richard Gromek
 Hansel Henry
 Jason Hamilton
 Sean Hughes
 Jason Humphrey
 Jennifer Jordan
 Jason Kirby
 Aaron Kulich
 Jeremy Lee
 Eric Little
 Kevin Long
 Ryan McAndrew
 Brett McVey
 Terrell Miller
 Robert Mullen
 Grant Orahood
 Lloyd Paschal, Jr.
 Jeremiah Pelfrey
 Joseph Pulizzi

Firefighter Applicants
Removed During the Prescreening Process

Michael Rickabaugh
Hiram Robinson
Aaron Rock
Michael Ruef
Jason Scholz
Christopher Schmidt
Kevin Schmitt
Andrew Scott
Timothy Seegert
Justin Shedron
Derek Shepherd
Rudolph Sutton
Daniel Taylor
Ryan Temple
Stacey Thigpen
Darryl Trusel
Thomas Weinsziehr
Michael Wilson
David Yeoman

The Commissioners reviewed the files of fifty-three firefighter applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for firefighters during the pre-screening process.

After reviewing the files of Jason Anderson, Nikola Badurina, Montrell Bailey, Matthew Boswell, John Bramer, James Counts, Chad Coutts, Andrew Crockett, Richard Gromek, Jason Humphrey, Jason Kirby, Jeremy Lee, Grant Orahod, Jeremiah Pelfrey, Joseph Pulizzi, Michael Rickabaugh, Jason Scholz, Timothy Seegert, Justin Shedron, Derek Shepherd, Daniel Taylor, and Stacey Thigpen, the Commissioners decided their applications would be accepted and they would be permitted to take the firefighter examination.

After reviewing the files of Brett Boland, Martez Brown, Thaddeus Burton, William Coffman, Lauren Coleman, Timothy Elflein, Ronald Greene, Hansel Henry, Jason Hamilton, Sean Hughes, Jennifer Jordan, Aaron Kulich, Eric Little, Kevin Long, Ryan McAndrew, Brett McVey, Terrell Miller, Robert Mullen, Lloyd Paschal, Jr., Hiram Robinson, Aaron Rock, Michael Ruef, Christopher Schmidt, Kevin Schmitt, Andrew Scott, Rudolph Sutton, Ryan Temple, Darryl Trusel, Thomas Weinsziehr, Michael Wilson, and David Yeoman, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the firefighter examination.

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The Commissioners adjourned their regular meeting at 2:07 p.m.

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Priscilla R. Tyson, Commission President

June 26, 2006
Date