

Regular Meeting

June 30, 2008
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 30, 2008, at 12:45 p.m. with Grady Pettigrew, Eileen Paley, and Jeffrey Porter in attendance.

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RE: Review and approval of the minutes from the May 19, 2008, regular meeting.

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

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RE: Review and approval of the minutes from the June 9, 2008, special meeting.

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

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RE: Review of the results of the pre-hearing conference review:

No pre-hearing conference this month.

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RE: Rule Revisions.

No rule revisions were submitted this month.

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RE: Request of the Appellant William White, Jr. to withdraw the appeal he filed April 27, 2007, regarding his discharge from the position of Custodian II with the Columbus City Schools, Appeal #07-BA-0009.

A motion to withdraw the appeal of William White, Jr. was made, seconded and passed unanimously.

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RE: Request of the Appellant Laura A. Studevart to withdraw the appeal she filed December 28, 2007, regarding her discharge from the position of P.H. Sanitarian IV with the City of Columbus, Department of Health, Appeal #07-CA-0026.

A motion to withdraw the appeal of Laura A. Studevart was made, seconded and passed unanimously.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on April 28, 2008, Al Yassien vs. Columbus City Schools, Appeal Number 06-BA-0029.

A motion to adopt the trial board's recommendation disaffirming the action of the Columbus City Schools suspending Mr. Yassien was made, seconded, and passed unanimously.

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RE: Request of the Columbus City Schools to approve the creation of the specification for the classification of Transportation Call Center Representative (Class Code 9053).

PRESENT: Jacquelyn Chapman, Personnel Analyst, Columbus City Schools

Jacquelyn Chapman presented this request to approve the creation of the specification for the classification of Transportation Call Center Representative. This classification will be responsible for interacting with callers and walk in requests for student transportation, providing information regarding transportation issues while handling and resolving complaints. This classification was designated as competitive and the probationary period will be 120 days.

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

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RE: Request of the Columbus City Schools to approve the creation of the specification for the classification of Legal Assistant (Class Code 9055).

PRESENT: Jacquelyn Chapman, Personnel Analyst, Columbus City Schools

Jacquelyn Chapman presented this request to approve the creation of the specification for the classification of Legal Assistant. This classification will be responsible for performing an advanced level of administrative, legal secretarial and related duties for the Chief Legal Counsel of the school district. This classification was designated as a non-competitive and classified supervisory position and the probationary period will be 180 days.

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

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Upholsterer with no revisions (Class Code 3473).

Request of the Civil Service Commission staff to approve the specification review for the classification Chief Zoning Official with no revisions (Class Code 0119).

Request of the Civil Service Commission staff to approve the specification review for the classification Medical Technologist Supervisor with no revisions (Class Code 1959).

Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Soil Applications Coordinator with no revisions (Class Code 0769).

Request of the Civil Service Commission staff to approve the specification review for the classification Historic Preservation Officer with no revisions (Class Code 0762).

PRESENT: Tammy Rollins, Personnel Administrative Officer

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

A motion to approve these requests was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Physician Extender I and amend Rule XI accordingly (Class Code 1677).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Physician Extender I and amend Rule XI accordingly. In September 1999, the Commission imposed a moratorium on this classification at the request of Commission staff with agreement from the Columbus Public Health Department. The only incumbent was recently appointed to a different classification, leaving this position vacant. Therefore, it was requested that this classification be abolished as proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewer Cleaning Equipment Operator (Class Code 3952).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Sewer Cleaning Equipment Operator as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in September 2005. There are currently twelve employees serving in this classification, in the Sewerage and Drainage Division, Department of Public Utilities. Based on questionnaires completed by incumbents, and feedback from a department representative, it was recommended that this specification be revised as proposed.

It was recommended that the definition section be revised to read "under direction" in order to reflect a higher level of autonomy afforded to this classification. Recommendations to the examples of work section were to include the supervisory duties associated with this classification along with some other day-to-day functions of the job. The knowledge, skills and abilities section was revised to include the ability to use a personal computer and relevant software. There were no proposed revisions to the minimum qualification section, examination type or probationary period.

A motion to approve this request was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Utility Line Locator (Class Code 4055).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Utility Line Locator 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 February 2005. There are currently ten employees serving in this classification, in the Sewerage and Drainage Division, Department of Public Utilities. Based on questionnaires completed by incumbents, and feedback from a department representative, it was recommended that this specification be revised as proposed.

There were no changes to the definition section. In the examples of work section, examples that are no longer performed by this classification were deleted, and a few others were modified. It was also recommended that one duty be added to this section that pertains to the operation of a laptop computer. The minimum

qualifications section was revised to increase the number of years of experience to read "two years of experience locating, installing and/or inspecting utility lines, and possession of a valid, motor vehicle operator's license." In the knowledge, skills, and abilities section, the "ability to operate a computer and associated software" was added. There were no proposed revisions to 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 Composting Facility Supervisor (Class Code 3897).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Composting Facility 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 November 2005. There is currently one employee serving in this classification, in the Sewerage and Drainage Division of the Department of Public Utilities. Based on feedback from department representatives, the following revisions were proposed.

The revisions to the examples of work section were to include the investigation of work-related incidents and the preparation of purchase orders.

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 Lamp Servicer (Class Code 3616).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Lamp Servicer 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 April 2004. There are currently four employees serving in this classification, in the Division of Power and Water of the Department of Public Utilities. Based on questionnaires completed by incumbents and feedback from a department representative, it was recommended that this specification be revised as proposed.

The definition section was revised to reflect the correct division name, which is the Division of Power and Water. The minimum qualifications section was revised to require the possession of a Class A CDL by the completion of 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 Crime Laboratory Manager (Class Code 1915).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Crime Laboratory 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 September 2003. There is currently one employee serving in this classification, in the Police Division of the Department of Public Safety. Based on a questionnaire completed by the incumbent and feedback from a department representative, it was recommended that this specification be revised as proposed.

There were no changes to the definition section. The examples of work section was revised to include the duties of managing the quality assurance program for the lab to ensure that it meets the criteria for accreditation, submitting the lab's application for accreditation, and for managing that accreditation program. The language, "ability to write and manage grants," was added to the knowledge, skills and abilities section. There were no proposed changes to the minimum qualifications, examination type or probationary period.

A motion to approve this request was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Records Technician (Class Code 0445).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Records Technician Supervisor (Class Code 0446).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Police Records Technician 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 November 2004. There are currently four employees serving in

this classification, in the Police Division of the Department of Public Safety. Based on feedback from department representatives, it was recommended that this specification be revised as proposed.

There were no changes to the definition section. One duty was deleted from the examples of work section. The revision to the knowledge, skills, and abilities section was to add the language, "ability to utilize a computer information system and associated software." There were no proposed revisions to the minimum qualifications, examination type or probationary period.

A motion to approve this request was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Support Services Division Assistant Administrator (Class Code 0267).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Support Services Division Assistant 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 August 2004. There are currently no incumbents serving in this classification, in the Support Services Division of the Department of Public Safety. Based on feedback from a department representative, it was recommended that this specification be revised as proposed.

The revisions to the examples of work section were to include language about working with a myriad of public safety communications systems and the addition of the duty about the work performed with assisting in homeland security grants. There were no other proposed revisions.

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 Support Services Division Administrator (Class Code 0266).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Support Services Division 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 August 2004. There is currently one incumbent serving in this classification, in the Support Services Division of the Department of

Public Safety. Based on feedback from a department representative, it was recommended that this specification be revised as proposed.

The revisions to the examples of work section were to include language about working with a myriad of public safety communications systems and the addition of the duty about the work performed with homeland security grants. There were no other proposed revisions.

A motion to approve this request was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Sports Field Maintenance Supervisor, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly (Class Code 3779).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry, presented this request from the Recreation and Parks Department to create a classification to serve as the supervisor of a team of staff members responsible for the care and maintenance of various types of athletic fields.

The definition reads, "Under general direction, is responsible for supervising employees and participating in the care and maintenance of sports fields and facilities."

The examples of work section was developed to reflect some of the more hands on, practical, aspects of the job, as well as the leadership role this classification must contribute. The minimum qualifications would require four years of experience in the construction or maintenance of regulation athletics fields, with college coursework in turf grass science, sports field maintenance or a closely related field substituting for the required experience on a year-for-year basis, possession of a valid certificate as a Commercial Applicator License (Turfgrass category) issues by the Ohio Department of Agriculture, and possession of a valid driver's license. The knowledge, skills and abilities section was written to consist of desirable attributes that will increase the chance of success on the job.

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

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 Social Worker (Class Code 1767).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Social Worker 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 2003. There are currently twelve employees serving in this classification, in the Columbus Public Health Department. Based on questionnaires completed by employees, with supervisory review, and discussions with department representatives, some minor revisions were proposed.

There were no changes to the definition section. The examples of work section was revised to include a statement indicating that Social Workers may communicate with individuals who have limited English language skills. The minimum qualifications section was revised to indicate that some positions allocated to this classification may require proficiency in a language or languages other than English. There were no other proposed changes.

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 Medical Technologist (Class Code 1952).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Medical Technologist 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 2003. There are currently three employees serving in this classification, in the Columbus Public Health Department, Infectious Diseases Division. Based on questionnaires completed by employees, with supervisory review, some revisions were proposed.

There are no proposed changes to the definition section. The revision to the examples of work section was to add language reflective of additional laboratory tests routinely performed in the medical laboratory. There were no changes to the minimum qualifications section or the knowledge, skills and abilities section.

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 Medical Laboratory Manager (Class Code 1961).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Medical Laboratory 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 2003. There is currently one employee serving in this classification, in the Columbus Public Health Department, Infectious Diseases Division. Based on questionnaires completed by employee, with supervisory review, and discussions with department representatives, some revisions were proposed.

There are no proposed changes to the definition section or the examples of work section. The minimum qualifications section was revised to include a requirement that at least two years of the required medical laboratory experience involve supervision, and that the substitution of a master's degree shall only be allowed to substitute for the non-supervisory portion of the required experience. There were no changes to the knowledge, skills and abilities section.

A motion to approve this request was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Utilities Permits Manager, assign a 365-day probationary period, designate the examination type as competitive and amend Rule XI accordingly (Class Code 1043).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities to create the specification for the classification Utilities Permits Manager to provide a vital role in consolidating the private development functions (currently in separate divisions) in preparation for the One Stop Shop Department. This classification would be responsible for ensuring that the department's water and sewer infrastructures are protected and installed per standard specifications and established standards. The classification would report to an Engineer IV and either directly or indirectly supervise seventeen plus employees.

By definition, this classification is responsible for managing a consolidated utilities permits and inspections office and the technical and administrative management of a large office. The examples of work section includes responsibilities which the incumbent is expected to perform competently and proficiently. It was proposed that a guidelines for class use be included to communicate clearly that this is a single-position classification and is restricted to the Department of Public Utilities.

The minimum qualifications requires possession of a bachelor's degree in engineering, construction technology, or other closely related field and five years of

experience in the construction, inspection, installation, or rehabilitation of water or sewer utility lines, two years of which must have been supervisory. A full experience substitution was requested to be included in this section as well. The knowledge, skills, and abilities section included those knowledge, skills, and abilities expected to be important for successful performance.

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

A motion to approve this request was made, seconded, and approved unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Information Systems Analyst (Class Code 0548).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request to revise the specification for the classification Information Systems Analyst 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 2003. There are currently two incumbents serving in this classification in limited appointments, in the Recreation and Parks Department.

No revisions to the definition section were recommended. Revisions to the examples of work section were recommended to update current duties and conform to approved technology language. It was recommended that the bachelor's degree in the minimum qualifications be non-specific and that the years of experience in the technical field be increased to two years. Revisions and additions to the knowledge, skills, and abilities section were recommended to update the language. There were no revisions to the probationary period or examination type.

A motion to approve this request 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.

No residency hearing reviews were submitted this month.

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RE: Background Removals.

Applicants Removed Pre-Exam

| Name of Applicant | Position Applied For |
|--------------------|----------------------|
| Syed Hyder | Police Officer |
| Robert Lesure, Jr. | Police Officer |
| Ashley J. Hale | Police Officer |

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

After reviewing the files of Robert Lesure, Jr. and Ashley J. Hale, the Commissioners decided their names would not be reinstated to the testing process for Police Officer.

Applicants Removed Post-Exam

| | | |
|----------------------|----------------|-----------|
| Adam Beckett | Police Officer | 08-BR-042 |
| Thomas Spreen | Police Officer | 08-BR-044 |
| Ranyit Benscome | Police Officer | 08-BR-047 |
| Russell Carroll | Police Officer | 08-BR-049 |
| Travas Allen Boswell | Police Officer | 08-BR-050 |
| Jarrold B. Lewis | Police Officer | 08-BR-051 |
| John Powell | Police Officer | 08-BR-052 |
| Clark Avery | Police Officer | 08-BR-053 |
| John Evan Stevens | Police Officer | 08-BR-054 |
| Kristle Sims | Police Officer | 08-BR-056 |
| Jeremiah Irwin | Fire Fighter | 08-BR-057 |
| Wayne Grimmatt | Fire Fighter | 08-BR-058 |

After reviewing the files of Adam Beckett, Ranyit Benscome, Russell Carroll, Jarrold B. Lewis, and Kristle Sims, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing the file of Thomas Spreen, Travas Allen Boswell, John Powell, Clark Avery, and John Evan Stevens, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the file of Jeremiah Irwin and Wayne Grimmett, the Commissioners decided their names would not be reinstated to the Fire Fighter eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

No Administrative/Jurisdictional reviews were decided this month.

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The Commission adjourned its regular meeting at 1:16 p.m.

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Grady L. Pettigrew, Jr., President

Date