

Regular Meeting

July 27, 2009
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, July 27, 2009, at 12:41 p.m. with Grady Pettigrew, Jr., Jeffrey Porter, and Delena Edwards in attendance.

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RE: Review and approval of the minutes from the June 29, 2009 Regular meeting.

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

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

a. Thelma Martin vs. Columbus City Schools; Secretary II. Trial Board Hearing scheduled for October 5, 2009; Appeal Number 09-BA-0006.

The School Board will call three witnesses and the Appellant expects to have more than three witnesses. Counsel for the Appellant will submit names of witnesses within the next few weeks. Counsel requested to move the hearing time to 9:00 a.m. because they feel it will last more than three to four and a half hours. The trial board hearing is set for October 5, 2009.

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RE: Rule Revisions.

No rule revisions were submitted this month.

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RE: Request of the Civil Service Commission staff to extend the eligible list for Fingerprint Technician Trainee (Job Code 3012) for one year.

The current eligible list for Fingerprint Technician Trainee was established on September 10, 2007 and is due to expire on September 9 of this year. The list was established with 342 eligibles. The Division of Police has hired three employees and one candidate has been removed, leaving 338 eligibles on the list.

Due to the minimal hiring activity and sufficient number of eligibles, it was requested that the current eligible list for Fingerprint Technician Trainee be extended for one year, to expire September 9, 2010.

A motion to extend the eligible list for Fingerprint Technician Trainee for one year was made, seconded, and approved unanimously.

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RE: Trial Board Recommendations.

No Trial Board recommendations were submitted this month.

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RE: Columbus City School Classification Actions.

No Columbus City School 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 Economic Development Program Supervisor with no revisions (Job Code 2017).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Downtown Development Administrative Coordinator with no revisions (Job Code 0328).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Recreation and Parks Marketing/Fundraising Coordinator with no revisions (Job Code 0786).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Financial Management Division Administrator with no revisions (Job Code 0142).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented these requests that the review of the specifications for the classifications Economic Development Program Supervisor, Downtown Development Administrative Coordinator, Recreation and Parks Marketing/Fundraising Coordinator, and Financial Management Division Administrator be approved with no revisions as part of Civil Service Commission's efforts to ensure that all classifications have been reviewed at least every five years.

Based on a questionnaire completed by an incumbent, with supervisory review, and feedback from the departments, no revisions were requested at this time.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Photography Technician (Job Code 1944).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Photography Technician as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in September 2005. There are currently two employees serving in this classification in the Police and Fire Divisions.

Based on questionnaires completed by the incumbents and department representatives' feedback, the examples of work section, and knowledge, skills and abilities section were revised to delete the reference to the processing of film and working in darkrooms due to the fact that the technicians work exclusively with digital images.

There were no revisions to the definition section, minimum qualifications section, the probationary period, or examination type.

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 Photography Laboratory Manager (Job Code 1945).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Photography Laboratory Manager as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in September 2005. There is currently one employee serving in this classification in the Police Division.

Based on a questionnaire completed by the incumbent and department representatives' feedback, the examples of work and knowledge, skills and abilities sections were revised to delete the reference to the processing of film and working in darkrooms due to the fact that the technicians work exclusively with digital images. "May attend planning meetings to assist committees within the department with their imaging needs" was also added to the examples of work section. The term "in the Department of Public Safety" was deleted from the definition section.

There were no revisions to the minimum qualifications section, the probationary period, or examination type.

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 Horticultural Specialist I (Class Code 1538).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Horticultural Specialist I as part of Civil Service Commission's efforts to ensure that all classifications have been reviewed at least every five years. It was last reviewed in December 2005. There are currently no employees serving in this classification.

Based on feedback from department representatives, the EEO Job Category was changed to Paraprofessional.

There were no revisions to the definition section, examples of work section, minimum qualifications section, knowledge, skills and abilities section, the probationary period, or examination type.

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 Chief Plans Official (Job Code 1052).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Chief Plans Official as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was created in November 2005. There is currently one employee serving in this classification in the Building Services Division.

Based on a questionnaire completed by the incumbent and department representatives' feedback, the examples of work section was revised to reflect that the Chief Plans Official "keeps management informed on a timely basis..." because there is no longer a division administrator.

There were no revisions to the definition section, guidelines for class use section, minimum qualifications section, knowledge, skills and abilities section, the probationary period, or examination type.

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 Outreach Worker (Job Code 3112).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Service Representative (Job Code 3151).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Recreation Service Representative as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in May 2005. There are currently ten employees serving in this classification in the Recreation and Parks Department.

Based on questionnaires completed by incumbents with supervisory review, the EEO job category was changed to service-maintenance because the work performed are duties which result in, or contribute to, the upkeep and care of buildings, facilities, or grounds of public property and because the work performed is not of a clerical nature or in an office setting.

There were no revisions to the definition section, examples of work section, minimum qualifications section, knowledge, skills and abilities section, the probationary period, or examination type.

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 Recreation Administrative Manager (Job Code 3165).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Recreation Administrative Manager as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in May 2005. There are currently eight employees serving in this classification in the Recreation and Parks Department.

Based on questionnaires completed by incumbents with supervisory review, the minimum qualification section was amended with the insertion of the word "years" which was erroneously omitted where the minimum qualification of the possession of a bachelor's degree and three (3) years of experience are required. The knowledge, skills and abilities section was revised to include the ability to operate a computer and utilize related software in the performance of assigned job duties in keeping with the current trend in technology.

There were no revisions to the definition section, examples of work section, the probationary period, or examination type.

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 Recreation Administrative Coordinator (Job Code 3166).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Recreation Administrative Coordinator as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in May 2005. There are currently five employees serving in this classification in the Recreation and Parks Department.

Based on questionnaires completed by incumbents with supervisory review, the knowledge, skills and abilities section was revised to include operating a computer and utilizing related software in the performance of assigned job duties in keeping with current trends in technology.

There were no revisions to the definition section, examples of work section, minimum qualifications section, the probationary period, or examination type.

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 Recreation Program Assistant (Job Code 3193).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Recreation Program Assistant as part of the Commission's efforts to ensure that all

classifications are reviewed at least every five years. It was last reviewed in May 2005. There are currently ten employees serving in this classification in the Recreation and Parks Department.

Based on questionnaires completed by incumbents with supervisory review, the examples of work section was revised to remove the term "program manager" in order to more accurately indicate that the Recreation Program Assistant will assist in the administration activities of a community service or recreation program regardless of the working title of the individual or individuals assisted. The knowledge, skills and abilities section was revised to include operating a computer and utilizing related software in the performance of assigned job duties in keeping with current trends in technology.

The EEO job category was changed from Professional to Paraprofessional because it applies to occupations in which employees perform some of the duties of a professional or technician in a supportive role, and which usually requires less formal training and experience.

There were no revisions to the definition section, minimum qualifications section, the probationary period, or examination type.

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 Recreation Program Specialist (Job Code 3196).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Recreation Program Specialist as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in May 2005. There are currently seven employees serving in this classification in the Recreation and Parks Department.

Based on questionnaires completed by incumbents with supervisory review, the knowledge, skills and abilities section was revised to include operating a computer and utilizing related software in the performance of assigned job duties in keeping with current trends in technology.

There were no revisions to the definition section, examples of work section, minimum qualifications section, the probationary period, or examination type.

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 Wastewater Surveillance Analyst, retitle it to read, Wastewater Pretreatment Analyst, and amend Rule XI accordingly (Job Code 1862).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise and retitle the Wastewater Surveillance Analyst classification to read Wastewater Pretreatment Analyst. This classification review was prompted by a position audit that was recently completed. During this review, it was discovered that the Environmental Programs Specialist classification and Wastewater Surveillance Analyst classification were duplicitous in their definition statements and very similar in other areas of the specification, yet were assigned to different bargaining units. The revisions to the Wastewater Surveillance Analyst classification are intended to distinguish it from the Environmental Programs Specialist, where significant redundancies were noted.

There are currently three employees serving in this classification assigned to the Wastewater Pretreatment Section within the Division of Sewerage and Drainage. The Wastewater Surveillance Analyst classification is the highest level classification in the wastewater pretreatment class series and it was recommended that it be retitled to read to Wastewater Pretreatment Analyst in order to be more consistent with the type of work performed and the class series with which it is associated.

Revisions to the definition section define the reason or purpose that this classification exists and sets it apart from others in the class plan. The classification performs at a professional level and is responsible for analyzing industrial operations and manufacturing processes to determine if wastewater discharge permits are necessary and to determine how these processes should be subsequently monitored to ensure compliance of sewer use regulations. The examples of work section was revised to reflect some of these work examples. The minimum qualifications section was revised to essentially require either four years of education, or two years of education and two years experience.

There were no revisions to the knowledge, skills and abilities section, the probationary period, or examination type.

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 Environmental Programs Specialist (Job Code 0768).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Environmental Programs Specialist which was prompted by a position audit that was recently completed and the position was found to be misclassified.

There is currently one employee serving in this classification and one identified via position audit to be performing work more appropriate to this classification, both assigned to the Wastewater Pretreatment Section within the Division of Sewerage and Drainage. The definition section was revised to eliminate current redundancies between this classification and the Wastewater Surveillance Analyst. This classification is not responsible for devising the schedules of compliance, issuing notices of violation, or writing the discharge permit. These higher-level responsibilities are performed by the Wastewater Surveillance Analyst (Job Code 1862).

Some revisions to the examples of work section include conducting industrial wastewater audits to ensure conformance with industrial wastewater discharge permits, and provide technical support as needed, monitoring waste management programs for agencies, the business community, and industry, and preparing documentation required to demonstrate division compliance with Environmental Protection Agency regulatory schedules. The minimum qualifications section was revised requiring only five years of experience involving wastewater operations, wastewater pretreatment monitoring, or solid waste activities making it more consistent with the duties performed and better aligned with this classification being identified as a technician.

There was one statement in the knowledge, skills and abilities section that was deleted since it is no longer applicable. 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: Request of the Civil Service Commission staff to revise the specification for the classification Compensation Manager (Job Code 0885).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Compensation Manager as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2004. There is currently one employee serving in this classification in the Human Resources Department. Based on department feedback, there was one revision requested.

The examples of work section was revised to include multiple compensation plans that are designed, developed, and implemented by this classification to more accurately reflect the work that is currently performed.

There were no revisions to the definition section, minimum qualifications section, knowledge, skills and abilities section, probationary period, or examination type.

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 Assistant Director (Asset Management) (U) (Job Code 0055).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the Assistant Director (Asset Management) (U) classification in order to expand its use to include the Department of Public Utilities. There is currently one position allocated to this classification in the Department of Finance and Management and it is generally responsible for citywide asset management activities that are largely housed within the Facilities Management Division and the Office of Real Estate Management. However, this position has no responsibility for the assets managed by the Department of Public Utilities, which have a replacement value in excess of \$40 billion dollars. These fixed, physical utilities assets have been managed using the generic Department Assistant Director (U) classification, which is two pay grades lower than the more specialized Assistant Director (Asset Management) (U) that is used in the Department of Finance and Management.

Therefore, at the request of the Department of Public Utilities and upon consultation with the City's Compensation Manager, Commission staff recommended that this classification be broadened to allow its use in other City departments where warranted, and that the specification be revised to include some work examples specific to the Asset Manager job in Public Utilities. There were no other changes made to the specification.

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.

Paul Garrett, Traffic Paint/Sign Worker, Case No. 09-RI-0003

In the matter of Paul Garrett, Traffic Paint/Sign Worker, the Commissioners reviewed the hearing officer's report and recommendation with regard to Mr. Garrett's compliance with the City's residency requirement. The Commissioners found that Mr. Garrett is currently not in compliance with the residency requirement.

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RE: Background Removals.

	Name of Applicant	Position Applied For
1.	Chevonne Muldrow	Police Officer
2.	Joshua Story	Police Officer
3.	Cortez Turner Parks	Police Officer

After reviewing the files of Chevonne Muldrow and Joshua Story, the Commissioners decided their names would be reinstated to the testing process for Police Officer.

After reviewing the file of Cortex Turner Parks, the Commissioners decided his name would not be reinstated to the testing process for Police Officer.

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	Name of Applicant	Position Applied For	BAR #
1.	Darrell Martin	Police Officer	09-BR-013
2.	Dustin Willis	Police Officer	09-BR-016
3.	John Summerfield	Police Officer	06-BR-017
4.	Cody E. Martin	Police Officer	09-BR-018
5.	Nicholas Swint	Police Officer	09-BR-019
6.	Mark Roddy	Police Officer	09-BR-021
7.	Rebecca Jean Burley	Police Officer	09-BR-022
8.	Skot M. Shockey	Police Officer	09-BR-023

After reviewing the files of Dustin Willis and Skot M. Shockey, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing the files of Darrell Martin, John Summerfield, Cody E. Martin, Nicholas Swint, Mark Roddy, and Rebecca Jean Burley, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

No Administrative/Jurisdictional Reviews were submitted this month.

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

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Grady L. Pettigrew, Jr., President

Date