

Regular Meeting

July 28, 2008  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, July 28, 2008, at 12:40 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 June 30, 2008, regular meeting.*

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

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*RE: Review of the results of the pre-hearing conference review on the following appeals:*

PRESENT: Lynn Carter, Deputy Executive Director

- A. *Garrett Bernard vs. Department of Public Safety, Division of Police. Full Commission Hearing scheduled for September 29, 2008, Appeal Number 08-CA-0004.*

Garrett Bernard – Mr. Bernard received a 240 hour suspension from the position of Police Officer for failing to aid or assist a fellow officer in a time of danger, and under circumstances where danger might reasonably be impending.

Both parties stated they would have a total of 8 witnesses and did not need extra time.

- B. *Carol Mitchell vs. Columbus City Schools. Trial Board Hearing to be set at a later date, Appeal Numbers 07-BA-0013 and 07-BA-0014.*

Carol Mitchell, Account Clerk, Columbus City Schools, filed two appeals: Appeal 07-BA-0013 for a 20-day suspension and a second one, Appeal 07-BC-0014, related to her discharge. Both appeals were continued from the June 23, 2008 Trial Board Hearing date. Columbus City Schools has dropped one witness and added another witness.

- C. *Gina Miller vs. Columbus City Schools. Trial Board Hearing date set for August 20, 2008, Appeal Number 08-BA-0007.*

Gina Miller, Bus Driver, Columbus City Schools, was discharged from her position as a result of neglect of duty whereby a child was left on the bus. There are a total of 7 witnesses with both parties intending to call some of the same witnesses. The Commissioners would like for this Trial Board to be set for all day instead of an afternoon as requested by both parties.

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*RE: Request of the Civil Service Commission staff to amend Appendices A, B, and C of the Rules and Regulations of the Municipal Civil Service Commission to be consistent with new terminology.*

PRESENT: Barbara Gates McGrath, Executive Director

Barbara McGrath presented this request to amend Appendices A, B, and C of the Rules to be consistent with new terminology the City will be using with the implementation of the new human resources information system.

The City of Columbus is in the design phases of a new human resource information system, which is planned to "go live" in the first quarter of 2009. On one

of the core application screens used in the new system, there is different terminology than that used by the City. We have been advised against attempting to change this core term in the HRIS system as the required change would impact future upgrades to the software. On the other hand, it will be relatively simple for the City to make a change so the usages are in synch. In essence, the change is to discontinue the use of the term "class code" as it relates to the number assigned each class and replace it with the term "job code." Additionally, we propose deleting the word "class" from the heading "Class Title."

It is felt by the HRIS implementation team that due to the huge changes the system implementation will bring; it is prudent to begin some of the changes now. As such, the staff is requesting that the Rules be amended. Upon passage of the Rule change, Commission staff will then make the needed changes to our website, documents, forms, etc.

Based upon the foregoing, the staff requested that the column headings on each page of the appendices to the Commission Rules and Regulations be modified as follows:

### **APPENDIX A**

The probationary periods for the following classes shall be 180 calendar days:

<u>Job Code</u>	<u>Title</u>
3468	Automotive Body Mechanic
3459	Automotive Mechanic (Heavy)
3458	Automotive Mechanic (Light)
3464	Automotive Mechanic Helper
1350	Automotive Parts Keeper
3452	Automotive Tire Repairer
3486	Building Maintenance Electrician
3494	Building Maintenance Worker
3126	Cable Broadcast Assistant
3555	Cable Worker I
3556	Cable Worker II
1019	Construction Inspector I (Civil)
3525	Custodial Worker
1787	Development Aide (Seasonal)
3420	Equipment Operator I
3744	Fleet Attendant
1971	Laboratory Assistant
3682	Laborer
0500	Legislative Clerk
3507	Locksmith
0411	Mail Clerk
3515	Maintenance Carpenter
3720	Maintenance Painter
3911	Maintenance Plumber
1615	Medical Assistant
2039	Mobile Tool Technician
0406	Office Support Clerk
3022	Parking Enforcement Officer
1300	Parking Meter Collector
3770	Parks Maintenance Worker

<u>Job Code</u>	<u>Title</u>
3029	Police Evidence Technician
3566	Power Line Worker I
3567	Power Line Worker II
1828	Public Health Sanitarian Aide
0813	Radio Dispatcher
0467	Receptionist-Secretary
3151	Recreation Service Representative
3924	Refuse Collector
3929	Refuse Container Assembler and Repairer
3538	Security Specialist
1329	Storekeeper
3595	Substation Maintenance Technician
3886	Water Plant Attendant
0569	Word Processing Equipment Operator

### **APPENDIX B**

The probationary periods for the following classes shall be 270 calendar days:

<u>Job Code</u>	<u>Title</u>
0438	311 Service Representative I
0439	311 Service Representative II
0773	Administrative Secretary
0490	Administrative Secretary (Health)
1351	Automotive Parts Keeper Supervisor
1115	Building Plans Examiner I
1295	Cashier I
0538	Computer Operator I
0771	Contract Compliance Investigator
0434	Customer Service Representative I
2030	Development Project Assistant (Audio-Visual Communications)
2044	Development Rehabilitation Technician
2028	Development Research Coordinator
1232	Fiscal Assistant I
3696	Gardener
3712	Greenskeeper
3902	Heating Ventilation and Air Conditioning Technician
1538	Horticultural Specialist I
0546	Information Systems Technician
0614	Micrographics Machine Operator
0407	Office Assistant I
3784	Parking Meter Repairer
3785	Parking Meter Repairer Supervisor
1206	Parks Development Associate
1944	Photography Technician
0445	Police Records Technician
0446	Police Records Technician Supervisor
3576	Power Line Troubleshooter
0629	Print Services Specialist
0631	Print Services Supervisor

<u>Job Code</u>	<u>Title</u>
0627	Print Services Technician
3922	Refuse Collection Vehicle Operator (Automated)
3925	Refuse Collector and Packer Operator
3923	Refuse Collector and Vehicle Operator (Manual)
1716	Safety Program Technician
1330	Senior Storekeeper
4013	Sign Painter-Fabricator
1866	Solid Waste Inspector
3989	Street Cleaning and Maintenance Supervisor
3596	Substation Maintenance Supervisor
3549	Trades Helper (Electrical)
4024	Traffic Line Worker
4015	Traffic Maintenance Worker
4016	Traffic Paint and Sign Worker
0729	Utility Consumer Transaction Coordinator
3070	Vehicle Impounding Inspector
1262	Water Accounts Assistant Supervisor

### **APPENDIX C**

The probationary periods for the following classes shall be 365 calendar days:

<u>Job Code</u>	<u>Title</u>
0441	311 Service Manager
0440	311 Service Supervisor
1234	Accountant I
1235	Accountant II
0227	Accountant IV (Auditor)
0760	Active Living Institute Administrator
1679	Advanced Practice Registered Nurse
0873	Aging Programs Administrator
0870	Aging Programs Care Coordinator
0867	Aging Programs Case Management Supervisor I
0876	Aging Programs Case Management Supervisor II
0874	Aging Programs Manager
0877	Aging Programs Outreach Specialist
0875	Aging Programs Provider Relations Specialist
1565	Alcohol and Drug Abuse Counselor
1561	Alcohol and Drug Abuse Prevention Coordinator
1570	Alcohol and Drug Abuse Program Manager
0579	Analyst Programmer I
0588	Applications Manager
3184	Aquatics Supervisor (Seasonal)
3763	Arborist
1215	Architect
0176	Assistant Chief Building Official
3469	Automotive Body Repair Supervisor
3456	Automotive Mechanic Supervisor I
3457	Automotive Mechanic Supervisor II
3855	Boiler Operator
0856	Budget Management Officer
0857	Budget/Management Specialist
1771	Building Inspection Manager
1773	Building Inspection Specialist
1768	Building Inspector I

<u>Job Code</u>	<u>Title</u>
1769	Building Inspector II
3497	Building Maintenance Manager
3495	Building Maintenance Supervisor I
3496	Building Maintenance Supervisor II
1116	Building Plans Examiner II
1117	Building Plans Examiner Supervisor
0167	Building Services Division Administrator
2016	Building Services Specialist
2000	Business Development Specialist
1252	Business Manager
0543	Business Systems Analyst
3127	Cable Broadcast Production Technician
3128	Cable Broadcast Writer/Producer
0269	Cable Television Manager
3557	Cable Worker Supervisor I
3558	Cable Worker Supervisor II
3038	Canine Master Trainer
1296	Cashier II
0177	Chief Building Official
1052	Chief Plans Official
0119	Chief Zoning Official
1530	City Forester
0242	Citywide GIS Manager
0527	Citywide Web Coordinator
0217	Civil Service Commission Assistant Executive Director
0216	Civil Service Commission Deputy Executive Director
0763	Claims Investigator
3673	Communications Systems Coordinator
3676	Communications Systems Manager
3675	Communications Systems Specialist
0254	Community Dental Program Manager
0796	Community Relations Coordinator
0798	Community Relations Representative
0885	Compensation Manager
3897	Composting Facility Supervisor
0541	Computer Operations Supervisor
0539	Computer Operator II
1020	Construction Inspector II (Civil)
1210	Construction Manager
1024	Construction Material Analysis Coordinator
3426	Crane Operator
3026	Crime Analyst
3027	Crime Analyst Supervisor
1915	Crime Laboratory Manager
0842	Criminal Intelligence Analyst
3529	Custodial Supervisor
0437	Customer Service Manager
0435	Customer Service Representative II
0436	Customer Service Supervisor
4056	Damage Prevention Program Manager
0572	Database Administrator
0755	Debt Management Coordinator
1578	Dental Assistant
1584	Dental Hygienist
1596	Dentist
0893	Department Human Resources Officer
0552	Desktop Support Technician
2015	Development Program Coordinator
0350	Development Program Manager
1486	Dietetic Technician

<u>Job Code</u>	<u>Title</u>
1482	Dietitian
1484	Dietitian Supervisor
1826	Disease Intervention Specialist I
1825	Disease Intervention Specialist II
1824	Disease Intervention Specialist III
0328	Downtown Development Administrative Coordinator
2002	Downtown Development Office Administrator
1183	Drafter/CAD Operator
1182	Drafting Trainee
0169	Economic Development Division Administrator
2017	Economic Development Program Supervisor
1619	Education Program Instructor
1620	Education Program Supervisor
0560	E-Government Program Manager
3618	Electric Metering Supervisor I
3588	Electric Switchboard Operator
3587	Electric Switchboard Operator Trainee
1132	Electrical Engineering Associate I
1133	Electrical Engineering Associate II
1782	Electrical Inspector I
1783	Electrical Inspector II
3581	Electricity Distribution Assistant Manager
3582	Electricity Distribution Manager
3589	Electricity Load Dispatcher
3671	Electronic System Coordinator
3670	Electronic System Specialist
3668	Electronic System Technician
3669	Electronic System Technician Supervisor
1672	Emergency Medical Services (EMS) Coordinator
1765	Employee Assistance Counselor
1764	Employee Assistance Program Manager
0824	Employee Benefits Analyst I
0825	Employee Benefits Analyst II
0276	Employee Benefits and Risk Manager
0868	Employee Programs Coordinator
1627	EMS Instructor II
1626	EMS Instructor I
0756	Energy Programs Coordinator
1046	Engineer I
1047	Engineer II
1048	Engineer III
1049	Engineer IV
1006	Engineering Aide I
1007	Engineering Aide II
1031	Engineering Associate I
1032	Engineering Associate II
1104	Engineering Associate III
1028	Engineer-in-Training I
1029	Engineer-in-Training II
0565	Enterprise Architect
0768	Environmental Programs Specialist
1964	Epidemiologist
0806	Equal Business Opportunity Specialist I
0805	Equal Business Opportunity Specialist II
0347	Equal Employment Opportunity Manager
0800	Equal Opportunity Officer
0799	Equal Opportunity Specialist
3421	Equipment Operator II
3430	Excavator
0069	Executive Assistant to the Director
1749	Exercise Physiologist

<u>Job Code</u>	<u>Title</u>
0295	Facilities Management Division Administrator
0296	Facilities Operations Manager
3498	Facilities Projects Manager
0142	Financial Management Division Administrator
3013	Fingerprint Technician
3015	Fingerprint Technician Specialist (AFIS)
3014	Fingerprint Technician Supervisor
3012	Fingerprint Technician Trainee
3086	Fire Assistant Chief
3087	Fire Battalion Chief
3088	Fire Captain
3089	Fire Chief
3085	Fire Deputy Chief
3091	Fire Lieutenant
1120	Fire Protection Plans Reviewer
3090	Firefighter
3025	Firing Range Assistant
1233	Fiscal Assistant II
1253	Fiscal Manager
1353	Fleet Administrative Specialist
3454	Fleet Coordinator
0272	Fleet Management Division Administrator
0845	Fleet Operations Assistant Manager
0273	Fleet Operations Manager
1911	Forensic Scientist I
1912	Forensic Scientist II
1913	Forensic Scientist III
3697	Gardener Supervisor
0549	GIS Analyst
0243	GIS Manager
0545	GIS Technician
3187	Golf Assistant Professional
3713	Golf Course Superintendent
0300	Golf Courses Division Administrator
3714	Golf Courses Maintenance Manager
3189	Golf Professional
3191	Golf Program Manager
0752	Grants Management Coordinator
2029	Graphics Designer
1743	Health Education Program Planner
0852	Health Information Manager
0544	Help Desk Representative
0762	Historic Preservation Officer
1623	Home Health Aide
1625	Homemaker
1539	Horticultural Specialist II
1540	Horticulturist
0171	Housing Division Administrator
2049	Housing Rehabilitation Programs Coordinator
0855	Human Resources Analyst
0894	Human Resources Program Manager
0854	Human Resources Representative
0225	Income Tax Assistant Administrator
0660	Income Tax Auditor
0662	Income Tax Auditor Specialist
0661	Income Tax Auditor Supervisor
0224	Income Tax Division Administrator
1847	Industrial Hygienist

<u>Job Code</u>	<u>Title</u>
0566	Information Architect
0248	Information Services Division Administrator
0548	Information Systems Analyst
0869	Information Systems Manager
0582	Information Systems Supervisor
0603	Information Technology Account Manager
1255	Information Technology Business Officer
0599	Information Technology Security Officer
1770	Inspection Supervisor
1335	Inventory Control Manager
0542	IT Operations Manager
0559	IT Technical Support Manager
0751	Keep Columbus Beautiful Manager
0219	Labor Relations Manager
0218	Labor Relations Specialist
3616	Lamp Servicer
2003	Land Management Office Administrator
3009	Latent Print Examiner Trainee
3010	Latent Print Examiner
3011	Latent Print Supervisor
1895	License Manager
1891	License Officer
1893	License Supervisor
3183	Lifeguard (Seasonal)
3825	Machinist
0937	Mail Specialist
3516	Maintenance Carpenter Supervisor
0779	Management Analyst I
0780	Management Analyst II
1815	Mechanical Inspector I
1816	Mechanical Inspector II
1961	Medical Laboratory Manager
1952	Medical Technologist
1959	Medical Technologist Supervisor
0083	Natural Resources Manager
3155	Nature Programs Administrative Manager
3154	Nature Programs Developer
0174	Neighborhood Services Division Administrator
0522	Network Administrator
0521	Network Analyst
0523	Network Engineer
0264	Network Manager
0520	Network Technician
0279	Occupational Safety and Health Officer
0282	Occupational Safety Manager
0408	Office Assistant II
0409	Office Assistant III
1240	Office Manager
3872	Operator-In-Training
3112	Outreach Worker
3023	Parking Enforcement Supervisor
1301	Parking Meter Collection Supervisor
0240	Parking Violations Bureau Administrator (Violations Clerk)
0239	Parking Violations Bureau Assistant Administrator
1201	Parks Development Specialist
3773	Parks Maintenance Assistant Manager
3778	Parks Maintenance Manager

<u>Job Code</u>	<u>Title</u>
3772	Parks Maintenance Supervisor
3780	Parks Management Coordinator
1203	Parks Planning and Design Manager
1204	Parks Planning Coordinator
1266	Payroll Specialist
0414	Payroll/Benefits Clerk
0847	Performance Management Coordinator
0898	Personnel Administrative Officer
0900	Personnel Analyst I
0901	Personnel Analyst II
0903	Personnel Analyst Supervisor
0918	Personnel Psychologist
1945	Photography Laboratory Manager
2010	Planner I
2011	Planner II
0178	Planning Division Administrator
2012	Planning Manager
3817	Plant Maintenance Assistant Manager
3799	Plant Maintenance Electrician I
3800	Plant Maintenance Electrician II
3812	Plant Maintenance Helper
3816	Plant Maintenance Manager
3813	Plant Maintenance Mechanic
3814	Plant Maintenance Supervisor I
3815	Plant Maintenance Supervisor II
1162	Plant Operation and Maintenance Training Coordinator
1775	Plumbing Inspector I
1776	Plumbing Inspector II
3018	Police Artist
3061	Police Chief
3060	Police Commander
3004	Police Communications Technician
3005	Police Communications Technician Supervisor
3062	Police Deputy Chief
3063	Police Lieutenant
3064	Police Officer
1345	Police Property Clerk
3066	Police Sergeant
3016	Polygraphist
0146	Power and Water Division Administrator
0147	Power and Water Division Assistant Administrator
3568	Power Line Worker Supervisor I
3569	Power Line Worker Supervisor II
3565	Power Line/Cable Worker Trainee
1630	Practical Nurse
1932	Pretreatment Program Manager
0767	Prevailing Wage Coordinator
0777	Procurement Administrative Officer
0776	Procurement Manager
0789	Procurement Specialist
0580	Programmer Analyst
0070	Project Manager
1792	Property Maintenance Inspection Manager
1793	Property Maintenance Inspection Specialist
1796	Property Maintenance Inspection Supervisor
1789	Property Maintenance Inspection Trainee
1790	Property Maintenance Inspector
1653	Public Health Administrator (Community Health)
0258	Public Health Administrator (Environmental Health)
0255	Public Health Administrator (Infectious Diseases)
0262	Public Health Administrator (Maternal and Child Health)
0263	Public Health Administrator (Planning and Peak Performance)

<u>Job Code</u>	<u>Title</u>
0261	Public Health Assistant Administrator (Environmental Health)
0257	Public Health Assistant Commissioner (Administrative Services)
0256	Public Health Assistant Commissioner (Medical)
0265	Public Health Assistant Commissioner (Nursing)
1748	Public Health Emergency Preparedness Chief
1639	Public Health Nurse
1644	Public Health Nurse Assistant Supervisor
1645	Public Health Nursing Supervisor
1756	Public Health Occupational Therapist
1752	Public Health Physical Therapist
1704	Public Health Physician
1744	Public Health Program Manager I
1731	Public Health Program Manager I (RN)
1740	Public Health Program Manager II
1732	Public Health Program Manager II (RN)
1741	Public Health Program Manager III
1733	Public Health Program Manager III (RN)
1742	Public Health Program Manager IV
1734	Public Health Program Manager IV (RN)
1747	Public Health Quality Assurance Coordinator
1832	Public Health Sanitarian I
1833	Public Health Sanitarian II
1844	Public Health Sanitarian III
1845	Public Health Sanitarian IV
1831	Public Health Sanitarian-in-Training
1760	Public Health Speech/Language Pathologist
1754	Public Health Therapy Assistant
3242	Public Health Veterinarian
3104	Public Relations Specialist I
3105	Public Relations Specialist II
0090	Public Utilities Deputy Director (Administration)
0091	Public Utilities Deputy Director (Engineering)
0161	Public Utilities Division Assistant Administrator
0784	Purchasing Coordinator
0783	Purchasing Expeditor
2027	Real Estate Asset Manager
3166	Recreation Administrative Coordinator
3165	Recreation Administrative Manager
3684	Recreation and Parks Aide (Seasonal)
0085	Recreation and Parks Assistant Director
0786	Recreation and Parks Marketing/Fundraising Coordinator
3164	Recreation Center Manager
3215	Recreation Instructor
3162	Recreation Leader
3169	Recreation Playground Leader (Seasonal)
3193	Recreation Program Assistant
3196	Recreation Program Specialist
3163	Recreation Supervisor
3931	Refuse Collection District Assistant Manager
3933	Refuse Collection District Manager
0221	Refuse Collection Division Administrator
0222	Refuse Collection Division Assistant Administrator
3935	Refuse Collection Operations Manager
3928	Refuse Collection Supervisor
1161	Regulatory Compliance Advisor
2036	Relocation Program Manager
2034	Relocation Specialist
2081	Research Analyst
2083	Research Analyst Specialist
1718	Safety Program Manager

<u>Job Code</u>	<u>Title</u>
1721	Safety Programs Coordinator
0287	Sealer of Weights and Measures
0477	Secretary
1151	Security Manager
3539	Security Specialist Supervisor
0775	Senior Procurement Specialist
0581	Senior Programmer Analyst
0071	Senior Project Manager
0563	Senior Systems Administrator
3952	Sewer Cleaning Equipment Operator
3970	Sewer Maintenance Assistant Manager
3971	Sewer Maintenance Manager
3968	Sewer Maintenance Supervisor I
3969	Sewer Maintenance Supervisor II
3967	Sewer Maintenance Worker
3314	Sewer Service Supervisor (Emergency)
3313	Sewer Service Worker (Emergency)
3973	Sewer Telemonitoring Operator
3974	Sewer Telemonitoring Supervisor
0165	Sewerage and Drainage Division Administrator
0166	Sewerage and Drainage Division Assistant Administrator
3316	Sewerage Charge Inspector
1767	Social Worker
0585	Software Engineer
3779	Sports Field Maintenance Supervisor
3318	Stormwater Investigator
3991	Street Maintenance Assistant Manager
1002	Street Maintenance Investigator
3990	Street Maintenance Manager
3981	Street Maintenance Operations Manager
0781	Student Intern I
0782	Student Intern II
0788	Student Intern III
3680	Summer Worker
0266	Support Services Division Administrator
0267	Support Services Division Assistant Administrator
3111	Supportive Services Advisor
1016	Surveyor
1040	Surveyor Manager
1015	Surveyor-in-Training
0564	Systems Administrator
0553	Technical Support Analyst
0609	Telecommunications Specialist I
0610	Telecommunications Specialist II
4026	Traffic Line Supervisor I
4029	Traffic Line Supervisor II
4032	Traffic Maintenance Manager
4018	Traffic Maintenance Supervisor I
4019	Traffic Maintenance Supervisor II
4010	Traffic Sign Shop Supervisor
0881	Training Manager
0202	Transportation Division Administrator
0203	Transportation Division Assistant Administrator
3760	Tree Trimmer
3761	Tree Trimmer Supervisor
3473	Upholsterer
1043	Utilities Permits Manager
0865	Utility Customer Services Coordinator
4055	Utility Line Locator
3280	Utility Service Manager

<u>Job Code</u>	<u>Title</u>
3278	Utility Service Supervisor
3260	Utility Service Technician I
3626	Utility Service Technician II
0863	Utility Services Coordinator
1928	Wastewater Chemist I
1929	Wastewater Chemist II
1930	Wastewater Chemist III
1158	Wastewater Plant Assistant Manager
1159	Wastewater Plant Manager
3873	Wastewater Plant Operator
3875	Wastewater Plant Supervisor I
3876	Wastewater Plant Supervisor II
1160	Wastewater Plants Coordinator
1860	Wastewater Pretreatment Technician I
1861	Wastewater Pretreatment Technician II
0769	Wastewater Soil Applications Coordinator
1862	Wastewater Surveillance Analyst
1157	Wastewater Treatment Residuals Manager
0864	Water Customer Service Assistant Coordinator
3864	Water Distribution Operator I
3865	Water Distribution Operator II
4046	Water Maintenance Assistant Coordinator
4047	Water Maintenance Coordinator
4052	Water Maintenance Manager
4040	Water Maintenance Supervisor I
4041	Water Maintenance Supervisor II
4039	Water Maintenance Worker
4072	Water Metering Supervisor
1170	Water Plant Manager
1169	Water Plant Operations Manager
3881	Water Plant Operator I
3882	Water Plant Operator II
1873	Water Protection Coordinator
1871	Water Protection Specialist I
1872	Water Protection Specialist II
1935	Water Research Analyst I
1936	Water Research Analyst II
1937	Water Research Laboratory Manager
1165	Water Supply and Treatment Coordinator
1173	Watershed Manager
0525	Web Content Coordinator
1886	Weights and Measures Inspector
3830	Welder

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*RE: Request of the Civil Service Commission staff to amend Rule VIII(E)(1).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to reallocate position #50-01-02591 currently allocated to the Public Health Program Manager IV (Class Code 1742) classification to Public Health Emergency Preparedness Chief (Class Code 1748) classification and allow the affected incumbent to retain his current classification status and seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Columbus Public Health Department who enlisted Watson Wyatt Worldwide to conduct a compensation practices survey specific to the classes covered by the Administrative Salary Resolution (ASR). From this survey, it was learned that the department was underpaying its emergency preparedness manager. As a result of this, new classification was created by the Commission, which was titled Public Health Emergency Preparedness Chief, and the Board of Health recently assigned a pay grade to this new class consistent with the market findings from Watson Wyatt Worldwide for this job.

With this new class now available for use, Commission staff requested that position #50-01-02591 currently allocated to the Public Health Program Manager IV be reallocated to the Public Health Emergency Preparedness Chief classification. It was further requested that the affected employee retain his classification seniority and status upon reallocation to the new classification.

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

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*RE: Review of the Findings and Recommendation of the Trial Board hearing held on May 28, 2008, Robin Hein vs. Columbus City Schools, Appeal Number 07-BA-0024.*

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Mr. Hein 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 9, 2008, Nicole Johnson vs. Columbus City Schools, Appeal Number 07-BA-0026.*

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

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*RE: Columbus City School classification actions.*

No classification actions from Columbus City Schools were submitted this month.

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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).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Police Records Technician 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 December 2003. There are currently thirty-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. The revision to the examples of work section was to modify two duties with current terminology. The revision to the knowledge, skills, and abilities section was to add the language, "ability to operate a

computer and associated software." There were no proposed revisions to the minimum qualifications, examination type, or probationary period.

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 EMS Instructor, retitle it to read EMS Instructor I, and amend Rule XI accordingly (Class Code 1626).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise and retitle the specification for the classification EMS Instructor to read EMS Instructor I, which was initiated by the Public Safety Department in order to create an EMS Instructor series. It was last reviewed in February 2006. There are currently two employees serving in this classification in the Public Safety Department, Division of Fire. Based on feedback from department representatives, revisions were proposed.

The definition section was revised to list the various types of medical instruction this classification will give. The examples of work section was revised to include observing trainees and current paramedic staff providing treatment while riding along and also aiding and assisting as warranted.

Although there were no content changes to the minimum qualifications section, there were formatting changes in the way the minimum qualifications are listed. The certification and license requirements are consistent with the Ohio Revised Code. The addition of thorough knowledge of the current USDOT EMO-Basic and EMT-paramedic national standard curriculum, the ability to develop and maintain effective working relationships with City employees, hospital liaisons, and the public, and the ability to work a varying work schedule were added to the knowledge, skills and abilities section. There were no 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 EMS Education Manager, retitle it to read EMS Instructor II, and amend Rule XI accordingly (Class Code 1627).*

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise and retitle the specification for the classification EMS Education Manager to read EMS Instructor II, which was initiated by the Public Safety Department in order to create an EMS Instructor series. It was last reviewed in March 2004. There are currently no employees serving in this classification in the Public Safety Department, Division of Fire. Based on feedback from department representatives, revisions were proposed.

Since it was proposed that this classification no longer be responsible for managing the EMS education program, it was recommended that the definition section be revised to read, "...responsible for leading and conducting all phases of entry-level, refresher, paramedic, and continuing medical training for the Division of Fire." Because management will not be a function of the job, it was also recommended that the title be changed to read EMS Instructor II.

In the examples of work section, the duties that pertain to management-type functions were eliminated and replaced with ones that are more appropriate for a lead

worker. The duty to illustrate the operation of audio-visual aids and equipment for training purposes was also added.

The minimum qualifications was revised to read, two years of experience as an EMS Instructor I with the City of Columbus or comparable experience, and the remaining revisions were to the formatting in which the minimum qualifications are listed. The certification and license requirements are consistent with the Ohio Revised Code. The revisions to the knowledge, skills and abilities section were the addition of thorough knowledge of the current USDOT EMT-Basic and EMO-paramedic national standard curriculum and the elimination of thorough knowledge of emergency medical room triage principles. There were no proposed revisions to the examination type or probationary period.

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

\* \* \*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Deputy City Clerk and retitle it to read Deputy City Clerk (U), designate the classification to be part of the unclassified service, and amend Rule XI accordingly. (Class Code 0151).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the Deputy City Clerk classification and to designate it to be part of the unclassified service. This classification was scheduled for its five year review this year and as part of this review, City Council was contacted to discuss any proposed changes that should be recommended. During these discussions, City Council requested that this classification be designated as unclassified. Based on a consultation with the City Attorney's Office, the opinion was that, as the City Charter provision stands, it is legally permissible for City Council to have an unclassified Deputy City Clerk.

As part of this unclassified designation, the minimum qualifications and knowledge, skills and abilities sections were struck-out. A guidelines for class use section was added to clarify the section of the City Charter that authorizes it to be unclassified and further states that it is a single position classification. Based on department feedback, several changes were made to the definition and examples of work sections to best define the reason that this class exists and to best represent the duties to be performed by this classification.

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 Public Health Program Manager I (Class Code 1744).*

*Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager II (Class Code 1740).*

*Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager III (Class Code 1741).*

*Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager IV (Class Code 1742).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests to revise the specifications for the classifications Public Health Program Manager I, Public Health Program Manager II,

Public Health Manager III, and Public Health Program Manager IV as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. They were last reviewed in August 2004. There are currently employees serving in each of these classifications located in the Columbus Public Health Department. Based on information received via questionnaires with supervisory review and discussions with department representatives, some revisions were proposed.

The definition section was revised to include proper and consistent reference to the Columbus Public Health Department. In the examples of work section, a statement reflecting the possibility to participate in continuous quality improvement and performance management initiatives was added. There were no changes to the minimum qualifications section.

In the knowledge, skills and abilities section, the ability to operate a computer and utilize related software, and the ability to identify problems and develop and initiate resolutions to work problems were added. There were other no 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 create the specification for the classification Web Content Coordinator, designate the exam type as competitive, assign a probationary period of 365 days and amend Rule XI accordingly. (Class Code 0525).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request to create the specification for the classification Web Content Coordinator, which was initiated at the request of the Department of Technology, in conjunction with the Columbus Public Health Department.

By definition, a Web Content Coordinator, under general direction, will be responsible for monitoring and maintaining the content and design of a department's or division's internet/intranet websites in accordance with citywide web policies, and for coordinating these activities with the Department of Technology's web team. They will ensure that the information supplied for publication on the web is properly written, formatted, and displayed, according to pre-established guidelines. They will serve as liaisons between their respective departments and the Department of Technology to resolve any problems or issues that may arise regarding design, accessibility, web tools, etc. The examples of work section include, but are not limited to, researching, developing, writing and editing department-related material for the internet/intranet websites, responding to queries from website users, converting images and documents for online applications, testing, monitoring and evaluating websites, maintaining statistical reports, and the incumbent should have knowledge of and experience in website management and administration, and experience working with contemporary content management tools, as well as be proficient in English grammar and usage, with strong communication skills.

The minimum qualifications are three years of experience in web design, content management, graphic design, or closely related field. Significant college coursework in communications, journalism, marketing, graphic design, mass media, visual design, and/or computer science may substitute for up to two years of the required experience. A bachelor's degree in any of the above-referenced fields may substitute for the required experience. The knowledge, skills, and abilities section reflects technical knowledge of web content, design, software and tools, communication and public relation skills, and knowledge of grammar and English usages. The examination type recommended was competitive and the probationary period was classified as 365 days.

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.*

\* \* \*

*RE: Personnel Actions.*

No personnel actions were submitted this month.

\* \* \*

*RE: Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

\* \* \*

*RE: Background Removals.*

#### Applicants Removed Post-Exam

	Name of Applicant	Position Applied For	BAR #
1.	Richard Knotts	Fire Fighter	08-BR-055
2.	Eric Smith	Police Officer	08-BR-059
3.	Jason Burnet	Fire Fighter	08-BR-060
4.	Stephen Garrison	Police Officer	08-BR-061
5.	Andrew Lohr	Police Officer	08-BR-062
6.	Jacob Sowers	Police Officer	08-BR-064
7.	Alan Cooper	Police Officer	08-BR-066
8.	Robert Lindsey, III	Police Officer	08-BR-068

After reviewing the file of Jacob Sowers, the Commissioners decided his name would be reinstated to the Police Officer eligible list.

After reviewing the files of Richard Knotts, and Jason Burnet, the Commissioners decided their names would not be reinstated to the Fire Fighters eligible list.

After reviewing the files of Eric Smith, Stephen Garrison, Andrew Lohr, Alan Cooper, and Robert Lindsey, III, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

\* \* \*

*RE: Other Administrative/Jurisdictional Reviews:*

*Review of the appeal of Simba Jordan, regarding the denial of his Request for Review for the position of Utility Service Supervisor, City of Columbus – Appeal No. 08-CA-0005.*

The Commissioners reviewed the appeal that Mr. Jordan filed on May 8, 2008, regarding the denial of his Request for Review and test administration time for the position of Utility Service Supervisor, City of Columbus.

The test admission letter listed a total administration time of approximately two and one half hours. This estimated time lets applicants know how much time they should plan to be at the testing center. In addition, the test booklet listed the two hour time limit on the front page, which candidates were instructed to read. The test

administrator gave the total time allowed in the instructions to candidates that were read aloud prior to the start of the exam. The test administrator also announced the time remaining at several intervals.

The Commission determined that clear notification of the two hour time limit was given to candidates taking the exam. Based on this information, the Civil Service Commission has denied Mr. Jordan's appeal and decided to dismiss it without a hearing pursuant to Commission Rule XIII(G)(1)(b).

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*Review of the appeal of Thomas Zebar, regarding his lay-off from the position of IT Operations Manager, Department of Technology, City of Columbus – Appeal No. 08-CA-0007.*

The Commissioners reviewed the appeal that Mr. Zebar filed on May 19, 2008, regarding his layoff from the position of IT Operations Manager, Department of Technology, City of Columbus.

The basis of the appeal was that the Department of Technology's justification for the lay-off is baseless and untrue and that the Department should have given the layoff request to the Commission thirty days prior to the lay-off date.

According to Civil Service Commission Rule XIII(E), an employee who is discharged may appeal such decision, order, or action to the Commission. The Rule later states "There shall be no appeal from any action taken by an appointing authority except as provided herein." Therefore, layoffs are not subject to appeal under the Commission Rules and Regulations. The Commission staff reviewed the facts regarding his layoff and since he was the sole incumbent in the position, there was no question that he was the least senior and the one to be laid off. The layoff met the requirements of the Rule.

As for the thirty day notification period in Rule XII(C)(1), the Commission staff can waive this requirement. Procedures have been streamlined so that a thirty day time period is not usually needed.

Since the Rules do not allow for appeals regarding layoffs, the Commission does not have jurisdiction over the appeal. Based on the foregoing, the Commission decided to dismiss Mr. Zebar's appeal without a hearing because of a lack of jurisdiction.

\* \* \*

*Review of the appeal of Yolanda Arnold, regarding a written reprimand by the Director of Public Safety, Division of Fire, City of Columbus – Appeal No. 08-CA-0009.*

The Commissioners reviewed the appeal that Ms. Arnold filed on June 9, 2008, regarding a written reprimand for violating a Division of Fire Central Work Rule and the denial of her Step 2 Grievance.

Section 149-1 of the Columbus City Charter is entitled "Appeals," and states in its pertinent part:

Except as otherwise provided in this Charter, any employee of the City of Columbus in the classified service, who is suspended, reduced in rank, or compensation or discharged ... may appeal from such decision in order therefore to the Civil Service Commission within ten days from and after the date of such decision in order.

Neither Columbus City Charter nor the Civil Service Commission Rules provide classified employees with the right to appeal written reprimands.

Based on this information, the Civil Service Commission decided to dismiss Ms. Arnold's appeal for lack of jurisdiction.

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*Review of the appeal of James Seidle, regarding his denied Request for Review for the position of Sewer Telemonitoring Supervisor – Appeal No. 08-CA-0010.*

The Commissioners reviewed the appeal that Mr. Seidle filed on June 12, 2008, regarding the denial of his Request for Review for the position of Sewer Telemonitoring Supervisor. The basis of the appeal was that he believes that other Sewer Service Workers (Emergency) have been approved to take the test with less or no experience than he has inspecting wastewater collection lines utilizing telemonitoring equipment.

Sewer Service Worker (Emergency) is one of the qualifying classes to take this exam on a promotional basis as determined by the Commission in consultation with the Department of Public Utilities. The Department advises the Commission that individuals in this job classification use the required equipment at times. In addition, employees in the Sewer Service Worker (Emergency) class must meet the four years of experience required by the minimum qualifications in order to be approved for the exam.

Mr. Seidle's application was originally rejected because he had two years and ten months experience as a Sewer Telemonitoring Operator which did not meet the minimum qualifications. The Commission determined that his military experience using Borescoping equipment was not the same as inspecting wastewater collection lines. After a review of his appeal, it was confirmed that he does not meet the minimum qualifications for Sewer Telemonitoring Supervisor.

Based on this information, the Civil Service Commission decided to deny Mr. Seidle's appeal and dismiss it without a hearing pursuant to Commission Rule XIII(G)(1).

\* \* \*

*Review of the appeal of Ronald Brown, regarding a grievance filed with the bargaining unit because charges against another employee were dropped – Appeal No. 08-CA-0012.*

The Commissioners reviewed the appeal that Mr. Brown filed on June 27, 2008, regarding a grievance filed with his bargaining unit and because charges against another employee were dropped.

The contract between the City of Columbus and the American Federation of State, County, and Municipal Employees (AFSCME) Local 1632 outlines grievance procedures in Article 11. There are no provisions in this contract that allow for grievances to be appealed to the Civil Service Commission. The final step in the grievance process would be arbitration.

Regarding the disciplinary procedure, discipline involving another employee is not something that can be appealed to the Civil Service Commission. In addition, Section 11.8(A) of the AFSCME contract specifically waives the right of employees to the Civil Service Commission under Section 149-1 of the City Charter.

Based on this information, the Civil Service Commission decided to dismiss Mr. Brown's appeal without a hearing because it lacks jurisdiction over the appeal.

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The Commission adjourned its regular meeting at 1:02 p.m.

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Grady L. Pettigrew, Jr., President

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Date