

Regular Meeting

July 31, 2006
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, July 31, 2006, at 12:44 p.m. with Priscilla Tyson, Grady Pettigrew, and Eileen Paley in attendance.

* * *

RE: Review and approval of the minutes from the June 26, 2006, regular meeting.

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

* * *

*RE: Review of the results of the pre-hearing conference for the following appeal:
a) Margarita Reed vs. City of Columbus, Department of Public Safety, Division of Fire, Appeal No. 06-CA-0025. Firefighter – 48 Hour Suspension – Hearing Scheduled for Monday, September 25, 2006.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Margarita Reed - Ms. Reed received a 48-hour suspension from her position of Firefighter on charges of being AWOL. Several witnesses will be called but most will be joint witnesses. Ms. Reed is not currently represented by counsel but may retain an attorney before the September 25, 2006, hearing. Both parties believe the hearing can be completed in one afternoon.

* * *

RE: Rule Revisions.

No rule revisions were submitted this month.

* * *

RE: Review and Approval of Trial Board Recommendations.

No trial board recommendations were submitted this month.

* * *

RE: Receipt of Rationale and Supporting Documentation from the Columbus Public Schools for the Layoff of Classified Civil Service Employees on July 5, 2006.

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

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

* * *

RE: Receipt of Rationale and Supporting Documentation from the Columbus Public Schools for the Layoff of One Classified Civil Service Employee on July 20, 2006.

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

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

* * *

RE: Request of the Columbus Public Schools to revise the specification for the classification Automotive Parts Supervisor.

PRESENT: Jackie Chapman, Columbus Public Schools

Ms. Chapman presented this request from Columbus Public Schools to revise the specification for Automotive Parts Supervisor. The revisions specify this classification is responsible for additional duties in the storeroom operations of receiving, storage, disbursing and record maintenance for Fleet Services. This includes all district automotive parts, tools, and bulk products required to repair all district owned and motorized equipment, school buses, passenger cars, landscape and, and related equipment.

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

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Graphics Designer with no revisions (Class Code 2029).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Graphics Designer was last reviewed in June 2001. There is currently one employee serving in this classification in the Planning Division.

As part of this review, Civil Service Commission staff reviewed a questionnaire completed by the incumbent, and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Graphics Designer be approved with no revisions.

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

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Maintenance Carpenter with no revisions (Class Code 3515).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Maintenance Carpenter was last reviewed in December 2001. There are currently eight employees serving in this classification, located in the Public Service, Public Utilities and Recreation and Parks Departments.

As part of this review, Civil Service Commission staff reviewed questionnaires completed by incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties, as they currently exist. It was, therefore, recommended that the review of the specification for the classification Maintenance Carpenter be approved with no revisions.

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

* * *

RE: Request of the Civil Service Commission to approve the specification review for the classification Word Processing Equipment Operator with no revisions (Class Code 0569).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request that the specification for the classification Word Processing Equipment Operator be approved with no revisions. In October 1994, a moratorium was imposed on this classification. There is currently one incumbent serving in this classification. However, in response to the Commission's objective to review or revise all classifications at least every five years, it was recommended that this classification specification be approved with no revisions so as not to reflect negatively upon the Commission's benchmark performance. When vacated, the classification will be recommended for abolishment.

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

* * *

RE: Request of the Civil Service Commission to approve the specification review for the classification Receptionist-Secretary with no revisions (Class Code 0467).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request that the specification for the classification Receptionist-Secretary be approved with no revisions. In March 1995, a moratorium was imposed on this classification. There is currently one incumbent serving in this classification. However, in response to the Commission's objective to review or revise all classifications at least every five years, it was recommended that this classification specification be approved with no revisions so as not to reflect negatively upon the Commission's benchmark performance. When vacated, the classification will be recommended for abolishment.

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

* * *

RE: Request of the Civil Service Commission staff to abolish the specification for the classification Data Entry Operator and amend Rule XI accordingly (Class Code 0554).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Data Entry Operator. With the Clerical Consolidation Project implemented and the affected positions properly allocated to one of the new consolidated classes, it was recommended that the former clerical classes that are now vacant be abolished in lieu of the new class series. It was, therefore, requested that the specification for the classification Data Entry Operator be abolished and Rule XI amended accordingly.

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

* * *

RE: Request of the Civil Service Commission staff to abolish the specification for the classification Payroll Clerk I and amend Rule XI accordingly (Class Code 1290).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Payroll Clerk I. With the Clerical Consolidation Project implemented and the affected positions properly allocated to one of the new consolidated classes, it was recommended that the preceding clerical classes that are now vacant be abolished in lieu of the new class series. It was, therefore, requested that the specification for the classification Payroll Clerk I be abolished and Rule XI amended accordingly.

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

* * *

RE: Request of the Civil Service Commission staff to abolish the specification for the classification Messenger and amend Rule XI accordingly (Class Code 0450).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Messenger. With the Clerical Consolidation Project implemented and the affected positions properly allocated to one of the new consolidated classes, it was recommended that the preceding clerical classes that are now vacant be abolished in lieu of the new class series. It was, therefore, requested that the specification for the classification Messenger be abolished as proposed, and Rule XI amended accordingly.

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

* * *

RE: Request of the Civil Service Commission staff to abolish the specification for the classification Nutrition Assistant and amend Rule XI accordingly (Class Code 1480).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Nutrition Assistant. With the Clerical Consolidation Project implemented and the affected positions properly allocated to one of the new consolidated classes, it was recommended that the preceding clerical classes that are now vacant be abolished in lieu of the new class series. It was, therefore, requested that the specification for the classification Nutrition Assistant be abolished as proposed, and Rule XI amended accordingly.

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

* * *

RE: Request of the Civil Service Commission staff to abolish the specification for the classification Medical Services Reimbursement Specialist and amend Rule XI accordingly (Class Code 0815).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Medical Services Reimbursement Specialist. With the Clerical Consolidation Project implemented and the affected positions properly allocated to one of the new consolidated classes, it was recommended that the preceding clerical classes that are now vacant be abolished in lieu of the new class series. It was, therefore, requested that the specification for the classification Medical Services Reimbursement Specialist be abolished and Rule XI amended accordingly.

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

* * *

RE: Request of the Civil Service Commission staff to abolish the specification for the classification Development Services Assistant and amend Rule XI accordingly (Class Code 2007).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Development Services Assistant. With the Clerical Consolidation Project implemented and the affected positions properly allocated to one of the new consolidated classes, it was recommended that the preceding clerical classes that are now vacant be abolished in lieu of the new class series. It was, therefore, requested that the specification for the classification Development Services Assistant be abolished and Rule XI amended accordingly.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Electricity Distribution Assistant Manager (Class Code 3581).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Electricity Distribution Assistant Manager as part of the Civil Service Commission's effort to review all classifications every five years. Electricity Distribution Assistant Manager was last reviewed in September of 2001. There are currently no employees serving in this classification. Based on feedback from department representatives, it was recommended that some revisions be proposed.

It was recommended that the definition and guidelines for class use be revised to delete any reference to the Division of Electricity, which was consolidated with the Division of Water. Changes to the examples of work section were recommended due to the reorganization of Public Utilities. It was recommended that the minimum qualifications section be revised to include experience supervising employees through one or more level supervisors engaged in the installation of power or cable lines. No revisions to the knowledge, skills, and abilities, examination type, or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Solid Waste Inspector (Class Code 1866).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Solid Waste Inspector as part of the Civil Service Commission's efforts to review all classifications every five years. Solid Waste Inspector was last reviewed in August 2001. There are currently four employees serving in this classification in the Neighborhood Services and Refuse Collection Divisions. Based on a review of questionnaires completed by incumbents and feedback from department representatives, one revision to this specification was recommended.

It was recommended that one duty be added to the examples of work section to include the law enforcement aspect of the job by filing criminal charges against code violators. No revisions to the definition, minimum qualifications, knowledge, skills, and abilities, examination type, or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Surveillance Analyst (Class Code 1862).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Wastewater Surveillance Analyst as part of the Civil Service Commission's efforts to review all classifications every five years. Wastewater Surveillance Analyst was last reviewed in October 2001. There are currently three employees serving in this classification in the Sewerage and Drainage Division.

It was recommended that the definition be revised to read "...responsible for monitoring industrial waste disposal facilities and ensuring industries are compliant with sewer use regulations." A few minor recommendations to the examples of work section were recommended in order to specify that the work is performed with different industries and industrial customers and to identify an additional report that this classification is responsible for reviewing. The only revision recommended to the knowledge, skills, and abilities section was the rewording of one of the ability statements to make it less awkward. No revisions to the examination type or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Regulations Attendant, retitle it to read Parking Enforcement Officer, and amend Rule XI accordingly (Class Code 3022).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Parking Regulations Attendant and retitle it to read Parking Enforcement Officer as part of the Civil Service Commission's effort to review all classifications every five years. Parking Regulations Attendant was last reviewed in August 2002 but was being reviewed at this time because other classifications in the series have not been reviewed in five years. There are currently twelve employees serving in this classification in the Parking Violations Bureau.

No revisions to the definition were proposed, however, since this classification's main purpose is enforcing local parking laws, it was recommended that the title be changed to Parking Enforcement Officer. This new title gives the public a better understanding of the authority this classification possesses by reflecting the law enforcement aspect of the job. The only revision recommended to the examples of work section was the addition of one duty to illustrate to the reader that this classification patrols the City on foot, bicycle, or motor vehicle. This addition required the "ability to safely operate a motor vehicle and a bicycle" to be added to the knowledge, skills, and abilities section of the specification. No revisions were recommended to the examination or probationary period.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Regulation Attendant Supervisor, retitle it to read Parking Enforcement Supervisor, and amend Rule XI accordingly (Class Code 3023).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Parking Regulation Attendant Supervisor and retitle it to read Parking Enforcement Supervisor as part of the Civil Service Commission's effort to review all classifications every five years. Parking Regulation Attendant Supervisor was last reviewed in August 2001. There are currently two employees serving in this classification, located in the Parking Violations Bureau.

No revisions to the definition were recommended; however, since this classification's main purpose is supervising employees who enforce local parking laws, it was recommended that the title be changed to Parking Enforcement Supervisor. This new title gives the public a better understanding of the authority this classification possesses by reflecting the law enforcement aspect of the job. Revisions to the examples of work section were to reflect the proposed title change and one supervisory example of work was added in order to illustrate some of the day-to-day roles of a supervisor. It was recommended that the minimum qualifications be revised to read completion of the twelfth school and one year of experience issuing parking violation tickets and identifying motor vehicles eligible for impoundment or immobilization. No revisions to the knowledge, skills, and abilities, examination type, or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Environmental Programs Specialist (Class Code 0768).

This item was deferred.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Purchasing Expediter (Class Code 0783).

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Purchasing Expediter was last reviewed in March of 2001. There are currently thirteen employees serving in this classification in various City departments.

No revisions were recommended to the definition. Revisions to the examples of work section included the deletion of several examples that were secondary duties of minor importance and frequency to the classification and the addition of key duties to clearly demonstrate the depth of the Purchasing Expediter classification. Revisions to the examples of work were recommended to more accurately reflect the scope of the duties performed by a Purchasing Expediter. No revisions to the minimum qualifications were recommended. Two additional knowledge, skills, and ability statements were proposed to include the computer knowledge required to perform the job. No revisions to the probationary period or examination type were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Personnel Analyst I (Class Code 0900).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Personnel Analyst I in conjunction with the class review of Personnel Analyst II, which was being reviewed as part of the Civil Service Commission's effort to review all classifications every five years. Personnel Analyst I was last reviewed in April of 2002.

There are currently four employees serving in this classification, all located in the Civil Service Commission.

The only revision to this specification was to revise one knowledge, skills, and ability statement to read, "...some knowledge of legal and social issues impacting employment assessment and selection...". No other changes to the specification were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Personnel Analyst II (Class Code 0901).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for Personnel Analyst II as part of the Civil Service Commission's effort to review all classifications every five years. Personnel Analyst II was last reviewed in December 2001. There are currently nine employees serving in this classification, all located in the Civil Service Commission.

The only revisions recommended to this specification were to the knowledge, skills, and abilities section to add "a general knowledge of the *Standards for Educational and Psychological Testing*" and to delete "...Division 14..." from the *Principles for the Validation and Use of Personnel Selection Procedures*. Rewording of another sentence was recommended. No other revisions were proposed.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collection Supervisor (Class Code 1301).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Parking Meter Collection Supervisor as part of the Civil Service Commission's effort to review all classifications every five years. Parking Meter Collection Supervisor was last reviewed in December of 2001. There is currently one employee serving in this classification, located in the Parking Violation Bureau, Department of the City Treasurer.

The examples of work section was revised to more accurately describe the Parking Meter Collection Supervisor's role as a supervisor. One additional knowledge, skills, and abilities was proposed to indicate the ability to operate a computer and use applicable software programs. No other revisions were proposed to this specification.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector (Class Code 1300).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of a classification review initiated as part of the Civil Service Commission's effort to review all classifications every five years. Parking Meter Collector was last reviewed in December 2001. There are currently four employees serving in this classification, located within the Parking Violations Bureau, Department of the City Treasurer.

It was recommended that the examples of work section be revised to include a statement regarding the completion of daily log sheets. The daily collection log sheets are used by the Parking Meter Collectors to document routes collected, vehicle mileage, and time spent on each meter collection route. The daily collection log sheets are submitted to the supervisor on a daily basis. Additionally, the statement regarding the tabulation of daily collections was clarified to more accurately describe the tabulation of daily and monthly collection sheets. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist III (Class Code 1824).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Disease Intervention Specialist III was last reviewed in December of 2001. There are currently two employees serving in this classification in the Columbus Health Department.

As part of this review, a meeting was scheduled with Columbus Health Department representatives to discuss their specific needs with regard to the use of the Disease Intervention classification series and to understand the Ohio Department of Health (ODH) and Center for Disease Control (CDC) requirements for Disease Intervention Specialists. All positions allocated to these classifications are funded by grant monies. Each grant has specific requirements for certification or licensure of positions funded by the programs. Commonly required certifications include phlebotomy certification, CDC approved DIS certification, and HIV/STD counseling certification. The current specification makes no reference to the required certification.

The examples of work section was revised to amend the statement regarding interviewing clients and counseling people who have or have been exposed to infectious diseases in order to more accurately describe the nature and settings for these interviews. It was recommended that the guidelines for class use section be deleted because it is no longer applicable. The minimum qualifications were revised to reflect that positions allocated to this classification may require State of Ohio or federal certification or licensure due to the nature of, or the funding requirements for, the program. No other revisions were recommended to this specification.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist II (Class Code 1825).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Disease Intervention Specialist II was last reviewed in December 2001. There is currently one employee serving in this classification, located in the Columbus Health Department.

As part of this review, a meeting was scheduled with Columbus Health Department representatives to discuss their specific needs with regard to the use of the Disease Intervention classification series and to understand the Ohio Department of Health (ODH) and Center for Disease Control (CDC) requirements for Disease Intervention Specialists. All positions allocated to these classifications are funded by grant monies. Each grant has specific requirements for certification or licensure of positions funded by the programs. Commonly required certifications include phlebotomy certification, CDC approved DIS

certification, and HIV/STD counseling certification. The current specification makes no reference to the required certification.

The examples of work section was revised to amend the statement regarding interviewing clients and conducting field investigations, by adding, "...in a variety of settings including clinics, residences, prisons, and other public facilities..." to more accurately describe the nature and settings for these interviews and field investigations. It was recommended that the guidelines for class use section be deleted because it is no longer applicable. It was recommended that the minimum qualifications be revised to reflect that positions allocated to this classification may require State of Ohio or federal certification or licensure due to the nature of, or the funding requirements for, the program. No other revisions were proposed to the specification.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist I (Class Code 1826).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Disease Intervention Specialist I was last reviewed in December of 2001. There are currently eight employees serving in this classification in the Columbus Health Department.

As part of this review, a meeting was scheduled with Columbus Health Department representatives to discuss their specific needs with regard to the use of the Disease Intervention classification series and to understand the Ohio Department of Health (ODH) and Center for Disease Control (CDC) requirements for Disease Intervention Specialists. All positions allocated to these classifications are funded by grant monies. Each grant has specific requirements for certification or licensure of positions funded by the programs. Commonly required certifications include phlebotomy certification, CDC approved DIS certification, and HIV/STD counseling certification. Disease Intervention Specialist I incumbents attend the appropriate state and federally approved or conducted training to obtain the required certifications.

The examples of work section was revised to amend the statement regarding interviewing clients and conducting field investigations, by adding, "...in a variety of settings including clinics, residences, prisons and other public facilities..." to more accurately describe the nature and settings for these interviews and field investigations. It was recommended that the guidelines for class use section be deleted because it is no longer applicable. It was recommended that the minimum qualifications be revised to reflect that positions allocated to this classification may require State of Ohio or federal certification or licensure due to the nature of, or the funding requirements for, the program. No other revisions were proposed to this specification.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Electric Switchboard Operator Trainee, lift the hiring moratorium previously imposed, extend the probationary period to 365 days, and amend Rule XI accordingly (Class Code 3587).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of a request from the Department of Public Utilities to lift the moratorium imposed upon the Electric Switchboard Operator (Class Code 3588) and revise the specification. A similar request

was received by the Commission in 2005 and was denied along with a recommendation that the Electricity Load Dispatcher classification (Class Code 3589) be revised to meet the stated needs of the department. The department was willing to try this remedial option; however, it has now been over a year and the department is continuing to have the same hiring and recruiting difficulties.

Department representatives advised that part of the problem is that they must hire into the Electricity Load Dispatcher classification (a fully-skilled classification with a specific experience requirement as part of the minimum qualifications) and are unable to find suitable candidates. In years past, the department had available to them the Electric Switchboard Operator Trainee and Electric Switchboard Operator classifications. Individuals with minimal experience were appointed as trainees, received on-the-job training, and were ultimately promoted to Electric Switchboard Operator and possibly even to Electricity Load Dispatcher, which at that time performed in a lead capacity.

Recently, the department requested moratoriums be placed on the Electric Switchboard Operator and Electric Switchboard Operator Trainee classes with the intention that the Electricity Load Dispatcher class would be used in a fully-skilled capacity. However, the inability to recruit suitable candidates into this classification left the department in a difficult position. The experience required is very specialized and only a small number of employers in the Columbus market actually have this type of work. Therefore, the department requested the moratorium be lifted on the Electric Switchboard Operator. Commission staff recommended that the moratorium be lifted on Electric Switchboard Operator Trainee and that it be revised.

It was recommended that the definition for Electric Switchboard Operator Trainee be revised to refer to the equipment as electric switchgear instead of switchboard. Several examples of work and knowledge, skills, and abilities were added or updated to reflect the work currently performed and the requirements important to performing it successfully. No revisions to the minimum qualifications were recommended. It was recommended that the probationary period be expanded to 365 days to reflect the learning time associated with the class. There was no change recommended to the competitive examination type.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Electric Switchboard Operator, lift the hiring moratorium previously imposed, extend the probationary period to 365 days, and amend Rule XI accordingly (Class Code 3588).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities to lift the moratorium imposed upon Electric Switchboard Operator (Class Code 3588) and revise the specification. A similar request was made in 2005 and was denied with the recommendation that the Electricity Load Dispatcher classification (Class Code 3589) be revised to meet the stated needs of the department. The department was willing to try this remedial option; however, it has now been over a year and the department is continuing to have the same hiring and recruiting difficulties.

Department representatives indicated that part of the problem is they must hire into the load dispatcher classification (a fully-skilled classification with a specific experience requirement as part of the minimum qualifications) and are unable to find suitable candidates for this job. In years past, the department had available to them the Electric Switchboard Operator Trainee and Electric Switchboard Operator classifications. Individuals with minimal experience were appointed as trainees, received on-the-job training and were ultimately promoted to Electric Switchboard Operator and possibly even to Electricity Load Dispatcher, which at that time performed in a lead capacity.

Recently, the department requested moratoriums be placed on the Electric Switchboard Operator and Trainee classes with the intention that the Electricity Load Dispatcher class would be used in a fully-skilled capacity. However, the inability to recruit suitable candidates into this classification left the department in a difficult position. The experience required is very specialized and only a small number of employers in the Columbus market actually have this type of work. The department, therefore, requested that the moratorium be lifted on the Electric Switchboard Operator and Commission staff recommended that the moratorium on the Electric Switchboard Operator Trainee (Class Code 3587) also be lifted.

It was recommended that the definition for Electric Switchboard Operator be revised to refer to the equipment as electric switchgear instead of switchboard. Several examples of work and knowledge, skills, and abilities were added or updated to reflect the work currently performed and the requirements important to performing it successfully. No revisions to the minimum qualifications were recommended. It was recommended that the probationary period be expanded to 365 days to reflect the learning time associated with the class. No revision to the competitive examination was recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspection Manager (Class Code 1792).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in conjunction with the class review that is underway for the entire Property Maintenance Inspection series. Property Maintenance Inspection Manager was last revised in April 2002. There is currently one employee serving in this classification in the Development Department.

No revisions to the definition, examples of work, or knowledge, skills, and abilities sections of the specification were recommended because they all currently reflect the job accurately. The only proposed revision was to the minimum qualifications. The proposed qualifications would require a bachelor's degree, certification as a Property Maintenance and Housing Inspector, and four years of experience as a property maintenance supervisor, specialist, or comparable experience. It is expected that future candidates for the manager job would be internal and already knowledgeable of the City's codes and policies. This represents a change in the experience type to the higher level inspection experience in order to qualify for the manager level class. The bachelor's degree requirement was discussed in a class review meeting and it was agreed that it should remain in the minimum qualifications because of the managerial scope of this job (budget, policy, staffing, etc.) The only other proposed change was to reference the International Code Council as the certifying agency. Previously, the four certifying agencies were identified on the specification but have subsequently come under the umbrella of the International Code Council. No revisions to the examination type or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspection Specialist (Class Code 1793).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in conjunction with the class review that is underway for the entire Property Maintenance Inspection series. In addition to this classification being identified as part of the 2006 class review, Commission staff became

aware of some issues with the current minimum qualifications. Property Maintenance Inspection Specialist was last revised in April 2002. There are currently two employees serving in this classification in the Development Department.

No revisions to the definition, examples of work, or knowledge, skills, and abilities sections of the specification were recommended as they all currently reflect the job accurately. The only proposed revision to the specification was in the minimum qualifications section. The proposed qualifications would require possession of a valid certification as a Property Maintenance and Housing Inspector from the International Code Council and five years of experience involving the enforcement and/or development of codes and standards regarding property maintenance, housing inspections, housing specification writing, or closely related activity. This proposed change represents the deletion of a bachelor's degree, adding certification, and reducing the number of years of experience. The bachelor's degree has proven somewhat problematic in that it is not a minimum requirement of the subordinate classes in this series so that employees with a proven work record, but who do not possess the bachelor's degree, are not considered qualified to perform the work of the specialist (specialists are almost always selected from internal candidates in the Property Maintenance Inspection Unit). In order to perform as a specialist and have the credibility as a specialist, it is expected that these employees be certified in property maintenance and housing inspections and so that has been added to the qualifications section. The reduction in years experience from six years to five years is recommended in order to be more consistent within the hierarchy of the class series. No revisions to the examination type or probationary period were recommended.

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

* * *

RE: Personnel Action.

Request of the Civil Service Commission staff to reallocate one position currently Customer Service Representative II (Class Code 0435), to the 311 Service Representative II classification (Class Code 0439), and to allow the affected incumbent to retain her current classification status and seniority.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reallocate position number #59-02-01109, currently Customer Service Representative II (Class Code 0435) in the Public Service Department to the specification for the classification 311 Service Representative II (Class Code 0439). The 311 Service class series was created by Commission action in December 2004 to best capture the work to be performed within the citywide Call Center. It was recently determined that the 311 Call Center would be housed within the Department of Public Service and current employees of this department are performing the 311 call center work during the pilot stage of the new center. It has been determined that the level and type of work performed by this position is more in line with the 311 Service Representative II. It was further requested that this individual retain her classification seniority and status when reallocated to the new classification. While the classification title may be changing, the work assigned and performed by this employee will remain the same.

The designated individual meets the minimum qualifications of the new class and, with her seniority transferring to the new class, will continue to complete the assigned probationary period for the new class in order to achieve permanent status. Therefore, it was requested that the designated position be reallocated to the specification for the classification 311 Service Representative II and the affected employee retain her classification status and seniority.

Patricia Zeier (Class Code 0435) Position #59-01-01109

* * *

RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

* * *

RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Connie Mackey regarding the reallocation of her position from Word Processing Specialist to Office Assistant I – Appeal No. 06-CA-0010.

The Commissioners reviewed the appeal Ms. Mackey filed on March 9, 2006. The basis of her appeal was that she believed that the Clerical Consolidation Project should have resulted in the reallocation of her position to Office Assistant II or Office Assistant III instead of Office Assistant I. Her conclusion was based on a belief that the minimum qualifications and the knowledge, skills, and abilities of the Office Assistant I classification fail to adequately represent the duties she performs. Ms. Mackey listed several duties she performs which she believes are most closely associated with the Office Assistant II classification. She also stated that the reallocation of her position to Office Assistant I would adversely affect her income and that the audit was improperly conducted because she did not believe her supervisor was contacted.

The clerical consolidation audit consisted of several components, including a structured interview with Commission staff, a review of the description of duties Ms. Mackey provided to Commission staff, and gathering input from her human resources officer and/or management. Finally, due to the extended nature of this project, earlier this year the Commission took the additional step of contacting the departments to review any changes that may have occurred. Based on all of these factors, the Commission made a determination that Ms. Mackey's position was best classified as an Office Assistant I; her appointing authority concurred with this finding. Commission staff conducted this project based on evaluating the duties associated with 21 classifications. The focus and purpose of the audit was to ensure that each employee assigned to a classification was performing duties appropriate for their classification. The results were not based on employees' departmental assignments, pay assignments, potential bargaining unit, or any other factor that was not related to the assessment of the duties being performed within each classification.

Based on the foregoing, the Commission dismissed Ms. Mackey's appeal without a hearing.

Review of the appeal of Joanne Smith regarding the reallocation of her position from Administrative Assistant to Fiscal Assistant II – Appeal No. 06-CA-0016.

The Commissioners reviewed the appeal Ms. Smith filed on March 16, 2006, based upon her belief that the Clerical Consolidation Project should have resulted in a finding that she was properly classified as an Administrative Assistant and that her classification should have remained unchanged or be reallocated to the Office Assistant III classification instead of being reallocated to the Fiscal Assistant II classification.

Ms. Smith also also stated that the audit recommendation failed to reflect many of her duties such as: CDBG project funding, training staff regarding the preparation of service agreements, and maintaining complex spreadsheets for contractual and invoice purposes. In addition, she objected to the reallocation of her position based on the impact it would have on her service credit bonus, the accumulation of personal leave, and the ability to receive merit increases.

The clerical consolidation audit consisted of several components, including a structured interview with Commission staff, a review of the description of duties Ms. Smith provided to the Commission, and gathering input from her human resources officer and/or management. Finally, due to the extended nature of this project, earlier this year the Commission took the additional step of contacting the departments to review any changes that may have occurred. Based on all of these factors, the Commission made a determination that based on the duties Ms. Smith performs, her

position is best classified as a Fiscal Assistant II; her appointing authority concurred with this finding. Commission staff conducted this project based on evaluating the duties associated with 21 classifications. The focus and purpose of the audit was to ensure that each employee assigned to a classification was performing duties appropriate for their classification. The results were not based on an employee's potential bargaining unit, personal leave accumulation, merit pay, service credit, or any other non-work related factor.

Based on the foregoing, the Commission dismissed Ms. Smith's appeal without a hearing.

Review of the appeal of Tina Boeshanz regarding the reallocation of her position from Word Processing Specialist to Office Assistant I – Appeal No. 06-CA-0021.

The Commissioners reviewed the appeal filed by Ms. Boeshanz on March 10, 2006. The basis of her appeal was that she believed that the Clerical Consolidation Project should have resulted in the reallocation of her position to Office Assistant III. Ms. Boeshanz believed her classification was more appropriate because several of her co-workers – whom she believed were performing duties similar to her own – were reallocated to the Office Assistant III classification and that the 30-minute interview with Commission staff could not have provided sufficient information for the classification decision.

The clerical consolidation project had several components other than the structured interview with Commission staff. In addition to that interview, human resources officers and/or management were also interviewed. The final determination of the appropriate classification assignment for each position was based on all of this input. Furthermore, due to the extended nature of this project, earlier this year the Commission took the additional step of contacting the departments to review any changes that may have occurred. Ms. Boeshanz appointing authority concurred with the determination that her position is best classified as an Office Assistant I. Reallocation decisions were based strictly on the duties currently performed, and no consideration was given to co-workers' assignments, potential bargaining unit, or other non work-related factors.

Based upon this information, the Commissioners dismissed Ms. Boeshanz appeal without a hearing.

Review of the appeal of Kristen Miller regarding the rejection of her application for the Office Manager examination – Appeal No. 06-CA-0029.

The Commissioners reviewed the appeal Ms. Miller filed on June 30, 2006, regarding the rejection of her application for Office Manager. The Request for Review submitted to the Commission was denied because she did not meet the minimum qualifications of three years of experience in business administration, accounting, office management, or general office work. Ms. Miller's college degree was substituted for two years of experience. However, her experience as a Gardener with the City of Columbus was not counted towards the experience requirement.

In her appeal, Ms. Miller stated that she had general office work experience as a Gardener including filing, answering phones, data entry, and completing work orders. These duties are not part of the scope of duties assigned to a Gardener. The Commission does not count job experience outside of an employee's job class according to policy. Therefore, her work experience and education did not meet the three-year experience requirement for Office Manager.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Ms. Miller's application for Office Manager and decided to dismiss her appeal without a hearing.

* * *

Name of Applicant	Position applied for	BAR #
Joseph Hatfield	Police Officer	06-BR-045
Ethan Lirtzman	Police Officer	06-BR-050
Damon Wright	Police Officer	06-BR-051
Ryan Schroff	Police Officer	06-BR-052
Leslie Davis	Police Communications Technician	06-BR-053
Steven Pahl	Police Officer	06-BR-054
Thomas Gallagher	Police Officer	06-BR-055
Addie Bender	Police Officer	06-BR-057
James Kirk	Police Officer	06-BR-058
Willie Clark	Police Officer	06-BR-059
Ryan Mitchem	Police Officer	06-BR-060
Dustin McKee	Police Officer	06-BR-061
James Christian	Police Officer	06-BR-062
Ian Kerns	Police Officer	06-BR-063

After reviewing the files of Joseph Hatfield, Ethan Lirtzman, Damon Wright, Steven Pahl, Thomas Gallagher, Ryan Mitchem, Dustin McKee, James Christian, and Ian Kerns, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Ryan Schroff, Addie Bender, James Kirk, and Willie Clark, the Commissioners decided their names would be reinstated to the police officer eligible list.

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

* * *

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

* * *

Priscilla R. Tyson, Commission President	August 28, 2006 Date
--	-------------------------