

Regular Meeting

September 28, 2009
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, September 28, 2009, at 12:31 p.m. with Grady Pettigrew, Jr., Jeffrey Porter, and Delena Edwards in attendance.

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RE: Review and approval of the minutes from the August 31, 2009 Regular meeting.

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

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

a. Anthony M. Bell vs. Columbus City Schools; Custodian II. Trial Board Hearing scheduled for December 7, 2009; Appeal Number 09-BA-0009.

The Trial Board is set for Monday, December 7, 2009 but needs to be rescheduled due to the fact that the School Board attorney will be out of state. The School Board will call four witnesses and the Appellant will call two witnesses. They anticipate the time to be three hours, so there was no request for expanded time.

b. Tonya Osborne vs. Columbus City Schools; Bus Driver. Trial Board Hearing scheduled for November 16, 2009; Appeal Number 09-BA-0008.

The School Board will call two witnesses and the Appellant will call one witness. No expanded time was requested.

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RE: Rule Revisions.

No rule revisions were submitted this month.

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RE: Request of the Civil Service Commission staff to extend the eligible list for Automotive Mechanic (Light) for one year (Job Code 3458).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented a request to extend the eligible list for Automotive Mechanic (Light) for one year. The current eligible list for Automotive Mechanic (Light) was established on October 29, 2007 and is due to expire on October 28th of this year. The list was established with thirty-nine eligibles. No employees have been hired from this list.

Due to the inactivity of this eligible list and the sufficient number of eligibles, it was requested that the current eligible list be extended for one year, to expire October 28, 2010.

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

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'RE: Trial Board Recommendations.

No Trial Board recommendations were submitted this month.

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RE: Request of the Columbus City Schools to approve the revisions to the classification of Bus Driver Training Coordinator (Class Code 9620).

PRESENT: Jacquelyn Chapman, Personnel Analyst

Jacquelyn Chapman presented a request that the Commission approve the revisions to the classification of Bus Driver Training Coordinator based on a detailed job analysis.

The revision more accurately reflected the duties and qualifications required with respect to this classification. Applicants who currently possess a State of Ohio, Class B, Endorsement SP, motor vehicle operator's license, must also successfully complete requirements and training for Crisis Prevention Intervention provided for by the Crisis Prevention Intervention Institute, Inc. within the one hundred eighty (180) day 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 approve the specification review for the classification Operator in Training with no revisions (Job Code 3872).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plant Operator with no revisions (Job Code 3873).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Fleet Coordinator with no revisions (Job Code 3454).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented these requests that the review of the specifications for the classifications Operator in Training, Wastewater Plant Operator, and Fleet Coordinator be approved with no revisions as part of Civil Service Commission's efforts to ensure that all classifications have been reviewed at least every five years.

Based on a questionnaires completed by incumbents, and departmental feedback, no revisions were requested at this time.

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

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Training Manager with no revisions (Job Code 0881).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request that the review of the specification for the classification Training Manager be approved with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in August 2005. This classification is restricted for use only in the Department of Human Resources. There is currently one employee serving in this classification, located in the Human Resources Department.

Input from department representatives was solicited, however, no feedback was provided. After reviewing the specification, it was decided that this current specification adequately describes the work as it currently exists. Therefore, no revisions were requested at this time.

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 Claims Investigator (Class Code 0763).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Claims Investigator as part of the Commission’s efforts to ensure that all classifications are reviewed at least every five years. It has not been reviewed since its creation in April 2005. There are currently four employees serving in this classification, located in the Public Utilities Department and the Fleet Management Division.

Based on questionnaires completed by incumbents and feedback from department representatives, one change was requested. In the examples of work section, receives complaints and inquiries forwarded by the 3-1-1 Call Center was added to the examples of work section.

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

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

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RE: Motion to adjourn regular meeting to go into Executive Session to consider the remaining agenda items.

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RE: Personnel Actions

No personnel actions were submitted this month.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Background Removals.

	Name of Applicant	Position Applied For	BAR #
1.	Tina Baltazar	Firefighter	09-BR-025

After reviewing the file of Tina Baltazar, the Commissioners decided her name would be reinstated to the Firefighter eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Betty Simmons-Talley, regarding a class action grievance, Columbus City Schools – Appeal #09-BA-0018.

The Commissioners reviewed the appeal filed by Betty Simmons-Talley on September 9, 2009. Her appeal was a Step 3 class action grievance regarding a Columbus City Schools' memorandum on bus drivers' extra work assignments for the 2009-2010 school year.

The subjects of seniority, bidding, and management assigning work are covered in Sections 7.1, 8.10, and 3.1 of the Agreement between the Columbus School Employees Association and the Columbus Board of Education. The Civil Service Commission determined that work assignment is a contractual matter governed by the negotiated bargaining agreement between the CSEA and the Columbus Board of Education. The Commission also determined that it has no authority or jurisdiction over the subject matter of the appeal or any grievances related to the matter.

Based on this information, the Civil Service Commission decided to dismiss Ms. Simmons-Talley's appeal without a hearing because of lack of jurisdiction over the appeal.

Review of the appeal of Douglas Hall, regarding a denied Request for Review for Street Cleaning and Maintenance Supervisor, City of Columbus – Appeal #09-CA-0011.

The Commissioners reviewed the appeal filed by Douglas Hall on August 20, 2009. Mr. Hall's appeal was regarding the rejection of his application for Street Cleaning and Maintenance Supervisor.

On the appeal, Mr. Hall indicated that he had more than three years of construction experience which included installing parking lots and access roads and their maintenance. On his online application, he only listed two jobs: Equipment Operator and Building Maintenance Manager. Although Mr. Hall may have additional experience that may have applied towards meeting the minimum qualifications, he did not list them on his application. Commission policy allows for clarification of job duties, but does not allow for jobs to be added to the application once it has been reviewed and a determination regarding whether or not the minimum qualifications have been met.

Based on the foregoing, the Civil Service Commission upheld the rejection of Mr. Hall's application and decided to dismiss his appeal without a hearing pursuant to Commission Rule XIII(G)(1).

Review of the appeal of Thomas Belcher, regarding a denied Request for Review for Street Cleaning and Maintenance Supervisor, City of Columbus – Appeal #09-CA-0012.

The Commissioners reviewed the appeal filed by Thomas Belcher on August 21, 2009 regarding the rejection of his application for the Street Cleaning and Maintenance Supervisor examination.

In Mr. Belcher's appeal, he stated that he believed that slow computer response due to a dial-up internet access may have contributed to his failure to submit his work experience with his application. He also stated that his application was approved for this job class in the past because he is on the current eligible list.

Mr. Belcher's application was originally rejected because he did not list any work experience on his online application and therefore, did not demonstrate that he met the minimum qualifications for the exam. The Commission staff verified that he was approved for the 2006 exam and that he was on the eligible list that expires September 28, 2009.

Since Mr. Belcher's name was on the previous eligible list and this application was the first one he submitted using the new online application system, his application has been approved for this exam.

Based on the foregoing, the Civil Service Commission decided to approve Mr. Belcher's application and grant his appeal.

Review of the appeal of Roger Willis, regarding a denied Request for Review for Plant Maintenance Supervisor II, City of Columbus – Appeal #09-CA-0013.

The Commissioners reviewed the appeal filed by Roger Willis on September 10, 2009, regarding his denied Request for Review. Mr. Willis' basis of his appeal was that he believed he had sufficient experience for the Plant Maintenance Supervisor II examination.

When Mr. Willis' application for the examination was submitted, it was rejected because there was insufficient information to conclude that he met the minimum qualifications. He was given the opportunity to clarify his experience at that time. When he submitted his clarifying information, he provided a description of his work experience and his Request for Review provided more information on his job duties and his experience working out of class as a supervisor. Based on this information, Mr. Willis' application was rejected by Commission staff.

However, in his appeal, Mr. Willis stated that his experience at one of his jobs included supervising three employees indicating that these employees worked on all equipment that broke down in his area as well as maintenance in his departments.

It was determined that the above experience, in addition to his sixteen months of experience with the City as a Plant Maintenance Supervisor I, will be counted towards meeting the two years of supervisory experience over others engaged in plant maintenance activities.

Based on the information provided with his appeal, the Commission decided to approve Mr. Willis' application and grant his appeal.

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The Commissioners adjourned its regular meeting at 12:42 p.m.

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Grady L. Pettigrew, Jr., President

Date