

Regular Meeting

September 25, 2006
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, September 25, 2006, at 12:35 p.m. with Priscilla Tyson and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the August 28, 2006, regular meeting.

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

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RE: Review and approval of the minutes from the hearing held on August 28 and 29, 2006, and September 6, 2006, on the merits of the appeal of John Meyers, from the action of the Department of Public Safety, Division of Police, discharging him from the position of Police Lieutenant – Case No. 06-CA-0006.

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 conferences for the following appeals:

- a) Tina Randolph vs. Columbus Public Schools, Appeal No. 06-BA-0010 - Food Service Helper – 4-day Suspension – hearing scheduled for October 4, 2006.*
- b) Sheila Bowers vs. Columbus Public Schools, Appeal No. 06-BA-0002 - Food Service Helper – 4-day Suspension – hearing scheduled for November 13, 2006.*
- c) Thelma Shaw vs. Columbus Public Schools, Appeal No. 06-BA-0016 - Food Service Helper – 4-day Suspension – hearing scheduled for November 16, 2006.*
- d) Antonio Sears vs. Columbus Public Schools, Appeal No. 06-BA-0014 - Food Service Helper – Discharge – hearing scheduled for November 1, 2006.*
- e) Portia Martin vs. Columbus Public Schools, Appeal No. 06-BA-0004 - Secretary II – Discharge – hearing scheduled for December 4, 2006.*
- f) Jacqueline Sowards vs. Columbus Public Schools, Appeal No. 06-BA-0017, Bus Driver – Discharge – hearing scheduled for November 27, 2006.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Tina Randolph – Ms. Randolph appealed a 4-day suspension from her position of Food Service Helper with Columbus Public Schools. The trial board is scheduled for October 4, 2006, and it is expected that three witnesses will testify. The parties agree the trial board should be completed in one afternoon.

Sheila Bowers - Ms. Bowers appealed a 4-day suspension from her position of Food Service Helper with the Columbus Public Schools. Two witnesses are expected to

be called to testify at the November 13 trial board. The parties agree the trial board should be completed in one afternoon.

Thelma Shaw – Ms. Shaw appealed a 4-day suspension from her position of Food Service Helper with the Columbus Public schools. Three witnesses are expected to testify at the November 16 trial board. The parties agree the trial board should be completed in one morning.

Antonio Sears – Mr. Sears appealed her discharge from the position of Food Service Helper. CPS will submit a complete witness list by October 6. The trial board is scheduled for November 1, 2006, and it should be completed in one afternoon.

Portia Martin – Ms. Martin appealed her discharge from the position of Secretary II with the Columbus Public Schools. CPS will submit a complete witness list by October 6. No additional time should be required for the December 4, 2006, trial board.

Jacqueline Sowards – Ms. Sowards appealed her discharge from the position of Bus Driver with Columbus Public Schools. The Trial Board is scheduled for November 27, 2006. A complete witness list will be provided by October 6 and the trial board is expected to be completed in one afternoon.

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RE: Request of the Civil Service Commission staff to amend Rule X(F)(1)(c) to clarify the process used to reappoint police and fire chiefs pursuant to Charter Section 101-1.

PRESENT: Barbara Gates McGrath, Executive Director

Barbara McGrath presented this request to clarify the process to be used when a police or fire chief is to receive a second appointment pursuant to City Charter Section 101-1. Following the Charter change in November 1999, Commission Rules were modified to provide for five-year term appointments to be used for police chief and fire chief. A recent review of the Rules with respect to the process for an appointment to a second five-year term as permitted by the Charter raised questions which the proposed amendment will resolve.

This amendment makes it clear that in the event a chief is to be appointed for a second term, the appointment may be made by the Public Safety Director without any requirement to have the position posted, applications filed, or other processing common to appointments. These are redundant and unnecessary as such procedures would have all been followed at the time of the first Section 101-1 appointment. Additionally, it would be misleading to accept applications, etc., if the Director knew the current chief would be appointed for the second term.

Another question which arose was the impact of the probationary period Rule at the time of the second Section 101-1 appointment. Currently, the probationary Rule

provides that a second appointment to a class of an employee who had been permanent in the class, would result in a new probationary period of 90 days, if there had been no break in City service (Rule XI(C)(3). However, in those situations the employee has been absent from the position for a period of time. Further, there is no new probationary period served when employees are reappointed following a layoff (Rule XI(C)(2). As such, it is clear that none of these circumstances in the current Rule are comparable to the reappointment situation under Section 101-1. And it is clear that an extension of the logic of the current Rule would result in the conclusion no additional probationary period would be served.

The staff has notified the Public Safety Director's Office, the Fraternal Order of Police, and the International Association of Fire Fighters regarding the proposed changes.

Based upon the foregoing, the staff requests Rule X(F)(1)(c) be amended as reflected below to simplify the reappointment process pursuant to Charter Section 101-1 and clarify that there is no further probationary period required.

RULE X

APPOINTMENTS

F. Conditions of Employment

1. Limited employment. When it is necessary to fill a vacancy created as a result of granting a leave of absence to a regular employee, to fill a vacancy for a position pursuant to Charter Section 101-1, or to fill a vacancy for a limited position created in accordance with Rule IV(D)(3), the appointing authority may make an appointment in accordance with these Rules with the condition that the employment will not exceed the duration of such leave, work, project, or period set forth in Charter Section 101-1.

- c. Limited incumbents of positions of Police Chief or Fire Chief. Unless a person resigns, is terminated during the probationary period, is discharged pursuant to Charter Section 107, or is reappointed in accordance with Charter Section 101-1, a person's services in the position of Police Chief or Fire Chief shall automatically be terminated five years from the date of appointment. **A Police Chief or Fire Chief, who has been appointed once pursuant to Charter Section 101-1, may be reappointed as Chief by the Public Safety Director using the original certification and without the need for completing an additional application, requesting reinstatement to the eligible list, or other pre-appointment procedures. There shall be no additional probationary period served as a**

result of a second appointment pursuant to Charter Section 101-1.

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

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RE: Trial Board Recommendations.

No trial board recommendations were submitted this month.

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RE: Columbus Public Schools Classification Actions.

Columbus Public Schools did not submit any classification actions this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Radio Dispatcher with no revisions (Class Code 0813).

Request of the Civil Service Commission staff to approve the specification review for the classification Custodial Supervisor with no revisions (Class Code 3529).

Request of the Civil Service Commission staff to approve the specification review for the classification Custodial Worker with no revisions (Class Code 3525).

Request of the Civil Service Commission staff to approve the specification review for the classification Homemaker with no revisions (Class Code 1625).

Request of the Civil Service Commission staff to approve the specification review for the classification Practical Nurse with no revisions (Class Code 1630).

Request of the Civil Service Commission staff to approve the specification review for the classification Aging Programs Administrator with no revisions (Class Code 0873).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Assistant Commissioner (Administrative Services) with no revisions (Class Code 0257).

Request of the Civil Service Commission staff to approve the specification review for the classification Employee Benefits Analyst I with no revisions (Class Code 0824).

Request of the Civil Service Commission staff to approve the specification review for the classification Development Aide (Seasonal) with no revisions (Class Code 1787).

Request of the Civil Service Commission staff to approve the specification review for the classification Coordinator of Volunteer Services and Education with no revisions (Class Code 1766).

Request of the Civil Service Commission staff to approve the specification review for the classification Building Services Division Administrator with no revisions (Class Code 0167).

Request of the Civil Service commission staff to approve the specification review for the classification Planning Division Administrator with no revisions (Class Code 0178).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented these twelve requests to approve the review of various classes with no revisions. The review of these classes was part of the Civil Service Commission's effort to review all classification every five years. All of these classifications were last reviewed in 2001.

Based upon feedback from the incumbents and department representatives, it was agreed that no revisions to any of these classifications are required at this time.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Communication Systems Specialist (Class Code 3675).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request in order to remove any reference to the Communication Systems Technician classification, which no longer exists. This request was initiated by Commission staff once it was brought to our attention that this title was specifically listed in the examples of work section. It was, therefore, recommended that the specification for the classification Communication Systems Specialist be revised as proposed.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Inventory Control and Property Manager, retitle it to read Inventory Control Manager and amend Rule XI accordingly (Class Code 1335).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Inventory Control and Property Manager was last reviewed in July 2001. There are currently eight employees serving in this classification, located in the Public Safety, Public Utilities and Recreation and Parks Departments. Based on this feedback from incumbents and department representatives, it was recommended that this specification be revised and retitled as proposed.

It was recommended that the definition be revised to read, "...responsible for managing, planning and coordinating activities relating to inventory control, warehouse management or storeroom management." The removal of the property management duties is the impetus behind the recommended title change. Three duties pertaining to inventory control and warehouse/storeroom management were added to the examples of work and all duties pertaining to property management were removed from this section. The only recommendation to minimum qualifications section was the removal of property management experience as a qualification. The removal of any reference to property management is also being recommended for the knowledge, skills, and abilities section of the specification. No revisions to the guidelines for class use, examination type, or probationary period were recommended.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Community Relations Commission Executive Director (Secretary)(U)(Class Code 0038).

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. Community Relations Commission Executive Director was last reviewed in February 2001. There is currently one employee serving in this classification. As part of the class review, the current incumbent was contacted to discuss potential changes to the specification. Based on this feedback, it is proposed that one example of work be added to reflect the work associated with the Youth Commission and the Mayor's New American Initiative. There were no other proposed revisions to the class specification.

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

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Clerk I and amend Rule XI accordingly (Class Code 0430).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification 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 class that is now vacant be abolished in lieu of the new class series.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Property Evidence Technician, retitle it to read Police Evidence Technician and amend Rule XI accordingly (Class Code 3029).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Aging Programs Care Coordinator (Class Code 0870).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Aging Programs Care Coordinator. This request is a result of the Commission's effort to review all classifications every five years. Aging Programs Care Coordinator was last reviewed in June 2001. There are currently ninety five employees serving in this classification, located in the Recreation and Parks Department, Central Ohio Area Agency on Aging (COAAA). Based upon information received via questionnaire with supervisory review, a review of the entire Aging Programs series, and discussions with agency staff, some minor revisions were proposed.

A revision to the minimum qualifications section was proposed to add language indicating that "experience evaluating or coordinating health or social services for consumers" is required. The current minimum qualifications state only social services. Including experience in health or social services is more reflective of the appropriate experience for successful performance in the classification and is consistent with experience requirements for other classifications in the Aging Programs series. One addition to the knowledge, skills, and abilities section was proposed. In keeping with current trends in office technology, language related to "the ability to operate a computer and use applicable software programs" was added. No other revisions to the specification were recommended.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Aging Programs Manager (Class Code 0874).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Aging Programs Manager classification as a result of the Commission's effort to review all classifications every five years. Aging Programs Manager was last reviewed in August of 2001. There are currently three employees serving in this classification, located in the Recreation and Parks Department, Central Ohio Area Agency on Aging (COAAA). Based upon information received via questionnaires with supervisory review and discussions with department representatives, one minor revision was proposed.

It was recommended that the word "overseeing" be replaced with the word "managing" in the definition statement. The Aging Programs Manager is responsible for managing the functions of one of three units within the Central Ohio Area Agency on Aging. No other revisions were recommended.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Aging Programs Specialist I, retitle it to read Aging Programs Provider Relations Specialist, and amend Rule XI accordingly (Class Code 0875).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Aging Programs Specialist I and that it be retitled to Aging Programs Provider Relations Specialist. This request was the result of a class review initiated as part of the Civil Service Commission's effort to review all classifications every five years. Aging Programs Specialist I was last reviewed in August 2001.

It was recommended that the definition be revised to eliminate reference to supervision of case management staff and to add language indicating the classification is responsible for monitoring, training, and evaluating contracted provider agencies of multi-service programs for older adults. The examples of work section was revised to specifically reflect duties typically performed by incumbents in the Provider Relations/Quality Improvement section and delete those no longer applicable. The minimum qualifications section was revised to add language indicating that "experience evaluating or coordinating health or social services for consumers" is required. Language allowing a bachelor's degree to substitute for a Social Work license was removed because the Social Work license is obtained pursuant to a bachelor's degree. It was recommended that the knowledge, skills, and abilities section be revised to include relevant knowledge, skills, and abilities determined to be essential for successful performance in the classification. No other revisions were proposed.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Aging Programs Specialist II, retitle it to read Aging Programs Case Management Supervisor II, and amend Rule XI accordingly (Class Code 0876).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise and retitle the classification Aging Programs Specialist II to read Aging Programs Case Management Supervisor II as a result of the Commission's effort to review all classifications every five years. Aging Programs Specialist II was last reviewed in August 2001. There are currently three employees serving in this classification, located in the Recreation and Parks Department, Central Ohio Area Agency on Aging (COAAA). Based upon information received via questionnaire with supervisory review, a review of the entire Aging Programs series, and discussions with department representatives, some revisions are proposed.

It was recommended the classification be retitled to read Aging Programs Case Management Supervisor II to more accurately describe it and to indicate it is a supervisory classification. It was recommended that the definition be revised to more accurately define the role of the Aging Programs Case Management Supervisor II. The examples of work section was revised to include language to more accurately describe the duties of the Aging Programs Case Management Supervisor II. Revisions to the minimum qualifications were recommended to add language indicating that, "experience evaluating or coordinating health or social services for consumers" is required. Language allowing a bachelor's degree to substitute for a Social Work license has been removed because the Social Work license is obtained pursuant to a bachelor's degree. An additional revision to the minimum qualifications section added language indicating that, "for positions assigned to the Volunteer Guardianship Program, the possession of a law degree may substitute for the Social Work or Registered Nurse license." Individuals in possession of a law degree would be qualified for positions assigned to the Volunteer Guardianship Program because of the unique legal considerations involved in overseeing the program. No other revisions were proposed.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Clinical), retitle it to read Public Health Assistant Commission (Medical) and amend Rule XI accordingly (Class Code 0256).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Health Department as part of its review of its current table of organization to determine a structure that would be most capable of leading it through the multiple public health challenges faced today. The Public Health Assistant Commissioner (Clinical) was last revised in November of 2002 and there is currently one employee serving in this classification in the capacity as proposed in these revisions.

The proposed classification would report to the Health Commissioner and the revision and retitling returns this classification to its original function. The only revision to the definition was to replace the word "clinical" with the word "medical". The examples of work section was revised to reflect the medical nature of the revision. No revision to the guidelines for class use was recommended. The proposed minimum qualifications would require possession of a valid State of Ohio license to practice medicine and one (1) year of leadership experience in a public health or related agency. The proposed qualifications are similar to what the qualifications were when this classification served as the medical director. The proposed knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications. No proposed changes to probationary period or examination type were recommended.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Employee Benefits Analyst II (Class Code 0825).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Labor Relations Manager (Class Code 0219).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Labor Relations Specialist (Class Code 0218).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Safety Program Technician (Class Code 1716).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Commission's objective to review all classifications at least every five years to ensure accuracy. Safety Program Technician was last revised December of 2001. There are currently seven employees serving in positions allocated to this classification in multiple departments throughout the City. Based upon discussions with the City's Occupational Safety Manager regarding the functionality of the safety series and questionnaire data submitted by employees and supervisors of this class, some revisions to the specification are requested.

The definition was revised to more accurately and succinctly state the reason or purpose that this classification exists. Several revisions to the examples of work section were recommended to better represent the type of work typically performed by employees of this classification. The proposed minimum qualifications would require possession of an associate's degree in a safety-related field. A substitution is also proposed that would allow experience to substitute for the education requirement on a year for year basis. The proposed revision incorporates education as the primary qualifier but also allows for safety-related experience to substitute for the education. Some knowledge, skills, and abilities statements were deleted because they were not viewed as necessary for successfully performing 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.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspection Trainee (Class Code 1789).

This item was deferred.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Aging Programs Case Management Supervisor I, assign a 365 day probationary period, designate the examination type as noncompetitive and amend Rule XI accordingly.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the classification Aging Programs Case Management Supervisor I. Specific to this request was the review of the Aging Programs Specialist I classification and a departmental request to create a new classification for supervisory personnel in the Client Services section of the Central Ohio Agency on Aging.

By definition, the proposed Aging Programs Case Management Supervisor I classification would be responsible for supervising the activities of staff providing assessment and case management services to older adults. The examples of work section was developed to include those responsibilities in which employees will be expected to perform competently and proficiently. The minimum qualification were proposed to be, "Possession of a valid State of Ohio license as a Social Worker and two (2) years of experience evaluating and coordinating health or social services for consumers. Substitution(s): A master's degree in nursing, geriatrics, social work, or health services administration may be substituted for one (1) year of the required experience. OR Possession of a valid State of Ohio license as a Registered Nurse and two (2) years of experience evaluating and coordinating health or social services for consumers. Substitution(s): A master's degree in nursing, geriatrics, social work, or health services administration may be substituted for one (1) year of the required experience." The proposed minimum qualifications are consistent with current hiring practices of the department.

The knowledge, skills, and abilities section was developed to include those knowledge, skills, and abilities expected of employees in the job of Aging Programs Case Management Supervisor I. It was recommended that the examination type be designated as noncompetitive per Commission policies and that the probationary period be assigned 365 days.

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

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RE: Request of the Civil Service Commission staff to create the specification for the classification Construction Manager, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Finance and Management. The proposed classification represents an important component to effectively manage the design, construction, renovation, and repair of buildings and structures used in City operations. The proposed classification would report to the Director of Finance and Management and would directly supervise several Facility Projects Managers, a Management Analyst II, and potentially others as well.

The definition was written to indicate the proposed Construction Manager will be responsible for managing the activities and functions within the Construction Management Office. The examples of work were developed based on the type of work expected to be performed by the manager of this new office within the Department of Finance and Management. A guidelines for class use was proposed to identify this classification as a single position and restricts its use to the Department of Finance and Management. The proposed minimum qualifications require possession of either a valid State of Ohio certificate as a registered professional architect, valid State of Ohio

certificate as a registered professional engineer, or valid certification by Construction Manager Certification Institute (CMCI) as a Certified Construction Manager and five years of managerial experience in capital construction related project management. The knowledge, skills, and abilities section was developed to include those statements that would be important for successful job performance. It was recommended that the examination type be designated as noncompetitive and the probationary period be assigned 365 days.

Paul Rakosky, Assistant Director (Asset Management) was present and answered questions from the Commissioners.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Office Manager (Class Code 1240).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a part of the Civil Service Commission's effort to review all classifications every five years. Office Manager was last reviewed in February of 2001. There are currently fourteen employees serving in this classification, located in various City departments and divisions. Based upon information received via questionnaire with supervisory review and data from the most recent job analysis, some minor revisions were proposed.

No revisions to the definition were recommended. The minimum qualifications were revised to increase the required experience from three years to five years and increase the allowable substitution for college training from two years to four years. Some additional knowledge, skills, and ability statements were proposed; the addition of the statement "ability to interpret, explain, and implement the provisions of various contracts and written documents" was made to address the Office Manager's role in overseeing the interpretation and implementation of various contracts, fee schedules, legislation, grants, and other written documents. An additional revision to this section was made, in keeping with current trends in office technology, to add language related to the ability to operate a computer and use applicable software programs. No other revisions were recommended.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Crime Analyst I, retitle it to read Crime Analyst, extend the probationary period to 365 days, and amend Rule XI accordingly (Class Code 3026).

PRESENT: Linda Isaac, Personnel Analyst I

Linda Isaac presented this request as part of the Commission's effort to review all classifications every five years. Crime Analyst I was last reviewed in November of 2001. There are currently five employees serving in this classification, in the Department of Public Safety, Division of Police. Based upon the information gathered from the employees and discussions with the supervisor of the Crime Analysis Unit, some revisions to the specification were proposed.

It was recommended that the title be revised to Crime Analyst in line with the proposed retitling of Crime Analyst II to that of Crime Analyst Supervisor. No revisions to the definition were recommended. Revisions to the examples of work section of the specification were recommended to more accurately describe the types of duties performed by incumbents in this classification. The examples of work section was revised to more accurately reflect the scope of the duties performed by a Crime Analyst. It was recommended that the minimum qualifications be revised to read, "Possession of a bachelor's degree. Substitution(s): Experience in researching, analyzing, and interpreting data may be substituted for the educational requirement on a year for year basis". The knowledge, skills, and abilities statements were revised to more succinctly describe those needed in this classification. It was further recommended that the probation period be extended from 180 days to 365 days and that the examination type remains competitive.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Crime Analyst II, retitle it to read Crime Analyst Supervisor, and amend Rule XI accordingly (Class Code 3027).

PRESENT: Linda Isaac, Personnel Analyst I

Linda Isaac presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Crime Analyst II was last reviewed in November of 2001. There is one incumbent in this classification, in the Division of Police. Based upon the information gathered via the job analysis questionnaire from the employee and the input of the supervisor in place in April 2006, some revisions to the specification were proposed.

It was recommended that the title be revised to read Crime Analyst Supervisor. It was recommended that the definition be revised to read, "Under general supervision, is responsible for supervising and participating in the work of employees engaged in crime analysis for the Division of Police. The examples of work section was revised to more accurately reflect the scope of the duties performed by a Crime Analyst Supervisor. It was recommended that the minimum qualifications be revised to read, "Possession of a

bachelor's degree and two (2) years of experience as a Crime Analyst with the City of Columbus or comparable experience researching and analyzing crime analysis data. Substitution(s): Additional experience may be substituted for the educational requirement on a year-for-year basis." The knowledge, skills, and abilities statements were revised to more succinctly describe those needed in this classification. It was recommended that the EEO Job Category be changed to Professional. No revisions to the 365-day probationary period or the competitive examination type.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Property Evidence Technician, retitle it to read Police Evidence Technician and amend Rule XI accordingly (Class Code 3029).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Safety for a classification that could be used to classify the work of a NIBIN/firearms (Nationally Integrated Ballistics Imaging Network) technician. The proposed position would work specifically with NIBIN technology and would work out of the crime lab in the Police Division. NIBIN technology was launched in the 1990s and is made up of several integrated ballistics identification system (IBIS) units. The system allows for images of cartridge casings and bullets to be acquired, stored, and compared for possible hits. The NIBIN program is a federal program that deploys IBIS equipment to federal, state, and local law enforcement agencies for their use in imaging and comparing crime gun evidence. The system makes it possible to share intelligence across jurisdictional boundaries, enabling law enforcement agencies to work together to stop violent criminals.

Upon review of the class plan and agreement by the Department, Commission staff recommended that the current Property Evidence Technician be revised and retitled to provide the department with an appropriate classification for them to use for the NIBIN/firearms technician vacancy as well as the current property evidence technicians. It was recommended that the definition be revised to include the responsibilities and purpose associated with an NIBIN/firearms technician. Additional examples of work were proposed that are specific to the duties to be performed by the NIBIN/firearms position. The only revision to the minimum qualifications was to replace a substitution which currently allows an associate's degree in law enforcement with an associate's degree in law enforcement or a related field (such as forensics, criminology, etc). Some additional knowledge, skills and ability statements were proposed that are especially important to successful job performance as a NIBIN/firearms technician. No revisions to the examination type or the probationary period were recommended.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Software Engineer (Class Code 0585).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Software Engineer was created in September of 1997, and was last reviewed in 2001. There are currently three employees serving in this classification.

No revisions to the definition were recommended. Revisions to the examples of work section of the specification were recommended to update current duties and conform to approved technological language. No revisions to the minimum qualifications were recommended. A minor revision to the knowledge, skills, and abilities section was recommended to reflect the increased use of the internet and worldwide web. No revisions to the examination type or probationary period were proposed.

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

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*RE: Personnel Action
Request of the Civil Service Commission staff to reallocate designated positions to one of several new classifications determined to be most appropriate as a result of the Clerical Consolidation Project and allow the affected incumbents to retain their classification seniority and status.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

In the early part of 2003, Commission staff began work on the Clerical Consolidation Project. The goal of this project was to put in place a classification structure that would reduce the overall number of classes, eliminate the duplication and overlap that caused much of the current misclassifications, and establish a career path for current and future City employees. With pay and bargaining unit assigned to the new consolidated classes and eligible lists established to fill current and future vacancies, Commission staff is hereby requesting that designated positions on the attached list, representing primarily new and temporary appointments, be reallocated to one of several new classifications determined to be most appropriate based on position descriptions submitted by their respective departments. It is further requested that the affected employees retain their classification seniority and status when reallocated to the new classification.

CLERICAL CONSOLIDATION PROJECT 9-2006
List of Positions to be Reallocated

<u>Class</u>	<u>Class Title</u>	<u>Dept</u>	<u>Div</u>	<u>Pos</u>	<u>Name</u>	<u>New Class</u>	<u>Class</u>	<u>Rank</u>	<u>Apt</u>
0431	CLERK II	30	3	3290	MILLER, LUELLA	Office Assistant I	0407	20060702	0

<u>Class</u>	<u>Class Title</u>	<u>Dept</u>	<u>Div</u>	<u>Pos</u>	<u>Name</u>	<u>New Class</u>	<u>Class</u>	<u>Rank</u>	<u>Apt</u>
0431	CLERK II	30	3	1217	NEUHARD, JUNE	Office Assistant I	0407	20060702	O
0431	CLERK II	30	3	1498	WILSON, CARMEL	Office Assistant I	0407	20060702	O
0936	MAIL HANDLER I	30	3	3176	GILLILAN, CHRISTOPHER W	Mail Clerk	0411	20060521	O
1230	ACCOUNT CLERK	30	3	2910	LEWIS, TONIA A	Fiscal Assistant I	1232	20060409	O
1230	ACCOUNT CLERK	30	3	1275	EDBROOKE, JAMES ALLAN	Fiscal Assistant I	1232	20060312	O
0535	DP OPER ASST	47	2	77	GATES, DARRELL J	Office Assistant I	0407	20060522	O
0431	CLERK II	50	1	2278	CASH, JOSEPH C	Office Assistant I	0407	20060612	O
0557	CLERK SPEC	60	9	802	HOWARD, MELISSA	Office Assistant II	0408	20060212	O
0936	MAIL HANDLER I	60	2	445	GREGORY, EDWINA J.	Mail Clerk	0411	20060506	O
0477	SECRETARY	30	4	1547	COTTRELL, BETH A	Office Assistant II	0408	20060326	O
1291	PAYROLL CLERK 2	30	3	3004	PARKER, SHADRA M	Office Assistant II	0408	20060226	O
0774	ADMIN ASSIST	51	1	5683	WEBER, DIANNE	Office Assistant III	0409	20060423	O
0431	CLERK II	27	1	1012	CHAPMAN, SHIRLEY J	Office Assistant I	0407	20051122	T
0431	CLERK II	27	1	10	COKER, COREY D	Office Assistant I	0407	20040921	T
0431	CLERK II	27	1	4	JOOSS, JILLIAN S	Office Assistant I	0407	20040805	T
0431	CLERK II	27	1	1019	MALONEY, JOHN K	Office Assistant I	0407	20051122	T
0431	CLERK II	27	1	1018	NELSON, JOSEPH M	Office Assistant I	0407	20051122	T
0431	CLERK II	27	1	11	SWINGER, NEIL	Office Assistant I	0407	20041214	T
0431	CLERK II	27	1	1014	UNDERDOWN, AYESHA	Office Assistant I	0407	20051122	T
0431	CLERK II	27	1	1021	WADKINS, DANIELLE R	Office Assistant I	0407	20051128	T
0431	CLERK II	27	1	1020	WHITE, CHADDLER O	Office Assistant I	0407	20051122	T
0431	CLERK II	30	3	3335	CROSBY, SUSAN	Office Assistant I	0407	20051121	T
0464	TYPIST CLERK	30	3	3276	WOODS, DANA L	Office Assistant I	0407	20000113	T
0464	TYPIST CLERK	30	3	3333	HAUSER, SUSAN	Office Assistant I	0407	20050620	T
1230	ACCOUNT CLERK	30	3	3337	ROOSE, JEFFREY F	Fiscal Assistant I	1232	20060409	T
0557	CLERK SPEC	44	5	156	NELSON, ELISE A.	Office Assistant II	0408	20050613	T
0431	CLERK II	50	1	2723	BAILEY, JENNIFER	Office Assistant I	0407	20060228	T
0431	CLERK II	50	1	2730	HORAN, SEAN	Office Assistant I	0407	20060403	T
1230	ACCOUNT CLERK	51	1	7500	TOLIVER, VALERIE	Fiscal Assistant I	1232	20050621	T

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

* * *

RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Mattie Brittman regarding a request for review denied – Appeal No. 06-CA-0035.

The Commissioners reviewed the appeal Ms. Brittman filed on September 7, 2006, regarding the rejection of her application for 311 Service Representative II. Positions in this classification are in a call center environment and the 311 Service Representative II must have at least two years of experience in a call center environment. The experience listed on Ms. Brittman's application did not meet the

minimum qualifications for this position and the rejection of her application was appropriate.

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

Applicants Removed Post-Exam

Name of Applicant	Position applied for	BAR #
Rashaad Ingram	Police Officer	06-BR-082

The Commissioners reviewed Mr. Ingram's file and decided his name would be reinstated to the police officer's eligible list.

Applicants Removed Post-Exam

Name of Applicant	Position applied for	BAR #
Brian Stuckey	Police Officer	06-BR-078
Gregory Barnett	Police Officer	06-BR-079
Eric Eiselstein	Police Officer	06-BR-081
Arlon Thompson	Police Officer	06-BR-083
Christopher Ruh	Police Officer	06-BR-084
Kurt Chapman	Police Officer	06-BR-085
Martha Yutzy	Police Communications Technician	06-BR-086
Jeannette Giamarco	Police Officer	06-BR-087
David Orlando	Police Officer	06-BR-088

After reviewing the files of Brian Stuckey, Eric Eiselstein, Arlon Thompson, Christopher Ruh, Jeannette Giamarco, and David Orlando, the Commissioners decided their names would not be reinstated to the police officer's eligible list.

After reviewing the files of Gregory Barnett and Kurt Chapman, the Commissioners decided their names would be reinstated to the police officer's eligible list.

After reviewing Martha Yutzy's file, the Commissioners decided her name would be reinstated to the Police Communications Technician's eligible list.

* * *

The meeting was adjourned at 1:34 p.m.

* * *

Priscilla R. Tyson, Commission President

Date