

Regular Meeting

October 27, 2008
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 27, 2008, at 12:49 p.m. with Grady Pettigrew, Jr., Eileen Paley, and Jeffrey Porter in attendance.

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RE: Review and approval of the minutes from the September 29, 2008, regular meeting.

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

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

- A. Lisa Smith vs. Department of Public Safety/City of Columbus; Police Officer. Full Commission hearing scheduled for December 15, 2008, Appeal Number 08-CA-0006.*
- B. Jerry Cobbs, Jr. vs. Columbus City Schools; Custodian II. Trial Board scheduled for November 24, 2008, Appeal Number 08-BA-0015.*
- C. Fred Keene vs. Columbus City Schools; Maintenance Painter. Trial Board scheduled for December 10, 2008, Appeal Number 08-BA-0013.*
- D. Robert Denham vs. Columbus City Schools; Head Custodian I. Trial Board scheduled for December 1, 2008, Appeal Number 08-BA-0014.*
- E. Allen Carse vs. Columbus City Schools; Maintenance Mechanic. Trial Board scheduled for November 17, 2008, Appeal Number 08-BA-0011.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Lisa Smith – Ms. Smith was suspended, then discharged from the position of Police Officer. Ms. Smith did not appear for this pre-hearing conference. A Motion to Dismiss for failure to prosecute was made, seconded, and approved unanimously.

Jerry Cobbs, Jr. – Mr. Cobbs was discharged from the position of Custodian II. Columbus City Schools will have four witnesses and the Appellant may have two witnesses. They anticipate the hearing to last 2½ hours.

Fred Keene – Mr. Keene was discharged from the position of Maintenance Painter. The Appellant will have three witnesses. Counsel for Columbus City Schools did not appear. A telephone conference will be scheduled.

Robert Denham – Mr. Denham was discharged from the position of Head Custodian I. Columbus City Schools will have four witnesses and the Appellant may have two witnesses. They anticipate the hearing to last 2½ hours.

Allen Carse – Mr. Carse was suspended from the position of Maintenance Mechanic for 10 days. There will be a total of eight joint witnesses. They anticipate the hearing to last 3½ to 4 hours.

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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 Security Specialist for one year (Job Code 3538).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request to extend the eligible list for Security Specialist for one year due to the minimal hiring activity and sufficient number of eligibles. The current eligible list was established on November 1, 2006, with fifty-one names on the list, and is due to expire on October 31, 2008. There are currently forty-six eligibles on the list. The departments have hired three part-time and one fulltime employee from this list and one candidate has been removed from the list.

A motion to extend the eligible list for Security Specialist for one year was made, seconded, and approved unanimously.

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RE: Request of the Appellant Yefim Kunis to withdraw the appeal he filed June 30, 2006, regarding the 20-day suspension from the position of Environmental Systems Technician (Controls) with the Columbus City Schools, Appeal #06-BA-0020.

A motion to withdraw the appeal of Yefim Kunis was made, seconded, and approved unanimously.

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RE: Request of the Appellant Stephan Beasley to withdraw the appeal he filed March 14, 2007, regarding his discharge from the position of Bus Driver with the Columbus City Schools, Appeal #07-BA-0005.

A motion to withdraw the appeal of Stephan Beasley was made, seconded, and approved unanimously.

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RE: Request of the Appellant Kevin Jackson to withdraw the appeal he filed January 28, 2008, regarding his discharge from the position of Intervention Aide with the Columbus City Schools, Appeal #08-BA-0006.

A motion to withdraw the appeal of Kevin Jackson was made, seconded, and approved unanimously.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on September 17, 2008, Ron Taylor vs. Columbus City Schools, Appeal Number 06-BA-0026.

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

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on September 15, 2008, Gina Miller vs. Columbus City Schools, Appeal Number 08-BA-0007.

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

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RE: Columbus City School classification actions.

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

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Legislative Analyst (U) with no revisions (Job Code 0836).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Senior Legislative Analyst (U) with no revisions (Job Code 0839).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Electrical Inspector II with no revisions (Job Code 1783).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Network Technician with no revisions (Job Code 0520).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Citywide Web Coordinator with no revisions (Job Code 0527).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Broadcast Assistant with no revisions (Job Code 3126).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Broadcast Production Technician with no revisions (Job Code 3127).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Broadcast Writer/Producer with no revisions (Job Code 3128).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Television Manager with no revisions (Job Code 0269).

PRESENT: Barb Crawford, Personnel Analyst

Barb Crawford presented these requests to approve the specification reviews for the classifications Legislative Analyst (U), Senior Legislative Analyst (U), Electrical Inspector II, Network Technician, Citywide Web Coordinator, Cable Broadcast Assistant, Cable Broadcast Production Technician, Cable Broadcast Writer/Producer, and Cable Television Manager with no revisions as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. Based on feedback from department representatives, no changes were recommended at this time.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Senior Systems Administrator (Job Code 0563).

PRESENT: Barb Crawford, Personnel Analyst

Barb Crawford presented this request to revise the specification for the classification Senior Systems Administrator as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was created in 2003. There are currently five employees serving in this classification; three in the Department of Technology and two in the Public Utilities Department.

There were no revisions to the definition and examples of work sections.

Positions within this classification are responsible for large and/or complex operating systems, and for offering guidance and leadership to technical staff. Individuals with bachelor's degrees have completed a wide range of classes that serve as a foundation for making sound business decisions. As such, the degree serves as an important part of the qualification for success in this class. However, because experience provides an equally important role in this success, and individuals may have the technical experience without a technology-specific degree, the minimum qualifications section was revised to reflect these qualifications.

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

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Systems Administrator (Job Code 0564).

PRESENT: Barb Crawford, Personnel Analyst

Barb Crawford presented this request to revise the specification for the classification Systems Administrator as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was created in 2003. There are currently eight employees serving in this classification in the Department of Technology.

There were no revisions to the definition and examples of work sections.

Positions within this classification are responsible for operating systems, and for offering technical advice relating to enterprise server systems to technical staff, as well as to City personnel. Individuals with bachelor's degrees have completed a wide range of classes that serve as a foundation for making sound business decisions. Although the degree serves as an important part of the qualification for success in this class, experience provides an equally important role in this success, and individuals may have the technical experience without a technology-specific degree. Therefore, the minimum qualifications section was revised to reflect these qualifications.

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

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

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RE: Request of the Civil Service Commission staff to create the specification for the classification Information Technology Account Coordinator, designate the classification as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly (Job Code 0604).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Equipment Operator I, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3420).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Construction Inspector I (Civil), change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 1019).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Construction Inspector I (Civil) as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in August 2005. There are currently eighty-nine employees serving in this classification located in the Power & Water, Sewerage & Drainage, and Transportation Divisions.

Based on questionnaires completed by incumbents and feedback from department representatives, the only recommendation was that the probationary period be changed from 180 days to 365 days and amend Rule XI accordingly in order to give new employees the opportunity to adequately learn the job and give management enough time to effectively evaluate employees' performance on the job.

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

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Construction Inspector II (Civil) (Job Code 1020).

This item was deferred.

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RE: Request of the Civil Service Commission staff to create the specification for the classification QWL Program Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly (Job Code 0883).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to create the specification for the classification QWL Program Coordinator which was initiated by the Human Resource Department in an effort to form a classification that would serve as the coordinator of the Quality of Working Life (QWL) Program for the City of Columbus. The department had been utilizing the Human Resources Analyst classification and based on feedback from the department, there was indication that the compensation assignment for this classification is not commensurate with the level of responsibility assigned.

By definition, the QWL Program Coordinator will coordinate and oversee the activities of all the City's QWL subcommittees and facilitate department, division, and working-level QWL committee meetings. The examples of work section was developed to reflect some of the more hands on, practical, aspects of the job, as well as the leadership role this classification must contribute. In the minimum qualification section, one needs to possess education and professional experience in certain aspects of the human resources field, therefore it is required to possess a bachelor's degree and one year of professional human resources experience in project management, training, or labor relations.

The knowledge, skills and abilities section consists of desirable attributes that will increase the chance of success on the job including such things as knowledge of bargaining unit contracts, knowledge of all aspects of human resources principles and practices, knowledge of conflict management principles, and the ability to interpret technical manuals and contract language. Elements of the job will also require a certain amount of tact and finesse to be included in this section. The probationary period is 365 days and the examination type is noncompetitive.

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 Building Plans Examiner I, change the examination type to noncompetitive, extend the probationary period to 365 days, and amend Rule XI accordingly (Job Code 1115).

PRESENT: Linda Isaac, Personnel Analyst

Linda Isaac presented this request to revise the specification for the classification Building Plans Examiner I as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in November 2006. There are currently three employees in the Department of Development.

Due to the specific requirement of the possession of a State of Ohio Certification as a Residential Plans Examiner (or a Residential Building Official), the examination type was changed to noncompetitive and the probationary period was extended to 365 days. There were no revisions to the definition section, examples of work section, or the knowledge, skills and abilities section.

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 Electrical Inspector I (Job Code 1782).

PRESENT: Joel Gunn, Personnel Analyst

Joel Gunn presented this request to revise the specification for the classification Electrical Inspector I as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in April 2003. There are currently eleven employees in this classification in the Department of Development, Building Services Division. Based on questionnaires completed with supervisory review and feedback from department representatives, some minor revisions were proposed.

There was no change to the definition section and the minimum qualifications section. The examples of work section was revised to accurately describe the reporting duties of the classification. The knowledge, skills and abilities was revised to include

the ability to use a computer and related software. There were no revisions to the probationary period or examination type.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Telecommunications Specialist I (Job Code 0609).

PRESENT: Pamela Cole, Personnel Analyst

Pamela Cole presented this request to revise the specification for the classification Telecommunications Specialist I as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in November 2004. There is currently one employee in this classification in the Department of Technology, Information Services Division. Based on a questionnaire completed by the incumbent and feedback from department representatives, some revisions were proposed.

There were no revisions to the definition section. The examples of work section was revised to reflect technological advances that have been made and additional responsibilities of troubleshooting communication issues dealing with the City's telephone services. The minimum qualifications section was revised to include "Possession of a valid motor vehicle operator's license" due to the amount of travel that is required. The knowledge, skills and abilities section was revised to include a general knowledge of Voice Over Internet Protocol and LAN/WAN(s) which is consistent with the demands of the job as indicated in the examples of work.

There were no changes to the probationary period or examination type.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Telecommunications Specialist II (Job Code 0610).

PRESENT: Pamela Cole, Personnel Analyst

Pamela Cole presented this request to revise the specification for the classification Telecommunications Specialist II as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in November 2004. There is currently one employee in this classification in the Department of Technology, Information Services Division. Based on a questionnaire completed by the incumbent and feedback from department representatives, some revisions were proposed.

There was no change to the definition section. The examples of work section was revised to reflect technological advances that have been made and additional responsibilities that are inherited with these advances. The minimum qualifications section was revised to include "Possession of a valid motor vehicle operator's license" due to the amount of travel that is required. The knowledge, skills and abilities section was revised to include "a general knowledge of Voice over Internet Protocol and LAN/WAN(s); considerable knowledge of VoIP design, implementation and support including voicemail; some knowledge of networking operations; and some knowledge of remote connectivity such as VPN."

There were no changes to the probationary period or examination type.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Community Relations Coordinator (Job Code 0796).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Community Relations Coordinator as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in June 2003. There are currently four employees in this classification; two in the Office of the Mayor, and two in the Development Department. Based on questionnaires with supervisory review, a revision was proposed.

There were no revisions to the definition section, the examples of work section, or the minimum qualifications section. The knowledge, skills and abilities section was revised to include the statement "ability to operate a personal computer and applicable software."

There were no changes to the probationary period or examination type.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Community Relations Representative (Job Code 0798).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Community Relations Representative as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in June 2003. There are currently three employees in this classification; two in the Department of Development, and one in the Department of Public Service.

The statement "providing, compiling, and disseminating information in the community concerning city governmental programs" was removed from the definition section and placed in the examples of work section. The minimum qualifications section was revised to read "Possession of a bachelor's degree. Substitution(s): Experience in social work, community or urban development, or public relations may be substituted for four (4) years of the required college education on a year-for-year basis." The knowledge, skills and abilities section was revised to include the statement "ability to operate a personal computer and applicable software."

There were no changes to the probationary period or examination type.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Real Estate Asset Manager (Job Code 2027).

PRESENT: Laura Hausman, Personnel Analyst

Laura Hausman presented this request to revise the specification for the classification Real Estate Asset Manager as part of Civil Service Commission's effort to

ensure that all classifications have been reviewed at least every five years. It was last reviewed in December 2003. There are currently five employees in this classification; three in the Department of Development, and two in the Department of Finance and Management. Based on questionnaires with supervisory review, revisions were proposed.

There were no revisions to the definition section. The examples of work section was revised to more accurately reflect the current overall classification without focusing on any one position within the classification and to avoid repetition in the duties and responsibilities of this classification. Examples of work were also removed to help reduce the duplication within this section.

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

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Violations Assistant Administrator, retitle it to read Parking Violations Assistant Coordinator, and amend Rule XI accordingly (Job Code 0239).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Parking Violations Assistant Administrator, retitle it to read Parking Violations Assistant Coordinator, and amend Rule XI accordingly. In a memorandum dated May 28, 2008, the Department of Public Service requested that several new classifications be created in support of a reorganization of two of their divisions. The Transportation Division will be divided into three new divisions: Design and Construction, Mobility Options, and Planning and Operations. As part of this reorganization, the Parking Violations Bureau (PVB) will be transferred to the new Mobility Options Division, where it will function as a specialized section. Per this memorandum, both the Mayor and Chief of Staff are in agreement with the proposed reorganization and the creation of three new divisions within the Department of Public Service.

By definition, the proposed Parking Violations Assistant Coordinator would be responsible for assisting the Parking Violations Coordinator in administering and coordinating the activities and personnel assigned to the Parking Violations Section of the Mobility Options Division. The examples of work section was revised to best represent those responsibilities to be assigned as a result of the impending reorganization.

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

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Violations Bureau Administrator (Violations Clerk), retitle it to read, Parking Violations Coordinator (Violations Clerk), and amend Rule XI accordingly (Job Code 0240).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Parking Violations Bureau Administrator (Violations Clerk), retitle it to read Parking Violations Coordinator (Violations Clerk), and amend Rule XI accordingly. In a memorandum dated May 28, 2008, the Department of Public Service requested that several new classifications be created in support of a reorganization of two of their divisions. The Transportation Division will be divided into three new divisions: Design and Construction, Mobility Options, and Planning and Operations. As part of this reorganization, the Parking Violations Bureau (PVB) will be transferred to the new Mobility Options Division where it will function as a specialized section. Per this memorandum, both the Mayor and Chief of Staff are in agreement with the proposed reorganization and the creation of three new divisions within the Department of Public Service.

By definition, the proposed Parking Violations Coordinator would be responsible for coordinating and managing the activities and personnel assigned to the Parking Violations Section of the Mobility Options Division. The examples of work section was revised to best represent those responsibilities to be assigned as a result of the impending reorganization.

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

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

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RE: Request of the Civil Service Commission staff to create the specification for the classification Planning and Operations Division Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly (Job Code 0234).

RE: Request of the Civil Service Commission staff to create the specification for the classification Mobility Options Division Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly (Job Code 0232).

RE: Request of the Civil Service Commission staff to create the specification for the classification Design and Construction Division Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly (Job Code 0229).

RE: Request of the Civil Service Commission staff to create the specification for the classification Transportation Operations Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly (Job Code 1026).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests to create the specification for the classifications Planning and Operations Division Administrator, Mobility Options Division Administrator, Design and Construction Division Administrator, and Transportation Operations Coordinator as part of the reorganization of two of the divisions within the Department of Public Service. The reorganization involves dividing the Transportation Division into three new divisions: Design and Construction, Mobility Options, and Planning and Operations. The Parking Violations Bureau (PVB) will be placed in the new Mobility Options Division. The Refuse Collection Division remains as the fourth division. The effectuation of this reorganization is expected to be timed with the 2009 budget and to be retroactive to the first of the year.

By definition, these classifications are responsible for planning, coordinating, and directing the operations and activities of their Division. The examples of work section

was developed to best represent those responsibilities to be managed and performed by the employee of this classification.

The minimum qualifications section for Planning and Operations Division Administrator, Mobility Options Division Administrator, and Design and Construction Division Administrator requires possession of a valid State of Ohio certificate as a registered Professional Engineer (P.E.) and five years of managerial experience in transportation planning, project/program development and management, operations or professional engineering work within a transportation or other closely related field. The minimum qualifications section for Transportation Operations Coordinator requires possession of a bachelor's degree and five years of managerial experience in transportation planning, heavy construction operations management, engineering project management, or a closely related field. A substitution allows possession of a master's degree to substitute for one year of the required experience. The knowledge, skills and abilities section was developed to support the examples of work and minimum qualifications.

The examination type was designated noncompetitive and the probationary period was set at 365 days.

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 create the specification for the classification Citizen Member Building Commission (U) (Job Code 0015).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Development Commission (U) (Job Code 0016).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Board of Zoning Adjustment (U) (Job Code 0019).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Board of Review of General and Limited Sign Erectors (U) (Job Code 0020).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Board of Review of Plumbing and Sewer Contractors and Journeyman Plumbers (U) (Job Code 0021).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Board of Review of Electrical Contractors (U) (Job Code 0022).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Board of Review of Refrigeration Contractors (U) (Job Code 0023).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Board of Review of Warm Air Heating and Air Conditioning Contractors (U) (Job Code 0027).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Board of Review of General and Home Improvement Contractors (U) (Job Code 0028).*
- RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Graphics Commission (U) (Job Code 0030).*

RE: Request of the Civil Service Commission staff to create the specification for the classification Citizen Member Property Maintenance Appeals Board (U) (Job Code 0032).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests to create a class specification to be used for the Citizen Member Building Commission (Unclassified), Citizen Member Development Commission (Unclassified), Citizen Member Board of Zoning Adjustment (Unclassified), Citizen Member Board of Review of General and Limited Sign Erectors (Unclassified), Citizen Member Board of Review of Plumbing and Sewer Contractors and Journeyperson Plumbers (Unclassified), Citizen Member Board of Review of Electrical Contractors (Unclassified), Citizen Member Board of Review of Refrigeration Contractors (Unclassified), Citizen Member Board of Review of Warm Air Heating and Air Conditioning Contractors (Unclassified), Citizen Member Board of Review of General and Home Improvement Contractors (Unclassified), Citizen Member Graphics Commission (Unclassified), and Citizen Member Property Maintenance Appeals Board (Unclassified). These jobs and job codes have existed for some time, but there have been no written specifications. City Code dictates the composition and duties assigned to these boards and the qualifications of the citizen members who are appointed to these boards. The appointment process to these boards has proven somewhat cumbersome to manage for a variety of reasons. These specifications would serve as an accessible resource to the department when appointing/reappointing members to these boards and would reference the applicable City Code if additional information was needed.

The definition section reads, under administrative direction, is responsible for service as a citizen member for their respective Board and performing all duties of their boards pursuant to their City Code Chapter which includes Chapters 4107, 3105, 3307, 3381.1, 4114.3, 3382, and 4505. The examples of work section was developed largely from language currently contained in the City Code pertaining to the general duties of these boards. A guidelines for class use was added that includes the specifics from the applicable Code pertinent to the organization, composition, and terms of the members appointed to these boards.

A motion to approve these requests 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.

Applicants Removed Pre-Exam

	Name of Applicant	Position Applied For
1.	Jesse Buck	Police Officer
2.	Joseph Gullion	Police Officer
3.	Frank Gyamerah	Police Officer
4.	David Taynor	Police Officer
5.	Shannon Wertman	Police Officer
6.	Thomas DeLoss II	Police Officer
7.	Garry Ford	Police Officer
8.	Jennifer Holmes	Police Officer
9.	Geoffrey Schram	Police Officer

After reviewing the files of Jesse Buck, Joseph Gullion, Frank Gyamerah, David Taynor, and Geoffrey Schram, the Commissioners decided their names would not be reinstated to the testing process for Police Officer.

After reviewing the files of Shannon Wertman, Thomas DeLoss II, Garry Ford, and Jennifer Holmes, the Commissioners decided their names would be reinstated to the testing process for Police Officer

Applicants Removed Post-Exam

	Name of Applicant	Position Applied For	BAR #
1.	Brent L. Walters II	Police Officer / Firefighter	08-BR-099
2.	Douglas Taylor	Police Officer	08-BR-100

After reviewing the file of Brent L. Walters II, the Commissioners decided his names would not be reinstated to the Police Officer or Firefighter eligible list.

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

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RE: Other Administrative/Jurisdictional Reviews

No Administrative/Jurisdictional Reviews were submitted this month.

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The Commissioners adjourned its regular meeting at 1:27 p.m.

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Grady L. Pettigrew, Jr., President

Date