

Regular Meeting

October 29, 2007
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 29, 2007, at 12:36 p.m. with Grady Pettigrew, Eileen Paley, and Jeffrey Porter in attendance.

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RE: Review and approval of the minutes from the September 24, 2007, regular meeting.

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

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RE: Pre-hearing Conference Reviews.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Carole Mitchell – Ms. Mitchell, Account Clerk, Columbus City Schools, filed two appeals: Appeal 07-BA-0013 for a 20-day suspension and a second one, Appeal 07-BC-0014, related to her discharge. Both appeals are scheduled for December 12, 2007. Less than a total of five witnesses will be subpoenaed and both appeals should not take more than one afternoon. Ms. Mitchell's attorney has been unable to reach her so there is a chance the case will not go forward.

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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 311 Service Representative I for one year (Class Code 0438).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request. The current list for this classification was established in December of 2005 and is scheduled to expire in December of 2007. Of the original 151 candidates on the list, only 9 have been appointed. An additional 13 have been added to the list through Rule VI testing (6 of whom have been appointed), leaving 149 on the current eligible list. Since this list was established on a qualifying noncompetitive basis and all of the 149 eligible candidates are still reachable, department representatives are amenable to extending this list for one year or until it is replaced.

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 extend the eligible list for Customer Service Representative I for one year (Class Code 0434).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request. The current list for this classification was established in December of 2005 and is scheduled to expire in December of 2007. There are currently 251 candidates on the list, 30 in the ninety band and 108 in the

eighty band. Department representatives are amenable to extending this list for one year or until it is replaced.

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

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RE: Decision on the merits of the appeal of Yolanda Arnold, from the action of the Department of Public Safety, Division of Fire, suspending her from the position of Fire Battalion Chief for eighty (80) duty hours – Appeal No. 07-CA-0001.

Commission President Grady L. Pettigrew, Jr., read the Commission's decision into the record.

This appeal was Yolanda Jean Arnold versus Department of Public Safety, Division of Fire in Case 07-CA-0001. The appeal was a result of a disciplinary action by the Division of Fire which included suspension for 80 hours. The allegations and the charges were recorded in charge sheets that were submitted in the record from January 29, 2007. On Charge I dishonesty, the full Commission determined that was not substantiated. On Charge I dealing with violation of Rule 10, the Commission found that was substantiated on the basis that Battalion Chief Arnold did not demonstrate sufficient diligence in investigating and relating to the Chief allegations that came to her attention. Further, based on the evidence that was presented and the argument that has been presented since the hearing, the Commission believed that the discipline was too stringent and therefore modified the action of the appointing authority from an 80-hour suspension to a 40-hour suspension.

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RE: Review and approval of the 2008 Civil Service Commission Trial Board Hearing Schedule.

The following dates for the 2008 Commission Trial Board Hearings were submitted for approval:

January 7 th	July 7 th
January 16 th	July 16 th
February 4 th	August 4 th
February 20 th	August 20 th
March 10 th	September 8 th
March 19 th	September 17 th
April 7 th	October 6 th
April 16 th	October 15 th
May 12 th	November 3 rd
May 28 th	November 17 th
June 9 th	December 1 st
June 18 th	December 10 th

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: Request of the Columbus City Schools to revise the specification for the classification Administrative Assistant (Class Code 9043).

PRESENT: Wayne Christie, Columbus City Schools

Wayne Christie presented this request from Columbus City Schools. The Administrative Assistant classification was developed and approved by the Civil Service Commission on August 31, 2006. The only revision requested at this time was to include the Senior Executive – Capital Improvement as one of the positions defined as having an Administrative Assistant as a direct report.

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 approve the specification review for the classification Water Maintenance Worker with no revisions (Class Code 4039).

Request of the Civil Service Commission staff to approve the specification review for the classification Water Maintenance Supervisor I with no revisions (Class Code 4040).

Request of the Civil Service Commission staff to approve the specification review for the classification Water Maintenance Coordinator with no revisions (Class Code 4047).

Request of the Civil Service Commission staff to approve the specification review for the classification Plant Operation and Maintenance Training Coordinator with no revisions (Class Code 1162).

Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plant Assistant Manager with no revisions (Class Code 1158).

Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plant Manager with no revisions (Class Code 1159).

Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plants Coordinator with no revisions (Class Code 1160).

Request of the Civil Service Commission staff to approve the specification review for the classification Building Maintenance Electrician with no revisions (Class Code 3486).

Request of the Civil Service Commission staff to approve the specification review for the classification Locksmith with no revisions (Class Code 3507).

Request of the Civil Service Commission staff to approve the specification review for the classification Storekeeper with no revisions (Class Code 1329).

Request of the Civil Service Commission staff to approve the specification review for the classification Senior Storekeeper with no revisions (Class Code 1330).

Request of the Civil Service Commission staff to approve the specification review for the classification Technical Support Analyst with no revisions (Class Code 0553).

Request of the Civil Service Commission staff to approve the specification review for the classification Information Technology Account Manager with no revisions (Class Code 0603).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented a request for the Commission to approve the specification review of thirteen classifications with no revisions.

As part of these reviews, Civil Service Commission staff reviewed questionnaires completed by incumbents and department/division representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that the current specifications accurately reflect the work currently assigned to these classifications. It was, therefore, recommended that the review of the specifications for these thirteen classifications be approved with no revisions.

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 Plant Maintenance Electrician I (Class Code 3799).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Electrician II (Class Code 3800).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Maintenance Supervisor II (Class Code 4041).

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. Water Maintenance Supervisor II was last reviewed in September of 2002 and there are currently six employees serving in the classification in the Power and Water Division. After a review of a questionnaire completed by one of the incumbents and feedback from department/division representatives, the following revisions were proposed.

Revisions to the examples of work included initiating, opening, and closing work orders and work requests in the computerized maintenance management system, and the driving of a commercial vehicle to transport materials and workers to worksite. It was recommended that the minimum qualifications be revised to read two years of experience supervising and participating in the installation and maintenance of water distribution lines and possession of a valid, Class A or B commercial motor vehicle operator's license with an air brake endorsement. The only revision to the knowledge, skills, and abilities section was to add, "the ability to operate a personal computer and associated software". No revisions to the definition, 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 Water Maintenance Manager (Class Code 4052).

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. Water Maintenance Manager was last reviewed in October of 2003 and there is currently one employee serving in the classification in the Power and Water Division. After a review of the current specification

and feedback from department/division representatives, the following revisions were proposed.

Revisions to the examples of work section of the specification included initiating, monitoring, and reviewing records with the use of a computerized maintenance management system, and the development and modification of preventative maintenance procedures. It was recommended that "the ability to operate a personal computer and associated software" be added to the knowledge, skills, and abilities section. No revisions to the definition, minimum qualifications, examination type, or probationary period 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 Water Maintenance Assistant Coordinator (Class Code 4046).

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. Water Maintenance Assistant Coordinator was last reviewed in October of 2003 and there is currently one employee serving in this classification in the Power and Water Division. After reviewing feedback from department/division representatives and a questionnaire completed by the incumbent, the following revisions were proposed.

It was recommended that the examples of work be revised to include initiating, monitoring, and reviewing records with the use of a computerized maintenance management system, and the development and modification of preventative maintenance procedures. It was recommended that the knowledge, skills, and abilities section be revised by the addition of "the ability to operate a personal computer and associated software". No revisions to the definition, minimum qualifications, 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 Laboratory Assistant (Class Code 1971).

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. Laboratory Assistant was last reviewed in August of 2002. There are currently six employees serving in this classification in the Sewerage and Drainage and the Power and Water Divisions. As part of this review, Civil Service reviewed questionnaires completed by incumbents and department/division representatives were solicited to provide feedback about potential changes.

No revision to the definition was recommended. It was recommended that the examples of work section be revised to include more laboratory test equipment utilized by this classification, receiving samples and maintaining sample inventory duties, and also to display the duty of entering data onto a computer with the use of various types of computer software. It was recommended that the knowledge, skills, and abilities be revised to add statements to include basic knowledge of computer operation and Microsoft software and the ability to utilize sterile techniques for sample collection and lab analyses. No revisions to the minimum qualifications, 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 Help Desk Representative (Class Code 0544).*

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. The specification for the classification Help Desk Representative was created in 1999 and was last reviewed in 2002. This classification is the entry-level class in the user-support series, followed by Desktop Support Technician and Technical Support Analyst. This classification is used exclusively within the Department of Technology.

No revisions to the definition were recommended. Both the Department and the incumbents agreed it is to everyone's advantage to cross-train individuals for help desk and desktop work. It was therefore recommended that "May provide assistance on desktop projects on an as needed basis," be added to the examples of work section of the specification. It was recommended that the guidelines for class use be revised to state that this classification is to be used exclusively within the Department of Technology. It was recommended that the minimum qualifications be revised to include that a bachelor's degree in information systems or closely related technical field may be substituted for the required education and experience. With this revision, the field of potential candidates would be open to new graduates with a solid technical background. No revisions to the knowledge, skills, and abilities, 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 Desktop Support Technician (Class Code 0552).*

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. The specification for the current Desktop Support Technician was created in 2002 and was last reviewed and revised in 2003.

It was recommended that the statement, "May provide support for the help desk on an as needed bases" was added to the examples of work section. The current minimum qualifications for this classification allow a potential candidate the opportunity to qualify to take the examination through a combination of education, technical certification and/or experience. One area that was problematic when reviewing applicants' qualifications occurred when individuals possessing bachelor's degrees in information technology areas lacked the required experience. After discussions with personnel from the Department of Technology, it was recommended that the substitution portion of the minimum qualification be revised to include the following, "Possession of a bachelor's degree in information systems or closely related technical field may be substituted for the required education and experience". There were no recommended revisions to the definition, knowledge, skills, and abilities, probationary period, or 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 Industrial Hygienist (Class Code 1847).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Industrial Hygienist was last revised in December of 2002 and there are currently two employees serving in this classification in the Department of Public Utilities. Based upon information provided by the two incumbents and the City's Occupational Safety Manager, some revisions were recommended.

The definition was revised to more accurately state the purpose of the classification. The examples of work section of the specification was revised to better reflect the work currently performed and to support the revised definition. A guidelines for class use section was proposed to clearly state that this classification could be used in either the Human Resources Department or in various other departments. It was recommended that the minimum qualifications section be revised to specify that the qualifying experience must be performed at the professional-level and to correctly identify the certification that may be used as a substitution. It was recommended that the knowledge, skills, and abilities section be revised by adding, "...thorough knowledge of the principles and application of hazard anticipation, recognition, evaluation, and control;" and by revising the statement, "...ability to develop and maintain cooperative relationships with City officials, associates, and the general public." It was further recommended that the job family be changed to the Administrative family, Human Resources and Labor Relations group to be consistent with other occupational safety and health related classes that are also located in the Administrative job family and that the occupational safety and health function be a subset of Human Resources. No revisions to the probationary period or the 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 Surveyor-In-Training (Class Code 1015).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the minimum qualifications for Surveyor-In-Training to be more consistent with the practices of the State of Ohio regarding the Surveyor Intern certification.

This issue was first brought to the attention of Commission staff when an applicant, who was a certified Engineer Intern in the State of Florida, did not meet the minimum qualifications set forth on the Engineer-In-Training II class specification, which requires that this certification be issued by the State of Ohio. The hiring department in this situation explained that to their knowledge, the State of Ohio does not re-issue Engineer Intern certification to individuals already certified in other states but fully recognizes these certifications as being similar to Ohio's Engineer Intern certification. Commission staff contacted the State Board of Registration for Professional Engineers and Surveyors and learned that the Board considers anyone a Surveying Intern who passes the eight-hour National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals in Surveying examination. It was also learned that it is the intern status (regardless of which state it was received) that the Board verifies prior to approving individuals to take the Principles and Practices of Surveying exam in order to become a Professional Surveyor in Ohio.

It was therefore determined that the current minimum qualifications for Surveyor-In-Training II are unnecessarily restrictive and prevent departments from being able to recruit/appoint surveyor interns from other states. It was proposed that the minimum qualifications be revised to remove the requirement that the Surveyor Intern certification must be issued by the State of Ohio. There were no other proposed changes to the 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 revise the specification for the classification Engineer-In-Training I (Class Code 1028).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the minimum qualifications for Engineer-In-Training I to be more consistent with the practices of the State of Ohio regarding the Engineer Intern certification.

This issue was first brought to the attention of Commission staff when an applicant, who was a certified Engineer Intern in the State of Florida, did not meet the minimum qualifications set forth on the Engineer-In-Training II class specification, which requires that this certification be issued by the State of Ohio. The hiring department in this situation explained that to their knowledge, the State of Ohio does not re-issue Engineer Intern certification to individuals already certified in other states but fully recognizes these certifications as being similar to Ohio's Engineer Intern certification. Commission staff contacted the State Board of Registration for Professional Engineers and Surveyors and learned that the Board considers anyone an Engineer Intern who passes the eight-hour National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering examination. It was also learned that it is the engineer intern status (regardless of which state it was received) that the Board verifies prior to approving individuals to take the Principles and Practices of Engineering exam in order to become a Professional Engineer in Ohio.

It was therefore determined that the current minimum qualifications for Engineer-In-Training I are unnecessarily restrictive and prevent departments from being able to recruit/appoint engineer interns from other states. It was proposed that the minimum qualifications be revised to remove the requirement that the Engineer Intern certification must be issued by the State of Ohio. There were no other proposed changes to the 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 revise the specification for the classification Engineer-In-Training II (Class Code 1029).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the minimum qualifications for Engineer-In-Training II to be more consistent with the practices of the State of Ohio regarding the Engineer Intern certification.

This issue was first brought to the attention of Commission staff when an applicant, who was a certified Engineer Intern in the State of Florida, did not meet the minimum qualifications set forth on the Engineer-In-Training II class specification, which requires that this certification be issued by the State of Ohio. The hiring department in this situation explained that to their knowledge, the State of Ohio does not re-issue Engineer Intern certification to individuals already certified in other states but fully recognizes these certifications as being similar to Ohio's Engineer Intern certification. Commission staff contacted the State Board of Registration for Professional Engineers and Surveyors and learned that the Board considers anyone an Engineer Intern who passes the eight-hour National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering examination. It was also learned that it is the engineer intern status (regardless of which state it was received) that the Board verifies prior to approving individuals to take the Principles and Practices of Engineering exam in order to become a Professional Engineer in Ohio.

It was therefore determined that the current minimum qualifications for Engineer-In-Training II are unnecessarily restrictive and prevent departments from being able to recruit/appoint engineer interns from other states. It was proposed that the minimum qualifications be revised to remove the requirement that the Engineer Intern certification must be issued by the State of Ohio. There were no other proposed changes to the specification.

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

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RE: Request of the Civil Service Commission to revise the specification for the classification Public Health Administrator (Environmental Health) (Class Code 0258).

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. Public Health Administrator (Environmental Health) was last reviewed in November of 2002. There is currently one employee serving in this classification in the Columbus Public Health Department. Based upon discussions with department representatives, some minor revisions were proposed.

It was recommended that the definition be revised to correctly identify the department as the Columbus Public Health Department, rather than the current reference, Health Department. It was recommended that the examples of work section be revised by the addition of several statements including "Reviews quarterly program summary reports and evaluates the compliance with State mandates for environmental health programs" and "Provides leadership and direction in public health emergencies". One additional statement was added indicating that the Public Health Administrator (Environmental Health) may serve on a contract negotiation team. The minimum qualifications section was revised by requiring possession of a valid State of Ohio certificate as a Registered Sanitarian. The word "transfer" was replaced by the word "reciprocity" to describe the acceptability of certification from another state. The knowledge, skills, and abilities were revised to reflect more accurate terminology; the wording, health sciences, replaces sanitation, and the wording, non-compliant conditions, replaces unsanitary conditions. Additionally, a reference to city officials has been replaced with the wording, government officials as an incumbent in this classification must be able to develop and maintain effective working relationships with officials from various levels of government, and is not limited to just City officials. No other revisions were recommended. It was therefore requested that the classification Public Health Administrator (Environmental Health) be approved 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 to revise the specification for the classification Public Health Administrator (Maternal and Child Health) (Class Code 0262).

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. Public Health Administrator (Maternal and Child Health) was last reviewed in November of 2002. There is currently one employee serving in this classification in the Columbus Public Health Department. Based upon discussions with department representatives, some minor revisions were proposed.

It was recommended that the definition be revised to correctly identify the department as the Columbus Public Health Department rather than the current reference, Health Department. Recognizing a Public Health Administrator's role in providing

leadership and direction in the event of a public health emergency, it was recommended that the following statement be added to the examples of work section, "Provides leadership and direction in public health emergencies". No revisions to the minimum qualifications or knowledge, skills, and abilities sections 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 to revise the specification for the classification Public Health Administrator (Infectious Diseases) (Class Code 0255).

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. Public Health Administrator (Infectious Diseases) was last reviewed in November of 2002. There is currently one employee serving in this classification in the Columbus Public Health Department. Based upon discussions with department representatives, some minor revisions were proposed.

It was recommended that the definition section be revised to correctly identify the department as the Columbus Public Health Department, rather than the current reference, Health Department. Recognizing a Public Health Administrator's role in providing leadership and direction in the event of a public health emergency, it was recommended that the examples of work section be revised by adding the following statement, "Provides leadership and direction in public health emergencies". No revisions to the minimum qualifications or knowledge, skills, and abilities sections 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 to revise the specification for the classification Public Health Administrator (Community Health) (Class Code 1653).

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. Public Health Administrator (Community Health) was last reviewed in November of 2002. There is currently one employee serving in this classification in the Columbus Public Health Department. Based upon discussions with department representatives, some minor revisions were proposed.

It was recommended that the definition be revised to correctly identify the department as the Columbus Public Health Department rather than the current reference, Health Department. Recognizing a Public Health Administrator's role in providing leadership and direction in the event of a public health emergency, it was recommended that the statement, "Provides leadership and direction in public health emergencies" be added to the examples of work section. One additional example of work was revised with the insertion of, community health, to correct an erroneous reference to, infectious disease. There were no other proposed changes to the specification.

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

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RE: Request of the Civil Service Commission to revise the specification for the classification Weights and Measures Inspector (Class Code 1886).

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Weights and Measures Inspector was

last reviewed in October of 2002 and there are currently five employees serving in this classification in the Support Services Division of the Department of Public Safety. Based upon information received via questionnaire with supervisory review, several revisions were proposed.

It was recommended that the examples of work section of the specification be revised by replacing the language relative to the testing of ground beef with language that incumbents frequently engage in work involving the verification of timers found in commercial equipment commonly used in laundromats and car washes. Although incumbents still have the ability to test samples of ground beef to verify that declared percentage of fat content does not exceed the reported amount found on the label, such tests have not been performed for several years. In keeping with current trends in technology, it was proposed that the statement, "ability to operate a personal computer and applicable software", be added to the knowledge, skills, and abilities section. 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 to revise the specification for the classification Sealer of Weights and Measures (Class Code 0287).

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Sealer of Weights and Measures was last reviewed in October of 2002 and there is currently one employee serving in this classification in the Support Services Division of the Department of Public Safety. Based upon information received via questionnaire and supervisory review, several revisions were proposed.

It was recommended that the word "the" be removed from the phrase "under the general direction . . ." in the definition in order to render the definition consistent with similar language used throughout the class plan. It was recommended that the examples of work section be expanded to reflect that the incumbent is frequently involved in preparing fee remittances from business operators for deposit through the City Auditor's office, that an incumbent may work with the City Attorney's Office in revising relevant City Codes related to the application of weights and measures regulations to timed commercial equipment commonly found in laundromats and car washes, and that an incumbent may be involved in writing specifications for bid proposals for the acquisition of specialized equipment used in ensuring compliance with weights and measures regulations. In keeping with current trends in technology, it was proposed that the statement, "ability to operate a personal computer and applicable software", be added to the knowledge, skills, and abilities section of the specification. No other revisions were recommended.

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

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

The Commissioners entered their decisions into the record for 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.*

Dannie A. Carver, Firefighter, Case No. 07-RI-0003

In the matter of Dannie A. Carver, Firefighter, the Commissioners reviewed the hearing officer's report and recommendation with regard to Mr. Carver's compliance with the City's residency requirement. The Commissioners found that Mr. Carver is currently in compliance with the residency requirement.

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RE: *Background Removals.*

Applicants Removed Pre-Exam

Name of Applicant	Position Applied For
Jason Blankenship	Police Officer
Ashley Chain	Police Officer
Andrew Ernst	Police Officer
Katrina Gregory	Police Officer
Sean Hughes	Police Officer
Lars Jackson	Police Officer
Jonathan Joyce	Police Officer
Ryan Root	Police Officer
Grant Ruff	Police Officer

After reviewing the files of Jason Blankenship, Ashley Chain, and Andrew Ernst, the Commissioners decided their applications would not be accepted and they would not be permitted to take the Police Officer examination.

After reviewing the files of Katrina Gregory, Sean Hughes, Lars Jackson, Jonathan Joyce, Ryan Root, and Grant Ruff, the Commissioners decided their applications would be accepted and they would be permitted to take the Police Officer examination.

Applicants Removed Post-Exam

Name of Applicant	Position Applied For	BAR #
Noah Sebastinas	Police Officer	07-BR-078
Paula Wolff	Police Communications Technician	07-BR-079
Stephenie Roberts	Police Communications Technician	07-BR-081
Lianne Cahaan	Police Officer	07-BR-082
Deborah L. Yannarell	Police Officer	07-BR-083
Shawnette Edge	Police Officer	07-BR-084
Jennifer Niemeyer	Police Officer	07-BR-085
Aaron Williams	Police Officer	07-BR-086
Horace Ryan Greene	Police Officer	07-BR-087
Harold Butler	Police Officer	07-BR-088
John Eldred, III	Police Officer	07-BR-089
David Shoemaker	Automotive Mechanic Supervisor II	07-BR-090
Lori Ann Aliff	Police Communications Technician	07-BR-091
Paul Isgett	Police Officer	07-BR-092
Brad Armstrong	Police Officer	07-BR-093
Anthony R. Day	Police Officer	07-BR-094
Luke Money Penny	Police Officer	07-BR-095
Jeffrey Hriczik	Firefighter	07-BR-096
Mark Griggs	Police Officer	07-BR-097
Matthew Minchin	Police Officer	07-BR-098
Theodore Pollock	Police Officer	07-BR-099
Brian Martindale	Firefighter	07-BR-100
Joshua Allen Jacob	Police Officer	07-BR-101
Jenny R. Stratton	Police Officer	07-BR-102
Andrea Sell	Police Officer	07-BR-104

Carrie Renick	Police Officer	07-BR-105
Josh Bryant	Firefighter	07-BR-106
Jeffrey C. Henly, Jr.	Police Officer	07-BR-107

After reviewing the files of Noah Sebastinas, Lianne Cahaan, Deborah L. Yannarell, Jennifer Niemeyer, Aaron Williams, Horace Ryan Greene, Harold Butler, John Eldred, III, Brad Armstrong, Luke Money Penny, Mark Griggs, Theodore Pollock, Jenny R. Stratton, Andrea Sell, and Jeffrey C. Henly, Jr., the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the files of Shawnette Edge, Paul Isgett, Anthony R. Day, Matthew Minchin, Joshua Allen Jacob, and Carrie Renick the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing the files of Paula Wolff and Stephanie Roberts the Commissioners decided their names would not be reinstated to the Police Communications Technician eligible list.

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

After reviewing the files of Jeffrey Hriczik and Josh Bryant, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing Brian Martindale's file, the Commissioners decided his name would be reinstated to the Firefighter eligible list.

After reviewing David Shoemaker's file, the Commissioner decided his name would not be reinstated to the Automotive Mechanic Supervisor II eligible list.

RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Reginald Fagain, regarding the rejection of his application for Truck Driver – Appeal No. 07-BA-0017.

The Commission reviewed the appeal Mr. Fagain filed on August 1, 2007, based on his belief that he met the minimum qualifications for truck driver and that Columbus City Schools should have accepted his application.

Mr. Fagain received a letter from Columbus City Schools dated July 12, 2007, advising him he had insufficient experience. However, Mr. Fagain did not file his appeal within the 10-day limit and the Commission had to dismiss the appeal for lack of jurisdiction.

However, Columbus City Schools advised the Commission that Mr. Fagain's application was rejected in error and they placed his name on the eligible list. Mr. Fagain was advised to contact Columbus City Schools at his earliest convenience.

Review of the appeal of Brenda L. Francis, Transportation, Columbus Public Schools, regarding her 3rd Step Grievance – Appeal No. 07-BA-0018.

The Commission reviewed the appeal Ms. Francis filed on September 25, 2007, in accordance with Step 3 of the grievance process set forth in the Collective Bargaining Agreement between the Ohio Association of Public School Employees (OAPSE) and the Columbus Board of Education (Board). The grievance was denied in Steps 1 and 2 of the process.

The Civil Service Commission reviews appeals related to disciplinary suspension greater than three days, classification issues, and other matters governed by the Civil Service Rules. All the issues Ms. Francis raised are governed by the Collective Bargaining Agreement between OAPSE and the Board.

Therefore, the Commission dismissed Ms. Francis' appeal without a hearing due to lack of jurisdiction.

Review of the appeal of Michele Stewart, Bus Driver, Columbus Public Schools, regarding her 3rd Step Grievance – Appeal No. 07-BA-0019.

The Commission reviewed the appeal Ms. Stewart filed on September 25, 2007, in accordance with Step 3 of the grievance process set forth in the Collective Bargaining Agreement between the Ohio Association of Public School Employees (OAPSE) and the Columbus Board of Education (Board). The grievance was denied in Steps 1 and 2 of the process.

The Civil Service Commission reviews appeals related to disciplinary suspension greater than three days, classification issues, and other matters governed by the Civil Service Rules. All the issues Ms. Stewart raised are governed by the Collective Bargaining Agreement between OAPSE and the Board.

Therefore, the Commission dismissed Ms. Stewart's appeal without a hearing due to lack of jurisdiction.

Review of the appeal of Deborah Taylor, Transportation, Columbus Public Schools, regarding her 3rd Step Grievance – Appeal No. 04-BA-0020.

The Commission reviewed the appeal Ms. Taylor filed on September 25, 2007, in accordance with Step 3 of the grievance process set forth in the Collective Bargaining Agreement between the Ohio Association of Public School Employees (OAPSE) and the Columbus Board of Education (Board). The grievance was denied in Steps 1 and 2 of the process.

The Civil Service Commission reviews appeals related to disciplinary suspension greater than three days, classification issues, and other matters governed by the Civil Service Rules. All the issues Ms. Taylor raised are governed by the Collective Bargaining Agreement between OAPSE and the Board.

Therefore, the Commission dismissed Ms. Taylor's appeal without a hearing due to lack of jurisdiction.

Review of the appeal of Valerie Meek, Intervention Aide, Columbus Public Schools, regarding her 3rd Step Grievance – Appeal No. 07-BA-0021.

The Commission reviewed the appeal Ms. Meek filed on September 25, 2007, in accordance with Step 3 of the grievance process set forth in the Collective Bargaining Agreement between the Ohio Association of Public School Employees (OAPSE) and the Columbus Board of Education (Board). The grievance was denied in Steps 1 and 2 of the process.

The Civil Service Commission reviews appeals related to disciplinary suspension greater than three days, classification issues, and other matters governed by the Civil Service Rules. All the issues Ms. Meek raised are governed by the Collective Bargaining Agreement between OAPSE and the Board.

Therefore, the Commission dismissed Ms. Meek's appeal without a hearing due to lack of jurisdiction.

Review of the appeal of Sherry Adickes, Transportation, Columbus Public Schools, regarding her 3rd Step Grievance – Appeal No. 07-BA-0022.

The Commission reviewed the appeal Ms. Adickes filed on September 25, 2007, in accordance with Step 3 of the grievance process set forth in the Collective Bargaining Agreement between the Ohio Association of Public School Employees (OAPSE) and the Columbus Board of Education (Board). The grievance was denied in Steps 1 and 2 of the process.

The Civil Service Commission reviews appeals related to disciplinary suspension greater than three days, classification issues, and other matters governed by the Civil Service Rules. All the issues Ms. Adickes raised are governed by the Collective Bargaining Agreement between OAPSE and the Board.

Therefore, the Commission dismissed Ms. Adickes' appeal without a hearing due to lack of jurisdiction.

Review of the appeal of Brenda Grommeck, Transportation, Columbus Public Schools, regarding her 3rd Step Grievance – Appeal No. 07-BA-0023.

The Commission reviewed the appeal Ms. Grommeck filed on September 25, 2007, in accordance with Step 3 of the grievance process set forth in the Collective Bargaining Agreement between the Ohio Association of Public School Employees (OAPSE) and the Columbus Board of Education (Board). The grievance was denied in Steps 1 and 2 of the process.

The Civil Service Commission reviews appeals related to disciplinary suspension greater than three days, classification issues, and other matters governed by the Civil Service Rules. All the issues Ms. Grommeck raised are governed by the Collective Bargaining Agreement between OAPSE and the Board.

Therefore, the Commission dismissed Ms. Grommeck's appeal without a hearing due to lack of jurisdiction.

Review of the appeal of Michael Williams, regarding the denial of his Request for Review for Equipment Operator I – Appeal No. 07-CA-0009.

The Commissioners reviewed the appeal Mr. Williams filed on July 30, 2007. The basis of his appeal was that he has a valid CDL and therefore meets the minimum qualifications for the Equipment Operator I examination.

Although Mr. Williams did not bring his CDL to the examination, he was permitted to take the examination even though he failed to produce the required documentation. The decision to allow him to take the examination was made in error. The admission letter mailed to Mr. Williams stated, "You must bring the following two items with you to the test site in order to be admitted to the test, 1) Notice of Examination Letter, and 2) your current CDL (Class A or Class B). Mr. Williams failed to do this and should not have been permitted to take the examination.

Based upon the foregoing, the Civil Service Commission dismissed Mr. Williams' appeal without a hearing.

Review of the appeal of Dale J. Kontul, regarding the rejection of his application for Fleet Coordinator – Appeal No. 07-CA-0016.

The Commissioners reviewed the appeal Mr. Kontul filed on September 19, 2007, based upon his belief that he had sufficient experience to qualify for the Fleet Coordinator examination.

The minimum qualifications for Fleet Coordinator require a bachelor's degree and two years of experience supervising auto mechanics; experience may substitute for the bachelor's degree or a year for year basis which would allow a candidate with six years of experience, two being supervisory, to qualify for the examination.

Mr. Kontul's application demonstrated four years and nine months of experience only. His appeal listed several other employers which preceded the jobs he listed on his application, however, applicants must be thorough and provide all the necessary information on the initial application. A clarification form may be filed to explain or amplify the information originally provided but may not contain new jobs that were not originally listed as relevant experience.

Based upon the foregoing, the Civil Service Commission dismissed Mr. Kontul's appeal without a hearing.

Review of the appeal of Rachel Crawford, regarding the rejection of her application for Human Resources Generalist – Appeal No. 07-CA-0017.

The Commissioners reviewed the appeal Ms. Crawford filed on September 20, 2007, based on her belief that her work experience as a Personnel Manager should count toward the minimum qualifications for the Human Resources Generalist examination.

The minimum qualifications for this classification are possession of a bachelor's degree and two years of professional human resource experience; a master's degree in a related field may be substituted for one year of the required experience. The Civil Service Commission interprets professional experience as experience earned after the degree. The experience Ms. Crawford earned prior to receiving her degree cannot count toward the experience required.

Based upon the foregoing, the Commission upheld the rejection of Ms. Crawford's application for the Human Resources Generalist and dismissed her appeal without a hearing.

Review of the appeal of Linda L. Loudermilk, regarding the rejection of her application for Human Resources Generalist – Appeal No. 07-CA-0018.

The Commissioners reviewed the appeal Ms. Loudermilk filed on September 20, 2007, based upon her belief that her work experience with the Department of Development should have been counted toward the minimum qualifications for the Human Resources Generalist examination.

The minimum qualifications for this classification are possession of a bachelor's degree and two years of professional human resource experience; a master's degree in a related field may be substituted for one year of the required experience. The Civil Service Commission interprets professional experience as experience earned after the degree. The experience Ms. Loudermilk earned prior to receiving her degree cannot count toward the experience required. Furthermore, her current classification, Office Assistant III, is not "professional human resource experience" which will qualify her for the HR Generalist exam.

Based upon the foregoing, the Commission upheld the rejection of Ms. Crawford's application for the Human Resources Generalist and dismissed her appeal without a hearing.

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The Commission adjourned its regular meeting at 1:10 p.m.

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Grady L. Pettigrew, Jr., President

Date