

Regular Meeting

October 30, 2006
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 30, 2006, at 1:02 p.m. with Priscilla Tyson, Grady Pettigrew, and Eileen Paley in attendance.

* * *

RE: Review and approval of the minutes from the September 25, 2006, regular meeting.

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

* * *

RE: Pre-hearing Conference Reviews.

No pre-hearing conference reviews were submitted this month.

* * *

RE: Request of the Civil Service Commission staff to Amend Rule VI(A)(1), to clarify an issue of the timing of test requests.

PRESENT: Barbara Gates McGrath, Executive Director

Barbara McGrath presented this request to amend Rule VI(A)(1), to clarify an issue of timing. In 1998, the Commission approved the staff request to permit the testing of a qualified applicant upon the request of an appointing authority if an eligible list was already in place and, as such, there had been public notice of the testing.

This change worked well as it permitted such things as testing of an internal candidate who did not apply at the time of the original testing. In recent months, there have been a few situations where a request was made to test such an applicant but the request was received after the application filing period closed but before the testing was actually completed. Under the current Rule, the request could not technically be immediately granted because there was no "current eligibility list." If the appointing authority had waited to make the request, it could have been granted once the testing was complete.

It would be more efficient and simpler for staff to permit the Rule VI applicant to be tested along with the other candidates who filed applications. The proposed language would permit staff to do so and as such, to more efficiently handle requests made while the eligibility list is in process.

Based upon the foregoing, the staff requested Rule VI(A)(1) be amended as reflected below to allow for Rule VI testing requests while the eligibility list is in process.

RULE VI

ANNOUNCEMENTS AND APPLICATIONS

A. Examination Announcements

1. Competitive examinations and noncompetitive qualifying examinations shall be announced in public notices specifying the class or group title, class or examination definition, salary range, the application filing period, applicant requirements, the certification procedure to be used, whether background investigations are applicable, and other information pertinent to the examination and/or classification. However, if there is an eligibility list in place or for which applications have

been accepted, additional qualified applicants may be scheduled for examination without further public notice.

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

* * *

RE: Request of the Civil Service Commission staff to extend the eligible list for Sewer Cleaning Equipment Operator for one year (Class Code 3952).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request. The current eligible list for Sewer Cleaning Equipment Operator was established on December 16, 2004 and is scheduled to expire on December 15, 2006. Although there are three eligibles currently on the list, the department does not anticipate hiring in this classification in the near future. If it is determined that hiring is necessary, the department has indicated the current list of three names will be sufficient.

It was therefore requested that the current eligible list for Sewer Cleaning Equipment Operator (Class Code 3952) be extended for one year to expire December 15, 2007, or unless replaced sooner.

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

* * *

RE: Request of appellant, Linda J. Spears to withdraw the appeal she filed with the Civil Service Commission on November 16, 2005, regarding her 10-day suspension from the position of Secretary I with the Columbus Public Schools – Appeal No. 05-BA-0024.

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

* * *

RE: Review of the Findings and Recommendation of the Investigative Hearing held on August 9, September 13, and September 27, 2006, regarding an allegation that the Subject Matter Expert agreement for the 2006 Police promotional examination was violated.

SPECIAL NOTICE: Portions of these findings and recommendations were voided by the Civil Service Commission during its regular meeting held on September 29, 2008.

After reviewing the findings and recommendation of the Hearing Officer, the Commissioners adopted the recommendation that Sergeant David Becker be prohibited from taking the 2008 Lieutenant promotional examination, that Lieutenant Scott Hyland be excluded from serving as a Subject Matter Expert on any Commission examinations, and that no action be taken regarding Sergeant David Sicilian.

In addition, the Commission adopted the Hearing Officer's recommendation that the Department of Public Safety Director advise Division of Police personnel that in order to preserve the integrity of the testing process and to protect the identities of the Subject Matter Experts, no communications should be made revealing the identities of those who are serving as Subject Matter Experts.

A motion to approve these recommendations was made, seconded, and passed unanimously.

* * *

RE: Trial Board Recommendations.

No trial board recommendations were submitted this month.

* * *

RE: Columbus Public Schools Classification Actions.

No Columbus Public Schools classification actions were submitted this month.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Economic Development Division Administrator with no revisions (Class Code 0169).

Request of the Civil Service Commission staff to approve the specification review for the classification Housing Division Administrator with no revisions (Class Code 0171).

Request of the Civil Service Commission staff to approve the specification review for the classification Neighborhood Services Division Administrator with no revisions (Class Code 0174).

Request of the Civil Service Commission staff to approve the specification review for the classification Development Program Manager with no revisions (Class Code 0350).

Request of the Civil Service Commission staff to approve the specification review for the classification Customer Service Representative I with no revisions (Class Code 0434).

Request of the Civil Service Commission staff to approve the specification review for the classification Customer Service Representative II with no revisions (Class Code 0435.)

Request of the Civil Service Commission staff to approve the specification review for the classification Print Services Technician with no revisions (Class Code 0627).

Request of the Civil Service Commission staff to approve the specification review for the classification Print Services Specialist with no revisions (Class Code 0629).

Request of the Civil Service Commission staff to approve the specification review for the classification Print Services Supervisor with no revisions (Class Code 0631).

Request of the Civil Service Commission staff to approve the specification review for the classification Engineer II with no revisions (Class Code 1047).

Request of the Civil Service Commission staff to approve the specification review for the classification Engineer III with no revisions (Class Code 1048).

Request of the Civil Service Commission staff to approve the specification review for the classification Engineer IV with no revisions (Class Code 1049).

Request of the Civil Service Commission staff to approve the specification review for the classification Legal Intake Coordinator (U) with no revisions (Class Code 1990).

Request of the Civil Service Commission staff to approve the specification review for the classification Downtown Development Office Administrator with no revisions (Class Code 2002).

Request of the Civil Service Commission staff to approve the specification review for the classification Development Program Coordinator with no revisions (Class Code 2015).

Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collection Vehicle Operator (Automated) with no revisions (Class Code 3922).

Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collector and Vehicle Operator (Manual) with no revisions (Class Code 3923).

Request of the Civil Service Commission staff to approve the specification review for the classification Traffic Sign Shop Supervisor with no revisions (Class Code 4010).

Request of the Civil Service Commission staff to approve the specification review for the classification Traffic Maintenance Worker with no revisions (Class Code 4015).

Request of the Civil Service Commission staff to approve the specification review for the classification Traffic Line Supervisor II with no revisions (Class Code 4029).

Request of the Civil Service Commission staff to approve the specification review for the classification Traffic Maintenance Manager with no revisions (Class Code 4032).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented twenty-one requests to approve the review of various classifications with no revisions as part of the Civil Service Commission's effort to review all classifications every five years. Seventeen classifications were last reviewed in 2001 and four were last reviewed in 2002.

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

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Division Administrator (Class Code 0224).

Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Assistant Administrator (Class Code 0225).

Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor (Class Code 0660).

Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor Supervisor (Class Code 0661).

Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor Specialist (Class Code 0662).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Income Tax Division to revise the specification for five classifications due to a federal regulation imposed by the United States Department of Treasury, Internal Revenue Service. The regulation, Treasury Regulation 71.10, states that employees with access to federal tax information must be citizens of the United States. Since these five classifications fall into this category, it was recommended

that the United States citizenship requirement be added to the minimum qualifications section of each specification. There were no other recommendations proposed.

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

* * *

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

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request that the Wastewater Surveillance Analyst classification be revised to remove any reference to the Wastewater Surveillance Technician I and II classifications, which have been retitled to read Wastewater Pretreatment Technician I and II. This request was initiated by Commission staff once it was brought to our attention that these former titles were specifically listed in the examples of work and minimum qualifications sections of the specification.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Sign Painter-Fabricator (Class Code 4013).

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. Sign Painter-Fabricator was last reviewed in February of 2002. There are currently three employees serving in this classification in the Division of Transportation. As part of this review, Civil Service reviewed the current specification and department representatives were solicited to provide feedback about potential changes. Based on this feedback, one revision was recommended.

It was recommended that one of the duties in the examples of work section of the specification be modified to reflect that this classification no longer installs heat sensitive sheeting materials to metal sign blanks. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Paint and Sign Worker, extend the probationary period to 270 days, and amend Rule XI accordingly (Class Code 4016).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Traffic Paint and Sign Worker as part of the Civil Service Commission's efforts to review all classifications every five years. Traffic Paint and Sign Worker was last reviewed in January of 2002. There are currently eight employees serving in this classification in the Division of Transportation. As part of this review, Civil Service staff reviewed the current specification and department representatives were solicited to provide feedback about potential changes. Based on this feedback, the following recommendations were made.

Since the Pavement Marking Section no longer uses hazardous materials it was recommended that the requirement of an endorsement for hazardous materials be deleted from the minimum qualifications. It was also recommended that the probationary period be extended from 180 days to 270 days to be consistent within the class series. This change would also give the employees more time to adequately learn

the job and to display their skills and will give management the opportunity to observe the employees more closely to make an accurate assessment of their job performance.

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

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Supervisor I (Class Code 4018)

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. Traffic Maintenance Supervisor I was last reviewed in January of 2002. There are currently nine employees serving in this classification in the Division of Transportation. As part of this review, Civil Service reviewed the current specification and department representatives were solicited to provide feedback about potential changes. Based on this feedback, only one revision was recommended at this time.

The only recommended revision was to modify one example of work because the section that the projects pertain to is no longer referred to as Traffic Engineering. This section is now called Traffic Maintenance.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Supervisor II (Class Code 4019).

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. Traffic Maintenance Supervisor II was last reviewed in November 2001. There are currently two employees serving in this classification in the Division of Transportation.

As part of this review, Civil Service reviewed a questionnaire completed by one of the incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, the only revision recommended was to delete the guidelines for class use because it reads much like the definition and then goes into great detail about a different classification in the series. This information is redundant and could be confusing. Therefore, it was recommended that this section be eliminated in its entirety in order to ensure that the readers are receiving the most relevant information.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Line Worker, extend the probationary period to 270 days, and amend Rule XI accordingly (Class Code 4024).

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. Traffic Line Worker was last reviewed in February of 2001. There are currently sixteen employees serving in this classification in the Division of Transportation. As part of this review, Civil Service

reviewed questionnaires completed by incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, the following recommendations were made.

It was recommended that the knowledge, skills and abilities section be revised to include an additional ability statement to illustrate another physical aspect of the job by possessing the ability to lift tools weighing between sixty and ninety pounds, such as an air hammer. This recommendation would also make this specification consistent with other specifications in the class series. It was also recommended that the probationary period be extended from 180 days to 270 days in order to have consistency within the class series. This change would give the employees more time to adequately learn the job and to display their skills and also will give management the opportunity to observe the employees more closely to make an accurate assessment of their job performance. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Line Supervisor I (Class Code 4026).

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. Traffic Line Supervisor I was last reviewed in June 2002. There are currently seven employees serving in this classification in the Division of Transportation. As part of this review, Civil Service reviewed a questionnaire completed by one of the incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, the following revisions were recommended.

No revisions to the definition were identified. It was recommended that the minimum qualifications be revised to read completion of the twelfth school grade, two years experience in electrical or electronic traffic control maintenance work, and possession of a valid Class A Commercial Driver's license allowing the operation of a vehicle with air brakes. This change will provide consistency within the class series, as well as the Traffic Maintenance Section. It was recommended that one knowledge, skills, and abilities statement be revised to read ability to climb poles fifty feet in height. This recommendation would also make this specification consistent with other specifications in the class series. No revisions to the examples of work, examination type, or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Assistant Manager (Class Code 3817).

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. Plant Maintenance Assistant Manager was last reviewed in May of 2001. There are currently two employees serving in this classification in the Division of Power and Water. As part of this review, Civil Service reviewed questionnaires completed by incumbents to determine if there is a need for changes. Based on this feedback, the following revisions to the specification were recommended.

It was recommended that the definition be revised to read "...responsible for assisting in managing, planning, organizing, and coordinating the maintenance and repair of plant equipment." It was recommended that the minimum qualifications be revised to

require only supervisory experience in order to eliminate any artificial barriers with respect to the number of levels which the supervision goes through. The current minimum qualifications require supervising employees through one or more lower level supervisors, however, some plants only have one level of supervision, making it impossible to provide employees with the required experience to qualify for Plant Maintenance Assistant Manager. Potentially good, qualified candidates would be rejected from consideration because the class series only has one level of supervision, or the plant only utilizes one level of supervision. The proposed minimum qualifications will read, completion of the twelfth school grade and four years of experience supervising employees engaged in maintenance and repair of heavy plant equipment with a certificate of high school equivalence (GED) being accepted in lieu of the twelfth school grade requirement.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Information Systems Technician (Class Code 0546).

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. Information Systems Technician was created in August of 1990 as Information Processing Technician and was retitled in August of 2000. The class was reviewed with no change in December of 2005, with the stipulation that changes would be forthcoming and the classification would be revised in 2006.

No revisions to the definition were recommended. It was recommended that the examples of work be revised to reflect updated duties and references to department-specific technology work. It was recommended that the guidelines for class use be revised to reflect the system-specific use of this classification. Recommended revisions to the minimum qualifications serve to clarify the minimum qualifications. One revision was recommended to the knowledge, skills, and abilities section to include general knowledge of the maintenance and repair of peripheral computer equipment such as monitors, keyboards, or printers. No revisions to the Examination Type, Job Family, EEO Job Category, or Probationary Period were recommended.

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

* * *

RE: Request of the Civil Service commission staff to revise the specification for the classification Information Systems Manager (Class Code 0869).

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 of Information Systems Manager was created in 1985, and in 1990, Data Processing Systems Coordinator (Class Code 0597) was merged into Information Systems Manager. The class was last reviewed again in July of 2001.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to reflect updated duties and references to department-specific technology work and the Department of Technology. It was recommended that a guidelines for class use be included to identify the Information Systems Manager as a classification that is responsible for designated systems that may fall under departments other than the Department of Technology. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills, and abilities were recommended to reflect updated language and knowledge of management and business processes. No revisions to the examination type or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to create the specification for the classification IT Technical Support Manager, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly (Class Code 0559).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request from the Department of Technology to create a specification for the classification IT Technical Support Manager as a result of the consolidation of information technology services throughout the City and the reorganization of personnel to serve the technology needs of City employees.

It was recommended that the definition read, "Under general direction, is responsible for managing the technical support section within the Department of Technology; performs related duties as required." The examples of work illustrate the scope of work performed by an incumbent in this class, ranging from managing staff to consulting with other managers and administrators on budgets, equipment acquisitions, and systems development and implementation. It was recommended that a guidelines for class use be included to read, "The IT Technical Support Manager classification is a single position classification that is restricted for use in the Department of Technology." The minimum qualifications require a bachelor's degree and five years management experience in an automated application environment. Possession of a valid certification as a Microsoft Certified Systems Engineer (MCSE) or comparable certification may be substituted for the required education. The knowledge, skills, and abilities were written to reflect technical knowledge and expertise, communication and public relation skills, and standard management capabilities. It was recommended that this classification be designated as noncompetitive and the probationary period be designated as 365 days.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Construction Material Analysis Coordinator and change the examination type to noncompetitive (Class Code 1024).

PRESENT: Linda Isaac, Personnel Analyst I

Linda Isaac presented this request as part of the Civil Service Commission's policy to review job classifications every five years. This classification was last reviewed in March of 2002. There is currently one incumbent in this classification.

No revision to the definition was recommended. It was recommended that the minimum qualifications be revised to require a bachelor's degree and four years of experience performing construction materials inspection and testing analysis. Additional experience may be substituted for the educational requirement on a year-for-year basis. A National Institute for the Certification of Engineering Technicians (NICET) Level II certificate in the Transportation Engineering Technology's subfield of Highway Materials may be substituted for two years of the required education. Due to the exceptional experience requirement and the specific knowledges required for this classification, as well as the Civil Service Commission's policy of classification with respect to single position classifications, it was requested that the examination type be revised to noncompetitive. It was further recommended that a guidelines for class use be added to the specification that clearly communicates the use of this classification. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service commission staff to revise the specification for the classification Development Director (U) (Class Code 0061).

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. Development Director (U) was last reviewed in February of 2001.

The only revision was to revise the specification to reflect the current table of organization, which consists of five divisions: Economic Development, Building Services, Neighborhood Services, Planning, and Housing.

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

* * *

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

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. Labor Relations Specialist was last revised in March of 2001. There are currently two employees serving in this classification, both are located in the Department of Human Resources. Based upon information received from one incumbent and the manager, the following revisions were recommended.

The only change to the definition was to add, "conducting fitness for duty and disciplinary hearings" as a major responsibility of the class. Several revisions were proposed to the examples of work section to better represent the type of work typically performed by this classification. It was recommended that the language in the guidelines for class use remain the same. The minimum qualifications were revised to require possession of a bachelor's degree and three years of professional experience in human resources, industrial relations, labor relations, or personnel administration. A substitution was included that would allow a master's degree in a related field to substitute for one year of the required experience or a law degree to substitute for two years of the required experience. The proposed changes represent an increase in experience from two to three years, which is consistent among classifications in the City with this level of responsibility. The substitution was also revised to be consistent with Commission policy pertaining to equivalent substitutions. One additional ability statement in the knowledge, skills, and abilities section was proposed that reads, "Ability to use desktop computer equipment and word processing, spreadsheet, database, and presentation software." No revisions to the probationary period or examination type were recommended.

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

* * *

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

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. Labor Relations Manager was last revised in June of 2001. There is currently one employee serving in this classification located in the Department of Human Resources.

No revisions to the definition were recommended. Several revisions to the examples of work section were recommended to better represent the type of work typically performed by this classification. It was recommended that a guidelines for class use be

revised to read, "This is a single position classification that is restricted to the Human Resources Department." It was recommended that the minimum qualifications be revised to require possession of a bachelor's degree and five years of professional experience in industrial relations, personnel administration, labor negotiations, mediations or conciliations. A substitution is included that would allow a master's degree in a related field to substitute for one year of the required experience or a law degree to substitute for two years of the required experience. The proposed changes represent an increase in experience from four years to five years, which is consistent among classifications in the City with this level of responsibility. The substitution was also revised to be consistent with Commission policy pertaining to equivalent substitutions. Additional knowledge, skills, and abilities were proposed that are viewed as important to successful job performance. No revisions to the probationary period or examination type were recommended.

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

* * *

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

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. Employee Benefits Analyst II was last reviewed in October of 2001. There are currently nine employees serving in this classification located in the Employee Benefits/Risk Management section of the Department of Human Resources. Based upon information received via questionnaires and supervisory review, some minor revisions were proposed.

One revision to a current example of work was recommended to indicate that incumbents of this classification respond orally and in writing to inquiries received from other offices, city employees, or the general public. The following example of work was added "Communicates open enrollment periods and responds to inquiries regarding the requirements and provisions of various voluntary benefits programs". References to "HIPAA, ORC 4123, and COBRA" were added to the knowledge, skills, and abilities section of the specification in addition to the statement, "some knowledge of basic medical terminology". No other revisions were recommended to the specification at this time.

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

* * *

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

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the class review underway for the entire Property Maintenance Inspection series. Property Maintenance Inspection Trainee was last revised in March of 2001. There are currently three employees serving in this classification in the Development Department. As part of the class series review, meetings were held with department representatives and some proposed changes to the specification were recommended.

The definition was revised to include performing limited interior inspections in addition to the exterior inspections. One duty was added to the examples of work section to reflect the responsibility associated with performing limited interior inspections. It was recommended that the guidelines for class use remain in the specification as it clearly communicates the function and purpose of this classification within the Property Maintenance Inspection class series. Significant revisions to the minimum qualifications (currently only completion of the twelfth school grade or GED) were recommended to require two years of experience in public contact, community relations, code or law enforcement, or planning or zoning related activities in addition to completion of the twelfth

school grade. Additionally, a substitution was recommended that would allow college education to substitute for the experience requirement on a year-for-year basis. It was also recommended that the International Code Council (ICC) be correctly referenced as the certifying agency for the Property Maintenance and Housing Inspector certification.

No revisions to the knowledge, skills, and abilities, examination type or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to retitle the specification for the classification Fingerprint Technician I to read Fingerprint Technician and amend Rule XI accordingly (Class Code 3013).

This item was deferred.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Fingerprint Technician II, retitle it to read Fingerprint Technician Specialist, and amend Rule XI accordingly (Class Code 3014).

This item was deferred.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Electronic System Coordinator (Class Code 3671).

PRESENT: Tammy Rollins, Personnel Administrator

Tammy Rollins presented this request in response to a request from the president of CMAGE/CWA Local 4502 to take another look at the electronic systems class series. The Electronic System Coordinator was last reviewed in January of 2006. There are currently four employees serving in this classification, with one located in each of the following departments/divisions: Transportation, Power and Water, Sewerage and Drainage, and Technology.

It was recommended that the definition be revised to read, "...is responsible for the development, implementation, or maintenance of electronic communication, control, or instrumentation and control systems." It was also requested that the minimum qualifications section be revised to include references to the Electronic System Specialist and Electronic System Supervisor classifications and that the requisite years of service in either of these classifications qualifies one for the Electronic System Coordinator. The employees currently classified as Electronic System Coordinator were all promoted from within largely because of their knowledge of, and experience with, the specific systems within the divisions. The proposed language communicates more clearly that there are classes within the City that are considered very qualified to perform the next level of work. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to create the specification for the classification Fingerprint Technician Supervisor, designate the examination type as competitive, assign a probationary period of 365 days, and amend Rule XI accordingly.

This item was deferred.

* * *

RE: Request of the Civil Service Commission staff to create the specification for the classification Aging Programs Outreach Specialist, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly (Class Code 0877).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of a class review of the Aging Programs series initiated as part of the Civil Service Commission's effort to review all classifications every five years. Specific to this request is the review of the Aging Programs Specialist I classification. Based upon information received via questionnaire with supervisory review, a review of the entire Aging Programs series, and discussions with agency staff, creation of the Aging Programs Outreach Specialist classification was proposed.

It was recommended that the definition indicate the proposed Aging Programs Outreach Specialist classification is responsible for providing education, guidance, and advocacy regarding aging programs. The examples of work section was developed to include those responsibilities in which employees would be expected to perform competently and proficiently. The minimum qualifications are proposed to be, "Possession of a bachelor's degree and two years of experience developing, coordinating, or conducting educational training. Substitution(s): A master's degree in nursing, geriatrics, social work, health services administration, or education may be substituted for one year of the required experience." The knowledge, skills, and abilities section was developed to include those expected of employees in the job of Aging Programs Outreach Specialist. It was recommended that the examination type be designated as noncompetitive and that the probationary period be assigned 365 days.

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

* * *

RE: Request of the Civil Service Commission staff to create the specification for the classification Occupational Safety and Health Officer, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly (Class Code 0279).

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Human Resources to create a new safety classification to manage or direct the occupational safety and health program for a large department or multiple, smaller departments. The proposed classification would be differentiated from the Safety Program Manager classification, which is primarily responsible for managing the safety program for a division of a large department or a single, smaller department. Incumbents of the proposed classification would receive program and policy direction and oversight from the City's Occupational Safety Manager. However, within the departmental structure, incumbents would report to the Department Human Resources Officer or other top Human Resources position in the departments.

The definition would read that this classification would manage or direct the occupational safety and health program for a large department or multiple, smaller departments. The proposed examples of work are indicative of the responsibilities assigned to this classification. The proposed minimum qualifications would allow individuals to be considered qualified by meeting one of two tracks; one would include a combination of education and experience and the other would include a combination of certification and experience. The knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the examination type be designated as noncompetitive and that the probationary period be designated 365 days.

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

* * *

RE: Personnel Action

Request of the Civil Service Commission staff to reallocate designated positions currently classified as Aging Programs Provider Relations Specialist (Class Code 0875) to the proposed Aging Programs Outreach Specialist classification (Class Code 0877) and to allow the affected employees to retain their current classification status and seniority.

A departmental request to create a new classification for supervisory personnel in the Client Services section of the COAAA resulted in the revision and retitling of Aging Programs Specialist I to Aging Programs Provider Relations Specialist, the creation of the classification Aging Programs Case Management Supervisor I, and the proposed creation of the classification Aging Programs Outreach Specialist.

Based on a review of each of the former Aging Programs Specialist I positions, Commission staff determined that the level and type of work performed by these designated positions were more in line with the proposed Aging Programs Outreach Specialist and should be reallocated to the new classification. It was also requested that the individuals retain their classification seniority and status when reallocated to the new classification. While the classification title will be changing, the work assigned and performed by these employees will remain the same.

There are currently five individuals identified and responsible for performing the duties and responsibilities assigned to the proposed Aging Programs Outreach Specialist classification. The designated individuals meet the minimum qualifications of the new class, have completed the probationary period, and achieved permanent status in their current classification. Therefore, it was requested that the designated positions shown below be reallocated to the Aging Programs Outreach Specialist classification once pay and bargaining unit has been assigned, and the affected employees retain their classification status and seniority.

<u>Dept</u>	<u>Div</u>	<u>Position</u>	<u>Name</u>	<u>Rank</u>
51	1	05383	Lynn Dobb	1995 01 02
51	1	06702	Jane Acri	1997 03 12
51	1	05080	Bonnie Ackerman	2001 04 23
51	1	05389	Patricia Callahan	2001 06 15
51	1	05848	Andrew Haggard	2004 06 24

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

* * *

RE: Personnel Action

Request of the Civil Service Commission staff to reallocate designated positions currently classified as Aging Programs Provider Relations Specialist (Class Code 0875) to the Aging Programs Case Management Supervisor I classification (Class Code 0867) and to allow the affected employees to retain their current classification status and seniority.

A departmental request to create a new classification for supervisory personnel in the Client Services section of the COAAA resulted in the revision and retitling of Aging Programs Specialist I to Aging Programs Provider Relations Specialist, the creation of the classification Aging Programs Case Management Supervisor I, and the proposed creation of the classification Aging Programs Outreach Specialist.

Based on a review of each of the former Aging Programs Specialist I positions, Commission staff determined that the level and type of work performed by these designated positions were more in line with the Aging Programs Case Management Supervisor I, and as such, should be reallocated to this new classification. It was also requested that the individuals retain their classification seniority and status when reallocated to the new classification. While the classification title will be changing, the work assigned and performed by these employees will remain the same.

There are currently thirteen individuals and one vacant position identified and responsible for performing the duties and responsibilities assigned to the Aging Programs Case Management Supervisor I classification. The designated individuals meet the minimum qualifications of the new class and will have served or will continue to serve the assigned probationary period to achieve permanent status in their current classification. Therefore, it was requested that the designated positions shown below be reallocated to the Aging Programs Case Management Supervisor I classification (Class Code 0867) once pay and bargaining unit has been assigned, and the affected employees retain their classification status and seniority.

<u>Dept</u>	<u>Div</u>	<u>Position</u>	<u>Name</u>	<u>Rank</u>
51	1	06703	Margaret Centofanti	2002 08 18
51	1	00015	Brandi Ernst	2006 10 08
51	1	05845	Brenna Gardner	2003 10 12
51	1	04665	Kristina Helm	2004 10 25
51	1	06082	Alicia Hullinger	2000 04 30
51	1	06847	Dolores Matosky	2003 07 29
51	1	06853	Sheila McMillion	2003 10 12
51	1	06017	Kathleen Niper	1997 08 09
51	1	05385	Terri O'Connor	2000 01 09
51	1	06046	Renee Riley	1993 12 19
51	1	05313	Janice Roberts	1993 02 16
51	1	00027	Melissa Trifiletti	2004 12 08
51	1	06047	Cheryl Yost	1999 03 25
51	1	00033	<i>currently vacant</i>	

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

* * *

RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

* * *

RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Yefim Kunis relative to Mr. Kunis' complaint about vehicle assignment – Appeal No. 05-BA-0023.

The Commissioners reviewed the appeal Mr. Kunis filed on September 19, 2006, regarding whether Columbus Public Schools assignment of vehicles complied with the terms of the collective bargaining agreement. This type issue does not fall within the jurisdiction of the Civil Service Commission. Therefore, the Commission determined it has no jurisdiction over this issue and decided to dismiss it without a hearing.

Review of the appeal of Jack Hamby regarding a denied request for review – Appeal No. 06-CA-0031.

The Commissioners reviewed the appeal Mr. Hamby filed on September 5, 2006, relative to his belief that his position should be classified as a Technical Support Analyst. Based on a recent audit of Mr. Hamby's position conducted by Civil Service Commission staff, the determination was made that his position should be classified as a Desktop

Support Technician. The determination of the appropriate classification of a position is based on the duties currently assigned to a position. Previous responsibilities are not factored into determining how a current position should be classified. In addition, the decision on the proper classification is not based on the qualifications, experience, and abilities of the incumbent employee.

Based upon the foregoing, the Civil Service Commission decided to deny Mr. Hamby's appeal and dismiss it without a hearing.

Review of the appeal of Cynthia Layne relative to Ms. Layne's complaint about harassment by Columbus Public Schools – Appeal No. 06-BA-0025.

The Commissioners reviewed Ms. Layne's appeal regarding whether a Columbus Public Schools Supervisor interfered with her use of leave under the Family Medical Leave Act and harassed her. This issue does not fall within the jurisdiction of the Civil Service Commission. Therefore, the Commission determined it has no jurisdiction over this issue and dismissed Ms. Layne's appeal without a hearing.

*Police Officer Applicants
Removed During the Prescreening Process*

Kristen Albanese
Dale Benson, Jr.
Stacy Cleveland
Jeremiah Creighton
Natalie Davis
Stephen Garrison
Tyra Gordon
David Hinton
Jonathan Robinson
Michael Rutland
Gregory Sens
Rebecca Siegenthaler
Darrell Trudo

The Commissioners reviewed the files of thirteen police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Kristen Albanese, Dale Benson, Jr., Stacy Cleveland, Natalie Davis, Stephen Garrison, Tyra Gordon, David Hinton, Jonathan Robinson, and Rebecca Siegenthaler, 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 Jeremiah Creighton, Michael Rutland, Gregory Sens, and Darrell Trudo, 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 #
Jason Ebright	Police Officer	06-BR-089
Sharon Brown	Police Communications Technician	06-BR-090
Mark Brooks	Police Officer	06-BR-091
Dennis George	Police Officer	06-BR-092
Todd Conley	Police Officer	06-BR-093
Thomas Kern	Police Officer	06-BR-094
Matt Seeberg	Police Officer	06-BR-095
Benjamin Landis	Police Officer	06-BR-096
Brian Carbaugh	Police Officer	06-BR-097
Randall Priestas	Police Officer	06-BR-098
Ryan Anschutz	Police Officer	06-BR-099

After reviewing the files of Jason Ebright, Mark Brooks, Todd Conley, Thomas Kern, Matt Seeberg, Benjamin Landis, Brian Carbaugh, Randall Priestas, and Ryan Anschutz, the Commissioners decided their names would not be reinstated to the police officer eligible list. After reviewing Sharon Brown's file the Commissioners decided her name would not be reinstated to the Police Communications Technician eligible list.

The Commissioners deferred making a decision whether Dennis George's name would be reinstated to the police officer eligible list and requested Civil Service Commission staff to provide additional information.

* * *

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

* * *

Priscilla R. Tyson, Commission President

November 27, 2006
Date