

Regular Meeting

November 24, 2008
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, November 24, 2008, at 12:40 p.m. with Grady Pettigrew, Jr., Eileen Paley, and Jeffrey Porter in attendance.

* * *

RE: Review and approval of the minutes from the October 27, 2008, regular meeting.

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

* * *

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

- A. *Derek Davis vs. Columbus City Schools; Student Safety Resource Coordinator. Trial Board Hearing scheduled for January 14, 2009, Appeal Number 08-BA-0017.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Derek Davis – Mr. Davis was discharged from the position of Student Safety Resource Coordinator. The School Board will call three witnesses and the Appellant will call three witnesses for a total of six witnesses. They anticipate the hearing to last one afternoon.

* * *

RE: Rule Revisions.

No rule revisions were submitted this month.

* * *

RE: Motion to Dismiss of Columbus City Schools:

- A. *Robert Denham vs. Columbus City Schools; Head Custodian I; Appeal Number 08-BA-0014.*
- B. *Jerry Cobbs, Jr. vs. Columbus City Schools; Custodian II; Appeal Number 08-BA-0015.*

A motion to approve the Motions to Dismiss of Columbus City Schools was made, seconded, and approved unanimously.

* * *

RE: Request of the Appellant Jennifer Berkowitz to withdraw the appeal she filed October 3, 2008, regarding her discharge from the position of Police Officer with the City of Columbus/Public Safety Department, Appeal #08-CA-0027.

A motion to withdraw the appeal of Jennifer Berkowitz was made, seconded, and approved unanimously.

* * *

RE: Review of the Findings and Recommendation of the Trial Board hearing held on October 6, 2008, Tyjuna Curry vs. Columbus City Schools, Appeal Number 08-BA-0008.

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

* * *

RE: Columbus City School classification actions.

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

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Equal Employment Opportunity Manager with no revisions (Job Code 0347).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Utilities Deputy Director (Administration) with no revisions (Job Code 0090).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Utilities Deputy Director (Engineering) with no revisions (Job Code 0091).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Deputy Chief of Staff (U) with no revisions (Job Code 0109).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Equipment Operator II with no revisions (Job Code 3421).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Worker I with no revisions (Job Code 3555).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Worker II with no revisions (Job Code 3556).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Worker Supervisor I with no revisions (Job Code 3557).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cable Worker Supervisor II with no revisions (Job Code 3558).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Mechanic Helper with no revisions (Job Code 3464).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Mechanic (Light) with no revisions (Job Code 3458).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Mechanic (Heavy) with no revisions (Job Code 3459).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented these requests to approve the specification reviews for the classifications Equal Employment Opportunity Manager, Public Utilities Deputy Director (Administration), Public Utilities Deputy Director (Engineering), Deputy Chief of Staff (U), Equipment Operator II, Cable Worker I, Cable Worker II, Cable Worker Supervisor I, Cable Worker Supervisor II, Automotive Mechanic Helper, Automotive

Mechanic (Light), and Automotive Mechanic (Heavy) with no revisions as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. Based on feedback from department representatives, no changes were recommended at this time.

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

* * *

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

This item was deferred

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Excavator (Job Code 3430).

PRESENT: Richard Cherry, Personnel Analyst

Richard Cherry presented this request to revise the specification for the classification Excavator, as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in August 2004. There are currently nineteen employees serving in this classification located in the Power and Water and Sewerage and Drainage Divisions. Based on questionnaires completed by incumbents and feedback from department representatives, revisions were proposed.

The examples of work section was revised to include language that refers to the excavation of all utility lines and to eliminate one duty that was redundant. There were no changes to the definition section, minimum qualifications section, knowledge skills and abilities section, probationary period, or examination type.

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

* * *

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

PRESENT: Richard Cherry, Personnel Analyst

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

Based on questionnaires completed by incumbents and feedback from department representatives, it was recommended that the minimum qualifications section be revised to exclude "or as a carpenter finisher or steel worker on such construction projects involving the building of larger forms for concrete foundations."

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

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

* * *

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

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the specification for the classification Information Technology Account Coordinator. This action was initiated at the request of the Department of Technology as a result of the recent reorganization of the department.

By definition, an Information Technology Account Coordinator, under direction, is responsible for coordinating and supervising Information Technology Account Managers in the creation and execution of service level agreements between the Department of Technology and City departments, and performs related duties as required. In the examples of work section, this classification oversees and coordinates the creation and execution of service level agreements between the Department of Technology and City Departments, supervises Information Technology Account Managers, consults with department representatives, analyzes technical requests, prepares, evaluates, and/or reviews service level agreements, provides price proposals and hardware and software specifications, collaborates with technical specialists, coordinates the testing and implementation of departmental technical systems, develops and submits information technology, provides routine status reporting, and advises the director's office of the Department of Technology on all pertinent matters relating to the application of information technology within the respective customer accounts.

The minimum qualifications for this classification require the possession of a bachelor's degree and five years of experience managing information technology accounts including business systems analysis, cost analysis, contract preparation, and hardware/software procurement with substitutions. The knowledge, skills and abilities section reflects technical knowledge and expertise, business analysis skills, supervisory skills, and communication and public relations skills. The examination type was designated as noncompetitive and the probationary period is 365 days.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Engineering Aide I (Job Code 1006).

PRESENT: Michael Maloney, Personnel Analyst

Michael Maloney presented this request to revise the specification for the classification Engineering Aide I as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in November 2004. There are currently two employees serving in this classification located in the Transportation and Sewerage and Drainage Divisions. Based on questionnaires completed by incumbents and feedback from department representatives revisions were proposed.

The definitions section was reworded to read "...is responsible for learning to assist in the performance of paraprofessional engineering support or surveying support tasks." The examples of work section was revised to include the statement "Assists with the installation, maintenance, and removal of flow meters and rain gauges; gathers data from flow meters and rain gauges" and to include "operates air compressors and various hand tools" in another statement. One example of work was removed.

In the minimum qualifications section the word sub-professional was replaced with the word paraprofessional. There were no revisions to the knowledge, skills and abilities section, examination type, or probationary period.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Engineering Aide II (Job Code 1007).

PRESENT: Michael Maloney, Personnel Analyst

Michael Maloney presented this request to revise the specification for the classification Engineering Aide II as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in November 2004. There are currently two employees serving in this classification located in the Sewerage and Drainage Division.

Based on questionnaires completed by incumbents and feedback from department representatives, it was recommended that the definition read, "...is responsible for assisting in the performance of paraprofessional engineering or surveying tasks." The examples of work section was revised to include the statement "Installs, maintains, and removes flow meters and rain gauges; gathers data from flow meters and rain gauges," and to eliminate the use of the word "sub-professional."

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

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Laborer (Job Code 3682).

This item was deferred.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Veterinarian (Job Code 3242).

PRESENT: Suzy Ulry, Personnel Analyst

Suzy Ulry presented this request to revise the specification for the classification Public Health Veterinarian as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in October 2003. There is currently one employee serving in this classification located in the Columbus Public Health Department, Environmental Health Division. Based on feedback from department representatives, there were some revisions proposed.

The knowledge, skills and abilities section was revised to include the statement "considerable knowledge of animal disease transmission related to zoonotic disease outbreaks and the threat to human health." There were no revisions to the definition section, examples of work section, minimum qualifications section, examination type, or probationary period.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Department Deputy Director (U) (Job Code 0051).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Department Deputy Director (Unclassified) as part of Civil Service Commission's effort to ensure that all classifications have been reviewed at least every five years. It was last reviewed in May 2003. There are currently nine employees serving in this classification located throughout the City.

Based on feedback from department representatives, it was recommended that the examples of work section be revised to clarify that incumbents of this class may oversee or conduct administrative investigations within their assigned department.

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

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

* * *

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

* * *

RE: Personnel Actions.

No personnel actions were submitted this month.

* * *

RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

* * *

RE: *Background Removals.*

Applicants Removed Post-Exam

	Name of Applicant	Position Applied For	BAR #
1.	William T. Lindsey III	Firefighter	08-BR-101
2.	Christopher K. Carper	Firefighter	08-BR-102
3.	Severen Henderson	Firefighter	08-BR-103
4.	Ronald D. Johnson Jr.	Police Officer	08-BR-104
5.	Michael Prouty	Police Officer	08-BR-105
6.	Michael M. Kerecman	Police Officer	08-BR-106
7.	Mark A. Smith	Police Officer	08-BR-107
8.	Sean Adams	Police Officer	08-BR-108
9.	Donald Ratliff	Police Officer	08-BR-110
10.	Mikhail Poltyrev	Police Officer	08-BR-111

After reviewing the file of William T. Lindsey, III, the Commissioners decided to defer their decision.

After reviewing the files of Christopher K. Carper and Severen Henderson, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing the files of Ronald D. Johnson, Jr., Michael Prouty, Michael M. Kerecman, Mark A. Smith, and Mikhail Poltyrev, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the files of Sean Adams and Donald Ratliff, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

* * *

RE: *Other Administrative/Jurisdictional Reviews*

No Administrative/Jurisdictional Reviews were submitted this month.

* * *

The Commissioners adjourned its regular meeting at 1:07 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date