

Regular Meeting

December 18, 2006
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, December 18, 2006, at 12:39 p.m. with Priscilla Tyson and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the November 27, 2006, regular meeting.

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

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

- a) Yefim Kunis vs. Columbus Public Schools, Appeal Number 06-BA-0020. Environmental Systems Technician (Controls) – 20 day suspension - hearing scheduled for February 21, 2007.*
- b) Catherine Shomber vs. Columbus Public Schools, Appeal Number 06-BA-0021. Bus Driver – 42-day suspension – hearing scheduled for March 12, 2007.*

PRESENT: Theresa Carter, Deputy Executive Director

Theresa Carter explained that there was a miscommunication at Columbus Public Schools and no attorney appeared today for these two pre-hearing conferences. She will conduct the pre-hearing conferences via teleconference and report on the results at the January 29, 2007, regular meeting.

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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 Power Line Worker Supervisor I for one year (Class Code 3568).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request. The current list for Power Liner Worker Supervisor I was established on May 20, 2005, and is scheduled to expire on May 19, 2007. There are currently five eligibles on the list. This classification was recently opened for testing and the only applications received were from the same five individuals currently on the eligible list. Rather than require those five to go through the testing process again, it was requested that we extend the eligible list for one year, to expire on May 19, 2008.

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

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RE: Request of appellant, Barbara Simpson to withdraw the appeal she filed December 14, 2004, regarding her discharge from the position of Bus Driver with the Columbus Public Schools - Appeal Number 04-BA-0026.

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

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RE: Request of appellant, Vanessa Cooper to withdraw the appeals she filed with the Civil Service Commission on April 26, 2005, and February 23, 2006, regarding her demotion and discharge from the position of Secretary I with the Columbus Public Schools - Appeal Numbers 05-BA-0006 and 06-BA-0007.

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

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RE: Review of the Findings and Recommendation of the Investigative Hearing held on December 6 and December 8, 2006, into an alleged violation of the City of Columbus Charter Section 227 and Civil Service Commission Rules IX and XX. Investigation Number 06-CI-0003.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

After reviewing the findings of the Hearing Officer, the Commissioners accepted the recommendation that an Office Assistant I appointment was not filled in accordance with Civil Service Rules, that the transaction must be voided, the employee restored to her status in the 80 band, and her pay not certified beyond the pay period ending December 30, 2006. Thereafter the employee may exhaust any remaining hours she may have from her temporary appointment to the classification.

Commission President Tyson noted for the record that this investigation revealed several concerns to the Commissioners and they recommend the appointing authority take corrective actions with the human resources staff and the hiring supervisor.

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

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on November 1, 2006, Antonio Sears vs. Columbus Public Schools - Appeal Number 06-BA-0014.

The Commissioners adopted the recommendation of the trial board to affirm the decision of the Columbus Public Schools discharging Mr. Sears from his position of Head Custodian.

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

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RE: Review of the Finding and Recommendations of the Trial Board hearing held on November 16, 2006, Thelma Shaw vs. Columbus Public Schools, Appeal Number 06-BA-0016.

The Commissioners adopted the recommendation of the trial board to affirm the decision of the Columbus Public Schools to suspend Ms. Shaw for four days.

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

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RE: Columbus Public Schools Classification Actions.

No Columbus Public Schools classification actions were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Vehicle Impounding Inspector with no revisions (Class Code 3070).

Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Parts Keeper Supervisor with no revisions (Class Code 1351).

Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plant Supervisor I with no revisions (Class Code 3875).

Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plant Supervisor II with no revisions (Class Code 3876).

Request of the Civil Service Commission staff to approve the specification review for the classification Transportation Division Assistant Administrator with no revisions (Class Code 0203).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented these five requests as part of the Commission's effort to review all classifications every five years. All five classifications were last reviewed in 2001.

After reviewing the specifications and questionnaires completed by incumbents, with supervisory review, it was agreed that the current specifications accurately describe the work of these classifications as it currently exists. It was therefore recommended that the review of these 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 Environmental Programs Specialist (Class Code 0768).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Environmental Programs Specialist was last reviewed in September of 2001. There are currently two employees serving in this classification in the Department of Public Utilities.

It was recommended that the definition be revised to read "...responsible for enforcing federal, state, and local environmental regulations." It was recommended that the preparation and submission of federal and state environmental regulatory agency compliance reports that is currently mentioned in the definition be moved to the examples of work section and one other duty that is no longer performed was recommended for deletion. No revisions to the minimum qualifications, knowledge, skills and abilities, 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 retitle the specification for the classification Fingerprint Technician I to read Fingerprint Technician and amend Rule XI accordingly (Class Code 3013).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of the Department of Public Safety's request that the Fingerprint Technician classification series be reviewed and that the possibility of creating a supervisory classification be considered. With the creation of the proposed Fingerprint Technician Supervisor classification, it was important that the entire class series be reviewed and revised if necessary to ensure that the specifications within this expanded series are consistent and progressive.

After this review, it was recommended that the specification for the classification Fingerprint Technician I be retitled to read Fingerprint Technician. There are currently seventeen employees serving in the Fingerprint Technician I classification, which was last revised in December 2005. No revisions to the specification were recommended other than the title change.

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 Fingerprint Technician II, retitle it to read Fingerprint Technician Supervisor, and amend Rule XI accordingly (Class Code 3014).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of the Department of Public Safety's request that the Fingerprint Technician classification series be reviewed and that the possibility of creating a supervisory classification be considered. With the creation of the proposed Fingerprint Technician Specialist classification, it was important that the entire class series be reviewed and revised if necessary to ensure that the specifications within this expanded series are consistent and progressive.

After this review, it was recommended that the specification for the classification Fingerprint Technician II be revised and retitled to Fingerprint Technician Supervisor. There are currently four employees serving in positions allocated to the Fingerprint Technician II; three perform as supervisors and one performs as a specialist. Fingerprint Technician II was last revised in December 2002.

The definition was revised to reflect that this classification is responsible for supervising employees identifying individuals through fingerprints. The examples of work section was revised to include those duties and responsibilities performed by incumbents of this classification. The minimum qualifications were revised to require four years of experience as a Fingerprint Technician or Fingerprint Specialist with the City of Columbus or comparable experience elsewhere. The knowledge, skills, and abilities section was revised to incorporate some additional knowledge, skills, and ability statements that are viewed as important for job success as a Fingerprint Technician Supervisor. No revisions to the examination type or the probationary period were recommended.

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

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RE: Request of the Civil Service Commission staff to create the specification for the classification Fingerprint Technician Specialist, assign a 365-day probationary period, designate the examination type as competitive, and amend Rule XI accordingly (Class Code 3015).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of the Department of Public Safety's request that the Fingerprint Technician classification series be reviewed and that the possibility of creating a supervisory classification be considered. The Department is currently utilizing the Fingerprint Technician II classification to serve as a

supervisor of fingerprint technician staff. In addition to some positions functioning as a supervisor of fingerprint staff, the Fingerprint Technician II classification is also used for positions functioning as subject matter specialists in the areas of latent print trainee and AFIS (Automated Fingerprint Identification System). These specialist positions do not supervise. Within this one classification, there are really at least two jobs being performed and each should have its own classification. There are currently four employees serving in this classification; three are supervisors and one is an AFIS specialist.

By definition, the proposed Fingerprint Technician Specialist classification would be responsible for serving as a technical specialist within a specialized activity of fingerprint identification. The examples of work section was developed to include those responsibilities in which employees are expected to perform competently and proficiently. The minimum qualifications were proposed to require two years of experience as a Fingerprint Technician with the City of Columbus or comparable experience elsewhere. Possession of a valid motor vehicle operator's license is also proposed. The proposed minimum qualifications are consistent with current hiring practices of the Department. The knowledge, skills, and abilities section was developed to include those knowledge, skills, and abilities expected of employees performing as a Fingerprint Technician Specialist. It was recommended that the examination type be designated as competitive and that the probationary period be assigned 365 days.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Inspector II (Class Code 1769).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Building Inspector II was impacted by the new code requirement.

No revision to the definition was recommended. The only proposed revision to the examples of work section was to correctly reference the numerous building codes and, where applicable, Civil Service class titles. The proposed minimum qualifications would require possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector and two years of experience as a Building Inspector I with the City of Columbus or comparable experience that includes building inspections of commercial and residential buildings and other structures within a certified building department. Possession of a valid motor vehicle operator's license was also required as a minimum qualification. The only revision to the knowledge, skills, and abilities section was to include knowledge of the Residential Code of Ohio and to correctly name the other codes that are enforced by this classification. No revisions to the probationary period or examination type were recommended.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Safety Director (U) (Class Code 0072).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request as part of the Civil Service Commission's effort to review all classifications every five years. Public Safety Director (U) was last reviewed in March 2001. The only recommended revision to this specification was to reflect the current divisional structure, which consists of Support Services, Police and Fire. No other recommendations 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 Exercise Physiologist (Class Code 1749).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the implementation of the Physical Fitness Testing (PFT) program as outlined in the FOP bargaining unit contract and to be effective January 1, 2007. The program will be voluntary for all members employed prior to December 31, 2007. All members hired on or after January 1, 2008 will be required to participate in the program each year thereafter.

No revisions to the definition were recommended. One example of work statement was proposed that reads, "develops new, and modifies current, fitness and wellness programs as needed." The minimum qualifications section was revised to include an experience requirement in addition to the educational requirement. The proposed qualifications would require a bachelor's degree in an allied health field or closely related field and two years of experience conducting fitness or wellness programs. A substitution is included that would allow a master's degree in a related field to substitute for one year of the required experience. Similar jobs in other jurisdictions were reviewed to ensure that the proposed qualifications are consistent and comparable. Also, the certifications were deleted as a minimum qualification to this job. The proposed knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications. No revisions to the 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 Public Health Assistant Administrator (Environmental Health) (Class Code 0261).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Public Health Assistant Administrator (Environmental Health) was last reviewed in March of 2001. There is currently one employee serving in this classification, located in the Columbus Public Health Department.

Based on feedback provided by the Department, it was proposed that a duty be added to reflect the responsibility of this classification in the event of an emergency. The proposed language would read, "Serves in a leadership role for emergency responses; may serve as department and community incident commander as needed." There are no other proposed changes to the specification. It was therefore recommended that the classification Public Health Assistant Commissioner (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 staff to revise the specification for the classification Transportation Division Administrator (Class Code 0202).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. This classification was last reviewed in October 2001 when the three divisions of Engineering and Construction, Construction Inspection, and Traffic Engineering were combined to form the current Transportation Division.

As part of this review, the department representative was contacted to discuss potential changes to the specification. Based on feedback provided by the Department, it was proposed that the examples of work section be significantly revised to reflect the current responsibilities and expectations associated with this class. No other proposed changes to the specification were recommended. It was therefore recommended that the classification Transportation Division Administrator be approved as proposed.

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

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RE: Personnel Actions.

No personnel actions were submitted this month.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Robert Beacom regarding a request for review denied – Appeal No. 06-CA-0042.

The Commissioners reviewed the appeal Mr. Beacom filed on November 17, 2006, in response to the denial of his request for review of the rejection of his application for Fleet Operations Assistant Manager.

Mr. Beacom's application was rejected because he did not list sufficient experience totaling the required four years of experience as an automotive mechanic which must include two years of supervisory experience over other automotive mechanics. Although he later submitted additional automotive experience, Commission policy does not allow additional information to be added to an application.

Based on these facts, the Commission upheld the rejection of his application for Fleet Operations Assistant Manager and dismissed his appeal without a hearing.

Applicants Removed Post-Exam		
Name of Applicant	Position Applied For	BAR #
Victoria Mitchell	Police Officer	06-BR-105

After reviewing Ms. Mitchell's file, the Commissioners decided her name would be reinstated to the police officer eligible list.

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The meeting was adjourned at 1:03 p.m.

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Grady L. Pettigrew, Jr., President

Date