

Regular Meeting

February 27, 2017  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, February 27, 2017, at 12:48 p.m. with Grady Pettigrew, Jr. and Stefanie Coe in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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*RE: Review and approval of the Minutes from the January 30, 2017 Regular Meeting.*

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

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*RE: Pre-Hearing Conference Reviews.*

No Pre-Hearing Conference Reviews were submitted this month.

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*RE: Rule Revisions.*

No Rule Revisions were submitted this month.

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*RE: Election of Commission President.*

Commission Member Stefanie Coe nominated the current Commission President, Grady Pettigrew, Jr., to serve as Commission President for the year 2017.

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

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*RE: Review and approval of the Findings and Recommendation of the Trial Board hearing held on November 9, 2016, William Wilson vs. Columbus City Schools, Appeal Numbers 16-BA-0001 and 16-BA-0004.*

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

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*RE: Personnel Action for Columbus City Schools:*

No Personnel Actions for Columbus City Schools were submitted this month.

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Warehouse Worker (Job Code 6655).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to abolish the specification for the classification Warehouse Worker. During discussions with Dennis Carney, Director of Purchasing at Columbus City Schools, he indicated that the Warehouse Worker classification is vacant and he has no plans to use this class in the future. Columbus City Schools is using the Laborer classification for those employed in the warehouse, since that classification affords them a wider range of options regarding the work required.

As a result of staff's review and consultation with the Columbus City Schools' leadership, this classification will not be used for future allocations for the reasons identified herein. As such, Commission staff recommended that the specification be abolished.

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Supervisor, Warehouse (Job Code 5710).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to abolish the specification for the classification Supervisor, Warehouse. In December 2016, the request to revise the classification specification for Warehouse Services Supervisor was submitted and approved. In January 2017, the Supervisor, Warehouse employee, who has been performing the duties of a Warehouse Services Supervisor for a number of years, was reallocated to that proper classification, leaving the Supervisor, Warehouse classification vacant. Both of these supervisory classifications have only been used at Columbus City Schools' 17<sup>th</sup> Avenue facility, under the direction of their Purchasing Department.

In discussions with Dennis Carney, Director of Purchasing at Columbus City Schools, it was noted that there is no need for both supervisory positions, and he is in agreement that the Supervisor, Warehouse class can be abolished.

As a result of staff's review and consultation with the Columbus City Schools' leadership, this classification will not be used for future allocations for the reasons identified herein. As such, Commission staff recommended that the specification be abolished.

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

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*Re: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Supervisor, Transportation (Bus Compound) and retitle it to read Transportation Bus Compound Supervisor (Job Code 5420).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Supervisor, Transportation (Bus Compound). This classification was last revised in July 2012.

The Transportation Department created a summer program to develop current bus drivers to become a supervisor when vacancies became open. The definition section was revised to remove the word "garage," resulting in more accurately referencing the bus compound. Within the examples of work section, minor grammatical errors were corrected, the accurate reference to the Transportation Department was revised, a redundant statement was removed, and several duty statements were moved within the section and/or combined for the purpose of brevity.

In order to provide career advancement opportunities to current employees, Columbus City Schools requested that the minimum qualifications be revised to remove the requirement for supervisory experience. This classification is a first-line supervisory classification. In accordance with Commission guidelines, prior supervisory experience is typically not required for first-line supervisory classifications. To ensure upward mobility from a non-supervisory to a supervisory level, previous supervisory experience is not required for this classification. A substitution was added noting that a GED is acceptable in lieu of a high school diploma. Additionally, it was requested that the classification title be changed to Transportation Bus Compound Supervisor.

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

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

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*Re: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Applications Developer (Job Code 5802).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Applications Developer. In June 2016, Columbus City Schools created the Applications Developer classification. When reviewing applications, they found that the applicant pool was reduced significantly by not allowing an application with education in computer science to qualify on education alone. As the classification is intended to be an entry-level classification for application developer track positions, allowing for technical education to substitute for technical experience is warranted. Incumbents in the Applications Developer classification are expected to have a background in application development and computer programming. It was recognized that this knowledge can be obtained through education, experience, or a combination of both.

Therefore, the minimum qualifications section now reads, "Three (3) years of technical experience writing and coding computer programs and performing associated application development duties. Substitution(s): College level coursework in a computer science related discipline may substitute for the required experience on a year-for-year basis (30 semester/45 quarter credit hours equals one (1) year)."

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

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Truck Driver (Job Code 6652).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Truck Driver. It was last reviewed in October 2011, at which time the only revision made to the classification specification was to revise the probationary period to 180 days. There are currently 20 incumbents serving in this classification.

The definition section was revised to read, "Under general supervision, is responsible for loading, transporting, and unloading goods, materials and other items among the schools and various Board-owned facilities; performs related duties as required." Revisions to the examples of work section include, "Loads, transports, and unloads library books and textbooks, mail, and educational and audio-visual materials in regularly assigned areas or to other assigned areas as directed; Loads, transports, and unloads excess or unserviceable supplies or equipment at designated locations for disposal, storage, or repair; Loads, transports, and unloads materials, equipment, and packaged/case food products to and from the Food Production Center and schools as assigned; Uses forklifts, speed boxes, power tailgates, pallet jacks, dollies, and other material handling equipment in loading and unloading trucks;" and "Works as a helper or laborer riding with another driver to assist in loading or unloading large or heavy loads."

The minimum qualifications section was revised to read, "One (1) year of experience operating a two and a half (2 ½) ton or larger truck, which also includes experience loading and unloading materials. Possession of a valid Class B Commercial Driver's License."

Additions to the knowledge, skills, and abilities section include, "Thorough knowledge of motor vehicle operating laws; considerable knowledge of safety practices and procedures associated with lifting and moving heavy cargo; ability to understand and carry out written and oral instructions; ability to operate mechanical equipment; ability to operate a motor vehicle; ability to read maps; ability to exert up to one hundred (100) pounds of force; ability to climb into and out of trucks; ability to work in all types of weather; ability to climb stairs;" and "ability to operate a computer or tablet." One statement was removed and statements that were revised include, "Skill in driving a truck of two and a half (2½) tons or larger; ability to develop and maintain effective working relationships with others;" and "ability to lift and carry items weighing more than fifty (50) pounds."

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

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Electrician Helper (Job Code 6565).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Electrician Helper. It was last reviewed in October 2011, at which time the only revision made to the classification specification was to revise the probationary period to 180 days. There are currently no incumbents within this classification. Based upon interviews with department representatives, revisions were proposed.

The definition section was revised to read, "Under immediate supervision, is

responsible for assisting fully-skilled electricians in connection with the electrical construction, maintenance, and repair of buildings and related structures; performs related duties as required."

Within the examples of work section, two statements were removed and two statements were revised to read, "Assists Maintenance Electricians in installing power panels and bending and installing conduits;" and "Assists Maintenance Electricians in the installation, adjustment, and repair of fire alarm systems, program clock and bell systems, closed-circuit television (CCTV) systems, security systems, burglar alarm systems, water controls, steam controls, transformers, scoreboards (basketball and football), and central ventilation systems." Three statements were added to this section and they read, "Assists Maintenance Electricians in installing and repairing lighting fixtures, connections, ballasts, lamps, and batteries; Operates hand and power tools to assist in the repair of electrical equipment;" and "Cleans up work area after job is complete."

The minimum qualifications section was revised to read, "Completion of the twelfth school grade and one (1) year of experience performing basic electrical repair and maintenance. Substitution(s): Possession of a certificate from a recognized vocational electrical program may be substituted for the required experience. A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement. Possession of a valid driver's license."

Revisions to the knowledge, skills, and abilities section include six new statements, which read, "General knowledge of the safety procedures and practices used when working with electricity; ability to read and understand written instructions; ability to communicate orally and in writing; ability to operate a motor vehicle; ability to identify and distinguish between colors; ability to operate a motor vehicle; ability to identify and distinguish between colors;" and "ability to lift, carry, push, and pull at least twenty-five (25) pounds." One statement was removed and four statements were revised to read, "Ability to climb step and extension ladders and remain stable; ability to perform electrical tasks at various heights off the ground; ability to follow oral and written instructions;" and "ability to develop and maintain effective working relationship with others."

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

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Electrician (Job Code 6560).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Electrician. It was last reviewed in October 2011, at which time the only revision made to the classification specification was to revise the probationary period to 180 days. There are currently eight incumbents within this classification. Based upon interviews with department representatives, revisions were proposed.

The definition section was revised to read, "Under general supervision, is responsible for performing fully-skilled electrical work in connection with the construction, maintenance, and repair of Board-owned buildings and related structures; performs related duties as required."

Within the examples of work section, four statements were removed and four statements were revised to read, "Installs, maintains, and repairs all fluorescent, industrial, and general lighting fixtures and connections; performs upgrades on

equipment and wiring; Installs new conduit and panels to supply new or additional electrical service; installs and maintains lighting controls panels; Installs and repairs various types of motors, pumps (including 3-phase), and control devices for magnetic and manual connections;" and "Supervises Maintenance Electrician Helpers and Laborers on work assignments." In addition, there were statements that were added to this section and they read, "Troubleshoots electrical equipment using voltmeters, ammeters, and related testing equipment; tests electrical equipment to determine defects, malfunctions, or failures; Operates hand and power tools to install, maintain, repair, and replace electrical equipment; Reads and interprets wiring diagrams; Reads and interprets National Electric Code and other technical manuals; reads and interprets electrical safety standards and policies for Federal, State, and local regulatory compliance; Uses precautionary safety methods and procedures when working on or near electrical circuits; Calculates line load so as to determine size of wire required; Installs and removes light fixtures, outlets, and electrical wiring in facilities being remodeled or demolished;" and "Drives to work sites."

The minimum qualifications section was revised to read, "Completion of the twelfth school grade and four (4) years of industrial or commercial experience installing, maintaining, and repairing electrical systems. Substitution(s): Possession of a certificate from a recognized vocational electrical program may be substituted for one (1) year of the required experience. A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement. Possession of a valid driver's license."

Revisions to the knowledge, skills, and abilities section include the revisions to three statements, which read, "Ability to understand and carry out oral and written instructions; ability to lift, carry, push, and pull at least twenty-five (25) pounds;" and "ability to climb step and extension ladders and remain stable." Statements that were added to this section include, "Thorough knowledge of the National Electrical Code; considerable knowledge of Occupational Safety and Health Administration (OSHA) electrical safety and National Fire Protection Association (NFPA 70E) safe work practices; ability to work on or near energized electrical equipment up to 480 volts; ability to make mathematical calculations; ability to communicate orally and in writing; ability to perform work from an aerial lift truck; ability to identify and distinguish between colors; ability to work in confined spaces or other areas requiring the utilization of personal protective equipment;" and "ability to operate a computer."

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

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Painter (Job Code 6575).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Painter. It was last reviewed in October 2011, at which time the only revision made to the classification specification was to revise the probationary period to 180 days. There are currently 11 incumbents within this classification. Based upon interviews with department representatives, revisions were proposed.

The definition section was revised to read, "Under general supervision, is responsible for performing fully-skilled maintenance painting in connection with the construction, maintenance, and repair of Board-owned buildings and related structures; performs related duties as required."

Within the examples of work section, two statements were removed and four

statements were revised to read, "Applies paint, primer, varnish, and lacquer by brush, roller, and/or sprayer; Mixes paints and blends colors; Paints, repairs, and finishes floors, furniture, and school equipment;" and "Cleans and/or sands surfaces in preparation for painting, varnishing, or staining; repairs and patches walls as needed; tapes and masks baseboards and woodwork." Statements that were added to this section include, "Cleans and maintains brushes and rollers; Applies wallcoverings; Drives to and from work sites; May rig and work from ladders and scaffolding; May operate an aerial lift truck to work at heights; May operate a sandblaster, power sander, paint shaker, or related equipment;" and "May be required to wear personal protective equipment (PPE)."

The minimum qualifications section was revised to read, "Completion of the twelfth school grade and two (2) years of painting experience that include surface preparation and painting. Substitution(s): Possession of a Certificate of Completion of Apprenticeship in painting issued by the U. S. Department of Labor or the Ohio State Apprenticeship Council may be substituted for one (1) year of the required experience. A certificate of high school equivalency (GED) will be accepted in lieu of the high school grade requirement. Possession of a valid driver's license."

Revisions to the knowledge, skills, and abilities section include the removal of one skill and revisions to six statements, which read, "Considerable knowledge of the methods, materials, and equipment used in the painting trade; considerable knowledge of accepted methods for preparing surfaces for painting; ability to apply paint and finishes to various surfaces; ability to climb step and extension ladders and remain stable; ability to communicate orally and in writing;" and "ability to develop and maintain effective working relationships with others." Other revisions to this section include the addition of five statements, which read, "General knowledge of the safety procedures and precautions associated with the painting trade; ability to operate a motor vehicle; ability to understand and carry out oral and written instructions; ability to perform work from an aerial lift truck;" and "ability to work in confined spaces or other areas requiring the utilization of PPE."

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

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Carpenter Helper (Job Code 6555).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Carpenter Helper. It was last reviewed in October 2011, at which time the only revision made to the classification specification was to revise the probationary period to 180 days. There are currently no incumbents within this classification. Based upon interviews with department representatives, revisions were proposed.

The definition section was revised to read, "Under immediate supervision, is responsible for assisting fully-skilled carpenters in connection with the construction, maintenance, and repair of buildings and related structures; performs related duties as required."

Within the examples of work section, one statement was removed and three statements were revised to read, "Assists Maintenance Carpenters in building walls, and installing plasterboard or sheetrock; Assists Maintenance Carpenters in the installation and repair of doors and window frames;" and "Assists Maintenance Carpenters in laying and/or repairing various types of flooring, such as vinyl, ceramic, hardwood, etc." In addition, two statements were added to this section, which read, "Cleans up work area

after job is completed;" and "Operates basic powered hand tools, such as saws and drills."

The minimum qualifications section was revised to read, "Completion of the twelfth school grade and one (1) year of experience performing common carpentry tasks using basic carpentry tools. Substitution(s): Possession of a certificate from a recognized vocational carpentry program may be substituted for the required experience. A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement. Possession of a valid driver's license."

Revisions to the knowledge, skills, and abilities section include the removal of one skill and revisions to four statements, which read, "Ability to identify and use common hand tools of the building trades; ability to lift and carry up to fifty (50) pounds; ability to climb step or extension ladders and remain stable;" and "ability to develop and maintain effective working relationships with others." In addition, five statements were added, which read, "General knowledge of safety precautions and procedures associated with carpentry work; general knowledge of powered hand tools; ability to understand and carry out written and oral instructions; ability to communicate orally and in writing;" and "ability to operate a motor vehicle."

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

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Carpenter (Job Code 6550).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Carpenter. It was last reviewed in October 2011, at which time the only revision made to the classification specification was to revise the probationary period to 180 days. There are currently 12 incumbents within this classification. Based upon interviews with department representatives, revisions were proposed.

The definition section was revised to read, "Under general supervision, is responsible for performing fully-skilled carpentry work in connection with the construction, maintenance, and repair of Board owned buildings and related structures; performs related duties as required."

Within the examples of work section, three statements were removed and five statements were revised to read, "Builds and repairs cabinets, shelving, partitions, tables, and other school and office furniture; Installs and repairs doors and door frames; builds and repairs window frames and replaces window glass; Frames and builds walls; installs plasterboard or sheetrock; prepares walls for plastering and stucco work; Operates gasoline-powered post hole digger;" and "Builds and installs various moldings." In addition seven statements were added, which read, "Repairs buildings and related structures including concrete construction that is a part of these structures; builds forms for pouring concrete; Installs and repairs various types of flooring, such as vinyl, ceramic, hardwood, etc.; Operates a motor vehicle to reach work locations; Operates a computer to perform job tasks; maintains records and completes reports of work performed; May supervise Maintenance Carpenter Helpers and Laborers on work assignments; May operate any or all of the following equipment: Electric band saws, table saws, miter saws, electric planer, jointer, and other carpentry related equipment;" and "May rig and work from ladders and scaffolding; may operate an aerial lift truck to work at heights on the inside/outside of buildings."

The minimum qualifications section was revised to read, "Completion of the

twelfth school grade and three (3) years of carpentry experience that includes framing, and cabinetry. Substitution(s): Possession of a certificate from a recognized vocational carpentry program may be substituted for one (1) year of the required experience. A certificate of high school equivalency (GED) will be accepted in lieu of the twelfth school grade requirement. Possession of a valid driver's license."

Revisions to the knowledge, skills, and abilities section include the revisions to six statements, which read, "Considerable knowledge of the methods, materials, and equipment used in the carpentry trades; ability to read and interpret plans and drawings; ability to read and understand written instructions; ability to lift up to fifty (50) pounds; ability to climb step and extension ladders and remain stable;" and "ability to develop and maintain effective working relationships with others." In addition, five statements were added which read, "Considerable knowledge of safety practices related to carpentry work; general knowledge of the use and maintenance of hand and power tools; ability to perform mathematical calculations; ability to communicate orally and in writing;" and "ability to perform work from an aerial lift truck."

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

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Citywide GIS Manager with no revisions (Job Code 0242).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to approve the specification review for the classification Citywide GIS Manager with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in April 2012. This classification is a single-position classification used exclusively by the Department of Technology.

After a review of the specification and feedback from department representatives, there were no proposed changes at this time.

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Performance Management Coordinator with no revisions (Job Code 0847).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to approve the specification review for the classification Performance Management Coordinator with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in January 2013. This classification is primarily used by the Department of Finance and Management.

After a review of the specification and feedback from department representatives, it was determined that the current specification adequately describes the work as it would be performed should a department choose to utilize the classification in the future.

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

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*RE: Request of the Civil Service Commission staff to abolish the specification for the classification Employment Compliance Manager and amend Rule XI accordingly (Job Code 0347).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to abolish the specification for the classification Employment Compliance Manager. It was significantly revised and retitled in late 2016 in preparation of a recruiting effort. It was later learned after Commission approval that the City Attorney's Office had great objections to those revisions. As a result of those objections, this classification will no longer be used. It is currently vacant and was eligible to be abolished.

A new classification, a collaboration between the City Attorney's Office and the Department of Human Resources, was created to fulfill the operational need existing within the Department of Human Resources. Therefore, it was requested to abolish this classification and amend Rule XI accordingly.

A motion to approve this 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 Lifeguard (Seasonal) (Job Code 3183).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Lifeguard (Seasonal) in conjunction with a request from Columbus Recreation and Parks.

Commission staff also requested that a statement within the examples of work section be revised to read, "Assists in providing swimming instructions at all skill levels." There were no revisions to the definition section, the minimum qualifications section, the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve this 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 Aquatics Supervisor (Seasonal) (Job Code 3184).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Aquatics Supervisor (Seasonal) in light of a new certification program for swim instruction that was introduced in April 2016 by the American Red Cross.

The examples of work section was revised by adding one new example, which reads, "May instruct pool participants in advanced swim strokes." The minimum qualifications section was revised to allow applicants to be deemed qualified if they possess either the Basic Swim Instructor certification or the Water Safety Instructor certification from the American Red Cross.

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

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

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*RE: Personnel Actions for the Civil Service Commission.*

No Personnel Actions for the Civil Service Commission were submitted this month.

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*RE: Residency Hearing Reviews.*

No Residency Hearing Reviews were submitted this month.

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*RE: Background Removals - Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Dustin Bosstic	Police Officer	17-BR-002
2.	Justin Kemper	Firefighter	17-BR-004
3.	Brandon Johnston	Firefighter	17-BR-005
4.	Eric Brooks	Firefighter	17-BR-006
5.	Abraham Evans	Firefighter	17-BR-007
6.	Jacob Searcy	Firefighter	17-BR-008
7.	Rick Zizak	Firefighter	17-BR-010
8.	Douglas Baker	Firefighter	17-BR-011
9.	Mark Townsel	Firefighter	17-BR-012
10.	Jonathan Cann	Firefighter	17-BR-013
11.	Jonathan Wood	Firefighter	17-BR-014

After reviewing the file of Dustin Bosstic, the Commissioners decided his name would not be reinstated to the Police Officer eligible list.

After reviewing the file of Justin Kemper, the Commissioners decided his name would not be reinstated to the Firefighter eligible list.

After reviewing the files of Brandon Johnston, Eric Brooks, Abraham Evans, Jacob Searcy, Rick Zizak, Douglas Baker, Mark Townsel, Johnathan Cann, and Jonathan Wood, the Commissioners decided their names would be reinstated to the Firefighter eligible list.

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*RE: Other Administrative/Jurisdictional Reviews:*

*Review of the appeal of Tiffany Fields-Williams, regarding her denied Request for Review for the position of Management Analyst II.*

The Commissioners reviewed the appeal filed by Tiffany Fields-Williams on November 3, 2016 regarding the determination that she did not meet the minimum qualifications for the position of Management Analyst II.

In her appeal, Ms. Fields-Williams provided definitions of discretion and independent judgment, an organizational chart for the Records Management Bureau, and a description of some of the positions within that Bureau in the Division of Police. She also stated that she exercises discretion and independent judgment in her position as a Records Technician Supervisor.

The Civil Service Commission reviewed this information, along with Ms. Fields-Williams' application and other materials that were submitted with her Request for Review. The classification, Police Records Technician Supervisor, is in the Administrative Support EEO Job Category and is in the Office and Administrative Support job family in the City's

class plan. Work experience in this position is not considered to be professional level experience because a degree is not required and because the exercise of discretion and independent judgment is not a primary duty. Although the Division of Police uses the Management Analyst II job class to supervise positions in the records section, experience in those positions does not mean an employee will meet the requirements for a position at the next level of supervisor. Based on review of the class specification, Ms. Fields-Williams' application, and all of the information submitted with her appeal, the Commission confirmed that she does not meet the minimum qualifications for this position.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Ms. Fields-Williams' application for Management Analyst II and decided to dismiss her appeal without a hearing pursuant to Rule XIII (G)(1).

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*RE: Other Administrative/Jurisdictional Reviews:*

*Review of the appeal of Sherece Bridgewater, regarding the rejection of her application for the Payroll/Benefits Clerk examination.*

The Commissioners reviewed the appeal filed by Sherece Bridgewater on February 2, 2017 regarding the rejection of her application for the Payroll/Benefits Clerk examination. In her appeal, Ms. Bridgewater stated that she also performed clerical/office duties while working at the daycare she had listed on her application.

The minimum qualifications for this examination require completion of the 12<sup>th</sup> school grade and four years of general office experience. After Ms. Bridgewater's initial Request for Review, she was given credit for one year of college that is allowed as a substitution on a year-for-year basis. She then needed three years of general office experience to qualify for this examination. For work experience, Ms. Bridgewater was given credit for 21.5 months of pro-rated experience for her positions with the City of Columbus and the daycare she had listed jobs on her application. Although she indicated that she performed clerical duties while at the daycare, her position was listed on her application as Lead Toddler Teacher. Although there may be some office work associated with a teaching position at a childcare, the main duties typically involve teaching in the classroom and supervision of children. Therefore, this work experience is not considered to be general office work.

After a review of the materials submitted with Ms. Bridgewater's appeal and her application, the Commission determined that she does not have the additional three years of general office experience required. Therefore, she does not meet the minimum qualification for the Payroll/Benefits clerk examination.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Ms. Bridgewater's application for this examination and decided to dismiss her appeal without a hearing pursuant to Rule XIII (G)(1).

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The Commissioners adjourned their regular meeting at 12:58 p.m.

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Grady L. Pettigrew, Jr., President

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Date