

Special Meeting

April 3, 2017
12:30 p.m.

A special meeting of the Municipal Civil Service Commission convened on Monday, April 3, 2017, at 1:00 p.m. with Grady Pettigrew, Jr., Delena Edwards, 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 February 27, 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: Review and approval of the Findings and Recommendation of the Trial Board hearing held on October 12, 2016, Jonathan Garfield vs. Columbus City Schools, Appeal Numbers 15-BA-0017 and 16-BA-0002.

A motion to approve this request 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 December 7, 2016, Steven Stultz vs. Columbus City Schools, Appeal Number 15-BA-0014.

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 create the specification for the classification Agile Project Manager, designate the examination type as noncompetitive and assign a probationary period of 365 days.

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to create the specification for the classification Agile Project Manager based upon a request by Columbus City Schools. The request was made in order to manage the

numerous technology projects using the Agile methodology and to ensure timely and satisfactory completion of these projects.

The definition section reads, "Under general direction, is responsible for researching, designing, managing, and directing information technology projects using Agile methodology for Columbus City Schools; performs related duties as required."

Some of the examples of work include, "Designs, coordinates, and manages the development of information technology projects using the Agile methodology; defines project requirements, expected outcomes, timelines, and risks associated with projects; Manages the activities of personnel assigned to specific Information Technology projects; delegates tasks and responsibilities to appropriate personnel; Oversees and monitors the progress of Information Technology projects to ensure timely completion and conformance to the District's technology goals and objectives;" and "Creates and executes work plans and revises as necessary to meet changing needs and requirements; regularly reports project status to team, stakeholders, and Application Development Manager."

The minimum qualifications section reads, "Possession of a bachelor's degree and four (4) years of experience managing information technology projects from design through implementation. Substitution(s): Additional years of the required experience may be substituted for the education on a year-for-year basis. A valid certification as a PMI Agile Certified Practitioner (PMI-ACP) awarded by the Project Management Institute (PMI) may be substituted for the required education and experience. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience."

Some of the statements within the knowledge, skills, and abilities section include, "Thorough knowledge of the objectives, methods, systems, and applications of information systems; thorough knowledge of information systems strategies and methodologies, including Agile project management; operating functions and purposes, governing laws, and regulations associated with public entities; ability to analyze, revise, and meet project deadlines;" and "ability to write complex and technical reports."

The examination type was designated as noncompetitive and the probationary period was assigned to 365 days.

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 Traffic Line Supervisor II with no revisions (Job Code 4029).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to approve the specification review for the classification Traffic Line Supervisor II 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 July 2012. This classification is a currently vacant, but has previously been used within the Public Service Department, Traffic Management Division.

After a review of the specification and feedback from a department representative, it was determined that the current specification adequately describes the work as it would be performed should the department choose to utilize the classification in the future. Therefore, there were no proposed revisions.

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 Utilities Permits Manager with no revisions (Job Code 1043).

Request of the Civil Service Commission staff to approve the specification review for the classification Enterprise Architect with no revisions (Job Code 0565).

Request of the Civil Service Commission staff to approve the specification review for the classification Database Administrator with no revisions (Job Code 0572).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented these requests to approve the specification reviews for the classifications Utilities Permits Manager, Enterprise Architect, and Database Administrator with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years.

After a review of the specifications, a review of questionnaires received from incumbents, with supervisory review, and/or feedback from department representatives, there were no proposed changes at this time.

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

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Re: Request of the Civil Service Commission staff to revise the specification for the classification Engineer-in-Training I (Job Code 1028).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Engineer-in-Training I 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. There are currently 12 employees serving in this classification located in the Department of Building and Zoning, the Public Service Department, and the Department of Public Utilities. Based upon questionnaire responses from a sampling of incumbents, with supervisory review, and feedback from department representatives, a minor revision was proposed.

There were no revisions to the definition section. One statement was added to the examples of work section which reads, "Learns to review construction documents for compliance with building and other codes." There were no revisions to the guidelines for class use 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 Engineer-in-Training II (Job Code 1029).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Engineer-in-Training II 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. There are currently 10 employees serving in this classification located in the Department of Building and Zoning, the Public Service Department, and the Department of Public Utilities. Based upon questionnaire responses from a sampling of incumbents, with supervisory review, and feedback from department representatives, a minor revision was proposed.

There were no revisions to the definition section. One statement was added to the examples of work section which reads, "Reviews construction documents as a plans examiner trainee for compliance with building and other codes." There were no revisions to the guidelines for class use 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 Utility Line Locator (Job Code 4055).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Utility Line Locator as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in July 2013. There are currently 13 employees serving in this classification located in the Department of Public Utilities. Based upon questionnaire responses from incumbents, with supervisory review, and feedback from department representatives, a minor revision was proposed.

There were no revisions to the definition section. Two statements were added to the knowledge, skills, and abilities section which read, "Some knowledge of safety rules and precautions;" and "ability to work outside in all kinds of weather." In addition, one statement was revised to read, "Ability to communicate effectively with the general public." There were no revisions to the examples of work section, the minimum qualifications 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 create the specification for the classification Assistant Director (Fiscal) (U) and designate it to be part of the unclassified service.

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to create the specification for the classification Assistant Director (Fiscal) and designate the classification to be part of the unclassified service. This classification acknowledges the significantly elevated fiscal responsibilities that exist in the Department of Public Utilities and the Public Service Department.

The definition reads, "Under administrative direction, is responsible for directing the activities of a consolidated, comprehensive financial planning and fiscal management function for a large department to include activities relating to bond sales, revenue projections, rate/fee analysis, and multi-sourced budgeting (inclusive of general, grant, and other funds); performs related duties as required."

Some of the examples of work include, "Directs the activities of a centralized, consolidated, and comprehensive financial planning and fiscal management function for a large department (total annual budget exceeds two hundred fifty (\$250) million dollars); Provides direct management and leadership to a large fiscal staff (twenty (20) plus employees) that includes managerial, professional, and support level positions engaged in financial, contractual, legislative, and procurement responsibilities; Coordinates all bond sales and bond refunding sales, which typically average one hundred (\$100) million dollars or more per year, for a department that includes

responding to questions from ratings agencies, underwriters, and analysts; Directs the preparation of the annual operating budget (exceeding one hundred (\$100) million dollars) for a large department including the coordination of all finance forms and budget proformas;" and "Directs the preparation of the annual Capital Improvement Plan for a large department that typically exceeds four hundred (\$400) million dollars over six (6) years."

A guidelines for class use section was included which reads, "This classification description is for the unclassified service. The incumbent receives an appointment pursuant to City Charter Section 148(1)(c) and must report directly to the Department Director. This classification is restricted to the Departments of Public Utilities and the Public Service Department."

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 - Pre-Exam.

	Name of Applicant	Position Applied For
1.	Robyn Banks	Firefighter
2.	Alden Burch	Firefighter
3.	Glen Burel, Jr.	Firefighter
4.	Taylor Davis	Firefighter
5.	Tyler Kuhn	Firefighter
6.	Jacob Lang	Firefighter
7.	Seth Mayle	Firefighter
8.	Dylan McCoy	Firefighter
9.	Christopher Redding	Firefighter
10.	Jarred C. Rhodes	Firefighter
11.	Corey Ruthsatz	Firefighter
12.	Daniel Robinson, II	Firefighter
13.	James Wynn, III	Firefighter
14.	Brock Bender	Firefighter
15.	Sean Green	Firefighter
16.	Delaney Grooms	Firefighter
17.	Roberto Jaime, III	Firefighter
18.	Joseph Kakascik	Firefighter
19.	David Khair	Firefighter
20.	Matthew McCutcheon	Firefighter
21.	Mark Morgan	Firefighter
22.	Devon Peck	Firefighter
23.	Roy Ray, IV	Firefighter
24.	Shawn Small	Firefighter

25.	Dustin Smith	Firefighter
26.	Ashley Valentine	Firefighter
27.	Luke Willison	Firefighter

After reviewing the files of Robyn Banks, Alden Burch, Jacob Lang, Seth Mayle, Dylan McCoy, Jarred C. Rhodes, Sean Green, Roberto Jaime, III, David Khair, Matthew McCutcheon, Mark Morgan, Devon Peck, Dustin Smith, Ashley Valentine, and Luke Willison, the Commissioners decided their names would be reinstated to the Firefighter testing process.

After reviewing the files of Glen Burel, Jr., Taylor Davis, Tyler Kuhn, Christopher Redding, Corey Ruthsatz, Daniel Robinson, II, James Wynn, III, Brock Bender, Delaney Grooms, Joseph Kakasick, Roy Ray, IV, and Shawn Small, the Commissioners decided their names would not be reinstated to the Firefighter testing process.

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RE:

	Name of Applicant	Position Applied For	BAR #
1.	Dustyn Stevens	Firefighter	17-BR-009
2.	Michael Carl	Firefighter	17-BA-015
3.	Beau Daubenmire	Firefighter	17-BA-016
4.	Michael Boyd	Firefighter	17-BA-017
5.	Landus Turner	Police Officer	17-BA-018
6.	Thomas P. McBride	Firefighter	17-BA-019
7.	Michael P. McNeely	Police Officer	17-BA-020

Background Removals - Post-Exam.

After reviewing the files of Dustyn Stevens, Michael Carl, Beau Daubenmire, Michael Boyd, and Thomas P. McBride, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing the files of Landus Turner and Michael P. McNeely, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

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RE: *Other Administrative/Jurisdictional Reviews:*

Review of the appeal of Joseph Bayliss, regarding the denial of his request for reinstatement to the Columbus Firefighter eligible list.

The Commissioners reviewed the appeal filed by Joseph Bayliss on February 15, 2017 regarding the denial of his request for reinstatement to the Columbus Firefighter eligible list.

In his appeal, Mr. Bayliss stated that he was unaware that he was not in good standing when he resigned from the Fire Training Academy and that he had resigned due to his family needing immediate assistance with health issues.

Civil Service Commission Rule XII (B)(1) requires employees to give at least two weeks' notice in order to leave in good standing unless a shorter notice is permitted with the appointing authority's consent. Since Mr. Bayliss did not give sufficient notice, he was listed as not in good standing. Input from the Division of Fire regarding Mr. Bayliss' appeal was requested and they indicated they do not support his reinstatement.

Based upon the foregoing, the Civil Service Commission upheld the denial of Mr. Bayliss' reinstatement request to the Firefighter eligible list and decided to dismiss his appeal without a hearing pursuant to Rule XIII (G)(1).

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Review of the appeal of Kyle Brust, regarding the rejection of his application for the Police Property Clerk examination.

The Commissioners reviewed the appeal filed by Kyle Brust on March 13, 2017, regarding the rejection of his application for the Police Property Clerk examination.

In his appeal, Mr. Brust listed other duties involved within the jobs he had listed on his application. His application was originally rejected because he did not demonstrate that he had one year of experience in warehousing or storekeeping. Based upon the information Mr. Brust submitted with his appeal clarifying his work history, it was determined that he meets the minimum qualification for the Police Property Clerk examination.

Based upon the foregoing, the Civil Service Commission decided to approve Mr. Brust's application for the Police Property Clerk examination and grant his appeal.

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Review of the appeal of Robert Stepp, regarding the rejection of his application for the Construction Inspector I examination.

The Commissioners reviewed the appeal filed by Robert Stepp on February 16, 2017, regarding the rejection of his application for the Construction Inspector I examination.

In his appeal, Mr. Stepp stated that he had not applied for a job in a long time. He indicated that he recently updated his profile with additional experience. His application was originally rejected because he didn't demonstrate that he had one year of experience in the construction, inspection, or field testing of materials in the construction or repair of hard infrastructure.

Mr. Stepp's application included additional experience listed under "Other Related Information;" however, he did not include dates of employment, hours worked, and detailed descriptions of the duties at each job. Without these details, we were unable to accurately assess his qualifications. However, since the references to the work were included on his original application, Mr. Stepp was contacted and given the opportunity to supply the missing dates, hours worked, and task details. Having received that information from him, it was determined that he met the minimum qualifications for the class, and his application was approved for the Construction Inspector I examination.

Based upon the foregoing, the Civil Service Commission decided to approve Mr. Stepp's application for the Construction Inspector I examination and grant his appeal.

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Review of the appeal of Dawn L. Wallace-O'Bannon, regarding the rejection of her application for the Police Property Clerk examination.

The Commissioners reviewed the appeal filed by Denise L. Wallace-O'Bannon on March 13, 2017, regarding the rejection of her application for the Police Property Clerk examination.

In her appeal, Ms. Wallace-O'Bannon stated that she believes she met the requirements for this position with her Accounting Assistant experience. The minimum qualifications for the Police Property Clerk examination require the completion of the 12th school grade, one year of experience in warehousing or storekeeping, and possession of a valid motor vehicle operator's license.

Storekeeping is the aspect of material control concerned with the physical storage of goods. Experience in storekeeping that meets the minimum qualifications includes the physical receipt, distribution, and inventorying of goods in and out of a storage area. The duties described by Ms. Wallace-O'Bannon while employed at The Columbus Board of Realtors did not meet this definition.

After a review of Ms. Wallace-O'Bannon's appeal and her application, it was determined that she does not have the one year of experience in warehousing or storekeeping; therefore, she does not meet the minimum qualifications for this examination.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Ms. Wallace-O'Bannon's application for the Police Property Clerk examination and decided to dismiss her appeal without a hearing pursuant to Rule XIII (G)(1).

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Review of the appeal of Justin M. Lathem, regarding the rejection of his application for the Plant Maintenance Mechanic examination.

The Commissioners reviewed the appeal filed by Justin M. Lathem on March 13, 2017, regarding the rejection of his application for the Plant Maintenance Mechanic examination.

The minimum qualifications for Plant Maintenance Mechanic require the completion of the 12th school grade, two years of experience assisting in the installation, maintenance, repair and/or removal of industrial mechanical equipment, and the possession of a valid motor vehicle operator's license.

In his appeal, Mr. Lathem stated that he felt that he meets the requirements with his experience in his current position and while employed at Comfort Systems. He was given one year and three months' credit for his work while employed at Comfort Systems; however, his work at the Department of Public Utilities as a Sewer Maintenance Worker was not counted towards the minimum qualifications. The duties of a Sewer Maintenance Worker do not meet the requirements for this position. Also, the duties he listed on his application does not involve work with mechanical equipment that would be found in an industrial setting. After a review of all of the materials Mr. Lathem submitted with his appeal, it was determined that he does not have the two years of experience in an industrial setting. Therefore, his application remained rejected.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Mr. Lathem's application for the Plant Maintenance Mechanic examination pursuant to Rule XIII (G)(1) and decided to dismiss his appeal without a hearing pursuant to Rule XIII (G).

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The Commissioners adjourned their special meeting at 1:15 p.m.

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Grady L. Pettigrew, Jr., President

Date