

Regular Meeting

May 22, 2017  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, May 22, 2017, at 9:13 a.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 April 24, 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: Request of the Appellant, Michael A. Mercurio, to withdraw the appeal he filed on May 31, 2016, regarding his termination from the position of Parking Violations Coordinator with the City of Columbus/Department of Public Service – Appeal Number 16-CA-007..*

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

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*RE: Trial Board Recommendations.*

No Trial Board Recommendations were submitted this month.

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*RE: Personnel Action for Columbus City Schools*

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

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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 Custodian and designate the examination type as noncompetitive (Job Code 6310).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request on behalf of Columbus City Schools to revise the specification for the classification Custodian as part of a review of the Custodian Services Group and the School District's efforts to conduct comprehensive reviews of all classifications. As a part of this review, questionnaires were distributed to all incumbents and there was a significant level of participation. It was last reviewed in April 2016. There are currently 227 employees serving in this classification within the Columbus City Schools.

A review of questionnaire responses by incumbents was conducted, on-site interviews with custodial staff were also conducted, and meetings were held with supervisory personnel. Based upon the analysis of the data collected from the above, recommendations regarding the custodial series were formulated. The recommendations were as follows: the Custodian classification specification was revised to more accurately describe the work performed and the qualifications for successful performance; the work performed in the three Head Custodian classifications is essentially the same, and rather than having redundant classifications, a single Head Custodian classification was created; therefore, retitling the Supervisor, Custodial Services classification.

The definition section was revised to read, "Under general supervision, is responsible for performing a variety of cleaning and minor maintenance tasks in a school building and on school grounds; performs related duties as required. Significant revisions were made to the examples of work section to better describe the work including additions to note that Custodians move and arrange furniture as directed for student events, extracurricular activities, civic meetings, and other events. They also clean and perform minor maintenance to equipment, machinery, and tools used to perform custodial tasks and may serve as the Head Custodian and assume the duties of such in his/her absence.

The minimum qualifications section was revised to read, "One year of custodial experience. Substitution(s): Possession of a certificate from a vocational custodial services program may be substituted for experience requirement provided there were a minimum of 270 class hours completed. The knowledge, skills, and abilities section was revised to remove the word "heavy" from one ability statement and add the word "vacuums" to the ability that now reads, "ability to operate heavy duty industrial-size buffers, pick-up machines, vacuums, and medium-size tractors." Added to this section were the statements, "ability to lift up to fifty pounds with assistive devices;" and "ability to stand and walk for extended periods of time."

The examination type was designated as noncompetitive. There were no revisions to 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 create the specification for the classification Business Systems Analyst, 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 Business Systems Analyst to serve as a technical liaison between the customer and the development team. This classification was largely modeled after the classification specification for Business Systems Analyst that is currently used by the City of Columbus which has a similar purpose. Input was provided by the District to ensure that the classification fits their needs and work methodology.

The definition section reads, "Under direction, is responsible for analyzing and identifying business needs and coordinating and implementing the required information technology solutions; performs related duties as required."

Some of the examples of work include, "Consults with users to develop an understanding of the needs and documents the requests, expectations, and requirements to implement or improve the business process; Acts as liaison between users and technical personnel to determine specifications, feasibility, and affordability of

possible solutions; researches and analyzes the software, hardware, and additional technology needed to implement solutions; Develops use cases and system design documents, outlines the business process design, and defines the requirements and parameters of proposed solutions using project management tools; prepares and presents cost estimates and projected timelines for implementation;" and "Communicates with technical staff, such as applications developers and database administrators, to adapt systems to specific section requirements; identifies potential problems and recommends solutions; manages and monitors project development progress using project management tools."

The minimum qualifications section reads, "Possession of a bachelor's degree and two (2) years of experience analyzing, evaluating, and implementing technology systems for business solutions. Substitution(s): Additional years of the required experience may be substituted for the education on a year-for-year basis. Possession of a valid certificate as a Certified Business Analysis Professional (CBAP) may be substituted for the education and experience."

Some of the knowledge, skills, and abilities include, "Considerable knowledge of current business principles, policies and practices; considerable knowledge of the principles and practices of information technology and project management methodologies; ability to comprehend business issues and develop proposals; ability to gather data and interpret relevant data and information; ability to prepare contracts, reports, and documentation;" and "ability to express complex technical concepts effectively."

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

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, Maintenance (Electrical/Electronics), retitle it to read Maintenance Electrician Supervisor, and to assign a probationary period of 365 days (Job Code 5630).*

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, Maintenance (Electrical/Electronics) and to retitle it to read Maintenance Electrician Supervisor. This classification was created in 1965 and last reviewed in October 2012. There is currently one employee serving in this classification. Based upon the class review completed by a former Commission staff member and feedback provided by the incumbent more recently, revisions were proposed.

The definition section was revised to read, "Under direction, is responsible for supervising electricians and other maintenance personnel involved in the installation, maintenance, and repair of all electrical and electronic systems in Board-owned facilities; performs related duties as required."

There were a significant number of deletions from the examples of work section, six examples added, and revisions to four other examples. The revised examples include, "Supervises assigned maintenance personnel to include performance evaluations, leave requests, and disciplinary recommendations; Oversees the installation, maintenance, and repair of all electrical and electronic systems in Board-owned facilities including lighting, fire alarms, CCTV systems, PA Systems, clock and bell systems, elevators, chair lift systems, generators, audio visual equipment, remote control devices for magnetic and manual motor connections and the like; Inspects work in progress and upon completion to ensure compliance with plans, specifications, and regulations;" and "Collects data to be used in determining annual costs and budget

projections of operations; participates in budget planning meetings; assists in identifying long-range building maintenance needs." The examples that were added include, "Establishes schedule of electrical construction and maintenance projects and makes adjustments required to ensure timely completion of routine projects and immediate attention to priority requests; Reads blueprints and schematic diagrams to obtain information about construction process and cost; Writes specifications and solicits quotations for purchasing tools, supplies, and equipment necessary to complete work assignments; Estimates cost and amount of materials and labor necessary to perform various electrical/electronic maintenance and repair projects; ensures that supplies and materials required for maintenance and construction projects are available when and where needed; Monitors and controls expenditures to ensure expenses do not exceed budget allocations;" and "Instructs subordinate personnel regarding safety practices, proper work techniques and equipment usage; ensures compliance with applicable safety rules and regulations."

The minimum qualifications section was revised to read, "Completion of the twelfth school grade and five (5) years of industrial or commercial experience installing, maintaining, and repairing electrical systems. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth grade requirement. Possession of a valid motor vehicle operator's license. Possession of a valid electrical contractor's license."

There were several statements within the knowledge, skills, and abilities section wherein the work "ability" was added and minor revisions were made to be consistent with the skill sets required for successful performance for this classification. The probationary period was assigned to 365 days. There were no other revisions proposed.

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 Supervisor and to assign a probationary period of 365 days (Job Code 5645).*

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 Supervisor. It was created and last reviewed in November 2004. There is currently one employee serving within this classification. Based upon the class review completed by a former Commission staff member and recent feedback from the incumbent, revisions were proposed.

The definition section was revised to read, "Under direction, is responsible for supervising carpenters and other maintenance personnel involved in building construction, maintenance, repair, and remodeling projects; in Board-owned facilities performs related duties as required."

Within the examples of work section, there were six examples deleted, four revised, and nine added. Some of the added examples include, "Supervises assigned maintenance personnel to include performance evaluations, leave requests, and disciplinary recommendations; Determines work order priorities ensuring availability of necessary supplies and materials to complete the job; Reads blueprints and schematic diagrams to obtain information about construction process and cost; Writes specifications and solicits quotations for purchasing tools, supplies, and equipment necessary to complete work assignments;" and "Estimates cost and amount of materials and labor necessary to perform various maintenance and repair projects; ensures supplies and materials required for maintenance and construction projects are available when and where needed."

The minimum qualifications section was revised to read, "Completion of the twelfth school grade. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement. Possession of a valid motor vehicle operator's license."

The knowledge, skills, and abilities section was revised to delete two abilities, revise four abilities, and add five abilities in order to be consistent with the skill sets required for this classification. The probationary period was assigned to 365 days. There were no other revisions proposed.

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 Street Maintenance Assistant Manager with no revisions (Job Code 3991).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Street Maintenance Manager with no revisions (Job Code 3990).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Traffic Maintenance Supervisor II with no revisions (Job Code 4019).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Police Property Clerk with no revisions (Job Code 1345).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Administrator (Clinical Health) with no revisions (Job Code 0255).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Assistant Commissioner (Medical) with no revisions (Job Code 0256).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Assistant Commissioner (Administrative Services) with no revisions (Job Code 0257).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented these requests to approve the specification reviews for the classifications Street Maintenance Assistant Manager, Street Maintenance Manager, Traffic Maintenance Supervisor II, Police Property Clerk, Public Health Administrator (Clinical Health), Public Health Assistant Commissioner (Medical), and Public Health Assistant Commissioner (Administrative Services) with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Based upon questionnaire responses from incumbents, with supervisory review, a review of the specifications, and feedback from department representatives, it was determined that the current specifications adequately describe the work as it is currently being performed.

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 abolish the specification for the classification Public Utilities Deputy Director (Administration) and amend Rule XI accordingly (Job Code 0090).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to abolish the specification for the classification Public Utilities Deputy Director (Administration) and amend Rule XI accordingly. It was last review in September 2013. At that time, it was agreed that once this classification was vacated, it would be abolished. The last incumbent of this classification retired from the City in July 2016. Therefore, it was requested that this classification 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 to abolish the specification for the classification Public Utilities Deputy Director (Engineering) and amend Rule XI accordingly (Job Code 0091).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to abolish the specification for the classification Public Utilities Deputy Director (Engineering) and amend Rule XI accordingly. It was last review in September 2013. At that time, it was agreed that this classification would be abolished. This classification is currently vacant and has been for a long time. Therefore, it was requested that this classification 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 to revise the specification for the classification Equal Business Opportunity Commission Executive Director (Secretary) (U) and retitle it to read Office of Diversity and Inclusion Executive Director (Secretary) (U) (Job Code 0035).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Equal Business Opportunity Commission Executive Director (Secretary) (U) and retitle it to read Office of Diversity and Inclusion Executive Director (Secretary) (U).

Ordinance #3025-2016 was passed by City Council that served to establish the Office of Diversity and Inclusion within the Mayor's Office (City Code Section 211.03). Sections of Code that spoke to the former Equal Business Opportunity Commission were repealed in conjunction with this new office being established. While many of the responsibilities charged to the new office are similar to those previously performed by the Equal Business Opportunity Commission, the Office of Diversity and Inclusion (ODI) is dedicated to creating and implementing programs, policies, and procedures that will deliver and capture values through supplier and workforce diversity. Additionally, the new office will assist underserved, under-utilized, and economically disadvantaged businesses with gaining greater access to procurement opportunities and resources to build viable and sustainable businesses. Throughout the specification, language was proposed to support this expanded mission statement.

Also, within this same ordinance that was passed by City Council, a Diversity and Inclusion Advisory Council was created (City Code Section 3902.03) to provide guidance, review, and recommendations for modification of ODI programs. Per City Code, all members, unless otherwise provided, will be appointed by the mayor with concurrence of City Council. The creation of this Advisory Council allows the Office of

Diversity and Inclusion to have two unclassified secretaries per City Charter Section (148)(1)(k). The Executive Director (Secretary) fulfills one of the unclassified secretaries.

Therefore, it was proposed that the specification for the classification be revised and retitled to read Office of Diversity and Inclusion Executive Director (Secretary) (U).

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 Lamp Servicer (Job Code 3616).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Lamp Servicer as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in May 2013. There are currently no incumbents serving in this classification which is located in the Division of Power within the Department of Public Utilities. Based upon feedback from a department representative, there was one revision proposed.

One example was added to the examples of work section which reads, "Operates a laptop computer to access work orders for streetlight outage repairs." There were no revisions to the definition section, the guidelines for class use section, the minimum qualifications section, the knowledge, skills, and abilities section, the probationary period, or the examination type.

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 Public Health Administrator (Neighborhood Health) (Job Code 1653).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Administrator (Neighborhood Health) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in December 2012. This is a single-position classification which is located within Columbus Public Health. Based upon a review of the specification and feedback from department representatives, there was one revision proposed.

One example was added to the examples of work section which reads, "Provides administrative oversight to grants received for neighborhood health programming and to the mini-grants process managed by the Institute for Active Living." There were no revisions to the definition section, the minimum qualifications section, the knowledge, skills, and abilities section, the probationary period, or the examination type.

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.	Ryan Garrett	Firefighter
2.	Ethan Kennedy	Firefighter

After reviewing the files of Ryan Garrett and Ethan Kennedy, the Commissioners decided their names would be reinstated to the Firefighter testing process.

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*RE: Background Removals - Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Jamison M. Chicolini	Firefighter	17-BR-028
2.	Anthony Jewell	Police Officer	17-BR-029
3.	Mark Weston	Police Officer	17-BR-030
4.	Kofi Owusu-Ansah	Police Officer	17-BR-031
5.	David McKinney	Police Officer	17-BR-032
6.	Aaron Davis	Police Officer	17-BR-033
7.	Richard Bulgin	Police Officer	17-BR-034
8.	Robert Ryan Tincher, III	Police Officer	17-BR-035
9.	Troy D. Matheney	Police Officer	17-BR-036
10.	Alec Lucas	Police Officer	17-BR-037
11.	Marcus Scales	Police Officer	17-BR-038
12.	Tawanna Young	Police Officer	17-BR-039

After reviewing the file of Jamison M. Chicolini, the Commissioners decided his name would be reinstated to the Firefighter eligible list.

After reviewing the files of Anthony Jewell, Mark Weston, Kofi Owusu-Ansah, David McKinney, Aaron Davis, Richard Bulgin, Robert Ryan Tincher, III, Troy D. Matheney, Alec Lucas, Marcus Scales, and Tawanna Young, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

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*RE: Other Administrative/Jurisdictional Reviews:*

No Administrative/Jurisdictional Reviews were submitted this month.

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The Commissioners adjourned their regular meeting at 9:31 a.m.

A trial board hearing on the merits of the appeal of Gregory Fountain vs. Columbus City Schools, from the action of the Columbus City Schools discharging him from the position of Food Service Helper, Appeal Number 17-BA-0002 was then convened at 10:00 a.m.

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Grady L. Pettigrew, Jr., President

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Date