

Regular Meeting

April 24, 2017
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, April 24, 2017, at 12:55 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 April 3, 2017 Special Meeting.

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

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RE: Pre-Hearing Conference Reviews.

a. Amber Lee vs. Columbus City Schools; Custodian; Discharge. Trial Board Hearing scheduled for May 17, 2017; Appeal Number 17-BA-0001.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Amber Lee, a Custodian, who was discharged from Columbus City Schools. Columbus City Schools will have five witnesses and the Appellant's counsel will have the Appellant only. This trial board can be heard within an afternoon.

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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 March 1, 2017, T.J. Stewart vs. Columbus City Schools, Appeal Number 16-BA-0003.

A motion to approve these findings and recommendation to affirm the decision of the trial board panel was made, seconded, and approved.

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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 Garage Assistant Supervisor and change the probationary period to 365 days (Job Code 5652).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise the specification for the classification Garage Assistant Supervisor based on a request from Columbus City Schools in preparation of filling a current vacancy. It was last reviewed in August 2002.

The minimum qualifications section was revised to read, "Completion of the twelfth school grade and eight (8) years' experience in automotive repair/overhaul, five (5) years of which must have been at the journey level. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of a high school diploma. Possession of a valid State of Ohio Class A Commercial Driver's License upon completion of the probationary period. Possession of a valid certification by the National Institute for Automotive Service Excellence (ASE) in at least three (3) Master Heavy Duty Truck or Master School Bus Technician areas by completion of the probationary period. Possession of a valid certificate by the National Institute for Automotive Service Excellence (ASE) as a Master Heavy Duty Truck or Master School Bus Technician within two (2) years of appointment to this classification."

The probationary period was changed to 365 days. There were no revisions to the definition section, the examples of work section, or the knowledge, skills, and abilities section.

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 Enrollment Specialist (Job Coe 6150).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request on behalf of Columbus City Schools to revise the specification for the classification Enrollment Specialist based on a request from Columbus City Schools. It was created in April 2013. District representatives indicated that the current minimum qualifications are too restrictive and exclude from consideration potentially qualified individuals.

The definition section was revised to read, "Under direction, is responsible for collecting and processing student enrollment, transfers, withdrawals, returns, and data error corrections; performs other duties as required." The examples of work section were revised to delete one example and revise two others. Those examples now read, "Collects information pertinent to the respective enrollment process;" and "Interacts with families by telephone and/or in person; initiates outbound calls; communicates information to/from customers (families, schools, District administrative staff, and other outside educational associations)."

The minimum qualifications section was revised to read, "Completion of the twelfth school grade and two (2) years of office or administrative experience in support of educational or student services. Substitution(s): College training may substitute for the required experience on a year-for-year basis (30 semester/45 quarter hours equals one (1) year). A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement."

It is expected that a full review of the specification will be conducted in the future. The need for additional revisions to the specification may be noted upon completion of the full review. There were no revisions to the knowledge, skills, and abilities section.

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 Parks Maintenance Assistant Manager with no revisions (Job Code 3773).

Request of the Civil Service Commission staff to approve the specification review for the classification Parks Maintenance Manager with no revisions (Job Code 3778).

Request of the Civil Service Commission staff to approve the specification review for the classification Field Maintenance supervisor with no revisions (Job Code 3779).

Request of the Civil Service Commission staff to approve the specification review for the classification Therapeutic Recreation Specialist with no revisions (Job Code 3173).

Request of the Civil Service Commission staff to approve the specification review for the classification Therapeutic Recreation Manager with no revisions (Job Code 3174).

Request of the Civil Service Commission staff to approve the specification review for the classification Cultural Arts and Events Specialist with no revisions (Job Code 3107).

Request of the Civil Service Commission staff to approve the specification review for the classification Parks Maintenance Coordinator with no revisions (Job Code 3780).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Parks Maintenance Assistant Manager, Parks Maintenance Manager, Sports Field Maintenance Supervisor, Therapeutic Recreation Specialist, Therapeutic Recreation Manager, Cultural Arts and Events Specialist, and Parks Maintenance Coordinator 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 revise the specification for the classification EMS Instructor I (Job Code 1626).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification EMS Instructor I. In a recent recruitment effort, department representatives noted that there is currently another certification which should be acceptable for qualification. It was last reviewed in January 2017.

The Minimum Qualifications section was revised to include the EMS Assistant Instructor certificate as an acceptable substitution. The requirement for the full EMS Instructor certification by the completion of the probationary period remains unchanged. 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 to revise the specification for the classification Parks Maintenance Worker, change the Probationary Period to 365 days, and amend Rule XI accordingly (Job Code 3770).

PRESENT: Matt Wonderly, Personnel Analyst II

Matt Wonderly presented this request to revise the specification for the classification Parks Maintenance Worker as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in August 2012. There are currently 28 incumbents serving in this classification within the Department of Public Utilities and the Columbus Recreations and Parks Department.

Based upon questionnaire responses from incumbents, with supervisory review, a review of the specification, and feedback from department representatives, two revisions were proposed. The minimum qualifications section was revised to read, "Two (2) years of experience operating a tractor mower. Possession of a valid motor vehicle operator's license. Possession of a valid Commercial Applicator's License issued by the Ohio Department of Agriculture may be required for some positions. Possession of a Commercial Driver's License (CDL) may be required for some positions."

The probationary period was extended to 365 days from 180 days and Rule XI was amended accordingly. There were no revisions to the definition section, the examples of work section, the knowledge, skills, and abilities section, and 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 Parks Maintenance Supervisor (Job Code 3772).

PRESENT: Matt Wonderly, Personnel Analyst II

Matt Wonderly presented this request to revise the specification for the classification Parks Maintenance Supervisor as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in August 2012. There are currently 13 incumbents serving in this classification within the Columbus Recreations and Parks Department.

Based upon questionnaire responses from incumbents, with supervisory review, a review of the specification, and feedback from department representatives, two revisions were proposed. The minimum qualifications section was revised to read, "One (1) year of experience performing landscaping or grounds maintenance work. Possession of a valid motor vehicle operator's license. Possession of a valid Commercial Applicator's License issued by the Ohio Department of Agriculture may be required for some positions. Possession of a Commercial Driver's License (CDL) may be required for some positions."

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 to revise the specification for the classification GIS Technician (Job Code 0545).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification GIS Technician as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2012. There are currently 14 incumbents serving in this classification within the Department of Public Utilities, the Department of Public Safety, the Public Service Department, and the Columbus Recreations and Parks Department.

Based upon questionnaire responses from incumbents, with supervisory review, and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. The minimum qualifications section was revised to read, "Two (2) years of experience using GIS software such as Esri ArcGIS for Desktop (ArcMap, ArcCatalog, ArcToolbox). Substitution(s): Significant coursework (24 quarter hours or 16 semester hours) in geographic information systems or coursework which includes the use of GIS software may substitute for the required experience."

Revisions to the knowledge, skills, and abilities include, "Considerable knowledge of GIS software such as Esri ArcGIS for Desktop (ArcMap, ArcCatalog, ArcToolbox); general knowledge of drafting and mapping methods and techniques; general knowledge of symbols and terminology used in GIS applications; general knowledge of symbols and terminology used in civil, architectural, and/or electrical engineering drawings; general knowledge of digitizing and data manipulation procedures; some knowledge of database design; some knowledge of computer systems, their applications, and related hardware and software; skill in operating GIS software packages (such as Esri ArcGIS for Desktop)" and "ability to gather, organize, and prepare geospatial data."

There were no revisions to the the examples of work 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 Legislative Aide to City Council (U) (Job Code 0831).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Legislative Aide to City Council (U) as part of a recent conversation wherein City Council requested that the Legislative Aide to City Council (U) be revised to allow an additional position to be allocated to this classification that would be assigned to Council's administration.

The definition section was revised to read, "Under general direction, is responsible for a wide variety of legislative duties in support of a member of City Council or its administrative function; performs related duties as required." One statement was added to the examples of work section which reads, "Provides extensive support to City Council's administrative functions such as human resources, fiscal, and other administrative related activities."

The guidelines for class use section was revised to read, "This classification description is for the unclassified service. Incumbents receive appointments pursuant to City Charter Section 148(1)(d). One position may be allocated to each City Council Member and President and one position allocated to Council's administration."

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 (Parking Solutions) (U).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to create the specification for the classification Assistant Director (Parking Solutions) (U).

The definition section reads, "Under general direction, is responsible for the development, implementation, and management of parking solutions for the City of Columbus; performs related duties as required." Some of the examples of work include, "Acts as the Parking Violations Clerk under ORC Chapter 4521; Conducts, reviews, and manages parking studies; meets with constituents to determine parking needs and ensure business success; implements resulting parking plans; Reviews all zoning and site plans as it applies to parking interests; Leads the Parking Advisory Group;" and "Serves as liaison to Smart City for all parking matters."

The guidelines for class use section reads, "This classification description is for the unclassified service. The incumbent receives an appointment pursuant to City Charter Section 148(1)(c). The position must be allocated to the Department's Director's Office and not be allocated to a division within the department."

The classification was also designated to be part of the unclassified service pursuant to City Charter Section 148(1)(c).

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.	Robert Branham	Firefighter
2.	Daniel D'Amico	Firefighter
3.	Grant Grover	Firefighter
4.	Guy Hatfield	Firefighter
5.	Charles Miller	Firefighter
6.	Eric Olds	Firefighter
7.	Casey Smith	Firefighter
8.	Corey Wilson, II	Firefighter

After reviewing the files of Grant Grover, Guy Hatfield, Charles Miller and Eric Olds, the Commissioners decided their names would be reinstated to the Firefighter testing process.

After reviewing the files of Robert Branham, Daniel D'Amico, Casey Smith, and Corey Wilson, II, the Commissioners decided their names would not be reinstated to the Firefighter testing process.

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RE: *Background Removals - Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Raymond C. Manofsky	Firefighter	17-BR-021
2.	Jonathan William Gill	Police Officer	17-BA-022
3.	Marshaan Turner	Firefighter	17-BA-023
4.	Matt Shinaul	Police Officer	17-BA-024
5.	James Turner	Firefighter	17-BA-025
6.	Stephen Budd	Police Officer	17-BA-026
7.	Craig S. O'Meara	Police Officer	17-BA-027

After reviewing the files of Jonathan William Gill, Matt Shinaul, Stephen Budd, and Craig S. O'Meara, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the files of Raymond C. Manofsky, Marshaan Turner, and James Turner, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

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RE: *Other Administrative/Jurisdictional Reviews:*

Review of the appeal of Sydney Malone, regarding the rejection of her application for the Firefighter examination.

The Commissioners reviewed the appeal filed by Sydney Malone on April 4, 2017 regarding the rejection of her application for the Firefighter examination. In her appeal, Ms. Malone stated that although she does not currently possess a driver's license, she will have it soon after the examination.

Civil Service Commission Rule VI (D)(3) requires that, "Applicants must meet the requirements at the time of application review..." Unfortunately, the Rules require a license at the time an application is reviewed for the Firefighter examination. Since Ms. Malone does not currently possess a valid motor vehicle operator's license, she did not meet the minimum qualifications for this examination.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Ms. Malone's application for the Firefighter 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 1:11 p.m.

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Grady L. Pettigrew, Jr., President

Date