

*Regular Meeting*

*August 14, 2017  
12:30 p.m.*

A regular meeting of the Municipal Civil Service Commission convened on Monday, August 14, 2017, at 1:06 p.m. with Grady Pettigrew, Jr. and Stefanie Coe in attendance. This meeting was rescheduled from July 31, 2017.

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 June 26, 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 Conferences were submitted this month.

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*RE: Rule Revisions*

No Rule Revisions were submitted this month.

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*RE: Receipt of Rationale and Supporting Documentation from the Columbus City Schools for the Layoff of a Classified Civil Service Employee effective August 15, 2017.*

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*RE: Review and approval of the trial board report and recommendation of the appeal of Gregory Fountain vs. Columbus City Schools from the action of Columbus City Schools discharging him from the position of Food Service Helper (Appeal No. 17-BA-0002)*

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*RE: Personnel Actions 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 Workers' Compensation Coordinator, assign a probationary period of 365 days, and designate the exam type as noncompetitive.*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to create the specification for the classification Workers' Compensation Coordinator. Columbus City Schools requested the creation of a Workers'

Compensation Coordinator classification to coordinate workers' compensation matters for the District. In many locations, workers' compensation and employee benefits are often combined and employees are cross-trained to do both. While this possibility of revising the current Employee Benefits Coordinator was discussed at length, it was strongly believed by District representatives that the knowledge base needed to perform these new duties is very different than what is included within the Employee Benefits Coordinator classification, which was written to be more customer service oriented and is heavily focused on benefits enrollment. Further, it is the intention of the District that the responsibilities associated with employee benefits and workers' compensation will remain uniquely separate. Another significant concern raised by the District and contributing to their desire for a new classification was that the funding source is new and considered to be potentially unreliable. For all of these reasons and concerns, it is requested that the creation of a Workers' Compensation Coordinator classification be approved as 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 Personnel Administrative Coordinator and change the probationary period to 365 days (Job Code 5760).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Columbus City Schools requested the specification for Personnel Administrative Coordinator (Job Code 5760) be revised in preparation for recruiting for and filling a current vacancy. A review of the specification revealed that the current Minimum Qualifications would need revised and the Examples of Work section could be modified to be more representative of the work currently or expected to be performed. It is this review that prompted the request from Columbus City Schools to initiate a formal review of the class specification. Personnel Administrative Coordinator was created in March, 2001 and was last reviewed in May, 2008. Typically there have been two positions allocated to this classification, one assigned to the Classified Personnel Section and the other to the Certificated Personnel Section. This classification serves as the first level supervisor in their respective sections.

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 Wastewater Pretreatment Specialist with no revisions (Job Code 3316).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Pretreatment Technician II with no revisions (Job Code 1861).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Supply and Treatment Coordinator with no revisions (Job Code 1165).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Plant Maintenance Electrician II with no revisions (Job Code 3800).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Plant Maintenance Electrician I with no revisions (Job Code 3799).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Parks Development Associate with no revisions (Job Code 1206).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Division Administrator with no revisions (Job Code 0146).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented these requests to approve the specification reviews for the Wastewater Pretreatment Specialist , Wastewater Pretreatment Technician II , Water Supply and Treatment Coordinator , Plant Maintenance Electrician II , Plant Maintenance Electrician I, Parks Development Associate, and Water Division Administrator 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 Street Cleaning and Maintenance Supervisor (Job Code 3989).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise the specification for the classification Street Cleaning and Maintenance Supervisor (Job Code 3989). The review of this classification is part of the Civil Service Commission's efforts to review all classifications every five years. Street Cleaning and Maintenance Supervisor was last reviewed in August, 2012. There are currently twelve incumbents serving in this classification, located in the Infrastructure Management Division of the Department of Public Service. As part of this review Civil Service reviewed the specification and questionnaires completed by the incumbents with supervisory review and department representatives provided feedback about potential changes. Based on feedback, it is recommended that this specification be revised as proposed

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 Building Maintenance Electrician (Job Code 3486).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise the specification for the classification Building Maintenance Electrician (Job Code 3486). The review of this classification is part of Civil Service Commission's efforts to review all classifications every five years. Building Maintenance Electrician was last reviewed in October, 2012. There are currently seven incumbents serving in this classification, located in the Facilities Management Division of the Finance and Management Department, Columbus Recreation and Parks, and the Sewerage and Drainage and Water divisions of the Department of Public Utilities. As part of this review, Civil Service reviewed the specification and questionnaires completed by two of the incumbents with supervisory review and department representatives provided feedback about potential changes. Based on feedback, it is recommended that this specification be revised as proposed.

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 Wastewater Pretreatment Analyst (Job Code 1862).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise the specification for the classification Wastewater Pretreatment Analyst (Job Code 1862). This classification was scheduled for review in response to the Commission's objective to review all classifications at least once every four or five years to ensure accuracy of the Class Plan. Wastewater Pretreatment Analyst was last revised in December, 2013. There are currently two employees serving in this classification, both of whom are located in the Department of Public Utilities. As part of this review, questionnaires were sent to each employee and a follow-up interview was scheduled with both employees to discuss further the details of their job. Based upon employee feedback, staff's review of the specification, and managerial review, some revisions to the specification are proposed.

*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 Wastewater Pretreatment Technician (Job Code 1860).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry request that the review of the specification for the classification Wastewater Pretreatment Technician (Job Code 1860). This classification was scheduled for review in response to the Commission's objective to review all classifications at least once every four or five years to ensure accuracy of the Class Plan. Wastewater Pretreatment Technician was last revised in December, 2013. There are currently two employees serving in this classification, both of whom are located in the Department of Public Utilities. As part of this review, questionnaires were sent to each employee and a follow-up interview was scheduled with both employees to discuss further the details of their job. Based upon employee feedback, staff's review of the specification, and managerial review, some revisions to the specification are proposed.

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

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Project Manager, retitle it to read Technology Project Manager, and amend Rule XI accordingly (Job Code 0070).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Project Manager, retitle it to read Technology Project Manager, and amend Rule XI accordingly . In an electronic memorandum received from the Department of Technology, some proposed changes to the minimum qualifications to the specification for the Project Manager (Job Code 0070) classification have been requested. Specifically, department representatives would like to have an experience substitution included on this classification similar to what is included on the majority of the City's Technology specific classifications. Years ago, when the City was consolidating Technology functions across the City to a single department, the decision was made that an experience substitution for education was indeed appropriate for Technology specific classifications. It is important to note that this decision only applied to those classifications that are technology specific and used only in the Department of Technology. Still, Commission staff largely deferred to department representatives in Technology as to when to include the experience substitution and when not to. When the Project Manager series was first created, Technology representatives at that time were not interested in the experience substitution being included in the Minimum Qualifications. However, it is now requested that this substitution be added for the Project Manager classification as well.

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 Senior Project Manager, retitle it to read Senior Technology Project Manager, and amend Rule XI accordingly (Job Code 0071).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Senior Project Manager, retitle it to read Senior Technology Project Manager, and amend Rule XI accordingly. In an electronic memorandum received from the Department of Technology, some proposed changes to the minimum qualifications to the specification for the Senior Project Manager (Job Code 0071) classification have been requested. Specifically, department representatives would like to have an experience substitution included on this classification, similar to what is included on the majority of the City's Technology specific classifications. Years ago, when the City was consolidating Technology functions across the City to a single department, the decision was made that an experience substitution for education was indeed appropriate for technology specific classifications. It is important to note that this decision only applied to those classifications that are Technology specific and used only in the Department of Technology. Still, Commission staff largely deferred to department representatives in Technology as to when to include the experience substitution and when not to. When the Senior Project Manager series was first created, Technology representatives at that time were not interested in the experience substitution being included in the Minimum Qualifications. However, it is now requested that this substitution be added for the Senior Project Manager classification as well.

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 Enterprise Architect (Job Code 0565).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Enterprise Architect. In an electronic memorandum received from the Department of Technology, some proposed changes to the Enterprise Architect (Job Code 0565) have been requested in support of an anticipated reorganization of the department. Most significantly, the department plans to dissolve the divisional structure that is currently in place so all positions will eventually be allocated to 47-01. The major operational sections that would exist under this new department structure would consist of Infrastructure, Client Computing, Applications, and Data. Upon completing a review of the Class Plan and discussions with Commission staff, Technology representatives believe the existing Enterprise Architect classification could be used to fulfill the managerial role needed for each of these major operational sections. To accomplish this a revision to the guidelines for class use is necessary. Currently this classification is restricted to being a single position classification. It is, therefore, proposed that the single position restriction be lifted, which would enable this classification to be used as the department intends given their plans to reorganize.

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 Public Health Peer Advocate (Job Code 1755).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Public Health Peer Advocate (Job Code 1755). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Public Health Peer Advocate was created in July, 2012. There are currently two employees serving in this classification, located in Columbus Public Health. Questionnaires were sent to the two incumbents in this classification, however, no response was received. Based upon a review of the specification, input from the supervisor, and department representatives a minor revision is proposed.

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 Prequalification Manager (Job Code 0791).*

PRESENT: Charday M. Litzzy-Taylor, Personnel Analyst I

Charday M. Litzzy-Taylor presented the request to revise the specification for the classification Prequalification Manager (Job Code 0791). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Prequalification Manager was created in June, 2013. There are currently no employees serving in this classification, located in the Department of Finance and Management, Prequalification Section. Based upon information received from department representatives, some minor revisions are proposed.

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 Active Living Institute Administrator (Job Code 0760).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise that the Active Living Institute Administrator (Job Code 0760) classification. This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Active Living Institute Administrator was last reviewed in November, 2013. This single-position classification is located in Columbus Public Health, within the Neighborhood Health Division. Based upon a review of the specification, input from the incumbent, and discussions with department representatives, some revisions are proposed.

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 Public Health Assistant Commissioner (Nursing) (Job Code 0265).*

PRESENT: Suzy Ulry, Personnel Analyst II

Civil Service Commission staff request the Public Health Assistant Commissioner (Nursing) (Job Code 0265) classification be revised. This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Public Health Assistant Commissioner (Nursing) was last reviewed in August, 2012. This single-position classification is located in Columbus Public Health. Based upon input from department representatives, some minor revisions are proposed.

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 Water Division Assistant Administrator (Job Code 0149).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to revise the specification for the classification Water Division Assistant Administrator (Job Code 0149). This is part of the Civil Service Commission's effort to review all classifications every five years. Water Division Assistant Administrator was last reviewed in November, 2012. This classification has two incumbents in the Division of Water, Department of Public Utilities. After review of the specification and communication with the incumbents, revisions are proposed.

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

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*RE: Personnel Actions for City of Columbus*

*No Personnel Actions for City of Columbus submitted this month.*

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*RE: Residency Hearing Reviews*

*No Residency Hearing Reviews submitted this month.*

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*RE: Background Removals.*

Name of Applicant	Position Applied For
Ryan Sronce	Police Officer

*After reviewing the file of Ryan Sronce, the Commissioners decided his name would not be reinstated to the Police Officer testing process.*

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*RE: Other Administrative/Jurisdictional Reviews*

Monte Francis 17-CA-0008	Review of the appeal of <u>Monte Francis</u> , regarding the denied Request for Review for Parks Maintenance Worker
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*After reviewing the file for Monte Francis, the Commissioners decided to dismiss the appeal.*

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*1:30 P.M.*

*RE: No Disciplinary Hearing or Trial Board.*



*The Commissioners adjourned their regular meeting at 1:17 p.m.*

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*Grady L. Pettigrew, Jr., President*

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*Date*