

Regular Meeting

June 26, 2017
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 26, 2017, at 12:54 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 May 22, 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.

PRESENT: Mike Eccard, Deputy Executive Director

Request of the Civil Service Commission staff to amend Rule XIII(G)(1) to include language officially expanding the prohibition of applicant appeals to include failed post-conditional offer medical exams or psychological exams.

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

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RE: Request of Appellant, Amber Lee, to withdraw the appeal she filed February 13, 2017, regarding her termination from the position of Custodian with Columbus City Schools – Appeal Number 17-BA-0001.

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 were submitted this month.

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RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the Job Code for the E-Rate Coordinator classification from Job Code 5805 to Job Code 5762.

PRESENT: Mike Eccard, Deputy Executive Director

Mike Eccard presented this request on behalf of Columbus City Schools to revise to revise the Job Code for the E-Rate Coordinator classification from Job Code 5805 to Job Code 5762.

As a result of Class Plan maintenance activities undertaken by Columbus City Schools Human Resources staff, it was discovered that the recently assigned Job Code, 5805, per Commission action on October 24, 2016, for the E-Rate Coordinator classification, was actually to be used for a soon to be created information technology related classification. The District has requested reassignment of a job code to the E-Rate Coordinator classification so it appears in the Class Plan with other similar type classifications. As such, staff is requesting the Job Code for this class be revised to Job Code 5762 and records updated as deemed necessary.

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, Custodial Services, retitle it to read Custodial Services Supervisor, and change the probationary period to 365 days (Job Code 5310).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request on behalf of Columbus City Schools to revise the specification for the classification Supervisor, Custodial Services, retitle it to read Custodial Services Supervisor, and change the probationary period to 365 days (Job Code 5310). Supervisor, Custodial Services was last reviewed in March, 2015. There are currently three employees serving in this classification, located in Columbus City Schools, Custodial Services. Based upon a review of questionnaire responses from the incumbents, interviews, and discussions with department representatives, some revisions to the classification specification are proposed.

It is proposed that the Probationary Period be revised from 270 days to 365 days. This period allows exposure to the full year of work, which includes the seasonal activities specific to the work performed during the typical school year and the off-season summer work. Furthermore, 365 days is consistent with Commission practices regarding classifications with a Noncompetitive designation. The Examination type remains unchanged. And lastly, it is proposed that the classification Supervisor, Custodial Services be retitled to read Custodial Services Supervisor. This title is more in keeping with the School District's current vernacular for supervisory classifications. There are no other changes 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 Transportation Training Coordinator and change the probationary period to 365 days (Job Code 5440).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise the specification for the classification Transportation Training Coordinator and change the probationary period to 365 days (Job Code 5440). This classification was last reviewed in March, 2008. There are currently two employees serving in this classification within the school district's Department of Transportation. Employees working in the classification are currently responsible for planning and supervising the training of potential and current Columbus City Schools bus drivers, contract school bus drivers, transportation supervisory personnel, and students of the system in proper methods of safety in the transportation of students of Columbus City Schools. It is recommended that the ability to operate a computer and related software be added to this section. It is also proposed that the Probationary Period be changed from 360 to 365 days. There are no other proposed revisions to this specification.

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 Bus Driver Trainee (Job Code 9910).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise the specification for the classification Bus Driver Trainee (Job Code 9910). This classification was last reviewed in April, 2014. There are currently twenty employees serving in this classification within the school district's Department of Transportation. Employees working in the classification are currently responsible for learning to safely operate a passenger bus used to transport students and for performing minor maintenance tasks.

A motion to approve these requests 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 Bus Driver (Job Code 6410).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise the specification for the classification Bus Driver (Job Code 6410). This classification was last reviewed in April, 2014. There are currently 740 employees serving in this classification within the school district's Department of Transportation. Employees working in the classification are currently responsible for safely operating a passenger bus in transporting students and for performing minor maintenance tasks.

A motion to approve these requests 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 Bus Mechanic I, and retitle it to read Fleet Services Mechanic I (Job Code 6620).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise and retitle the specification for the classification Bus Mechanic I (Job Code 6620) to read Fleet Services Mechanic I. This classification was last reviewed in December, 1997. There are currently twenty-three employees serving in this classification within the school district's Fleet Services unit. Employees working in the classification are currently responsible for making skilled repairs to gasoline and diesel powered school buses, landscaping equipment, and other automotive and heavy duty type equipment.

A motion to approve these requests 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 Bus Mechanic II, and retitle it to read Fleet Services Mechanic II (Job Code 6630).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise and retitle the specification for the classification Bus Mechanic II (Job Code 6630) to read Fleet Services Mechanic II. This classification was last reviewed in August, 2005. There are currently seven employees serving in this classification within the school district's Fleet Services unit. Employees working in the classification are currently "responsible for performing major and minor repairs and rebuilding tasks on gasoline and diesel powered school buses, landscaping equipment, and other automotive equipment."

A motion to approve these requests 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 Garage Assistant Supervisor and retitle it to read Fleet Services Assistant Supervisor (Job Code 5652).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to to revise and retitle the specification for the classification Garage Assistant Supervisor (Job Code 5652) to read Fleet Services Assistant Supervisor. This classification was last reviewed in April, 2017 in preparation for filling a vacancy at that time. Prior to that, it hadn't been reviewed since August, 2002. There are currently seven employees serving in this classification within the school district's Fleet Services unit. These employees are currently "responsible for supervising bus mechanics and other repair personnel in the repair and/or overhaul of school buses and automotive equipment at the main garage facility on a shift basis or at a remote vehicle repair site(s)."

A motion to approve these requests 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 Garage Operations Supervisor, retitle it to read Fleet Services Operations Supervisor and change the probationary period to 365 days (Job Code 5653).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise and retitle the specification for the classification Garage Operations Supervisor (Job Code 5653) to read Fleet Services Operations Supervisor for Columbus City Schools. This classification was last reviewed in October, 2009. There is currently one employee serving in this classification within the school district's Fleet Services. This employee is currently responsible for supervising the overall preventative maintenance and repair activities of a central vehicle repair shop and several satellite service shops, where maintenance on school buses and other medium and light motorized equipment is 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, on behalf of Columbus City Schools, to revise the specification for the classification Automotive Parts Supervisor, retitle it to read Fleet Services Parts Supervisor and change the probationary period to 365 days (Job Code 5651).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City Schools to revise and retitle the specification for the classification Automotive Parts Supervisor (Job Code 5651) to read Fleet Services Parts Supervisor for Columbus City Schools. This classification was last reviewed in July, 2006. There is currently one employee serving in this classification within the school district's Fleet Services unit. The employee working in this classification is currently responsible for supervising Auto Parts Clerks in the storeroom operations of receiving, storing, disbursing, and record maintenance of all District automotive parts, tools, and bulk products required to repair all District-owned and motorized equipment (school buses, passenger cars, landscape, and related equipment).

A motion to approve these requests 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 Automotive Parts Clerk and retitle it to read Fleet Services Parts Clerk (Job Code 6610).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request on behalf of Columbus City to revise and retitle the specification for the classification Automotive Parts Clerk (Job Code 6610) to read Fleet Services Parts Clerk for Columbus City Schools. This classification was last reviewed in October, 2011. There are currently two employees serving in this classification within the school district's Fleet Services unit. Employees working in this classification are currently responsible for ordering, receiving, disbursing, and inventory record maintenance of automotive (including diesel) replacement parts and repair tools.

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 approve the specification review for the classification Crane Operator with no revisions (Job Code 3426).

Request of the Civil Service Commission staff to approve the specification review for the classification Electrical Inspector I with no revisions (Job Code 1782).

Request of the Civil Service Commission staff to approve the specification review for the classification Building Plans Examiner I with no revisions (Job Code 1115).

Request of the Civil Service Commission staff to approve the specification review for the classification Emergency Preparedness Chief with no revisions (Job Code 1748).

Request of the Civil Service Commission staff to approve the specification review for the classification Traffic Operations Manager with no revisions (Job Code 4032).

Request of the Civil Service Commission staff to approve the specification review for the classification Sewerage and Drainage Division Administrator with no revisions (Job Code 0165).

Request of the Civil Service Commission staff to approve the specification review for the classification Administrative Secretary (U) with no revisions (Job Code 0820).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented these requests to approve the specification reviews for the classifications Crane Operator, Electrical Inspector I, Building Plans Examiner I, Emergency Preparedness Chief, Traffic Operations Manager, Sewerage and Drainage Division Administrator, and Administrative Secretary (U) 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 Parking Violation Coordinator (Violations Clerk) and to amend Rule XI accordingly (Job Code 0240).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to abolish the specification for the classification Parking Violations Coordinator (Violations Clerk) (Job Code 0240). This classification was last reviewed by the Commission in April, 2014. However, with the creation of the Assistant Director (Parking Solutions) (U) the department gained a better and much expanded classification to use with regards to directing the multiple parking issues facing the City. The current Parking Violations Coordinator (Violations Clerk) was too narrowly written, tending to focus on revenue generation as its primary purpose, to fully satisfy the City's needs with regards to parking. As such, with this classification now vacant, it is requested that the Parking Violations Coordinator (Violations Clerk) classification be abolished as proposed and that Rule XI be amended accordingly.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Fuel System Technician (Job Code 3748).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Fuel System Technician (Job Code 3748). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Fuel System Technician has not been reviewed since its creation in November, 2013. There is currently one employee serving in this classification, located in the Fleet Management Division of the Finance Department. As part of this review, Civil Service reviewed the specification and department representatives provided feedback about potential changes. The incumbent was solicited for feedback as well, but did not respond.

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 Fuel System Specialist (Job Code 3750).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the classification Fuel System Specialist (Job Code 3750). Fuel System Specialist was last reviewed in August, 2013. There are currently three employees serving in this classification, located in the Fleet Management Division of the Finance Department. As part of this review, Civil Service reviewed the specification and a questionnaire completed by one of the incumbents, with supervisory review and department representatives provided feedback about potential changes.

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

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RE: Request of the Civil Service Commission to revise the specification for the classification Gardener (Job Code 3696).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the classification Gardener (Job Code 3696). Gardener was last reviewed in August, 2012. There are currently nine employees serving in this classification, located in the Service Department. As part of this review, Civil Service reviewed the specification and a questionnaire completed by two of the incumbents, with supervisory review and department representatives provided feedback about potential changes.

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

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RE: Request of the Civil Service Commission to revise the specification for the classification Gardener Supervisor (Job Code 3697).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the classification Gardener Supervisor (Job Code 3697). Gardener Supervisor was last reviewed in August, 2012. There are currently four employees serving in this classification, located in Columbus Recreation and Parks and the Infrastructure Management Division of the Public Service Department. As part of this review, Civil Service reviewed the specification and a questionnaire completed by two of the incumbents, with supervisory review and department representatives provided feedback about potential changes.

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

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RE: Request of the Civil Service Commission to revise the specification for the classification License Officer (Job Code 1891).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the classification License Officer (Job Code 1891). License Officer was last reviewed in November, 2012. There are currently six employees serving in this classification, located in Support Services Division of the Department of Public Safety. As part of this review, Civil Service reviewed the incumbents were solicited for feedback as well, but none responded. Therefore, based on the feedback from department representatives, it is recommended that one of the examples of work be revised to read "Inspects premises and vehicles for required new and annual licenses." No other changes were proposed.

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

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RE: Request of the Civil Service Commission to revise the specification for the classification Parks Planning Coordinator (Job Code 1204).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the classification Parks Planning Coordinator (Job Code 1204). Parks Planning Coordinator was last reviewed in November, 2012. There is currently one employees serving in this classification, located in Columbus Recreation and Parks. As part of this review, Civil Service reviewed the specification and questionnaire completed by the incumbent, with supervisory review and department representatives provided feedback about potential changes. Based upon this feedback, it is recommended that the guidelines for class use section be removed from the specification. There are no other proposed revisions to this specification.

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

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Re: Request of the Civil Service Commission to create the specification for the classification Land Redevelopment Division Administrator, assign a 365 probationary period, designate the examination type as noncompetitive, and amend Rule XI accordingly.

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to create the specification for the classification Land Redevelopment Division Administrator in response to Land Redevelopment being formally established as the a new division with the Department of Development. Previously the Land Management Office Administrator classification had been used to manage both the land redevelopment work that exists within the Department of Development and the real estate management activities that exist within the Department of Finance and Management. As such, there are two incumbents in this classification. However, with Land Development established as its own division, it is necessary to create a separate Land Redevelopment Division Administrator classification.

As defined in City ordinance, the Division of Land Redevelopment has as its primary duties the implementation of the adopted Land Reutilization Program, the redevelopment of properties held in the Land Bank, and the redevelopment of non-operating assets as assigned. The division has an authorized strength of twelve full-time and two part-time positions.

By DEFINITION, the proposed classification would be responsible for directing the activities of the Land Redevelopment Division within the Department of Development. Some EXAMPLES OF WORK expected to be performed by this classification would include:

- Administers the Land Reutilization Program in accordance with Ohio Revised Code (ORC 5722) as adopted by the City;
- Manages the planning, acquisition, evaluation, property management, demolition, and disposition of real property (land and structures) for development, redevelopment, and land banking for future development;
- Manages the Citywide inventory database for properties held within the Land Reutilization Program and other City-owned properties for redevelopment; manages deeds, abstracts, title insurance policies, and other evidence of title for City-owned property;
- Manages various programs related to land redevelopment that are housed within the division such as the Community Gardens Program and the Vacant and Abandoned Property (VAP) Initiative.

The proposed MINIMUM QUALIFICATIONS would require possession of a bachelor's degree and five (5) years of managerial experience in city or regional planning, community or economic development, real estate acquisition, real property or land management, real estate law, public or business administration, or a closely related field. It is proposed a master's degree be able to substitute for one (1) year of the required experience. The proposed Minimum Qualifications are consistent with other division administrator classifications used in the City. The type of experience deemed to be qualifying was largely borrowed from the Land Management Office Administrator classification.

The proposed KNOWLEDGE, SKILLS, AND ABILITIES section was developed based on those skill sets important for successful performance as a Land Redevelopment Division Administrator.

It is recommended that the Probationary Period be assigned 365 days and the Examination type be designated as noncompetitive. Both of these assignments are consistent across the City for a division administrator classification.

It is further proposed that the classification be assigned to the Executive Job Family and the EEO/DOJ Job Category be Official/Administrator.

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

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Re: Request of the Civil Service Commission to revise the specification for the classification Land Management Office Administrator (Job Code 2003).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Land Management Office Administrator (Job Code 2003). This is a shared classification that is used specifically by the departments of Development and Finance and Management. There are currently two employees serving in this classification. Within the Department of Finance and Management, this position manages the Office of Real Estate Management, which is responsible for the management, acquisition, sale, and leasing of real property that is used in City operations. Within the Department of Development, this position administers the Office of Land Redevelopment, which is responsible for managing non-operating real estate. However, legislation was recently introduced that established Land Redevelopment as a division within the Department of Development. As such, a new classification is proposed for creation to serve as the division administrator for this new division (in a separate action). Therefore, with this classification no longer responsible for managing the Land Redevelopment Office, these duties and responsibilities throughout the specification are proposed to be deleted. Also, to complete the class review, additional feedback was provided by the Department of Finance and Management to ensure the specification continues to be as accurate and up to date as possible in light of the City's restructuring.

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 Executive Secretary I (U) (Job Code 0822).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Executive Secretary I (U) (Job Code 0822) be revised as a result of a recently completed classification review. This classification was last revised October, 2012 and is assigned to the unclassified job family. There are currently seven (7) employees serving in this classification, all of which are full-time. As part of this review, questionnaires were mailed to incumbents to provide specific information about their specific positions and to assist Commission staff in determining whether any changes to the specification should be proposed. Based on the received questionnaire data, it is proposed that the examples of work section be revised to include additional or modified duty statements to best describe the work performed.

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 Executive Secretary II (U) (Job Code 0823).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request for the specification for the classification Executive Secretary II (U) (Job Code 0823) be revised as a result of a recently completed classification review. This classification was last revised October, 2012 and is assigned to the unclassified job family. There are currently seventeen (17) employees serving in this classification, all of which are full-time. As part of this review, questionnaires were mailed to incumbents to provide specific information about their specific positions and to assist Commission staff in determining whether any changes to the specification should be proposed. Based on the received questionnaire data, it is proposed that the examples of work section be revised to include additional or modified duty statements.

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 Training Manager (Job Code 0881).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the Training Manager (Job Code 0881) 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. Training Manager was last reviewed in November, 2012. There is currently one employee serving in this classification, located in the Department of Human Resources. Based upon a review of the specification, discussion with the incumbent, and input from department representatives, some minor revisions are 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 revise the specification for the classification Training Coordinator (Job Code 0884).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the Training Coordinator (Job Code 0884). This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Training Coordinator was created in July, 2012. This single position classification is designated specifically for use in the Department of Human Resources. Based upon a review of the specification, discussion with the incumbent, and input from department representatives, some minor revisions are proposed.

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.

No Background Removals - Pre-Exam were submitted this month.

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RE: Background Removals - Post-Exam.

	Name of Applicant	Position Applied For	BAR #
	Raul Robles	Firefighter	17-BR-040
	Anthony Keels	Police Officer	17-BR-041

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

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

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RE: Other Administrative/Jurisdictional Reviews:

	Terell Davis #17-BA-0005	Review of the appeal of <u>Terell Davis</u> , regarding the third step grievance pertaining to Columbus City Schools assignment of summer work for bus drivers.
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After reviewing the file of Terell Davis, the Commissioners decided to dismiss the appeal without a hearing because of lack of jurisdiction over the appeal.

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The Commissioners adjourned their regular meeting at 1:24 p.m.

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Grady L. Pettigrew, Jr., President

Date