

Regular Meeting

August 28, 2017  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, August 28, 2017, at 1:06 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 August 14, 2017 Regular Meeting rescheduled from July 31, 2017.*

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

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*RE: Pre-Hearing Conference Reviews.*

PRESENT: Brenda Sobieck, Personnel Administrative Manager

- a) Angela Favours vs. Columbus City Schools; Food Service Helper; Discharge. Trial Board Hearing scheduled for September 13, 2017 @ 12:30 p.m.; Appeal Number 17-BA-0003.
- b) Jacqueline Reedus vs. Columbus City Schools; Bus Driver; Discharge. Trial Board Hearing scheduled for September 18, 2017 @ 12:30 p.m.; Appeal Number 17-BA-0004.

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*RE: Rule Revisions.*

No Rule Revisions were submitted this month.

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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 create the specification for the classification Head Custodian, assign a probationary period of 180 days, and designate the examination type as competitive.*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to create the classification Head Custodian (Job Code 6315). The review began with the

distribution of classification review questionnaires to all incumbents. Completion of the questionnaire was voluntary and resulted in a significant level of participation by incumbent employees. There is one Head Custodian position assigned to each school building and one or more Custodian positions, depending on the size of the building and/or grounds. The proposed Probationary Period was assigned as 270 days initially. A verbal amendment was made to change the Probationary Period to 180 days.

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

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*RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to impose a moratorium on the specification for the classification Clean-In-Place System Operator (Job Code 6251).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to impose a moratorium on the specification for the classification Clean-In-Place System Operator (Job Code 6251). This classification was last reviewed in October, 2011. The Clean-in-Place system, as described on this specification, is no longer used by Columbus City Schools. There is currently one employee remaining in this classification. The proposed moratorium would have no adverse impact to the current employee, it would serve simply as an official notation that this classification would not be used for future hires. Once vacated, the Clean-In-Place System Operator classification would be recommended for abolishment.

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 Excavator with no revisions (Job Code 3430).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Information Technology Account Coordinator with no revisions (Job Code 0604).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Information Technology Account Manager with no revisions (Job Code 0603).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Information Technology Security Officer with no revisions (Job Code 0599).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Technology Service Desk Representative with no revisions (Job Code 0544).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented these requests to approve the specification reviews for the classifications Excavator, Information Technology Account Coordinator, Information Technology Account Manager, Information Technology Security Officer, Technology Service Desk Representative 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 Assistant Director (Sustainability) (U) (Job Code 0060).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Assistant Director (Sustainability) (U) (Job Code 0060). This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Assistant Director (Sustainability) (U) was last reviewed in August, 2012. This classification has only been used by the Department of Public Utilities. As part of this class review, the specification was forwarded for comment to the department. Based on the feedback provided, it is recommended that the examples of work section be revised to more accurately describe the work as it exists today. Most significant of the proposed revisions was to include references to the department's Blueprint Columbus program; this new program has largely replaced the Wet Weather Management program and was approved by the Ohio EPA in December, 2015.

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 Water Maintenance Manager (Job Code 4052).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise specification for the classification Water Maintenance Manager (Job Code 4052). This review is part of the Civil Service Commission's effort to review all classifications every five years. Water Maintenance Manager was last reviewed in July, 2012. This classification has one incumbent in the Department of Public Utilities, Water Division. After review of the incumbent classification questionnaire, with supervisory review, and communication with department representatives, there are a few proposed changes. It was proposed to add valves and hydrants to the minimum qualifications language as it currently solely references "lines." Within the knowledge, skills, and abilities section, addition of the "ability to read and comprehend collective bargaining agreements and City policies and procedures" is proposed to be added. There are no other proposed changes.

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 Maintenance Supervisor II (Job Code 4041).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise specification for the classification Water Maintenance Supervisor II (Job Code 4041). This review is part of the Civil Service Commission's effort to review all classifications every five years. Water Maintenance Supervisor II was last reviewed in July, 2012. This classification has six incumbents and is used by the Department of Public Utilities, Water Division. After review of incumbent questionnaires, job observations in the field, and communication with department representatives, revisions were recommended. Updates to the examples of work and minimum qualifications sections are proposed to remove

reference to driving commercial vehicles. Within the knowledge, skills, and abilities section, adding the "ability to read and comprehend technical manuals, collective bargaining agreements, City policies and procedures" is proposed. There are no other proposed changes.

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 Maintenance Supervisor I (Job Code 4040).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise specification for the classification Water Maintenance Supervisor I (Job Code 4040). This review is part of the Civil Service Commission's effort to review all classifications every five years. Water Maintenance Supervisor I was last reviewed in August, 2012. This classification has sixteen incumbents and is used by the Department of Public Utilities, Water Division. After review of incumbent questionnaires, job observations in the field, and communication with department representatives, there are revisions proposed to the class specification. Updates to the minimum qualifications are proposed to request two years of experience instead of one. Within the knowledge, skills, and abilities section several additions are proposed and one minor wording modification. The slight wording modification is for the "ability to operate a computer and related software" to remove reference to "personal" in front of computer and use "related" instead of "associated" software. In addition, several new ability statements are proposed to illustrate the physical nature of the work performed by those in this classification. There are no other proposed changes.

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 Maintenance Worker (Job Code 4039).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise specification for the classification Water Maintenance Worker (Job Code 4039). This review is part of the Civil Service Commission's effort to review all classifications every five years. Water Maintenance Worker was last reviewed in July, 2012. This classification has thirty-three incumbents and is used by the Department of Public Utilities, Water Division. After review of incumbent questionnaires, job observations in the field, and communication with department representatives, there are revisions are recommended within the examples of work, minimum qualifications, and knowledge, skills and abilities sections. The examples of work section is recommended to use the verb "operate" instead of "turn" to describe valve operation that starts or interrupts water service. Minimum qualifications are proposed to include an allowance for candidates with construction experience, while removing the specific concrete qualification. Proposed changes to the knowledge skills and abilities section include adding two new statements, "ability to push, pull, or carry up to 100 pounds without assistance for short distances and ability to maneuver objects greater than 100 pounds with assistance." No further changes 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 Distribution Operator II (Job Code 3865).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise specification for the classification Water Distribution Operator II (Job Code 3865). This review is part of the Civil Service Commission's effort to review all classifications every five years. Water Distribution Operator II was last reviewed in August, 2012. This classification has one incumbent and is used by the Department of Public Utilities, Water Division. After review of the incumbent questionnaire, with supervisory review, and communication with department representatives, there are revisions proposed to the class specification. Within the minimum qualifications section the addition of "possession of a valid motor vehicle operator's license" is proposed. Within the knowledge, skills, and abilities Thorough knowledge of rules and regulations for water distribution is required of this classification. No further changes 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 Distribution Operator I (Job Code 3864).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise specification for the classification Water Distribution Operator I (Job Code 3864). Water Distribution Operator I was last reviewed in August, 2012. This classification has six incumbents and is used by the Department of Public Utilities, Water Division. After review of the incumbent questionnaires, with supervisory review, and communication with department representatives, there are revisions proposed to the class specification. A statement that is outdated with regard to tape and optical media is proposed to be removed from the examples of work. Minimum qualifications were updated to include Environmental Protection Agency State of Ohio certification as a Water Distribution I or higher operator certificate is an appropriate way to broaden the applicant pool. Within the knowledge, skills, and abilities section updates are proposed. Some knowledge of the environmental management system policy and of the components of a water distribution system are proposed. In addition, the ability to use a computer and related software is necessary to operate SCADA. No further changes 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 Income Tax Auditor Specialist (Job Code 0662).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise specification for the classification Income Tax Auditor Specialist (Job Code 0662). Income Tax Auditor Specialist was last reviewed in November, 2015. This classification has two (2)

incumbents within the City Auditor's Office. The guidelines for class use is proposed to be updated to allow for a third position in the Income Tax Division. This classification is distinguished from the Income Tax Auditor Supervisor in that few individuals contribute beyond supervision to helping upper management in policy related matters and yet also provide specialized expertise and supervisory responsibilities as well. While historically only two (2) individuals have served in this capacity, it is the view of the department that having three (3) positions at this level is more serviceable to their needs. No further changes 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 Information Architect (Job Code 0566).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the review the specification for the classification Information Architect (Job Code 0566) as part of the Civil Service Commission's effort to review all classifications every five years. Information Architect was last reviewed in April, 2012. This classification has one incumbent and is used exclusively by the Department of Technology. After review of the specification and communication with department representatives, wording on two examples of work are refined while the main purpose of the statement remains. In addition, a knowledge statement in the knowledge, skills, and abilities section is updated to remove XML (Extensible Markup Language) and add CSS (Cascading Style Sheets) for relevant computer languages. There are no other proposed changes.

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 Technical Support Analyst (Job Code 0553).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the review the specification for the classification Technical Support Analyst (Job Code 0553) as part of the Civil Service Commission's effort to review all classifications every five years. Technical Support Analyst was last reviewed in October, 2012. This classification currently has eleven incumbents and is used exclusively by the Department of Technology. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there are revisions proposed within the examples of work section to include the disposal of retired or repurposing of replaced equipment. Within the knowledge, skills, and abilities section revisions are proposed to reflect levels of knowledge (some, general, considerable, thorough). There are no other proposed changes.

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 Desktop Support Technician (Job Code 0552).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the review the specification for the classification Desktop Support Technician (Job Code 0552) as part of the Civil Service Commission's effort to review all classifications every five years. Desktop Support Technician was last reviewed in October, 2012. This classification has ten incumbents and is used exclusively by the Department of Technology. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there are revisions within the examples of work section to reflect the installation, configuration, and troubleshooting being performed with mobile devices, such as tablets and laptops. The City is using more mobile devices in addition to or in conjunction with desktop computing. Within the knowledge, skills, and abilities section revisions are proposed to reflect levels of knowledge (some, general, considerable, thorough), and to add statements for some knowledge of mobile device configuration and operation, and some knowledge of security principles for computing devices. There are no other proposed changes.

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 Boiler Operator (Job Code 3855).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the review the specification for the classification Boiler Operator (Job Code 3855) as part of the Civil Service Commission's effort to review all classifications every five years. Boiler Operator was last reviewed in July, 2013. There are currently two incumbents serving in this classification located in the Facilities Management Division of the Finance Department and the Division of Sewerage and Drainage of the Department of Public Utilities. 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. Based on feedback, it is recommended that this specification be revised to include "operate a computer and related software" to the examples of work and knowledge, skills and abilities sections. There are no other proposed changes.

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 Automotive Mechanic Helper (Job Code 3464).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the review the specification for the classification Automotive Mechanic Helper (Job Code 3464). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Automotive Mechanic Helper was last reviewed in August, 2013. There are currently four 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. Based on feedback, it is recommended that this specification be revised. Proposed changes in the definition section will read, "Under immediate supervision, is responsible for assisting fully-skilled mechanics in making repairs to a diversified fleet of cars, trucks, and other similar equipment." "Operates a computer and related software as needed." will be added to the examples of work. The minimum qualifications will be updated to read, "One (1) year of experience performing minor automotive repair work, or completion of a trade school program in automotive mechanics. Possession of

a valid motor vehicle operator's license. By the completion of the probationary period, must possess a valid Class A commercial motor vehicle operator's license allowing the operation of vehicles with air brakes. Some positions may require the following endorsement(s): Passenger Transport (P), Hazardous Materials (H), and Tanker (N)." No further changes 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 Automotive Mechanic Supervisor II (Job Code 3457).*

*PRESENT: Richard Cherry, Personnel Analyst II*

Richard Cherry presented the review the specification for the classification Automotive Mechanic Supervisor II (Job Code 3457). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Automotive Mechanic Supervisor II was last reviewed in April, 2012. There are currently sixteen employees serving in this classification located in the Department of Finance, Fleet Management Division and the Department of Public Utilities, Division of Water, and Division of Sewerage and Drainage. As part of this review, Civil Service reviewed the specification and questionnaires completed by 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. The new definition will read, "Under direction, is responsible for supervising the work of employees performing skilled mechanical repair and maintenance work on a diversified fleet of cars, trucks, and other similar equipment." "Operates a computer and related software as needed." will be added to the examples of work. Guidelines for class use will be updated to read, "An Automotive Mechanic Supervisor II supervises the work of employees with a Supervisor I as a "working" supervisor." The revised requirements for minimum qualifications will read, "Completion of the twelfth school grade and two (2) years of experience as an Automotive Mechanic Supervisor I with the City of Columbus or comparable experience. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of a diploma. Possession of a valid motor vehicle operator's license. Some positions may require possession of a valid Class A commercial motor vehicle operator's license allowing the operation of vehicles with air brakes by the completion of the probationary period." There are no other proposed revisions to this specification.

*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 Automotive Mechanic Supervisor I (Job Code 3456).*

*PRESENT: Richard Cherry, Personnel Analyst II*

Richard Cherry presented the review the specification for the classification Automotive Mechanic Supervisor I (Job Code 3456). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Automotive Mechanic Supervisor I was last reviewed in December, 2012. There are currently five employees serving in this classification located in the Department of Finance, Fleet Management Division and the Department of Public Utilities, Division of Water. As part of this review, Civil Service reviewed the specification and questionnaires completed by incumbents with supervisory review, and department representatives provided feedback about potential changes. Based on feedback, it is

recommended that the examples of work section include, "The incumbents operate computers in order to initiate and update work orders and complete reports." Minimum qualifications revised requirements will read, "Two (2) years of experience as a fully-skilled automotive mechanic. Possession of a valid motor vehicle operator's license. Some positions may require possession of a valid Class A commercial motor vehicle operator's license allowing the operation of vehicles with air brakes. For some of these positions, one (1) or more of the following endorsements may also be required: Passenger Transport (P), Hazardous Materials (H), and Tanker (N)." There are no other proposed revisions to this specification.

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 Parks Planning and Design Manager (Job Code 1203).*

*PRESENT: Richard Cherry, Personnel Analyst II*

Richard Cherry presented the review the specification for the classification Parks Planning and Design Manager (Job Code 1203). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Parks Planning and Design Manager was last reviewed in November, 2012. There are currently two employees serving in this classification, located in the Recreation and Parks Department. As part of this review, Civil Service reviewed the specification and department representatives provided feedback about potential changes. Based on feedback, it is recommended that this specification be revised as proposed. The new definition will read, "Under general direction, is responsible for managing a unit within the Planning and Design Section of the Recreation and Parks Department and supervising the staff assigned to this section." Examples of work were updated to eliminate duties no longer performed and modify duties to more closely reflect current functions of this classification. No further changes were 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 Parks Development Specialist, retitle it to read Land Development Specialist, and amend Rule XI accordingly (Job Code 1201).*

*PRESENT: Richard Cherry, Personnel Analyst II*

Richard Cherry presented the request to revise and retitle the specification for the classification Parks Development Specialist (Job Code 1201). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Parks Development Specialist was last reviewed in November, 2012. There are currently five employees serving in this classification located in the Recreation and Parks Department. As part of this review, Civil Service reviewed the specification and questionnaires completed by incumbents with supervisory review, and department representatives provided feedback about potential changes. Feedback was also received from representatives of the Division of Sewerage and Drainage of the Department of Public Utilities. Sewerage and Drainage would like to be able to utilize a classification with significant similarities to Parks Development Specialist for the planning, development, improvement, or management of stormwater infrastructures. Therefore, it was decided to broaden this classification to also be utilized by the Division of Sewerage and Drainage as well. Based on feedback, it is recommended that this specification be revised. Since this classification will be utilized for more than just park and recreation development, it is recommended that the title be changed to Land

Development Specialist. Minimum qualifications requirements will read, "Possession of a valid State of Ohio certificate as a registered Landscape Architect, Architect, or Professional Engineer. Substitution(s): Possession of a bachelor's degree AND two (2) years of experience in the planning, design, development, management, or construction of parkland, recreational areas, or stormwater infrastructure may substitute for the certificate. Possession of a valid motor vehicle operator's license." Knowledge, skills, and abilities section be revised to include reference to stormwater infrastructure related statements. No further changes 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 Natural Resources Manager (Job Code 0083).*

*PRESENT: Richard Cherry, Personnel Analyst II*

Richard Cherry presented the request to revise the specification for the classification Natural Resources Manager (Job Code 0083). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Natural Resources Manager was last reviewed in October, 2012. There is currently one employee serving in this classification, located in the Recreation and Parks Department. As part of this review, Civil Service reviewed the specification and a questionnaire completed by the incumbent with supervisory review, and department representatives provided feedback about potential changes. Based on feedback, it is recommended that this specification be revised. With this revision, the new Definition will read, "Under direction, is responsible for managing the Natural Resources section of the Recreation and Parks Department." Examples of work have been updated to eliminate duties that are no longer performed. No further proposed changes are requested.

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 Sewer Telemonitoring Supervisor (Job Code 3974).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented the request to revise the Sewer Telemonitoring Supervisor (Job Code 3974) 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. Sewer Telemonitoring Supervisor was last reviewed in December, 2012. There is currently one employee serving in this classification located in the Department of Public Utilities within the Sewerage and Drainage Division. Based upon information received via questionnaire response from the incumbent, with supervisory review, and input from department representatives, one 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 Maintenance Plumber (Job Code 3911).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented the request to revise the Maintenance Plumber (Job Code 3911) 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. Maintenance Plumber was last reviewed in August, 2012. There are currently six employees serving in this classification located in the Department of Finance and Management within the Facilities Management Division, the Department of Public Utilities within the Water Division, and in the Recreation and Parks Department. Based upon information received via questionnaire responses from a sampling of incumbents, with supervisory review, and input from department representatives, one 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 Dental Assistant (Job Code 1578).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented the request to revise the Dental Assistant (Job Code 1578). Classification. In a recent recruitment effort department representatives noted that the minimum qualifications section erroneously makes reference to the completion of a dental assistant training program approved by the Ohio State Dental Board. The Ohio State Dental Board does not approve dental assistant training programs. To perform dental assisting work in Ohio as basic qualified personnel, individuals must complete a dental assistant training program approved by either the Ohio State Board of Career Colleges or by the American Dental Association. No further changes 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 Community Relations Representative (Job Code 0798).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented the request to revise the Community Relations Representative (Job Code 0798) 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. Community Relations Representative was last reviewed in August, 2013. There is currently one employee serving in this classification located in the Department of Public Service within the Refuse Collection Division. Based upon a review of the specification and input from a department representative, 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 Community Relations Coordinator (Job Code 0796).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented the request to revise the Community Relations Coordinator (Job Code 0796) 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. Community Relations Coordinator was last reviewed in August, 2013. There are currently five employees serving in this classification located in the Department of Neighborhoods, Department of Public Service, and Columbus Public Health. Based upon information received via questionnaire responses from incumbents, with supervisory review, and 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 Public Health Administrator (Family Health) (Job Code 0262).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the Public Health Administrator (Family Health) (Job Code 0262) 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. Public Health Administrator (Family Health) was last reviewed in August, 2012. This single-position classification is located in Columbus Public Health, within the Family Health Division. Based upon input from a department representative, 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 Nature Programs Administrative Manager (Job Code 3155).*

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

Charday Litzzy-Taylor presented the request to revise the specification for the classification Nature Programs Administrative Manager (Job Code 3155). Nature Programs Administrative Manager was recently reviewed in October, 2016. Currently, the minimum qualifications require a bachelor's degree in environmental education, natural resources, wildlife management, outdoor recreation, or closely related field and four (4) years of experience in outdoor or adventure recreation leadership or environmental/natural resources education. The bachelor's degree requirement in a specific field of study is proving to hinder the department's ability to hire and promote qualified candidates who have the required experience and have completed substantial coursework in a related field, but did not actually major in the field of study currently identified on the specification. Therefore, it is proposed that the field of study be removed and the Minimum Qualifications be revised to read, "Possession of a bachelor's degree and four (4) years of experience in outdoor or adventure recreation leadership or environmental/natural resources education." This proposal is consistent within the Class Plan to not require a specific degree when significant experience is also required that provides the knowledge to perform the job.

A motion to approve these requests 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*

	<i>Name of Applicant</i>	<i>Position Applied For</i>	<i>BAR #</i>
1.	<i>Justin Kramer</i>	<i>Police Officer</i>	<i>17-BR-046</i>
2.	<i>Nathan Maiken</i>	<i>Police Officer</i>	<i>17-BR-043</i>
3.	<i>James Whitehead</i>	<i>Police Officer</i>	<i>17-BR-042</i>
4.	<i>Sara Haydocy</i>	<i>Police Officer</i>	<i>17-BR-044</i>

After reviewing the files of Justin Kramer, Nathan Maiken, James Whitehead, and Sara Haydocy, the Commissioners decided their names would not be reinstated to the Police Officer testing process.

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*RE: Background Removals - Pre-Exam.*

	<i>Name of Applicant</i>	<i>Position Applied For</i>
1.	<i>Andrea Amentrout</i>	<i>Police Officer</i>
2.	<i>Thomas Barnes</i>	<i>Police Officer</i>
3.	<i>Stephanie Coleman</i>	<i>Police Officer</i>
4.	<i>Nicholas Giovanoli</i>	<i>Police Officer</i>
5.	<i>Scott Starbuck</i>	<i>Police Officer</i>
6.	<i>Vivian Snyder</i>	<i>Police Officer</i>

After review the files of Andrea Amentrout, Thomas Barnes, Nicholas Giovanoli and Vivian Snyder, the Commissioners decided their names would be reinstated to the Police Officer testing process.

After reviewing the files of Stephanie Coleman and Scott Starbuck, the Commissioners decided their names would not be reinstated to the Police Officer testing process.

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*RE: Background Removals - Post-Exam.*

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

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*RE: Other Administrative/Jurisdictional Reviews:*

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The Commissioners adjourned their regular meeting at 1:37 p.m.

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Grady L. Pettigrew, Jr., President

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Date