

Regular Meeting

*September 25, 2017
12:30 p.m.*

A regular meeting of the Municipal Civil Service Commission convened on Monday, September 25, 2017, at 12:41 p.m. with Grady Pettigrew, Jr. and Stefanie Coe in attendance. PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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RE: Review and approval of the Minutes from the August 28, 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: Trial Board Recommendations

Jacqueline Reedus vs. Columbus City Schools; Bus Driver; Discharge. Trial Board Hearing held September 18, 2017 @ 12:30 p.m.; Appeal Number 17-BA-0004. Failure of the Appellant to appear at scheduled hearing resulted in dismissal of appeal.

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RE: Request of the Civil Service Commission, on behalf of Columbus City Schools, to reallocate all positions currently allocated to the Head Custodian I (Job Code 6320), Head Custodian II (Job Code 6330), and Head Custodian III (Job Code 6340) classifications to the newly created Head Custodian (Job Code 6315) classification and to allow the affected employees to retain their current class status and seniority.

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request, on behalf of Columbus City Schools, to reallocate all positions currently allocated to the Head Custodian I (Job Code 6320), Head Custodian II (Job Code 6330), and Head Custodian III (Job Code 6340) classifications to the newly created Head Custodian (Job Code 6315) classification and to allow the affected employees to retain their current class status and seniority. Commission staff conducted an extensive review of all classifications in the Custodial Services Group, within the General Labor Job Family. Based upon the analysis of the data collected via questionnaire responses, on-site observations and interviews conducted, and discussions with department representatives, recommendations regarding the custodial series were formulated. It was noted that the work performed by employees in the Head Custodian I (Job Code 6320), Head Custodian II (Job Code 6330), and Head Custodian III (Job Code 6340) classifications is essentially the same,

and rather than having redundant classifications, a single Head Custodian classification should be created. all employees in positions currently allocated to the Head Custodian I, Head Custodian II, and Head Custodian III Reallocation of positions to Head classifications shall be reallocated to the Head Custodian (Job Code 6315) classification. No further recommendations 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, on behalf of Columbus City Schools, to revise the specification for the classification Food Production Center Supervisor (Job Code 5210).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to revise the specification for the classification Food Production Center Supervisor (Job Code 5210) for Columbus City Schools. This classification was created in April, 2000. There is one incumbent in this classification at the Food Service Production Center in the school district's Department of Food Services. As part of this review, Civil Service interviewed and reviewed the specification with the incumbent, toured the Food Service Production Center facility, and met with department representatives. Based on feedback, it is recommended that this specification be revised as proposed. No further recommendations 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, on behalf of Columbus City Schools, to revise the specification for the classification Cook I and retitle it to read Cook (Job Code 6252).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Cook I (Job Code 6252) for Columbus City Schools. This classification was last reviewed in October, 2011. There are thirty-four (34) employees serving in this classification within the school district's Department of Food Services. As part of this review, Civil Service reviewed classification questionnaires completed by incumbents, completed job observations, and met with department representatives. Based on feedback, it is recommended that this specification be revised as proposed. It is proposed to revise the title of this classification from Cook I to Cook. There are no additional levels of the Cook classification. The minimum qualifications are revised to reflect one (1) year of food service or food preparation experience. Proposed additions to the knowledge, skills, and abilities section include knowledge of food safety practices and inventory management, and abilities related to the use of a thermometer, keeping records, and time management. No further recommendations 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, on behalf of Columbus City Schools, to revise the specification for the classification Food Service Helper (Job Code 6254).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Food Service Helper (Job Code 6254). This classification was last reviewed in October, 2011. There are currently 171 employees serving in this classification within the school district's Department of Food Services. As part of this process, the Civil Service Commission reviewed classification questionnaires completed by incumbents, conducted interviews with employees at their work sites, and met with department representatives. Based on the feedback received, it is recommended that this specification be revised as proposed. Within the examples of work section two statements were revised to better describe the nature of the work being performed and three statements were added to highlight the food safety and sanitation responsibilities of the incumbent. Currently, the Examination type is competitive. It is proposed that this be revised to the noncompetitive exam type. The noncompetitive designation is recommended noting that the classification largely consists of unskilled positions for which it is impractical to test competitively. The noncompetitive designation, combined with the proposed changes to the Minimum Qualifications, will make it easier for the District to recruit new employees into this entry-level class. The Probationary Period remains unchanged. No further recommendations are proposed.

Please Note: Although an examination type change from Competitive to Noncompetitive was indicated within the submitted report and on the draft/proposed specification, the proposed examination change was not referenced in the subject line of the report, as is typical procedure. After consultation with the CSC Executive Director and the Manager of the Classification unit, it was agreed that because the language did request "to revise the specification....," and the fact the report and proposed specification communicated the intended change, the approval of the Commissioners rendered at the meeting was both informed and sufficient to effectuate the examination type change with no need for any further Commission review/action.

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 Food Service Satellite Worker and retitle it to read Satellite Kitchen Operator (Job Code 6256).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise and retitle the specification for the classification Food Service Satellite Worker (Job Code 6256). This classification was last reviewed in April, 2006. There are currently 66 employees serving in this classification within the school district's Department of Food Services. As part of this process, the Civil Service Commission reviewed classification questionnaires completed by incumbents, conducted interviews with employees at their work sites, and met with department representatives. Based on the feedback received, it is recommended that this specification be revised as proposed. It is proposed that the title of this classification be revised from Food Service Satellite Worker to Satellite Kitchen Operator. The minimum

qualifications should be revised to state, "One (1) year of food service or food preparation experience. Possession of a valid Level I State of Ohio Food Protection Certification upon completion of the probationary period. Possession of a valid motor vehicle operator's license may be required for some positions." Proposed additions to the knowledge, skills, and abilities section include some knowledge of kitchen work safety and knowledge of proper lifting techniques. Some minor wording changes are also proposed. There are no changes proposed to the Probationary Period and Examination type. No further recommendations 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, on behalf of Columbus City Schools, to revise the specification for the classification Supervisor, Maintenance (Landscape), retitle it to read Landscape Maintenance Supervisor, and assign a probationary period of 365 days (Job Code 5625).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Supervisor, Maintenance (Landscape), retitle it to read Landscape Maintenance Supervisor, and assign a probationary period of 365 days (Job Code 5625). This series consists of Landscape Maintenance Worker I, Landscape Maintenance Worker II, and Supervisor, Maintenance (Landscape).

The review for this series consisted of meetings with the director and supervisor to discuss the current work performed and general expectations for the class series. The Supervisor, Maintenance (Landscape) classification was last reviewed in October, 2011. There is currently one employee serving in this classification. Based on the information provided during the class review, there are multiple proposed revisions to the class specification. The definition was revised to more accurately state the level and type of work performed by the proposed Landscape Maintenance Supervisor classification. There are several proposed revisions to the examples of work section to better illustrate the duties typically performed by this classification. Similarly those duties that are or will no longer be performed are proposed to be deleted. There is only a slight formatting change to the minimum qualifications section for consistency throughout the series pertaining to the Class A commercial driver's license. The knowledge, skills, and abilities section was revised to be consistent with the skill set required for successful performance as a Landscape Maintenance Supervisor. It is also recommended that the Probationary Period be 365 days, which is consistent with the learning time associated with a supervisory job. No further recommendations 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, on behalf of Columbus City Schools, to revise the specification for the classification Landscape Maintenance Worker I (Job Code 6535).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Landscape Maintenance Worker I (Job Code 6535). This series consists of Landscape Maintenance Worker I, Landscape Maintenance Worker II, and Supervisor, Maintenance (Landscape). The review for this series consisted of meetings with the director and supervisor to discuss the current

work performed and general expectations with the class series. The Landscape Maintenance Worker I classification was last reviewed in October, 2011. There are currently four employees serving in this classification. Based on the information provided during the class review, there are multiple proposed revisions to the class specification. As part of this review, it was learned that tree trimmer duties were embedded into this class series. The definition was revised to more accurately state the level and type of work performed by the Landscape Maintenance Worker I classification. There are several proposed revisions to the examples of work section to better illustrate the duties typically performed by this classification. Similarly those duties that are or will no longer be performed are proposed to be deleted. The minimum qualifications were revised to more succinctly state the type of experience that is deemed to be qualifying. It is also proposed that the CDL requirement be possessed upon completion of the probationary period. No further recommendations 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, on behalf of Columbus City Schools, to revise the specification for the classification Landscape Maintenance Worker II (Job Code 6540).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Landscape Maintenance Worker II (Job Code 6540). This series consists of Landscape Maintenance Worker I, Landscape Maintenance Worker II, and Supervisor, Maintenance (Landscape). The review for this series consisted of meetings with the director and supervisor to discuss the current work performed and general expectations with the class series. The Landscape Maintenance Worker II classification was last reviewed in October, 2011. There are currently four employees serving in this classification. Based on the information provided during the class review, there are multiple proposed revisions to the class specification. The definition was revised to more accurately state the level and type of work performed by the Landscape Maintenance Worker II classification. There are several proposed revisions to the examples of work section to better illustrate the duties typically performed by this classification. Similarly those duties that are or will no longer be performed are proposed to be deleted. The minimum qualifications were revised to require two (2) years of experience as a Landscape Maintenance Worker I or comparable experience elsewhere. The knowledge, skills, and abilities section was revised to be consistent with the skill sets required for successful performance as a Landscape Maintenance Worker II. No further recommendations 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, on behalf of Columbus City Schools, to create the specification for the classification Tree Trimmer, assign a probationary period of 180 days, and designate the exam type as noncompetitive (Job Code 6533).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to create the specification for the classification Tree Trimmer, assign a probationary period of 180 days, and

designate the exam type as noncompetitive. While reviewing the Landscape Maintenance class series for Columbus City Schools, Commission staff learned that tree trimmer duties were embedded into this class series. The supervisor of this section expressed concerns with having the tree trimming work included in this series for safety reasons. The District currently has one employee who has the knowledge, training, and prior experience to capably perform this type of work. The safety implications associated with tree trimming coupled with the specialized knowledge that is necessary for successful tree trimming usually results in this work being captured in a stand-alone classification. For similar reasons, the City of Columbus has a separate classification series dedicated specifically to tree trimming. From meeting with the supervisor, discussions with the District administration also revealed that they too would prefer having a separate classification to perform this work, with safety being a primary concern. As such, it is proposed that a Tree Trimmer classification for Columbus City Schools be created as proposed, which is very much modeled after the specification used by the City of Columbus. By definition, the proposed Tree Trimmer would be "responsible for pruning trees on and removing trees from Columbus City Schools property." The proposed minimum qualifications state "one (1) year of experience pruning and/or removing trees using a rope and saddle for climbing. Substitution(s): A certificate of completion of an approved tree climbing course from an institute recognized by the National Arborist Association or the International Society of Arboriculture may substitute for the year of experience. Possession of a valid motor vehicle operator's license. Possession of a valid Class A commercial driver's license allowing the operation of vehicles with air brakes by completion of the probationary period." No further recommendations 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, on behalf of Columbus City Schools, to abolish the specification for the classification Fire Safety Equipment Worker (Job Code 6530).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to abolish the specification for the classification Fire Safety Equipment Worker (Job Code 6530). This classification was last reviewed in October, 2011 and is currently vacant. Per discussion with the District representative, there is no plan at the present time or in the near future to use this classification. In the past, the work has been performed by outside contractors and/or electricians and plumbers. The current specification is written to be comparable to the Laborer classification with regards to qualifications and pay. With no intention to use this classification and it currently being vacant, it is recommended that it be abolished.

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

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RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to create the specification for the classification Payroll Clerk, designate the exam type as competitive, and assign a probationary period of 180 days.

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Payroll Clerk to verify payroll and personnel activities. The creation of the proposed classification is in order to fill a need of the school district. Currently the District is using the Account Clerk classification to perform payroll responsibilities. While the District had a Payroll Assistant classification that was created in 2011, it was abolished in 2016 and pay was never assigned. The proposed classification was heavily modeled after the former classification. It is, therefore, requested that the creation of the classification Payroll Clerk 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 Transportation Safety Supervisor, retitle it to read Accident and Safety Investigator, and change the probationary period to 365 days (Job Code 5450).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise and retitle the specification for the classification Transportation Safety Supervisor (Job Code 5450) to read Accident and Safety Investigator for Columbus City Schools. This classification was last reviewed in November, 2000. There is currently one employee serving in this classification within the school district's Safety and Security Department. This employee is currently responsible for investigating accidents and vandalism involving District vehicles. As part of this review, Civil Service met with the incumbent and department representatives provided feedback. Based on feedback, it is recommended that the specification be revised and retitled as proposed. It is proposed that the title be changed to Accident and Safety Investigator to be more in line with what the job is actually doing. Also, there are no supervisory responsibilities. Along with this change is revision to the definition to reflect more up-to-date and accurate responsibilities and will read, "Under general supervision, is responsible for investigating accidents and vandalism involving District vehicles." It is proposed that the minimum qualifications section be revised to read: "Possession of a bachelor's degree and two (2) years of experience in accident insurance or claims investigation or related experience. Substitution(s): Four (4) years of additional experience may substitute for the degree on a year-for-year basis. Possession of a valid motor vehicles operator's license." The primary changes to the knowledge, skills, and abilities section are to eliminate skills and abilities that refer to specific tasks such as "skill in gathering facts surrounding circumstances;" "skill in conveying information in a classroom and on-road setting;" and "ability to prepare and process personnel action paperwork from disciplinary conferences in a timely manner." No further recommendations 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 approve the specification review for the classification Composting Facility Supervisor with no revisions (Job Code 3897).

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

Charday M. Litz-Taylor presented the request for the Composting Facility Supervisor (Job Code 3897) classification be approved with no changes. The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Composting Facility Supervisor was last reviewed in May, 2013. There are currently two employees serving in this classification, located in the Department of Public Utilities, Division of Sewerage and Drainage. As part of this review, questionnaires were completed by the incumbents and a meeting was held with the incumbents to discuss the classification. It was decided that the current specification adequately describes the work being performed. It is, therefore, recommended that the review of the specification for the classification Composting Facility Supervisor be approved with no revisions.

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 Outreach Worker (Job Code 3112).

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

Charday M. Litz-Taylor presented the request to revise the specification for the classification Outreach Worker (Job Code 3112). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Outreach Worker was last reviewed in January, 2013. There are currently thirty-eight employees serving in this classification located in the Department of Recreation and Parks, Central Ohio Area Agency on Aging (COAAA) and Columbus Public Health. Based upon information received from questionnaire responses, interviews conducted with current Outreach Worker incumbents, and feedback from department representatives, some revisions are proposed. Minimum qualifications should read as follows, "Some positions may require specialized skills, background, and/or certifications due to the nature of, or funding requirements for, the program." Proposed change in the knowledge, skills, and abilities section will include the ability operate a computer and related software. The statement, "may provide child care services that serve to enable clients to receive testing or treatment" is proposed to be added to the examples of work. No further recommendations 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 Property Maintenance Inspection Manager (Job Code 1792).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request for changes to the minimum qualifications for Property Maintenance Inspection Manager (Job Code 1792). Specifically, department representatives would like to have the bachelor's degree requirement removed and the years of experience reduced. While succession planning, the department has encountered problems promoting into this classification from within as a result of the current requirements.

After further review, it has, indeed, been determined that the current requirements are excessive compared to other similar classifications within the Class Plan. The lower classifications in the series do not require any college education and only require the certification, along with years of experience. By requiring a bachelor's degree for Property Maintenance Inspection Manager, the department's ability to promote from within is hindered because the education is not required for the lower classifications and, as a result, the candidate pool could considerably be reduced. Therefore, since the lower classifications only require a certification and years of experience, it is recommended that Property Maintenance Inspection Manager be revised in the same manner while reducing the years of required experience. No further recommendations 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 Building Services Specialist (Job Code 2016).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise the specification for the classification Building Services Specialist (Job Code 2016). Building Services Specialist was last reviewed in April, 2016. There are currently no incumbents serving in this classification, which is intended to be utilized within the Building and Zoning Services Department. As part of this review, Civil Service met with department representatives to ascertain information about this request. Based on feedback, it is recommended that this specification be revised as proposed. According to the proposed definition, the Building Services Specialist will be responsible for coordinating, planning, and evaluating the activities of a specialized Building and Zoning Services section while working under general direction. It is recommended that the minimum qualifications for this classification be revised. The proposed requirements are five (5) years of experience assisting with or performing planning, plan review, zoning, building compliance, skilled trades, or structural/electrical/mechanical inspection work. College coursework may be substituted for up to four (4) years of the required experience on a year-for-year basis (30 semester/45 quarter credit hours equals one (1) year). The examination type is proposed to be noncompetitive (with a qualifying examination). No further recommendations 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 Income Tax Division Assistant Administrator (Job Code 0225).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise the specification for the classification Income Tax Division Assistant Administrator (Job Code 0225). In an electronic memorandum received from the City Auditor Income Tax Division, a proposed change to the minimum qualifications for Income Tax Division Assistant Administrator (Job Code 0225) was requested. Specifically, department representatives would like to include an additional path to qualify for this classification. The department would like the requirements for this classification to be consistent with the Administrator classification in the same series. The proposed qualifications would allow an attorney, who is licensed

to practice in the State of Ohio and who has three (3) years of experience in the governmental practice of law to be appointed to this classification. Currently, an attorney with the specified experience would qualify for the Administrator classification, but not the Assistant Administrator. Therefore, to be consistent, it is recommended that Income Tax Division Assistant Administrator be revised as proposed. No further recommendations 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 create the specification for the classification Aging Programs Assistant Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to create the specification for the classification Aging Programs Assistant Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly. A review of the Class Plan determined that there is not another classification suitable for use that is a good match for the scope of responsibilities. As such, Civil Service staff has determined that it is appropriate to create the classification Aging Programs Assistant Administrator. By definition, the proposed Aging Programs Assistant Administrator, working under administrative direction, would be responsible for assisting in the direction of administrative and technical activities of the Central Ohio Area Agency on Aging (COAAA). The examples of work section was developed to include those responsibilities identified as important for the classification. An employee in the Aging Programs Assistant Administrator classification will be expected to perform these duties competently and proficiently. A guidelines for class use section is included noting that this is a single-position classification to be used only by the Recreation and Parks Department within the Central Ohio Area Agency on Aging. The minimum qualifications section was designed to reflect the qualifications required for successful performance of the job. Successful candidates will possess a bachelor's degree in business administration, public administration, or closely related field and four (4) years of professional experience in fiscal, human resources, or other administrative field. Substitution(s): A master's degree in business administration, public administration, or human resource management may substitute for one (1) year of the required experience.

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 Chief of Staff to the City Council President (U) (Job Code 0833).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Chief of Staff to the City Council President (U) (Job Code 0833). This request was initiated as part of the Commission's efforts to review every classification at least once every five years. Chief of Staff to the City Council President (U) was last reviewed in March, 2012. As part of this class review,

the specification was forwarded to City Council for review and comment. Based on the feedback received, some revisions are proposed that serve to better describe the overall scope of responsibility that is associated with this classification. Additionally, some revisions are made that clarify the managerial nature of this classification.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Parks Planning Coordinator, retitle it to read Strategic Planning and Construction Management Coordinator, and amend Rule XI accordingly (Job Code 1204).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to revise the specification for the classification Parks Planning Coordinator, retitle it to read Strategic Planning and Construction Management Coordinator, and amend Rule XI accordingly (Job Code 1204). This classification was last revised in June, 2017 and there is currently one employee serving in this classification. Earlier this year, the single position restriction was lifted from this classification as the department was contemplating how parks planning work could be more effectively organized to best accomplish the goals of the department. The volume of parks planning related work has significantly increased over the last several years necessitating more than one coordinator position to effectively manage all of the work being experienced. More recently, the department has decided that the optimal organizational structure would have parks planning work divided into two sections; one focusing specifically on strategic planning and the second focusing on construction management. With this vision largely in place, the department has requested the specification for the classification Parks Planning Coordinator be revised and retitled to include as many details as possible regarding the proposed reorganization. The proposed title is more telling of the work to be performed which would be a huge benefit as the department begins the recruitment process for a second position. By definition, the proposed Strategic Planning and Construction Management Coordinator would be responsible "for the administration and supervision of the Strategic Planning or Construction Management sections of the Recreation and Parks Department." It is proposed that the examples of work section be revised to include those duties most reflective of the work to be performed within the sections of Strategic Planning and Construction Management. No further recommendations 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 create the specification for the classification Deputy Chief of Administration (City Attorney's Office) (U) and designate it to be part of the unclassified service.

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request to create the specification for the classification Deputy Chief of Administration (City Attorney's Office) (U). The City Attorney's Office requested that the Commission create a classification title Deputy Chief of Administration (City Attorney's Office) (U) and designate it to be part of the unclassified service. The proposed classification would serve as a managerial classification over various administrative and policy-related matters that do not require an attorney's license occurring within the

City Attorney's Office. It would report to the Chief of Administration to the City Attorney (U). By definition, the proposed classification would be responsible for "providing oversight and guidance to various administrative and policy-related activities or sections that support and enhance the City Attorney's Office." A guidelines for class use section is also proposed that clarifies the unclassified nature of the proposed job classification and identifies the section of City Charter, which authorizes it to be unclassified. It is also proposed that this classification be restricted to no more than seven positions.

A motion to approve this request 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
Ethan Ruth	Police Officer
Brett Mitchell	Police Officer

After reviewing the files of Ethan Ruth and Brett Mitchell, the Commissioners decided their names would not be reinstated to the Police Officer testing process.

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RE: Other Administrative/Jurisdictional Reviews

Shelly Gates 17-CA-0009	Review of the appeal of <u>Shelly Gates</u> , regarding the denied Request for Review for Firefighter.
James Detrow 17- CA-0011	Review of the appeal of <u>James Detrow</u> , regarding the denied Request for Review for Firefighter.

After reviewing the files for Shelly Gates and James Detrow, the Commissioners decided to dismiss both appeals.

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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

Date