

Regular Meeting

October 30, 2017  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 30, 2017, at 12:07 p.m. with Grady Pettigrew, Jr. and Stefanie Coe, and Delena Edwards in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

*RE: Review and approval of the minutes from the September 25, 2017 Regular Meeting.*

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

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*RE: Pre-Hearing Conference Reviews*

*Dominica Payne vs. Columbus City Schools; Intervention Aide; Discharge. Trial Board Hearing scheduled for December 11, 2017 @ 1:00 p.m.; Appeal Number 17-BA-0007.*

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*RE: Rule Revisions – None Submitted*

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*RE: Trial Board Recommendations*

*Christopher Dodds vs. Columbus City Schools; Garage Assistant Supervisor; Discharge. Trial Board Pre-Conference Hearing held October 18, 2017 @ 1:00 p.m.; Appeal Number 17-BA-0006. Failure of the Appellant to appear at scheduled Pre-Hearing Conference resulted in dismissal of appeal.*

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

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*RE: Review and approval of the Findings and Recommendation of the Investigative Hearing held on September 28, 2017 regarding potential test security breach caused by the removal of the Fire Oral Assessment Mechanism (FOAM) Assessor’s Manual – Investigation No. 17-CI-0001.*

A motion to approve this finding was made, seconded, and approved 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 Senior Systems Administrator, assign a probationary period of 365 days, and designate the exam type as noncompetitive.*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request, on behalf of Columbus City Schools, to create the specification for the classification Senior Systems Administrator, assign a probationary period of 365 days, and designate the exam type as noncompetitive. Columbus City Schools requested the creation of a Senior Systems Administrator classification to perform a full range of systems administration duties that involve large and/or complex operating systems and enterprise server systems. Currently, the District is using outside contractors to perform the more complicated systems administration work. The proposed classification would allow the District to consider bringing these responsibilities in house. Information used to develop the proposed specification originated from representatives within Columbus City Schools and from questionnaires completed by outside consultants that are currently performing the complex server and systems administration duties. Based on the information received, it is recommended that a Senior Systems Administrator classification be created as proposed.

A motion to approve this request was made, seconded, and approved 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 Architectural Designer (Job Code 5905).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request, on behalf of Columbus City Schools, to abolish the specification for the classification Architectural Designer (Job Code 5905). This classification was last reviewed in October, 1988 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. With no intention to use this classification and it currently being vacant, it is recommended that it be abolished as proposed.

A motion to approve this request was made, seconded, and approved 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 Safety and Security Compliance Investigator and change the probationary period to 365 days (Job Code 5110).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Safety and Security Compliance Investigator and change the probationary period to 365 days (Job Code 5110). This classification has not been reviewed since its creation in August, 2007. There is currently one employee serving in this classification within the school district's Safety and Security Department. As part of this review, Civil Service met with the incumbent and other department representatives to obtain feedback. Based on feedback, it is recommended that the specification be revised as proposed. The recommendations for the examples of work section are to eliminate the duties that are no longer performed and to add duties that are currently being performed. It is also proposed that revisions be made to some of the existing duties in order to make them more up-to-date. The minimum qualifications are recommended to read, "Possession of a bachelor's

degree and five (5) years of experience working as a law enforcement officer, parole officer, safety and security officer, emergency management official, or comparable experience. Possession of a valid motor vehicle operator's license. By completion of the probationary period, must possess certifications in Basic First Aid, Cardiopulmonary Resuscitation (CPR), and Automated Electronic Defibrillation (AED)."

Once employed, incumbents are expected to obtain certifications in Incident Response to Terrorist Bombing (IRTB) and Prevention and Response to Suicide Bombing Incidents (PRSBI). However, the classes for these certifications are not offered on a regular basis. Therefore, it is recommended that a special note be added to the specification stating "Employees in this classification will be expected to obtain certifications in Incident Response to Terrorist Bombing (IRTB) and Prevention and Response to Suicide Bombing Incidents (PRSBI) when made available." It is also proposed that the Probationary Period be changed from 270 to 365 Days. No further changes are proposed.

A motion to approve this request was made, seconded, and approved 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 Safety and Security Supervisor and change the probationary period to 365 days (Job Code 5120).*

*PRESENT: Richard Cherry, Personnel Analyst II*

Richard Cherry presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Safety and Security Supervisor and change the probationary period to 365 days (Job Code 5120). This classification has not been reviewed since its creation in March, 2009. There is currently one employee serving in this classification within the school district's Safety and Security Department. As part of this review, Civil Service met with the incumbent and other department representatives to obtain feedback. Based on feedback, it is recommended that the specification be revised as proposed. The definition will be revised to read "responsible for supervising safety and security personnel in their assigned schools." The recommendations for the examples of work section are to add duties that are currently being performed and modify some of the existing duties in order to make them more up-to-date. The minimum qualifications proposed would be revised to read "Possession of a bachelor's degree and four (4) years of experience working with children as a law enforcement officer, parole officer, safety and security officer, or comparable experience. Possession of a valid motor vehicle operator's license. By completion of the probationary period, must possess valid certifications in Crisis Prevention Intervention (CPI), Basic First Aid, Cardiopulmonary Resuscitation (CPR), and Automated Electronic Defibrillation (AED)." Once employed, incumbents are expected to obtain certifications in Incident Response to Terrorist Bombing (IRTB) and Prevention and Response to Suicide Bombing Incidents (PRSBI). However, the classes for these certifications are not offered on a regular basis. Therefore, it is recommended that a special note be added to the specification stating, "Employees in this classification will be expected to obtain certifications in Incident Response to Terrorist Bombing (IRTB) and Prevention and Response to Suicide Bombing Incidents (PRSBI) when made available." 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 interviewing techniques;" and the "ability to obtain and maintain CPR certification;" and to modify and add the statements "considerable knowledge of investigative procedures;" and the "ability to effectively interact with persons of a different race, ethnic background, or sex." It is also proposed that the Probationary Period be changed from 270 to 365

Days. No further changes are proposed.

A motion to approve this request was made, seconded, and approved 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 Student Safety Resource Coordinator, retitle it to read Safety and Security Resource Specialist, and change the probationary period to 365 days (Job Code 5130).*

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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 Human Resources Representative, assign a probationary period of 365 days, and designate the exam type as competitive.*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented this request, on behalf of Columbus City Schools, to create the specification for the classification Human Resources Representative, assign a probationary period of 365 days, and designate the exam type as competitive. Columbus City Schools requested the creation of a classification to perform entry-level professional human resources work for the District. Currently, within their classified service, the District has two professional level (fully-skilled and supervisory) classifications to perform human resources work. However, they have no entry-level professional classification that could serve as an advancement opportunity from their administrative support-level or that could be used to promote into the fully-skilled classification, Personnel Analyst. The absence of an entry-level professional classification within the centralized Human Resources Office creates a serious gap with regards to job/employee progressions. As such, the District has inquired about having a classification available to them that is similar to the City's Human Resources Representative, which they believe could fulfill this need. It is, therefore, recommended that a Human Resources Representative classification, modeled much like what is used by the City, be created as proposed for Columbus City Schools. The proposed minimum qualifications would require the possession of a bachelor's degree. The knowledge, skills, and abilities section was developed to be consistent with the skill sets required for successful performance as a Human Resources Representative. It is recommended that the probationary period be 365 Days, which is most indicative of the learning time associated with the job. It is also recommended that the Examination type be designated as Competitive. Furthermore, it is recommended that the Job Family/Group be Administrative Professional/Human Resources and the EEO Category be 314. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved 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 Environmental Systems Technician Supervisor (Controls), retitle it to read HVAC Supervisor, and change the probationary period to 365 days (Job Code 5620).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request, on behalf of Columbus City Schools, to revise the specification for the classification Environmental Systems Technician Supervisor (Controls), retitle it to read HVAC Supervisor, and change the probationary period to 365 days (Job Code 5620). The Environmental Systems (Control) series was added to the class review list for this year after meeting with the director and hearing his concerns regarding some recent recruiting efforts that failed to yield a promising applicant pool for several current vacancies. This series consists of an Environmental Systems Technician (Controls) and an Environmental Systems Technician Supervisor (Controls). The Environmental Systems Technician Supervisor (Controls) (Job Code 5620) specification was last revised in February, 2005. There are currently no employees serving in this classification. It is currently being posted as vacant. Based on the information provided during the class review, there are multiple proposed revisions to the class specification.

One of the more significant changes proposed and one that should dramatically help with some of the recruiting issues is to retitle the classification HVAC Supervisor. The current title, Environmental Systems Technician Supervisor (Controls), is both overly wordy and not very telling as to what the job really is. Whereas HVAC Supervisor is a commonly used title for the

Environmental Systems Technician Supervisor (Controls) work performed. The definition statement was revised slightly to state that this classification supervises staff who are involved in the repair of heating, ventilation, and air conditioning (HVAC) equipment and central control units.

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 reference the proposed new title for the lower level class in the series, HVAC Technician, for the type of experience required. It is also recommended that the Probationary Period be changed to 365 days, which is most consistent with the learning time for a supervisory classification. There are no proposed changes to the Examination type, Job Family, or EEO Job Category. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved 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 Environmental Systems Technician (Controls) and retitle it to read HVAC Technician (Job Code 6515).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request, on behalf of Columbus City Schools, to revise the specification for the classification Environmental Systems Technician (Controls) and retitle it to read HVAC Technician (Job Code 6515). The Environmental Systems (Control) series was added to the class review list for this year after meeting with the director and hearing his concerns regarding some recent recruiting efforts that failed to yield a promising applicant pool for several current vacancies. This series consists of an Environmental Systems Technician (Controls) and an Environmental Systems Technician Supervisor (Controls). The Environmental Systems Technician (Controls) (Job Code 6515) specification was last revised in October, 2011. There are currently six 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 statement was revised to also include the "installation" of heating, ventilation, and air conditioning (HVAC) equipment and control units as a major activity performed by this classification. There are several proposed additions to the examples of work section to better illustrate

the duties typically performed. Similarly, those duties that are or will no longer be performed are proposed to be deleted. The minimum qualifications were revised to more simply state the type of experience that is deemed to be qualifying. It is also recommended that the Probationary Period remain 180 Days. There are no proposed changes to the Examination type, Job Family, or EEO Job Category. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved 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 Laborer and designate the examination type as noncompetitive (Job Code 6920).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request, on behalf of Columbus City Schools, to revise the specification for the classification Laborer and designate the examination type as noncompetitive (Job Code 6920). The Laborer (Job Code 6920) classification was scheduled for review this year. While written broadly so that it could be used at multiple work locations, it is currently being used at the Food Service Production Center and the Hudson Street Warehouse. The review for this series consisted of meetings with the supervisors at both work locations to discuss the current duties and general expectations with the class specification. The Laborer classification was last reviewed in October, 2011. There are currently seven employees serving in this classification. Based on the information provided during the class review, there are multiple proposed revisions to the class specification. The current definition statement accurately states the primary reason or purpose that the Laborer classification exists, which is to be responsible for "performing unskilled manual work." There are several proposed revisions to the examples of work section to better describe the duties that are currently being performed by this classification. The minimum qualifications were revised to remove some outdated language referring to a sixth grade education or equivalency. It is further proposed that the commercial driver's license requirement be removed. There are no positions that currently require a commercial driver's license and no example of work that refers to commercial vehicle being operated that could potentially necessitate this requirement being applied on a position-by-position basis. The proposed qualifications would simply require, "Possession of a valid motor vehicle operator's license." It is recommended that the Probationary Period remain 180 Days and that the Examination type be designated as Noncompetitive. This proposed change is consistent with other unskilled classifications where test development is deemed impracticable due to the unskilled nature of the work. There are no proposed changes to the Job Family, or EEO Job Category. No further recommendations were proposed. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved 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 Head Custodian I (Job Code 6320).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request, on behalf of Columbus City Schools, to abolish the specification for the classification Head Custodian I (Job Code 6320). This request is the result of a comprehensive review of the Custodial Services Group within the General Labor Job Family. As a result of the classification review it was determined that the work performed in the Head Custodian I, Head Custodian II, and Head Custodian III classifications is essentially the same, and rather than having redundant classifications, a single Head Custodian classification should be created. In August, 2017 the Commission approved the creation of the classification Head Custodian. In September, 2017 all employees in positions allocated to Head Custodian I were reallocated to the newly created Head Custodian classification. There are currently no employees serving in this classification. Noting that there is no intention to utilize the classification in the future, the District is in agreement with the abolishment of the Head Custodian I classification. It is, therefore, recommended that the specification for the classification Head Custodian I be abolished as proposed.

A motion to approve this request was made, seconded, and approved 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 Head Custodian II (Job Code 6330).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request, on behalf of Columbus City Schools, to abolish the specification for the classification Head Custodian II (Job Code 6330). This request is the result of a comprehensive review of the Custodial Services Group within the General Labor Job Family. As a result of the classification review it was determined that the work performed in the Head Custodian I, Head Custodian II, and Head Custodian III classifications is essentially the same, and rather than having redundant classifications, a single Head Custodian classification should be created. In August, 2017 the Commission approved the creation of the classification Head Custodian. In September, 2017 all employees in positions allocated to Head Custodian II were reallocated to the newly created Head Custodian classification. There are currently no employees serving in this classification. Noting that there is no intention to utilize the classification in the future, the District is in agreement with the abolishment of the Head Custodian II classification. It is, therefore, recommended that the specification for the classification Head Custodian II be abolished as proposed.

A motion to approve this request was made, seconded, and approved 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 Head Custodian III (Job Code 6340).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request, on behalf of Columbus City Schools, to abolish the specification for the classification Head Custodian III (Job Code 6340). This request is the result of a comprehensive review of the Custodial Services Group within the General Labor Job Family. As a result of the classification review it was determined that the work performed in the Head

Custodian I, Head Custodian II, and Head Custodian III classifications is essentially the same, and rather than having redundant classifications, a single Head Custodian classification should be created. In August, 2017 the Commission approved the creation of the classification Head Custodian. In September, 2017 all employees in positions allocated to Head Custodian III were reallocated to the newly created Head Custodian classification. There are currently no employees serving in this classification. Noting that there is no intention to utilize the classification in the future, the District is in agreement with the abolishment of the Head Custodian III classification. It is, therefore, recommended that the specification for the classification Head Custodian III be abolished as proposed.

A motion to approve this request was made, seconded, and approved 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 Occupational Therapist Assistant (Job Code 6930).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Occupational Therapist Assistant (Job Code 6930). Occupational Therapist Assistant was last reviewed in April, 1989. There is currently one employee serving in this classification, located in the Department of Occupational Therapy - Physical Therapy. Based on discussions with department representatives, revisions to the specification are proposed to more accurately describe the work. It is proposed that the definition be revised to read as follows, "Under the direction of a licensed Occupational Therapist, is responsible for providing occupational therapy services to students in the public schools." It is proposed that the examples of work section be revised to better describe the typical duties performed by an employee working in the classification. It is proposed that the Minimum Qualifications section be revised to include, "Possession of a valid State of Ohio Occupational Therapist Assistant License" and "Possession of a Professional Pupil Services License from the Ohio Department of Education." It is proposed that a special note section be added which states, "The Professional Pupil Services License may be acquired after the employment application is submitted, however, it must be obtained prior to the employee selection." No further recommendations are proposed.

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Safety Analyst with no revisions (Job Code 3043).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to approve the specification review for the classification Public Safety Analyst with no revisions (Job Code 3043). Public Safety Analyst was created in May, 2013. There are currently one full-time and two part-time employees serving in this classification, located in the Department of Public Safety, within the Police Division. After reviewing the

specification and a questionnaire completed by the full-time employee, with supervisory review, and input from department representatives, it was determined that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Public Safety Analyst be approved with no revisions.

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Safety Manager with no revisions (Job Code 3049).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to approve the specification review for the classification Public Safety Manager with no revisions (Job Code 3049). Public Safety Manager was last reviewed in May, 2013. There are currently two employees serving in this classification, located in the Department of Public Safety, within the Police Division. After reviewing the specification and questionnaires completed by the incumbents, with supervisory review, and input from department representatives, it was determined that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Public Safety Manager be approved with no revisions.

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Sewer Service Supervisor (Emergency) with no revisions (Job Code 3314).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to approve the specification review for the classification Sewer Service Supervisor (Emergency) with no revisions (Job Code 3314). Sewer Service Supervisor (Emergency) was last reviewed in December, 2012. There are currently two employees serving in this classification, located in the Department of Public Utilities, within the Sewerage and Drainage Division. After reviewing the specification and questionnaires completed by the incumbents, with supervisory review and input from department representatives, it was determined that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Sewer Service Supervisor (Emergency) be approved with no revisions.

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Power Distribution Manager with no revisions (Job Code 3582).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to approve the specification review for the classification Power Distribution Manager with no revisions (Job Code 3582). Power Distribution Manager was last reviewed in October, 2012. This classification currently has one incumbent and is used exclusively by the Department of Public Utilities, Division of Power. After review of the incumbent's questionnaire, with supervisory review, and communication with department representatives, there are no proposed changes to the class specification at this time.

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

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Soil Applications Coordinator with no revisions (Job Code 0769).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented the request to approve the specification review for the classification Wastewater Soil Applications Coordinator with no revisions (Job Code 0769).

Wastewater Soil Applications Coordinator was last reviewed in September, 2013. This single-position classification is located in the Department of Public Utilities, within the Sewerage and Drainage Division. Input was solicited from the incumbent and department representatives, however no feedback was provided. After reviewing the specification it was decided that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Wastewater Soil Applications Coordinator be approved with no revisions.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian-In-Training (Job Code 1831).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented the request to revise the specification for the classification Public Health Sanitarian-In-Training (Job Code 1831). Historically, the Ohio State Board of Sanitarian Registration has conducted the certification of Sanitarians. The Ohio State Board of Sanitarian Registration has been abolished. In accordance with Chapter 4736 of the Ohio Revised Code the Ohio Department of Health is now responsible for the certification of Sanitarians. It is proposed that the minimum qualifications section be revised to delete reference to the Ohio State Board of Sanitarian Registration and make appropriate reference to State of Ohio certification. The special note section has been revised to remove information which is subject to change and typically not included on other classifications requiring professional credentials. There are no other revisions proposed to the specification. It is, therefore,

recommended that the classification Public Health Sanitarian-In-Training be approved as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian I (Job Code 1832).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Public Health Sanitarian I (Job Code 1832). Historically, the Ohio State Board of Sanitarian Registration has conducted the certification of Sanitarians. The Ohio State Board of Sanitarian Registration has been abolished. In accordance with Chapter 4736 of the Ohio Revised Code the Ohio Department of Health is now responsible for the certification of Sanitarians. It is proposed that the minimum qualifications section be revised to delete reference to the Ohio State Board of Sanitarian Registration and make appropriate reference to State of Ohio certification. The special note section has been removed as this information is typically not included on other classifications requiring professional credentials, and furthermore, the information is subject to change. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Public Health Sanitarian I be approved as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian II (Job Code 1833).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Public Health Sanitarian II (Job Code 1833). Historically, the Ohio State Board of Sanitarian Registration has conducted the certification of Sanitarians. The Ohio State Board of Sanitarian Registration has been abolished. In accordance with Chapter 4736 of the Ohio Revised Code the Ohio Department of Health is now responsible for the certification of Sanitarians. It is proposed that the minimum qualifications section be revised to delete reference to the Ohio State Board of Sanitarian Registration and make appropriate reference to State of Ohio certification. The special note section has been removed as this information is typically not included on other classifications requiring professional credentials, and furthermore, the information is subject to change. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Public Health Sanitarian II be approved as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian III (Job Code 1844).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Public Health Sanitarian III (Job Code 1844). Historically, the Ohio State Board of Sanitarian Registration has conducted the certification of Sanitarians. The Ohio State Board of Sanitarian Registration has been abolished. In accordance with Chapter 4736 of the Ohio Revised Code the Ohio Department of Health is now responsible for the certification of Sanitarians. It is proposed that the minimum qualifications section be revised to delete reference to the Ohio State Board of Sanitarian Registration and make appropriate reference to State of Ohio certification. The special note section has been removed as this information is typically not included on other classifications requiring professional credentials, and furthermore, the information is subject to change. It is, therefore, recommended that the classification Public Health Sanitarian III be approved as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian IV (Job Code 1845).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Public Health Sanitarian IV (Job Code 1845). Historically, the Ohio State Board of Sanitarian Registration has conducted the certification of Sanitarians. The Ohio State Board of Sanitarian Registration has been abolished. In accordance with Chapter 4736 of the Ohio Revised Code the Ohio Department of Health is now responsible for the certification of Sanitarians. It is proposed that the minimum qualifications section be revised to delete reference to the Ohio State Board of Sanitarian Registration and make appropriate reference to State of Ohio certification. The special note section has been removed as this information is typically not included on other classifications requiring professional credentials, and furthermore, the information is subject to change. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Public Health Sanitarian IV be approved as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification EMS Instructor II (Job Code 1627).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification EMS Instructor II (Job Code 1627). Employees working in the EMS Instructor II classification are responsible for leading and conducting all phases of entry-level, refresher, paramedic, and continuing medical training for the Department of Public Safety, Division of Fire. The Columbus Division of Fire EMS Education Program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). In accordance with the CAAHEP accepted standards and guidelines, employees working in the capacity of a lead instructor must possess a minimum of an associate degree. Lead instructor duties may include teaching paramedic or Advanced Emergency

Medical Technician courses and assisting in the coordination of the didactic, lab, clinical, and field internship instruction. Within the Columbus Division of Fire EMS Education Program, positions allocated to the EMS Instructor II classification function in the capacity of a lead instructor. It is proposed that the minimum qualifications section be revised to include the appropriate educational requirement. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification EMS Instructor II be approved as proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Chemist II and designate the examination type as noncompetitive (Job Code 1929).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Wastewater Chemist II and designate the examination type as noncompetitive (Job Code 1929). In a letter from Tracie Davies, Public Utilities Director, the Department expressed their request to change the examination type from competitive to noncompetitive due to the peculiar and exceptional scientific educational and experience qualifications. Wastewater Chemist II is included in the Class Plan in the Applied Sciences Job Family, within the Laboratory and Research Group. It is in series with the Wastewater Chemist I and Wastewater Chemist III classifications. It is proposed that the Examination type be designated as Noncompetitive per Commission policies and City Charter. No further recommendations are proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Carpenter Supervisor (Job Code 3516).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Maintenance Carpenter Supervisor (Job Code 3516). Maintenance Carpenter Supervisor was last reviewed in October, 2012. There are currently no employees serving in this classification. Based upon a review of the classification specification and input from department representatives, some minor revisions are proposed. The proposed revisions are consistent with the intended use of the classification should the departments choose to utilize the classification in the future. It is proposed that one statement be added to the examples of work section to note that employees in the classification will "operate a computerized work order system to track work to be done and materials usage." No further recommendations are proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Street/Traffic Maintenance Investigator, retitle it to read Right-of-Way/Traffic Investigator, and amend Rule XI accordingly (Job Code 1002).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request to revise the specification for the classification Street/Traffic Maintenance Investigator, retitle it to read Right-of-Way/Traffic Investigator, and amend Rule XI accordingly (Job Code 1002). Street/Traffic Maintenance Investigator was last reviewed in August, 2012. There are currently eight employees serving in this classification located in the Public Service Department's Infrastructure Management Division and Traffic Management Division. 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 and retitled as proposed. The proposed Definition will read, "Under direction, is responsible for the examination, investigation, and inspection of concerns, service requests, and/or right-of-way/traffic complaints and making recommendations for corrective or preventative actions relating to the City's Right-of-Way/Traffic Program." Since this classification will be utilized for the City's Right-of-Way/Traffic Program, it is recommended that the title be changed to Right-of-Way/Traffic Investigator. Revisions to the examples of work are the addition of some duties that are currently being performed and the modification of some existing duties to reflect more of the day-to-day functions related to right-of-way and traffic investigation. Minimum Qualifications will read, "Three (3) years of experience in the construction, maintenance, repair, or inspection of streets, alleys, and right-of-ways; or field testing of materials in the construction or repair of hard infrastructures (e.g., streets, roadways, bridges, or large parking areas; laying sewer pipes or water lines; traffic control markings, signs, and devices; or street light installation). Substitution(s): College level coursework in engineering, construction management, or a closely related field may be substituted for the required experience on a year-for-year basis (30 semester/45 quarter credit hours equal one (1) year)," and, "Possession of a valid motor vehicle operator's license." The knowledge, skills, and abilities section be revised to include "ability to prioritize work load in terms of importance of project. No further recommendations are proposed.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Technology Director/CIO (U) (Job Code 0100).*

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Technology Director/CIO (U) (Job Code 0100). Technology Director/CIO (U) was last reviewed in July, 2012. As part of this class review, staff suggested a revision to the examples of work section that was forwarded to the department for review and additional feedback. The proposed revision was to include language that better reflects the organizational structure that is in place under the current director. The proposed statement reads, "directs the activities of a consolidated technology department that includes such major functions as infrastructure, client computing, applications management, data analysis and mining, and information security/threat management." No further recommendations are proposed.

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

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*RE: Personnel Actions for City of Columbus – None Submitted*

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*RE: Residency Hearing Reviews- None Submitted*

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*RE: Background Removals*

Applicants Removed Post-Exam

	Name of Applicant	Position Applied For
1.	Michael Dering	Firefighter
2.	Ryan P. Malone	Firefighter
3.	Amanda Campbell	Police Officer
4.	Kendall Clark	Police Officer
5.	Kyle Graber	Police Officer
6.	Kimberly Lowry	Police Officer
7.	Adam J. Miller	Police Officer
8.	Brett E. Oxley	Police Officer
9.	Judith Torres	Police Officer

After reviewing the file of Michael Dering, the Commissioners decided his name would be reinstated to the Firefighter testing process. After reviewing the file of Ryan P. Malone, the Commissioners decided his name would not be reinstated to the Firefighter testing process.

After reviewing the files of Amanda Campbell, Kendall Clark and Brett E. Oxley, the Commissioners decided their names would be reinstated to the Police Officer testing process. After reviewing the files of Kyle Graber, Kimberly Lowry, Adam J. Miller and Judith Torres, the Commissioners decided their names would not be reinstated to the Police Officer testing process.

Other Administrative/Jurisdictional Reviews

1.	Joseph Deal #17-CA-0010	Review of the appeal of <u>Joseph Deal</u> , regarding the denied Request for Review for Firefighter.	Dismissed
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After reviewing the files for Joseph Deal, the Commissioners decided to dismiss both appeals.

1:30 P.M.

*RE: No Disciplinary Hearing or Trial Board.*

*The Commissioners adjourned their regular meeting at 1:25 p.m.*

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*Grady L. Pettigrew, Jr., President*

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*Date*