

1. RE: A regular meeting of the Municipal Civil Service Commission convened on Monday, January 29, 2018 at 12:44 p.m. Grady Pettigrew, 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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2. RE: Review and approval of the Minutes from the December 11, 2017 Regular Meeting.

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

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3. RE: Pre-Hearing Conference Reviews

William Knopic vs. Columbus City Schools; Bus driver; 20 day suspension. Trial Board Hearing scheduled for Wednesday, February 21, 2018 @ 12:30 p.m.; Appeal Number: 17-BA-0008.

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4. RE: Rule Revisions – None Submitted.

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5. RE: Election of Commission President

Commission Member Stefanie Coe nominated the current Commission President, Grady Pettigrew, Jr., to serve as Commission President for the year 2018.

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

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6. RE: Trial Board Recommendations

Request of the Appellant Angela Favours, to withdraw the appeal she filed March 29, 2017, regarding her termination from the position Food Service Helper with Columbus City Schools – Appeal Number 17-BA-0003.

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7. RE: Personnel Actions Columbus City Schools

Receipt of the Rationale and Supporting Documentation from the Columbus City Schools for the Layoff of a Classified Employee effective February 28, 2018.

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

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8. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Electrician Supervisor (Job Code 5630).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Maintenance Electrician Supervisor (Job Code 5630). In a request dated December 22, 2017, Columbus City Schools has requested that the minimum qualifications section for the Maintenance Electrician Supervisor classification be revised. Specifically, it was requested that the electrical contractor's license be removed. There is no State requirement that individuals employed by Columbus City Schools possess a contractor's license in order to perform the work stated on the specification. Rather, the contractor's licenses are issued by the Ohio Construction Industry Licensing Board (OCILB) to qualified commercial contractors in the areas of electrical, HVAC, refrigeration, plumbing, and hydronics. Consequently, the current licensure requirement included on the specification serves to create an artificial barrier, which unnecessarily restricts the applicant pool from which the District must hire. Therefore, it is recommended that this requirement be deleted.

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

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9. RE: Request of the Civil Service Commission staff to revise the specification for the classification Strategic Planning and Construction Management Coordinator (Job Code 1204).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Strategic Planning and Construction Management Coordinator (Job Code 1204). Commission staff requests to revise the Minimum Qualifications for the

classification Strategic Planning and Construction Management Coordinator (Job Code 1204). The proposed revision comes after discussion with departmental representatives regarding recent recruitment activity. While this classification has been reviewed several times already in anticipation of filling two (2) vacancies, it was not believed during these previous reviews that the current qualifications were problematic. It was only through this recruitment effort for a strategic management position that the department identified several strong candidates with very impressive strategic experience who did not possess the professional licensure (either Engineer, Architect, or Landscape Architect). It was from these discoveries that discussions were once again reconvened to revise the Minimum Qualifications to allow for an alternative pathway for applicants to be deemed qualified. Based on these discussions, it is proposed that the following minimum qualifications be included on the specification as an additional pathway:

“Possession of a bachelor’s degree and eight (8) years of strategic planning experience, which included two (2) years of supervisory experience. Substitution(s): A master's degree may be substituted for one (1) year of the required non-supervisory experience.”

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

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10. RE: Request of the Civil Service Commission staff to revise the specification for the classification Senior Procurement Specialist (Job Code 0775).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to create the specification for the classification Senior Procurement Specialist (Job Code 0775). It is proposed that the examples of work section be revised with the addition of one statement noting responsibility for conducting contract management activities including preparing contract documentation, negotiation of terms and conditions, managing pricing, and resolving issues and extensions. Currently the minimum qualifications note that possession of a valid certification as a Certified Purchasing Manager (CPM) from the Institute for Supply Management (ISM) may substitute for the required bachelor’s degree. The Institute for Supply Management no longer offers new certification for Certified Purchasing Manager, but will offer lifetime recertification. New certification as a Certified Professional in Supply Management (CPSM) and Certified Professional in Supply Management (CPSD) is now offered. It is proposed that the Minimum Qualifications be revised to include the newer certification designations.

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

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11. RE: Request of the Civil Service Commission staff to create the specification for the classification Epidemiologist Supervisor, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

RESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to create the specification for the classification Epidemiologist Supervisor, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly. By definition, the proposed Epidemiologist Supervisor, working under general direction, would be responsible for supervising epidemiologists engaged in community health assessment and the surveillance and control of disease and environmental hazards. The examples of work section was developed to include those responsibilities identified as important for the classification. An employee in the Epidemiologist Supervisor classification will be expected to perform these duties competently and proficiently. 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 and four (4) years of experience as an Epidemiologist. A master's degree in epidemiology, public health, or a related field may substitute for one (1) year of the required experience. The knowledge, skills, and abilities section was developed to include the knowledge, skills, and abilities expected of a successful employee in the job of Epidemiologist Supervisor. Noting the level of education and specialized experience required, it is recommended that the Examination type be designated as Noncompetitive per Commission policy. It is further recommended that the Probationary Period be assigned as 365 Days, which is consistent with the associated learning time and in accordance with Commission guidelines for classifications designated as Noncompetitive. It is also recommended that this classification be assigned within the Health and Social Services Job Family within the Environmental Health Group in the Class Plan and be assigned to the Professional EEO/DOJ Job Category. It is recommended that the proposed classification be assigned to the Environmental Services and Health Services NEOGOV Job Interest Categories 1 and 2, respectively. As proposed, the creation of the classification Epidemiologist Supervisor will facilitate the re-structuring within the Office of Epidemiology, as well as provide a path for professional development of Epidemiologists. It is, therefore, recommended that the classification Epidemiologist Supervisor be created as proposed, and Rule XI amended accordingly.

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

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12. RE: Request of Civil Service Commission staff to create the specification for the classification Street Maintenance Worker, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly.

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve creation of the classification Street Maintenance Worker (Job Code 3994). By definition, the proposed Street Maintenance Worker would be responsible for constructing, maintaining, and/or repairing municipal roads, bridges, and sidewalks. The examples of work section was developed to best represent those responsibilities likely to be performed by positions in the proposed classification. Based on feedback provided by the department, the proposed minimum qualifications section would include two (2) years of experience in road or infrastructure related construction, masonry, concrete finishing, and/or other street maintenance work. Possession of a valid motor vehicle operator's license would also be required. The proposed qualifications are consistent with other maintenance worker level classifications in the City's Class Plan, which typically require one or two years of experience. A guidelines for class use section is proposed that provides additional clarification as to how this classification is intended for use and is differentiated from other classifications. And the proposed knowledge, skills, and abilities section were developed to support the Examples of Work and Minimum Qualifications. It is recommended that the Probationary Period be assigned as 365 Days, which is consistent with the associated learning time given the variety of maintenance work to be learned and assessed. It is further recommended that the Examination type be designated as Competitive per City Charter. It is also recommended that this classification would best belong within the Labor and Maintenance Job Family, the Outdoor Maintenance Job Group, and be assigned to the Service-Maintenance EEO/DOJ Job Category. It is recommended that the proposed classification be assigned to the Maintenance and Trades NEOGOV Job Interest Categories 1 and 2, respectively.

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

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13. RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Worker (Job Code 4015).

PRESENT: Charday Litzy-Taylor, Personnel Analyst I

Charday Litzy-Taylor presented the request to create the specification for the classification Traffic Maintenance Worker (Job Code 4015). This action was initiated by the Department of Public Service. Per the department, this classification may need to assist in the removal of snow and ice during the winter months on an as needed basis. Therefore, it is recommended that the following statement be added to the examples of work section: Operates a front-end loader and snow plowing equipment as needed. The Minimum Qualifications require a valid Class B, commercial motor vehicle license by completion of the probationary period, which is the licensure needed to operate a front-end loader. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Traffic Maintenance Worker be revised as proposed.

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

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14. RE: Request of the Civil Service Commission staff to impose a moratorium on the specification for the classification Public Health Quality Assurance Coordinator (Job Code 1747).

PRESENT: Charday Litzy-Taylor, Personnel Analyst I

Charday Litzy-Taylor presented the request to create the specification for the classification Public Health Quality Assurance Coordinator (Job Code 1747). This action was requested by Columbus Public Health. Public Health Quality Assurance Coordinator was last reviewed in October, 2013. There is currently one employee serving in this classification. After reviewing the use of this classification, it was determined that other classifications used within the department are better suited to handle their quality assurance needs. Using these other classifications would also give the department the ability to tailor their recruitment preferences to meet specific department needs; making it easier to fill vacancies in the future. It is, therefore, recommended that a moratorium be imposed on the Public Health Quality Assurance Coordinator classification that would serve to eliminate redundancy without adversely impacting the current employee. Once the classification is vacated, it will be recommended for abolishment.

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

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15. RE: Request of the Civil Service Commission staff to revise the specification for the classification Software Engineer (Job Code 0585).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to create the specification for the classification Software Engineer (Job Code 0585). The proposed revision of the specification for the classification Software Engineer (Job Code 0585) is pursuant to a request from the Department of Technology in order to expand the applicant pool by allowing for master’s degree substitution for experience. As a master’s degree substitution substitutes for one (1) year of experience in many classifications in our Class Plan, the allowance is proposed to be added to the Software Engineer classification. Given this is a very technical classification, the need for significant coursework to match that required for the bachelor’s degree is proposed within the master’s degree substitution as well. There are no other changes proposed.

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

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- 16. RE: Personnel Actions for City of Columbus – None Submitted.
- 17. RE: Residency Hearing Reviews- None Submitted.
- 18. RE: Background Removals.

Applicants Removed Pre-Exam

	Name of Applicant	Position Applied For
1.	Green, Marcus	911 Emergency Call Taker

After reviewing the file of Douglas Marcus Green, the Commissioners decided his name would be reinstated to the Police Officer testing process.

Applicants Removed Pre-Exam

	Name of Applicant	Position Applied For
1.	O’Conner, Colin	Firefighter
2.	Griest, Jeremy	Firefighter
3.	Saegert, Ryan	Firefighter
4.	Victoria, Richard	Firefighter

After reviewing the files of Colin O’Conner, Jeremy Griest, Ryan Saegert, and Richard Victoria, the Commissioners decided their names would not be reinstated to the

Regular Meeting

*January 29, 2018
12:30 p.m.*

Firefighter testing process.

19. RE: Other Administrative/Jurisdictional Reviews – None Submitted.
20. RE: Meeting adjourned at 1:29 P.M.
1:30 P.M.
21. RE: No Disciplinary Hearing or Trial Board.

Regular Meeting

*January 29, 2018
12:30 p.m.*

The Commissioners adjourned their regular meeting at 1:15 p.m.

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Grady L. Pettigrew, Jr., President

Date