

- 1. RE: A regular meeting of the Municipal Civil Service Commission convened on Monday, February 26, 2018 at 1:02 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 January 29, 2018 Regular Meeting.

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

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- 3. RE: Pre-Hearing Conference Reviews - None Submitted.

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- 4. RE: Rule Revisions – None Submitted.

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- 5. RE: Trial Board Recommendations

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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- 6. RE: Personnel Actions Columbus City Schools – None Submitted.

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- 7. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Service Representative (Job Code 6595).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Maintenance Service Representative (Job Code 6595). Columbus City Schools requested the specification for the Maintenance Service Representative (Job Code 6595) classification be revised due to a potential issue with the Minimum Qualifications. Columbus City Schools has a vacancy that they are very interested in filling as soon as possible. However, the current Minimum Qualifications are very likely to be problematic and too restrictive on the size of the applicant pool. While the classification is scheduled for review later this year, it is agreed to expedite this class review in order to assist Columbus City Schools with their recruiting needs. Currently the specification requires three (3) years of experience performing a building trade (carpentry, painting, masonry, electricity, plumbing, heating and air conditioning, preventative maintenance, energy management, or related trade) in order to process various building related service requests from across the District. Given that the work assigned is primarily clerical and in an office environment, the current Minimum Qualifications are excessive. While some knowledge of building maintenance terminology is beneficial, this can be learned on the job. It is proposed that the Minimum Qualifications be revised to read, “two (2) years of general office experience

that included some customer service and data entry.”

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 to approve the specification review for the classification Energy Manager with no revisions (Job Code 0756).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Energy Manager with no revisions (Job Code 0756). Energy Manager was last reviewed in April, 2014. This is a vacant classification in the Department of Finance and Management. After communications with department representatives, no changes are proposed. It is, therefore, recommended that the review of the specification for the classification Energy Manager be approved with no revisions.

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 approve the specification review for the classification Relocation Program Manager with no revisions (Job Code 2036).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Relocation Program Manager with no revisions (Job Code 2036). Relocation Program Manager was last reviewed in June, 2014. There are currently no employees serving in this classification located in the Housing Division of the Department of Development. After reviewing the specification and receiving input from a department representative, it was decided that no proposed revisions are necessary at this time. It is, therefore, recommended that the review of the specification for the classification Relocation Program Manager be approved with no revisions.

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 approve the specification review for the classification Traffic Sign Shop Supervisor with no revisions (Job Code 4010).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Traffic Sign Shop Supervisor with no revisions (Job Code 4010). Traffic Sign Shop Supervisor was last reviewed in February, 2014. There are currently no employees serving in this classification located in the Traffic Management Division of the Department of Public Service. After reviewing the specification and soliciting input from department representatives, it was decided that no proposed revisions are necessary at this time. It is, therefore, recommended that the review of the specification for the classification Traffic Sign Shop Supervisor be approved with no revisions.

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 retitle the specification for the classification Building Plans Examiner I to read Residential Plans Examiner and amend Rule XI accordingly (Job Code 1115).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Building Plans Examiner I to read Residential Plans Examiner and amend Rule XI accordingly (Job Code 1115). During a meeting with representatives from the Department of Building and Zoning Services, a change to the title for Building Plans Examiner I (Job Code 1115) was requested to be consistent with the naming of the certification required by the State of Ohio. The minimum qualifications are possession of a valid State of Ohio certification as a Residential Plans Examiner (or Residential Building Official) and possession of a valid motor vehicle operator's license. Since the emphasis for this classification is on residential plans review, it is recommended that the title for Building Plans Examiner I be changed to Residential Plans Examiner as proposed. There are no other proposed revisions to this specification.

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

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12. RE: Request of the Civil Service Commission staff to retitle the specification for the classification Building Plans Examiner II to read Master Plans Examiner and amend Rule XI accordingly (Job Code 1116).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Building Plans Examiner II to read Master Plans Examiner and amend Rule XI accordingly (Job Code 1116). During a meeting with representatives from the Department of Building and Zoning Services, a change to the title for Building Plans Examiner I (Job Code 1115) was requested to be consistent with the naming of the certification required by the State of Ohio. The minimum qualifications are possession of a valid State of Ohio certification as a Residential Plans Examiner (or Residential Building Official) and possession of a valid motor vehicle operator's license. Since the emphasis for this classification is on residential plans review, it is recommended that the title for Building Plans Examiner I be changed to Residential Plans Examiner as proposed. There are no other proposed revisions to this specification.

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

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13. Request of the Civil Service Commission staff to revise the specification for the classification Employee Assistance Program Manager (Job Code 1764).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Employee Assistance Program Manager (Job Code 1764). Employee Assistance Program Manager was last reviewed in June, 2014. There is currently one employee serving in this classification located in Columbus Public Health. As part of this review, Civil Service reviewed the specification and questionnaire completed by the incumbent with supervisory review, and a department representative provided feedback about potential changes. It is recommended that the minimum qualifications requirements be revised to read, "Possession of a valid State of Ohio certification as a licensed

independent social worker (LISW) or licensed professional clinical counselor (LPCC) AND four (4) years of experience in counseling, employee assistance, social work, or a related field.” There is one recommendation to the knowledge, skills, and abilities section. The Employee Assistance Program does not have support staff to electronically enter the documentation that is needed. This means that the Employee Assistance Program staff must complete and enter their own electronic documents and reports. Therefore, it is recommended that the ability to operate a computer and related software be added to this section. There are no other revisions to this specification.

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

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14. Request of the Civil Service Commission staff to revise the specification for the classification Employee Assistance Counselor (Job Code 1765).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Employee Assistance Counselor (Job Code 1765). Employee Assistance Counselor was last reviewed in June, 2014. There are currently three employees serving in this classification located in Columbus Public Health. 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. . It is recommended that the minimum qualifications requirements be revised to read, “Possession of a valid State of Ohio certification as a licensed independent social worker (LISW) or licensed professional clinical counselor (LPCC) and four (4) years of experience in counseling, employee assistance, social work, or a related field.” There is one recommendation to the knowledge, skills, and abilities section. The Employee Assistance Program does not have support staff to electronically enter the documentation that is needed. This means that the Employee Assistance Program staff must complete and enter their own electronic documents and reports. Therefore, it is recommended that the ability to operate a computer and related software be added to this section. There are no other revisions to this specification.

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

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15. Request of the Civil Service Commission staff to revise the specification for the classification Social Worker (Job Code 1767).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Social Worker (Job Code 1767). Social Worker was last reviewed in October, 2013. There are currently fifteen incumbents serving in this classification, located in Columbus Public Health. 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. There is one recommendation for the examples of work section. The incumbents operate a computer to enter information about cases, generate reports, and keep electronic records. Therefore, it is recommended that this statement be added as an example. With the addition of this example, it is also recommended that the ability to operate a computer and related software be added to the knowledge, skills, and abilities section. There are no other proposed revisions to this specification.

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

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16. Request of the Civil Service Commission staff to revise the specification for the classification Building Inspector I (Job Code 1768).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Building Inspector I (Job Code 1768). The Ohio Revised Code was changed to allow inspectors, with the proper certification, to review and approve construction documents related to their specific trade. Therefore, in order to review and approve construction documents related to all general building construction and associated structural work, one must possess a valid State of Ohio certification as a Building Plans Examiner. In order to acquire this certification, individuals must pass the Building Plans Examiner module (1C) of the State of Ohio examination for Master Plans Examiner which is a five module examination (1C, 2C, 3C, 4C, 5C). The current minimum qualifications are possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector (or Residential Building Official), three (3) years of related building trades, general construction, or building inspection experience with a certified building department, and possession of a valid motor vehicle operator's license. A letter of interim approval as a Building Inspector from the State of Ohio may substitute for the above referenced certifications. When the letter of interim approval is substituted, a valid State of Ohio certification as a Building Inspector and Residential Building Inspector must be obtained by the end of the probationary period. Although the Building Plans Examiner certification is not required for all Building Inspector I's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as a Building Plans Examiner in order to review and approve construction plans related to general building construction and associated structural work" be added. There are no other proposed revisions to this specification.

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

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17. Request of the Civil Service Commission staff to revise the specification for the classification Building Inspector II (Job Code 1769).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Building Inspector II (Job Code 1769). During a meeting with representatives from the Department of Building and Zoning Services to discuss a requested change to a particular classification, a change to the examples of work for Building Inspector II (Job Code 1769) was also requested. Specifically, department representatives would like to include an additional duty that pertains to the review and approval of construction documents related to all general building construction and associated structural work for compliance with governing codes, requirements, and relevant ordinances. During this meeting with Civil Service staff and department representatives, it was determined that an additional minor revision also needed to take place. The current minimum qualifications are possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector (or Residential Building Official), three (3) years of related building trades, general construction, or building inspection experience with a certified building department, and possession of a valid motor vehicle operator's license. A letter of interim approval as a Building Inspector from the State of Ohio may substitute for the above referenced certifications.

When the letter of interim approval is substituted, a valid State of Ohio certification as a Building Inspector and Residential Building Inspector must be obtained by the end of the probationary period. Although the Building Plans Examiner certification is not required for all Building Inspector I's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as a Building Plans Examiner in order to review and approve construction plans related to general building construction and associated structural work" be added. There are no other proposed revisions to this specification.

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

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18. Request of the Civil Service Commission staff to revise the specification for the classification Plumbing Inspector I (Job Code 1775).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Plumbing Inspector I (Job Code 1775). In an electronic memorandum received from the Department of Building and Zoning Services, a proposed change to the examples of work for Plumbing Inspector I (Job Code 1775) was requested. Specifically, department representatives would like to include an additional duty that pertains to the review and approval of construction documents related to plumbing systems for compliance with governing codes, requirements, and relevant ordinances. Civil Service staff met with department representatives to discuss the revision. During this discussion, it was determined that some additional minor revisions also needed to take place. The current minimum qualifications are possession of a valid State of Ohio certification as a Plumbing Inspector and possession of a valid motor vehicle operator's license. A letter of interim approval as a Plumbing Inspector from the State of Ohio may substitute for the above referenced certifications. When the letter of interim approval is substituted, a valid State of Ohio certification as a Plumbing Inspector must be obtained by the end of the probationary period. Although the Plumbing Plans Examiner certification is not required for all Plumbing Inspector I's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as a Plumbing Plans Examiner in order to review and approve construction documents related to plumbing systems" be added. There are no other proposed revisions to this specification.

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

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19. Request of the Civil Service Commission staff to revise the specification for the classification Plumbing Inspector II (Job Code 1776).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Plumbing Inspector II (Job Code 1776). During a meeting with representatives from the Department of Building and Zoning Services to discuss a requested change to a particular classification, a change to the examples of work for Plumbing Inspector II (Job Code 1776) was also requested. Specifically, department representatives would like to include an additional duty that pertains to the review and approval of construction documents related to plumbing systems for compliance with governing

codes, requirements, and relevant ordinances. During this meeting with Civil Service staff and department representatives, it was determined that an additional minor revision also needed to take place. The current minimum qualifications are possession of a valid State of Ohio certification as a Plumbing Inspector, two (2) years of experience conducting inspections of plumbing installations, construction, maintenance, and repair work for conformance with governing codes, and possession of a valid motor vehicle operator's license. Although the Plumbing Plans Examiner certification is not required for all Plumbing Inspector II's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as a Plumbing Plans Examiner in order to review and approve construction documents related to plumbing systems" be added. There are no other proposed revisions to this specification. There are no other proposed revisions to this specification.

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

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- 20. Request of the Civil Service Commission staff to revise the specification for the classification Electrical Inspector I (Job Code 1782).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Electrical Inspector I (Job Code 1782). There have been some challenges within the industry getting construction plans reviewed for various trades in a timely manner. As a result, in late 2017, the Ohio Revised Code was changed to allow inspectors, with the proper certification, to review and approve construction documents related to their specific trade. Therefore, in order to review and approve construction documents related to electrical systems, one must possess a valid State of Ohio certification as an Electrical Plans Examiner. In order to acquire this certification, individuals must pass the Electrical Plans Examiner module (2C) of the State of Ohio examination for Master Plans Examiner which is a five module examination (1C, 2C, 3C, 4C, 5C). The current minimum qualifications are possession of a valid State of Ohio Electrical Safety Inspector Certificate and possession of a valid motor vehicle operator's license. Although the Electrical Plans Examiner certification is not required for all Electrical Inspector I's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as an Electrical Plans Examiner in order to review and approve construction documents related to electrical systems" be added. There are no other proposed revisions to this specification. There are no other proposed revisions to this specification.

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

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- 21. Request of the Civil Service Commission staff to revise the specification for the classification Electrical Inspector II (Job Code 1783).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Electrical Inspector II (Job Code 1783). During a meeting with representatives from the Department of Building and Zoning Services to discuss a requested change to a particular classification, a change to the examples of work for Electrical Inspector II (Job Code 1783) was also requested. Specifically, department representatives would

like to include an additional duty that pertains to the review and approval of construction documents related to electrical systems for compliance with governing codes, requirements, and relevant ordinances. During this meeting with Civil Service staff and department representatives, it was determined that an additional minor revision also needed to take place. The current minimum qualifications are possession of a valid State of Ohio Electrical Safety Inspector Certificate, two (2) years of experience conducting inspections of electrical installations, construction, maintenance, and repair work for conformance with governing codes, and possession of a valid motor vehicle operator's license. Although the Electrical Plans Examiner certification is not required for all Electrical Inspector II's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as an Electrical Plans Examiner in order to review and approve construction documents related to electrical systems" be added. There are no other proposed revisions to this specification.

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

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22. Request of the Civil Service Commission staff to revise the specification for the classification Mechanical Inspector I (Job Code 1815).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Mechanical Inspector I (Job Code 1815). In an electronic memorandum received from the Department of Building and Zoning Services, a proposed change to the examples of work for Mechanical Inspector I (Job Code 1815) was requested. Specifically, department representatives would like to include an additional duty that pertains to the review and approval of construction documents related to mechanical systems for compliance with governing codes, requirements, and relevant ordinances. Civil Service staff met with department representatives to discuss the revision. The current minimum qualifications are possession of a valid State of Ohio certification as a Mechanical Inspector and Residential Mechanical Inspector (or Residential Building Inspector, or Residential Building Official), OR possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector (or Residential Mechanical Inspector, or Residential Building Official), and possession of a valid motor vehicle operator's license. A letter of interim approval as a Mechanical Inspector from the State of Ohio may substitute for the above referenced Mechanical certifications, OR a letter of interim approval as a Building Inspector from the State of Ohio may substitute for the above referenced Building certifications. When the letter of interim approval is substituted, a valid State of Ohio certification as a Mechanical Inspector and Residential Mechanical Inspector, OR as a Building Inspector and Residential Building Inspector must be obtained by the end of the probationary period. For the sake of clarity, the minimum qualifications have been reorganized in form only, with no change in content, to aid in readability and understanding. Although the Mechanical Plans Examiner certification is not required for all Mechanical Inspector I's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as a Mechanical Plans Examiner in order to review and approve construction documents related to mechanical systems" be added. There are no other proposed revisions to this specification.

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

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23. Request of the Civil Service Commission staff to revise the specification for the classification Mechanical Inspector II (Job Code 1816).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Mechanical Inspector II (Job Code 1816). In an electronic memorandum received from the Department of Building and Zoning Services, a proposed change to the examples of work for Mechanical Inspector I (Job Code 1815) was requested. Specifically, department representatives would like to include an additional duty that pertains to the review and approval of construction documents related to mechanical systems for compliance with governing codes, requirements, and relevant ordinances. Civil Service staff met with department representatives to discuss the revision. The current minimum qualifications are possession of a valid State of Ohio certification as a Mechanical Inspector and Residential Mechanical Inspector (or Residential Building Inspector, or Residential Building Official), OR possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector (or Residential Mechanical Inspector, or Residential Building Official), and possession of a valid motor vehicle operator's license. A letter of interim approval as a Mechanical Inspector from the State of Ohio may substitute for the above referenced Mechanical certifications, OR a letter of interim approval as a Building Inspector from the State of Ohio may substitute for the above referenced Building certifications. When the letter of interim approval is substituted, a valid State of Ohio certification as a Mechanical Inspector and Residential Mechanical Inspector, OR as a Building Inspector and Residential Building Inspector must be obtained by the end of the probationary period. For the sake of clarity, the minimum qualifications have been reorganized in form only, with no change in content, to aid in readability and understanding. Although the Mechanical Plans Examiner certification is not required for all Mechanical Inspector I's, the department encourages individuals to obtain this certification in order to perform the above mentioned duty. Therefore, it is recommended that "some positions may require possession of a valid State of Ohio certification as a Mechanical Plans Examiner in order to review and approve construction documents related to mechanical systems" be added. There are no other proposed revisions to this specification.

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

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24. RE: Request of the Civil Service Commission staff to revise the specification for the classification Laborer (Job Code 3682).

PRESENT: Charday Litzy-Taylor, Personnel Analyst I

Charday Litzy-Taylor presented the request to create the specification for the classification Laborer (Job Code 3682). Laborer was last reviewed in October, 2013. There are currently sixty-four employees serving in this classification. Questionnaires were sent out to full-time incumbents with email addresses of file, however there was no response. The class specification was sent to Department Human Resource Officers for review and, based on the feedback received, one minor revision is proposed. Employees may also be required to shovel asphalt, snow, and dirt weighing between ten (10) to fifty (50) pounds. It is recommended that a statement be added to the knowledge, skills, and abilities section stating "ability to lift weights up to fifty (50) pounds without assistance." There are no other proposed revisions to this specification.

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

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- 25. RE: Personnel Actions for City of Columbus – None Submitted.
- 26. RE: Residency Hearing Reviews- None Submitted.
- 27. RE: Background Removals.

## Applicants Removed Post-Exam

	Name of Applicant	Position Applied For
1.	Cellura, Jacob	Firefighter
2.	Smith, Stuart	Firefighter
3.	Shaffer, Christopher	Firefighter
4.	Allard, James	Police Officer
5.	Maxwell, Brianna	Police Officer
6.	Janeczko, Krista	Police Officer
7.	Nussbaum, Joel	Police Officer
8.	Burgstaller, Jeffrey	Police Officer

After reviewing the files of Christopher Shaffer, Brianna Maxwell, Krista Janeczki, Joel Nussbaum, and Jeffery Burgstaller, the Commissioners decided their names would be reinstated to the testing process.

After reviewing the files of Jacob Cellura, Stuart Smith and James Allard, the Commissioners decided their names would not be reinstated to the testing process.

- 28. RE: Other Administrative/Jurisdictional Reviews – None Submitted.
- 29. RE: Meeting adjourned at 1:16 P.M.  
1:30 P.M.
- 30. RE: No Disciplinary Hearing or Trial Board.

*Regular Meeting*

*February 26, 2018  
12:30 p.m.*

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*The Commissioners adjourned their regular meeting at 1:16 p.m.*

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*Grady L. Pettigrew, Jr., President*

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*Date*