

1. RE: A regular meeting of the Municipal Civil Service Commission convened on Monday, March 26, 2018 at 12:36 p.m. Grady Pettigrew 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 February 26, 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 Revisions – None Submitted.

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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 create the specification for classification HVAC Helper, designate the exam type as competitive, and assign a probationary period of 180 days.

8. RE: Request of the Civil Service Commission staff to approve the specification review for the classification License Manager with no revisions (Job Code 1895).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the classification License Manager with no revisions (Job Code 1895). License Manager was last reviewed in November, 2013. There is currently one employee serving in this classification located in the

Support Services Division of the Department of Public Safety. After reviewing the specification and the questionnaire completed by the incumbent with supervisory review 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 License 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 Epidemiologist with no revisions (Job Code 1964).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the classification Epidemiologist with no revisions (Job Code 1964). Epidemiologist was last reviewed in May, 2014. There are currently ten employees serving in this classification, located in Columbus Public Health. After reviewing the specification and questionnaires completed by an 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 Epidemiologist 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 abolish the specification for the classification Drafting Trainee (Job Code 1182).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to abolish the classification Drafting Trainee (Job Code 1182). This classification was last reviewed by the Commission in March, 2014. This classification is in series with the Drafter/CAD Operator (1183) classification. While use of the Drafter/CAD Operator classification could be foreseen in the future, the minimal level of knowledge and the lack of a training program for drafting work is the basis for abolishment of the Drafting Trainee classification. Department supervisors indicated the higher level classification, Drafter/CAD Operator, is the minimum experience they would be willing to utilize for this kind of work. With there no longer being a need to have the Drafting Trainee classification in

the Class Plan, it is requested that the classification be abolished as proposed.

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 revise the specification for the classification Drafter/CAD Operator (Job Code 1183).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to revise the specification for the classification Drafter/CAD Operator (Job Code 1183). Drafter/CAD Operator was last reviewed in March, 2014. This classification has two incumbents in the Department of Public Utilities, one in the GIS section of the Director's Office and one in the Sewerage and Drainage Division. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there are revisions proposed to the class specification. Deleting two statements that refer to duties from when drafting was completed manually (without a computer) and which are no longer performed is proposed. Additions to this section reflect that maintenance of CAD standards in submissions for GIS and archival purposes may require communication with individuals who are submitting the plans. Also, the activity of scaling and printing atlases, maps, and workbooks for current or archival purposes is included in a new statement. Within the knowledge, skills, and abilities section, revisions are proposed to reflect the "general knowledge of computer aided drafting (CAD) standards" and to add the "ability to use a computer and related software." Rewording one ability statement to use "digitize" better relays the meaning of moving plans to the computer network. No further revisions are proposed.

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 revise the specification for the classification Health Education Program Planner (Job Code 1743).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise the specification for the classification Health Education Program Planner (Job Code 1743). Health Education Program Planner was last reviewed in April, 2013. There are currently five 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. Incumbents operate a computer to enter data, conduct research, and keep records, therefore, it is recommended that this statement be added as an example. No further revisions are proposed.

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 Sign Painter-Fabricator, retitle it to read Sign Fabricator, and amend Rule XI accordingly (Job Code 4013).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to revise the specification for the classification Sign Painter-Fabricator, retitle it to read Sign Fabricator, and amend Rule XI accordingly (Job Code 4013). Sign Painter-Fabricator was last reviewed in September, 2014. There are currently four incumbents serving in this classification, located in the Traffic Management Division of the Department of Public Service. As part of this review, Civil Service reviewed the specification and a questionnaire completed by an incumbent. Supervisory personnel and department representatives also provided feedback about potential changes. By definition, the Sign Painter-Fabricator classification is responsible for performing skilled sign fabrication and sign painting. In recent years, with the use of computer design and graphics, silk screen printing, and working with mechanical applicators, the emphasis for this classification has been heavily in the fabrication of signs. The painting aspect of the job has become nonexistent. Therefore, it is recommended the Definition be revised to read, "...responsible for performing skilled sign fabrication." Because of this change, it is also recommended that the title be changed to Sign Fabricator and other references to painting on this specification be removed. No further revisions are proposed.

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 Fleet Operations Manager, retitle it to read Fleet Management Division Assistant Administrator, designate the examination type as noncompetitive, and amend Rule XI accordingly (Job Code 0273).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Fleet Operations Manager, retitle it to read Fleet Management Division Assistant Administrator, designate the examination type as noncompetitive, and amend Rule XI accordingly (Job Code 0273). This action was initiated at the request of the Department of Finance and Management. In correspondence from Madison Wolever, Department Human Resources Officer, it was noted that the department has requested to retitle the Fleet Operations Manager and Fleet Operations Assistant Manager classifications to be more consistent with the current operational structure. The department is asking that the Fleet Operations Manager classification be retitled Fleet Management Division Assistant Administrator and the Fleet Operations Assistant Manager classification be retitled Fleet Operations Manager. The revised titles will align with the current operational structure and will be consistent with historic use of the classifications. No further revisions are proposed.

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 Fleet Operations Assistant Manager, retitle it to read Fleet Operations Manager, designate the examination type as noncompetitive, and amend Rule XI accordingly (Job Code 0845).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification for the classification Fleet Operations Assistant Manager, retitle it to read Fleet Operations Manager, designate the examination type as noncompetitive, and amend Rule XI accordingly (Job Code 0845). This action was initiated at the request of the Department of Finance and Management. In correspondence from Madison Wolever, Department Human Resources Officer, it was noted that the department has requested to retitle the Fleet Operations Manager and Fleet Operations Assistant Manager classifications to be more consistent with the current operational structure. The department is asking that the Fleet Operations Manager classification be retitled Fleet Management Division Assistant Administrator and the Fleet Operations Assistant Manager classification be retitled Fleet Operations Manager. The revised titles will align with the current operational structure and will be consistent with historic use of the classifications. There is currently one position allocated to the classification, located in the Department of Finance and Management, Fleet Management Division. This classification is responsible for the management and coordination of the daily

operations of motor vehicle and motorized equipment maintenance and repair activities of the Fleet Management Division. It is proposed that the definition section be revised to reflect this responsibility. It is recommended that the classification title be changed to Fleet Operations Manager, which is consistent with the manner in which the classification functions within the organizational structure and with the classification's role in the management of fleet operations. Within the examples of work section, it is proposed that one statement be deleted as it is no longer applicable within the current organizational structure. It is recommended that the examination type be revised to reflect a noncompetitive designation. As proposed, the retitled Fleet Operations Manager classification is responsible for the management of a large operation and the coordination of multiple sub-functions, and includes multiple subordinate supervisors. The classification is responsible for formulating and making revisions on operating standards, policies, and procedures, and guidelines regarding the department's fleet. Noting that the classification requires expertise and experience in a specific field and is responsible for the management of a large operation, the noncompetitive designation is appropriate and consistent with Commission policy. No further revisions are proposed.

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 Payroll Specialist (Job Code 1266).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification for the classification Payroll Specialist (Job Code 1266). Payroll Specialist was last reviewed in July, 2013. There are currently three employees serving in this classification, located in the City Auditor's Office, Central Payroll, and in Civil Service. Based upon information received via questionnaire responses from the incumbents, with supervisory review, and input from department representatives, some minor revisions are proposed. It is proposed that statements within the examples of work section be revised to include the reconciliation of pension files with contributions for OPERS and Police and Fire Pension Fund. Additionally, one statement is revised to note that the Payroll Specialist processes and maintains various payroll deductions and ensures that mandatory and voluntary deductions from pay are accurately accounted for and properly disbursed. No further revisions are proposed.

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 Payroll/Benefits Clerk (Job Code 0414).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification for the classification Payroll/Benefits Clerk (Job Code 0414). Payroll/Benefits Clerk was last reviewed in September, 2013. There are currently twenty-seven employees serving in this classification, located in the departments of Public Safety, Development, Finance and Management, Health, Recreation and Parks, Public Service, and Public Utilities. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some minor revisions are proposed. As currently stated within the definition, Payroll/Benefits Clerk, working under direction, is responsible for performing payroll and/or benefit functions. It is proposed revisions that one statement within the examples of work section be revised to generically reference the use of a computerized payroll system and eliminate reference to the Bridge system specifically. No further revisions are proposed.

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

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

Applicants Removed Post-Exam

	Name of Applicant	Position Applied For
1.	Joshua Varga	Police Officer
2.	Corey Brady	Police Officer
3.	Brett Oxley	Police Officer
4.	Christopher Molina	Police Officer

After reviewing the file of Corey Brady, the Commissioners decided his name would be reinstated to the testing process.

After reviewing the files of Joshua Varga, Brett Oxley and Christopher Molina, the Commissioners decided their names would not be reinstated to the testing process.

Regular Meeting

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

21. RE: Other Administrative/Jurisdictional Reviews – None Submitted.
22. RE: Meeting adjourned at 12:47 P.M.
1:30 P.M.
23. RE: No Disciplinary Hearing or Trial Board.

Regular Meeting

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

The Commissioners adjourned their regular meeting at 12:47 p.m.

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Grady L. Pettigrew, Jr., President

Date