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A regular meeting of the Municipal Civil Service Commission convened on Monday, April 30, 2018 at 1:04 p.m. Grady Pettigrew and Delena Edwards in attendance.

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

1. RE: Review and approval of the Minutes from the March 26, 2018 Regular Meeting.

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

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2. RE: Review and approval of revised Minutes from the December 11, 2017 Regular Meeting. Correction to Police Chief (Job Code 3061).

The minutes from the December 11, 2017 regular meeting have been revised to correctly reflect the changes made to Police Chief (Job Code 3061). The original minutes did not reflect the revision to the minimum qualifications of the classification. The statement below reflects all changes made to the classification.

Laura Hausman presented the request to approve the specification review for the classification Police Chief (Job Code 3061). This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Police Chief was last reviewed in January, 2012. There was, however, an update to the classification specification in October, 2013, but that was an update to the DOJ category designation, not a review of the classification specification as a whole. This is a single position classification. There is currently one employee serving in this classification, located in the Department of Public Safety, within the Division of Police. Based on research and communication with the incumbent, multiple revisions are proposed. Within the examples of work section, there are proposed changes to revise, add, and reorganize statements. **There are also changes to the minimum qualifications to allow for candidates from outside the City of Columbus, who have comparable experience elsewhere, to be considered for the position.** There are no proposed changes to the knowledge, skills, and abilities section.

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

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3. RE: Pre-Hearing Conference Reviews – None Submitted.
4. RE: Rule Revisions – None Submitted.
5. RE: Review and approval to dismiss the appeal filed April 5, 2018, regarding the

probationary termination from the position Custodian with Columbus City Schools – Appeal Number 18-BA-0002 for Dawante Britford. Civil Service Commission has no jurisdiction or authority over the appeal.

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

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6. RE: Personnel Actions Columbus City Schools –None Submitted.
7. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to create the specification for the classification HVAC Helper, designate the exam type as competitive, and assign a probationary period of 180 days.

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins, on behalf of Richard Cherry, presented the request to create the specification for the classification HVAC Helper, designate the exam type as competitive, and assign a probationary period of 180 days. Columbus City Schools requested to create the specification for the classification HVAC Helper to assist HVAC Technicians with the installation, maintenance, replacement, and repair of heating, ventilation, and air conditioning equipment and control units. The creation of the proposed classification is in order to fill a need of the school district.

Currently the District is having trouble recruiting qualified HVAC Technicians. With the creation of this new classification, the District could hire HVAC Helpers to assist the technicians while also gaining the necessary experience to become fully-skilled HVAC Technicians. The proposed classification was heavily modeled after other Helper classifications within the Crafts and Trades Job Family.

By definition, the proposed HVAC Helper will be responsible for “assisting fully-skilled technicians in the installation, maintenance, replacement, and repair of heating, ventilation, and air conditioning (HVAC) equipment and control units.”

The proposed minimum qualifications would require completion of the twelfth school grade and one (1) year of experience performing basic repairs and maintenance to heating, ventilation, and air conditioning equipment and possession of a valid driver’s license. Possession of a certificate from a recognized vocational heating, ventilation, and air conditioning (HVAC) program may be substituted for the required experience. The knowledge, skills, and abilities section was developed to be consistent with the skill sets required for successful performance as an HVAC Helper. The ability to lift, carry, push, and pull at least fifty (50) pounds was included because there may be times when the HVAC Helper will be required to lift a motor to be installed that weighs a minimum of fifty pounds.

It is recommended that the Probationary Period be 180 days. It is also recommended that the Examination type be designated as competitive. The proposed designation is based on the proposed Minimum Qualifications not being significant with regards to education and experience, and this designation is consistent with other Helper classifications within the Crafts and Trades Job Family. The proposed minimum qualifications are intended to yield a potentially larger applicant pool that would create the need for competitive testing. No further revisions are proposed.

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 Office Support Clerk with no revisions (Job Code 0406).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Office Support Clerk with no revisions (Job Code 0406). Office Support Clerk was last reviewed in November, 2013. There are currently seven full-time employees serving in this classification. The classification is currently used within the City Auditor's Office, Income Tax Division, the Department of Public Safety, Police Division, the Department of Public Service, and within Columbus Public Health. After reviewing the specification and questionnaires completed by 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 Office Support Clerk 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 Web Content Coordinator with no revisions (Job Code 0525).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins, on behalf of Richard Cherry, presented the request to approve the specification review for the classification Web Content Coordinator with no revisions (Job Code 0525). Web Content Coordinator was last reviewed in November, 2013. There are currently two employees serving in this classification. One is located in the Police Division of the Department of Public Safety, and one is located in Columbus Public Health. After reviewing the specification and a questionnaire completed by one of the incumbents 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 Web Content Coordinator 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 Citywide Web Coordinator with no revisions (Job Code 0527).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins, on behalf of Richard Cherry, presented the request to approve the specification review for the classification Citywide Web Coordinator with no revisions (Job Code 0527). Citywide Web Coordinator was last reviewed in April, 2013. There is currently one employee serving in this classification located in the Information Services Division of the Department of Technology. As part of this review, a questionnaire was sent to the incumbent. However, there was no response. Therefore, after reviewing the current specification, it was decided that no revisions are necessary at this time and the Department Human Resources Officer was in agreement.

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 approve the specification review for the classification Crime Analyst with no revisions (Job Code 3026).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins, on behalf of Richard Cherry, presented the request to approve the specification review for the classification Crime Analyst with no revisions (Job Code 3026). Crime Analyst was last reviewed in June, 2014. There are currently five employees serving in this classification located in the Division of Police, Department of Public Safety. After reviewing the specification and receiving input from a department representative, it was decided that no revisions are necessary at this time. It is, therefore, recommended that the review of the specification for the classification Crime Analyst be approved with no revisions.

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 approve the specification review for

the classification Crime Analyst Supervisor with no revisions (Job Code 3027).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins, on behalf of Richard Cherry, presented the request to approve the specification review for the classification Crime Analyst Supervisor with no revisions (Job Code 3027). Crime Analyst Supervisor was last reviewed in June, 2014. There are currently no employees serving in this classification located in the Division of Police, Department of Public Safety. After reviewing the specification and receiving input from a department representative, it was decided that no revisions are necessary at this time. It is, therefore, recommended that the review of the specification for the classification Crime Analyst Supervisor be approved with no revisions.

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 abolish the specification for the classification Citizen Member Board of Review of Plumbing and Sewer Contractors and Journeyperson Plumbers (U) (Job Code 0021).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to abolish the specification for the classification Citizen Member Board of Review of Plumbing and Sewer Contractors and Journeyperson Plumbers (U) (Job Code 0021). In July, 2017, legislation was passed by City Council to consolidate several contractor Boards of Review into a single Board of Review as a result of the impact of state license changes and the resultant decrease in review workloads for these boards. The consolidated board that was enacted was named the Skilled Trades Review Board [City Code Section 4114.301] and it served to replace the following Boards of Review:

- Warm Air Heating and Air Conditioning Contractors
- Electrical Contractors
- Plumbing and Sewer Contractors and Journeyperson Plumbers
- Refrigeration Contractors

With the classification now vacant, it is recommended that the classification, Citizen Member Board of Review of Plumbing and Sewer Contractors and Journeyperson Plumbers (U), be abolished 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 abolish the specification for the classification Citizen Member Board of Review of Refrigeration Contractors (U) (Job Code 0023).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to abolish the specification for the classification Citizen Member Board of Review of Refrigeration Contractors (U) (Job Code 0023). In July, 2017, legislation was passed by City Council to consolidate several contractor Boards of Review into a single Board of Review as a result of the impact of state license changes and the resultant decrease in review workloads for these boards. The consolidated board that was enacted was named the Skilled Trades Review Board [City Code Section 4114.301] and it served to replace the following Boards of Review:

- Warm Air Heating and Air Conditioning Contractors
- Electrical Contractors
- Plumbing and Sewer Contractors and Journeyperson Plumbers
- Refrigeration Contractors

With the classification now vacant, it is recommended that the classification, Citizen Member Board of Review of Refrigeration Contractors (U), be abolished as proposed.

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 abolish the specification for the classification Citizen Member Board of Review of Warm Air Heating and Air Conditioning Contractors (U) (Job Code 0027).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to abolish the specification for the classification Citizen Member Board of Review of Warm Air Heating and Air Conditioning Contractors (U) (Job Code 0027). In July 2017, legislation was passed by City Council to consolidate several contractor Boards of Review into a single Board of Review as a result of the impact of state license changes and the resultant decrease in review workloads for these boards. The consolidated board that was enacted was named the Skilled Trades Review Board [City Code Section 4114.301] and it served to replace the following Boards of Review:

- Warm Air Heating and Air Conditioning Contractors

- Electrical Contractors
- Plumbing and Sewer Contractors and Journeyperson Plumbers
- Refrigeration Contractors

With the classification now vacant, it is recommended that the classification, Citizen Member Board of Review of Warm Air Heating and Air Conditioning Contractors (U), be abolished as proposed.

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

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16. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Building Commission (U) (Job Code 0015).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Building Commission (U) (Job Code 0015). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. It is proposed that the last line of this paragraph that refers to this classification description being unclassified pursuant to City Charter Section 148(L) be stricken. This particular section of City Charter refers to boards and commissions appointed by the Mayor and concurred by City Council. Per City Code, appointment to this board does not require the concurrence of City Council. Therefore, it is proposed that this language be stricken from the specification. There are no other proposed changes to the specification.

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

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17. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Development Commission (U) (Job Code 0016).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Development Commission (U) (Job Code 0016). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. This section was revised to mirror or more closely align to the language used within City Code. There are no other proposed changes to the specification.

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

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18. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Board of Zoning Adjustment (U) (Job Code 0019).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Board of Zoning Adjustment (U) (Job Code 0019). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such, the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. It is proposed that the last line of this paragraph that refers to this classification description being unclassified pursuant to City Charter Section 148(L) be stricken. This particular section of City Charter refers to boards and commissions

appointed by the Mayor and concurred by City Council. Per City Code, appointment to this board does not require the concurrence of City Council. Therefore, it is proposed that this language be stricken from the specification. There are no other proposed changes to the specification.

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

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19. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Board of Review of General and Limited Sign Erectors (U) (Job Code 0020).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Board of Review of General and Limited Sign Erectors (U) (Job Code 0020). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such, the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. This section was revised to more closely align to the language used within City Code. There are no other proposed changes to the specification.

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

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20. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Skilled Trades Review Board (U) (Job Code 0022).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Skilled Trades Review Board (U) (Job Code 0022). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City

Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such, the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. This section was revised to more closely align to the language used within City Code. There are no other proposed changes to the specification.

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

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- 21. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Board of Review of General and Home Improvement Contractors (U) (Job Code 0028).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Board of Review of General and Home Improvement Contractors (U) (Job Code 0028). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such, the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. This section was revised to more closely align to the language used within City Code. There are no other proposed changes to the specification.

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

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- 22. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Graphics Commission (U) (Job Code 0030).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Graphics Commission (U) (Job Code 0030). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such, the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. It is proposed that the last line of this paragraph that refers to this classification description being unclassified pursuant to City Charter Section 148(L) be stricken. This particular section of City Charter refers to boards and commissions appointed by the Mayor and concurred by City Council. Per City Code, appointment to this board does not require the concurrence of City Council. Therefore, it is proposed that this language be stricken from the specification. There are no other proposed changes to the specification.

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

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23. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Property Maintenance Appeals Board (U) (Job Code 0032).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Citizen Member Property Maintenance Appeals Board (U) (Job Code 0032). The proposed specification serves as an accessible resource to the department when appointing/reappointing members to boards or commissions. Essentially, it is City Code that dictates the composition, duties, qualifications, payment, terms, and methods of appointment for each member assigned to a board or commission. For these reasons, much of the information included on the specification comes directly from City Code. The applicable section of City Code is further identified in the definition. As such, the class review consisted entirely of a review of City Code to ensure that the specification continues to be an accurate and up-to-date document that can be used when appointing board or commission members.

Upon completion of this review, the only proposed change is to the guidelines for class use section. It is proposed that the last line of this paragraph that refers to this classification description being unclassified pursuant to City Charter Section 148(L) be stricken. This particular section of City Charter refers to boards and commissions appointed by the Mayor and concurred by City Council. Per City Code, appointment to this board does not require the concurrence of City Council. Therefore, it is proposed that this language be stricken from the specification. There are no other proposed changes to the 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 and retitle the specification for the classification Development Program Coordinator to read Development/Neighborhoods Program Coordinator, and amend Rule XI accordingly (Job Code 2015).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise and retitle the specification for the classification Development Program Coordinator to read Development/Neighborhoods Program Coordinator, and amend Rule XI accordingly (Job Code 2015). In 2016 the Neighborhood Liaison program moved from Department of Development to the Department of Neighborhoods. When housed in Development, the Development Program Coordinator was the classification that was used to supervise the employees assigned to the Liaison Program.

Within the Department of Neighborhoods, it was thought that the Department Assistant Director (U) classification could be used since it has the same pay grade assignment as the Development Program Coordinator and offers the department considerable flexibility in finding the right employee. While this was thought to be a reasonable option, it has been flawed. Classified employees are somewhat nervous to accept unclassified positions. Also the utilization of multiple “assistant directors” for a relatively small department can be perceived as top-heavy or not very fiscally responsible. This perception can be especially difficult for a department that is constantly in the public eye. It is, therefore, requested that the Development Program Coordinator be revised and retitled to allow positions in both departments, Development and Neighborhoods. Consistent with its expanded use, there are some proposed revisions to the definition, examples of work, and knowledge, skills, and abilities sections. The proposed revisions are largely applicable to both departments but were specifically requested by the Department of Neighborhoods.

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

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25. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Television Manager (Job Code 0269).

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

Charday M. Litzy-Taylor presented the request to revise the specification for the classification Cable Television Manager (Job Code 0269). Cable Television Manager was last reviewed in November, 2013. There is currently one employee serving in this classification located in the Department of Technology, Information Services Division. After meeting with the current incumbent to review the current specification, some revisions are proposed. This definition still accurately describes the main purpose of this classification, therefore, no changes to the Definition are recommended at this time.

It is proposed that two examples of work statements be removed as these are duties that are no longer being performed by the Cable Television Manager. The state now serves as a liaison with public, educational, and government (PEG) cable access providers and citizens when issues arise. These types of duties are no longer handled by the City. The Cable Television Manager is solely responsible for maintaining the City's YouTube channel and making sure that the channel has programming. It is proposed that a statement referencing this duty is added to the specification. There are no other changes proposed to this specification at this time.

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

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26. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Broadcast Assistant (Job Code 3126).

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

Charday M. Litzy-Taylor presented the request to revise the specification for the classification Cable Broadcast Assistant (Job Code 3126). Cable Broadcast Assistant was last reviewed in November, 2013. There are currently two employees serving in this classification located in the Department of Technology, Information Services Division. After reviewing completed questionnaires with supervisory review and completing a job observation, and discussing the specification with the Andy Stout, Cable Television Manager, one minor revision is proposed. The examples of work section mentions the operation of remote production trucks. Cable Broadcast Assistants no longer operate remote production trucks and the department does not foresee this classification using them in the future. It is recommended that, "Operates

passenger vans, remote production trucks, and other motor vehicles,” be revised to state, “Operates passenger vans and other motor vehicles.” There are no other revisions proposed to this specification at this time.

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

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27. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Broadcast Production Technician (Job Code 3127).

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

Charday Litzy-Taylor presented the request to revise the specification for the classification Cable Broadcast Production Technician (Job Code 3127). Cable Broadcast Production Technician was last reviewed in November, 2013. There is currently one employee serving in this classification located in the Department of Technology, Information Services Division. After reviewing the questionnaire completed by the current incumbent with supervisory review and meeting with the incumbent, some revisions are proposed.

By definition, Cable Broadcast Production Technician, working under general supervision, is responsible for technical support for media production activities primarily for the City’s cable broadcast channel(s) and for supervising the operation of video, audio, and graphics equipment. This Definition still accurately describes the main purpose of this classification, therefore, no changes to the Definition are recommended at this time.

It is recommended that statements in the examples of work section be revised to better reflect the Cable Broadcast Technician’s role in recommending equipment and software program purchases. The City no longer uses remote production trucks and does not foresee using them in the future. Therefore, a statement referencing the use of remote production trucks has been revised. Also, this classification is responsible for updating and maintaining the informational access players that display information on the City’s cable broadcast channels, transferring files to servers for broadcasts, and maintaining archive files. It is recommended that statements referencing these duties are added to the specification. There are no other revisions proposed to this specification at this time.

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

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28. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Broadcast Writer/Producer (Job Code 3128).

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

Charday M. Litzy-Taylor presented the request to revise the specification for the classification Cable Broadcast Writer/Producer (Job Code 3128). Cable Broadcast Writer/Producer was last reviewed in November, 2013. There is currently one employee serving in this classification located in the Department of Technology, Information Services Division. After reviewing the questionnaire completed by the current incumbent and meeting with the incumbent, some revisions are proposed.

Previously, Cable Broadcast Writer/Producer focused primarily on writing, producing and directing video programming for the City's cable channels. Due to advances in technology, this role has evolved over the years to include different forms of content, social media, and other online formats. It is recommended that the definition be revised to incorporate these changes. The proposed definition reads as follows: "Under direction, is responsible for writing, directing, and producing multimedia content for the City's cable broadcast channel(s) and various web based formats."

Changes are proposed to the examples of work section to better reflect the duties being performed. It is proposed that the knowledge, skills, and abilities section be revised to include, "considerable knowledge of different video file formats," and, "ability to operate a computer and related software." It is also recommended that one ability statement be reworded to include field production activities as well as studio production activities. There are no other changes proposed to this specification at this time.

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

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29. RE: Request of the Civil Service Commission staff to revise the specification for the classification Parks Irrigation Specialist (Job Code 3769).

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

Charday M. Litzy-Taylor presented the request to revise the specification for the classification Parks Irrigation Specialist (Job Code 3769). Parks Irrigation Specialist was created in March, 2014. There are currently two employees serving in this classification located in Columbus Recreation and Parks. After reviewing completed questionnaires, reviewing the current specification and discussing the classification with the supervisor, Ryan Walters, Parks Maintenance Assistant Manager, one revision is proposed. Due to the seasonal aspect of the job, incumbents working in this classification may be expected to assist with snow removal during the off season. It is recommended that the statement, "May assist with snow removal on an as-needed basis," be added to the examples of work section. There are no other revisions

proposed to this specification at this time.

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

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30. RE: Request of the Civil Service Commission staff to revise the specification for the classification Historic Preservation Officer (Job Code 0762).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann, on behalf of Richard Cherry, presented the request to revise the specification for the classification Historic Preservation Officer (Job Code 0762). Historic Preservation Officer was last reviewed in October, 2013. There is currently one incumbent serving in this classification located in the Planning Division of the Department of Development.

As part of this review, Civil Service reviewed the specification and department representatives provided feedback about potential changes. There are some minor recommendations for the examples of work section. These revisions give a better representation of the duties that are currently being performed. It is recommended that the experience portion of the Minimum Qualifications be revised to read, "Four (4) years of professional historic preservation experience." According to a representative from the Ohio Historic Preservation Office, an individual serving as a Historic Preservation Officer with the City of Columbus is not required to meet Ohio Historic Preservation Office qualifications to perform the job. The Ohio Historic Preservation Office standards are the requirements imposed on the Office or section and not the position. Therefore, it is also recommended that the verification letter from the Historic Preservation Office of the Ohio Historical Society be removed from the Minimum Qualifications. 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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31. RE: Request of the Civil Service Commission staff to revise the specification for the classification Claims Investigator (Job Code 0763).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann, on behalf of Richard Cherry, presented the request to revise the specification for the classification Claims Investigator (Job Code 0763). Claims Investigator was last reviewed in May, 2014. There are currently three incumbents serving in this classification, one located in the Fleet Management Division of the Department of Finance, and two in the Department of Public Utilities. 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 are some minor recommendations for the examples of work section. These revisions are mainly to update some of the vernacular or to eliminate what no longer exists. There is also a revision to one of the duties to include investigating auto accidents involving City vehicles.

It is recommended that the required years of experience be increased to two years and some of the language be reworded slightly. The recommended requirements will read, "Possession of a bachelor's degree and two (2) years of experience handling property or liability claims, conducting fact-finding investigations, or working with customers involving billing, payment plans, or dispute resolution. Substitution(s): Additional experience may be substituted for the educational requirement on a year-for-year basis. Possession of a valid motor vehicle operator's license."

It is recommended that the knowledge, skills, and abilities section be revised to include two additional abilities. This would include the ability to remain calm in stressful situations and the ability to communicate effectively orally and in writing. There are no other proposed revisions to this specification.

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

\* \* \*

32. RE: Request of the Civil Service Commission staff to revise the specification for the classification Relocation Specialist (Job Code 2034).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann, on behalf of Richard Cherry, presented the request to revise the specification for the classification Relocation Specialist (Job Code 2034). Relocation Specialist was last reviewed in June, 2014. There are currently two incumbents serving in this classification, located in the Housing Division of the Department of Development. 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 are a couple of recommendations for the examples of work section in order to accurately reflect what is currently being done on the job. Incumbents no longer arrange for inspections of commercial sites for relocation purposes because that is handled by another department. Also, they are no longer permitted to personally transport clients. However, the incumbents do make arrangements for client transportation, such as taxis, or some other form of transportation.

There are some minor recommendations to the knowledge, skills, and abilities section

in order to reflect current vernacular. This would include some knowledge of basic principles and objectives of community development agencies and the ability to read and interpret right-of-way plans. There are no other proposed revisions to this specification.

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

\* \* \*

33. RE: Request of the Civil Service Commission staff to revise the specification for the classification Chief Zoning Official (Job Code 0119).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Chief Zoning Official (Job Code 0119). Chief Zoning Official was last reviewed in October, 2013. This single-position classification is utilized in the Department of Building and Zoning Services.

As currently stated within the definition, Chief Zoning Official, working under general direction, is responsible for managing Zoning personnel and for ensuring that all properties and structures within the boundaries of the City comply with the Columbus Zoning Code. It is proposed that this section be revised to more concisely describe the Chief Zoning Official's role. As proposed, this section shall note that the Chief Zoning Official is responsible for the administration of the Columbus Zoning Code and for managing Zoning Section personnel.

Several statements within the examples of work section have been modified to better describe the duties and to remove redundant language. Language has been added to note responsibility for coordinating with the City Attorney's Office and Code Enforcement on the prosecution of Zoning Code violations before the Franklin County Environmental Court. There are no other revisions proposed to the specification.

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

\* \* \*

34. RE: Personnel Actions for City of Columbus – None Submitted.

35. RE: Residency Hearing Reviews- None Submitted.

36. RE: Background Removals

37. RE: Other Administrative/Jurisdictional Reviews – None Submitted.

	Name of Applicant	Position Applied For
1.	Manpreet Grewal	Firefighter
2.	Hunter Morrison	Police Officer
3.	Taylor, Kyle	Police Officer
4.	Robert Janeczko	Police Officer
5.	Kai Joseph	Police Officer
6.	Paul Grekian	Police Officer
7.	Jeffrey Burgstaller	Police Officer
8.	Michael McNeeley	Police Officer

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

After reviewing the files of Manpreet Grewal, Hunter Morrison, Robert Janeczko, Kai Joseph, Paul Grekian, Jeffrey Burgstaller and Michael McNeeley, the Commissioners decided their names would not be reinstated to the testing process.

1:30 P.M.

38. RE: No Disciplinary Hearing or Trial Board.

*The Commissioners adjourned their regular meeting at 1:27 p.m.*

\* \* \*

*Grady L. Pettigrew, Jr., President*

*Date*



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