

A regular meeting of the Municipal Civil Service Commission convened on Monday, May 21, 2018 at 1:18 p.m. Grady Pettigrew, Stefanie Coe and Delena Edwards were 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 April 30, 2018 Regular Meeting.

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

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2. RE: Pre-Hearing Conference Reviews – None Submitted.

3. RE: Rule Revisions – None Submitted.

4. RE: Trial Board Recommendations

Review and approval to dismiss the appeal filed May 9, 2018 regarding grievance bidding for fleet department positions with Columbus City Schools – Appeal Number 18-BA-0003 for Francis Boyer. 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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Review and approval to dismiss the appeal filed May 9, 2018 regarding grievance bidding for mechanics positions with Columbus City Schools – Appeal Number 18-BA-0004 for Gary Miller. 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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5. RE: Receipt of the Rationale and Supporting Documentation from the Columbus City Schools for the Layoff of a Classified Employee effective June 30, 2018.

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

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6. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Account Clerk (Job Code 6451).

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

Charday M. Litzzy-Taylor presented the request on behalf of Columbus City Schools, to revise the specification for the classification Account Clerk (Job Code 6451). Account Clerk was last reviewed in October, 2011. The review of this classification was initiated as part of the District's efforts to review and update all classifications within the Class Plan. There are currently twenty-eight incumbents serving in this classification. As part of this review, Civil Service reviewed questionnaires completed by the incumbents, with supervisory input, and completed job observations. By definition, Account Clerk, working under general supervision, is responsible for maintenance, updating, and reporting of financial information related to school system operations in an on-line computer accounting system. Although this Definition is still valid, it is proposed that the language is updated for clarification purposes. It is recommended that statements be added to the examples of work section to better

reflect the responsibilities of Account Clerks who function as area treasurers. A minor wording change was made to the minimum qualifications section to reflect current formatting. Within the knowledge, skills, and abilities section, some revisions are proposed due to technological advancements. 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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7. RE: Request of the Civil Service Commission staff to review the specification for the classification Building and Zoning Services Director (U) with no revisions (Job Code 0059).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to review the specification for the classification Building and Zoning Services Director (U) with no revisions (Job Code 0059). This request was initiated as part of the Commission's efforts to review every classification at least once every five years. Building and Zoning Services Director (U) was last reviewed in July, 2013. There is currently one employee allocated to this classification. As part of this review, the Human Resources Officer for the department was contacted to discuss any potential revisions that may be needed to the specification. Based upon this review, 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 Building and Zoning Services Director (U) be approved with no revisions.

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 review the specification for the classification City Clerk (U) with no revisions (Job Code 0150).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to review the specification for the classification City Clerk (U) with no revisions (Job Code 0150). This request was initiated as part of the Commission's efforts to review every classification at least once every five years. City Clerk (U) was last reviewed in August, 2013. There is currently one employee allocated to this classification. As part of this review, the human resources representative for City Council/City Clerk was contacted to discuss any potential revisions that may be needed to the specification. Based upon this review, 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 City Clerk (U) 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 review the specification for the classification Deputy City Clerk (U) with no revisions (Job Code 0151).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to review the specification for the classification Deputy City Clerk (U) with no revisions (Job Code 0151). Deputy City Clerk (U) was last reviewed in August, 2013. There is currently no employee allocated to this classification at this time. As part of this review, the human resources representative for City Council/City Clerk was contacted to discuss any potential revisions that may

be needed to the specification. Based upon this review, it was determined that the current specification adequately describes the work should the classification be utilized. Despite its vacancy, there was no discussion of abolishing it at this time. It is, therefore, recommended that the review of the specification for the classification Deputy City Clerk (U) 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 Mail Clerk with no revisions (Job Code 0411).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Mail Clerk with no revisions (Job Code 0411). Mail Clerk was last reviewed in August, 2013. There are currently seven employees serving in this classification, located in various City departments. After reviewing the specification and questionnaires completed by a sampling of incumbents, with supervisory review, and input solicited 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 Mail Clerk 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 review the specification for the classification Senior Legislative Analyst (U) with no revisions (Job Code 0839).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to review the specification for the classification Senior Legislative Analyst (U) with no revisions (Job Code 0839). Senior Legislative Analyst (U) was last reviewed in August, 2013. There are currently nine employees allocated to this classification. As part of this review, the human resources representative for City Council was contacted to discuss any potential revisions that may be needed to the specification. Based upon this review, 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 Senior Legislative Analyst (U) 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 review the specification for the classification Legislative Assistant I (U) with no revisions (Job Code 0501).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to Legislative Assistant I (U) was last reviewed in August, 2013. There are currently eight employees allocated to this classification. As part of this review, the human resources representative for City Council was contacted to discuss any potential revisions that may be needed to the specification. Based upon this review, 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 Legislative Assistant I (U) 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 review the specification for the classification Legislative Assistant II (U) with no revisions (Job Code 0502).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to review the specification for the classification Legislative Assistant II (U) with no revisions (Job Code 0502). Legislative Assistant II (U) was last reviewed in August, 2013. There is currently one employee allocated to this classification. As part of this review, the human resources representative for City Council was contacted to discuss any potential revisions that may be needed to the specification. Based upon this review, 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 Legislative Assistant II (U) be approved with no revisions.

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 approve the specification review for the classification Mail Specialist with no revisions (Job Code 0937).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to Mail Specialist was last reviewed in August, 2013. There are currently three employees serving in this classification, located in various City departments. After reviewing the specification and a questionnaire completed by an incumbent, with supervisory review and input solicited 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 Mail Specialist be approved with no revisions.

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 approve the specification review for the classification Construction Inspector I (Civil) with no revisions (Job Code 1019).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Construction Inspector I (Civil) with no revisions (Job Code 1019). Construction Inspector I (Civil) was last reviewed in September, 2013. There are currently fifty-nine employees serving in this classification located in the Recreation and Parks Department, the Infrastructure Management Division and Design and Construction Division of the Department of Public Service, and the Sewerage and Drainage Division and Water Division of the Department of Public Utilities. After reviewing the specification and questionnaires completed by 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 Construction Inspector I (Civil) be approved with no revisions.

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 approve the specification review for the classification Watershed Manager with no revisions (Job Code 1173).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Watershed Manager with no revisions (Job Code 1173). Watershed Manager was last reviewed in March, 2014. There is currently one employee serving in this classification located in the Water Division of the Department of Public Utilities. 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 Watershed Manager be approved with no revisions.

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 approve the specification review for the classification Fiscal Assistant I with no revisions (Job Code 1232).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Fiscal Assistant I with no revisions (Job Code 1232). Fiscal Assistant I was last reviewed in July, 2013. There are currently sixteen employees serving in this classification, located within various City departments. After reviewing the specification and questionnaires completed by a sampling of 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 Fiscal Assistant I be approved with no revisions.

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 approve the specification review for the classification Fiscal Assistant II with no revisions (Job Code 1233).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Fiscal Assistant II with no revisions (Job Code 1233). Fiscal Assistant II was last reviewed in July, 2013. There are currently twenty-three employees serving in this classification, located in various City departments. After reviewing the specification and questionnaires completed by a sampling of 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 Fiscal Assistant II be approved with no revisions.

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 Public Service Director (U) (Job Code 0076).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Public Service Director (U) (Job Code 0076). Public Service Director (U) was last reviewed in July, 2013. There is currently one employee allocated to this classification in the Public Service Department. Based upon staff review and departmental feedback, there are several proposed changes to the specification to more accurately reflect the current organizational and divisional structure that currently exists within the department. Of significance, it is proposed that the duties and responsibilities encompassed by Smart Columbus also be added to the specification. It is, therefore, recommended that the review of the specification for the classification Public Service Director (U) be approved as proposed.

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 Human Resources Director (U) (Job Code 0130).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Human Resources Director (U) (Job Code 0130). Human Resources Director (U) was last reviewed in May, 2013. There is currently one employee allocated to this classification. Based upon staff review and departmental feedback, there are two proposed changes to the specification. One change is to include a statement pertaining to the direction of the City's veteran services programming, which is just oddly absent. The second proposal is to remove the statement regarding the direction of Columbus Human Resources Information System (CHRIS) related activities, which no longer exist in the City. It is, therefore, recommended that the review of the specification for the classification Human Resources Director (U) be approved as proposed.

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 Right-of-Way/Traffic Investigator (Job Code 1002).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to revise the specification for the classification Right-of-Way/Traffic Investigator (Job Code 1002). This classification is used exclusively by the Public Service Department. There are currently eight employees located in the Divisions of Traffic Management and Infrastructure Management. This classification was last revised in October, 2017. At the request of the department, an additional duty statement is proposed to be added to the examples of work section that is more descriptive with regard to the inspection of traffic signs located on streets and highways. The proposed language for this statement is, "Inspects sign structures and poles for structural safety, damage, need for repair, and other issues." There are no other proposed revisions at this time.

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 Horticultural Specialist I, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 1538).

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

Charday M. Litzy-Taylor presented the request to revise the specification for the classification Horticultural Specialist I, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 1538). Horticultural Specialist I was last reviewed in May, 2014. There are currently no employees serving in this classification. After reviewing the current specification and discussing the classification with Craig Seeds, Parks Management Coordinator, and Jill Brumfield, Parks Maintenance Assistant Manager, some revisions are proposed. Statements within the examples of work section have been added, revised, and removed to reflect the work being performed. Public relation activities are now being handled by the department's Director's Office. A wording change is proposed to the minimum qualifications section for clarification and consistency purposes. To remain consistent with the Ohio Administrative Code Chapter 921.06, it is recommended to state that some positions require the Commercial Applicator License. One important function of the Horticulture Program is the removal of invasive plants. It is proposed that, "some knowledge of native and invasive plants," and the "ability to operate forestry and landscaping equipment," be added to the knowledge, skills, and abilities section. It is proposed that the Probationary Period be extended from 270 days to 365 Days. There are no other proposed revisions at this time.

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 Horticultural Specialist II (Job Code 1539).

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

Charday M. Litzy-Taylor presented the request to revise the specification for the classification Horticultural Specialist II (Job Code 1539). Horticulturist was last reviewed in May, 2014. There is currently one employee serving in this classification, located in the Recreation and Parks Department. After reviewing the questionnaire completed by the incumbent, the current specification, and discussing the classification with Craig Seeds, Parks Management Coordinator, and Jill Brumfield, Parks Maintenance Assistant Manager, some revisions are proposed. Statements within the examples of work section were removed to make the specification a better reflection of work currently being performed. The minimum qualifications section is proposed to be updated to allow for a full experience substitution for the education requirement. This revision will allow for movement within the class series for employees that come into the Horticultural Specialist I classification with the necessary experience but without the required degree. The proposed Minimum Qualifications read as follows:

- Possession of a bachelor's degree in horticulture, botany, or a related field.  
Substitution(s): Experience in the development and implementation of horticulture-related programs may be substituted for the required education on a year-for-year basis.
- Must obtain Commercial Applicator License issued by the Ohio Department of Agriculture upon completion of probationary period.
- Possession of a valid motor vehicle operator's license.

A major function of the Horticulture Program is the removal of invasive plants. It is proposed that, "considerable knowledge of native and invasive plants," and the "ability to operate forestry and landscaping equipment," be added to the knowledge, skills, and abilities section. There are no other proposed revisions at this time.

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 Horticulturist (Job Code 1540).

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

Charday M. Litzzy-Taylor presented the request to revise the specification for the classification Horticulturist (Job Code 1540). Horticulturist was last reviewed in March, 2014. There are currently no employees serving in this classification. After reviewing the current specification and discussing the classification with Craig Seeds, Parks Management Coordinator, and Jill Brumfield, Parks Maintenance Assistant Manager, one revision is proposed. It is proposed that the minimum qualifications section be updated to reflect the current licensure title.

There are no revisions proposed to the examples of work, guidelines for class use, knowledge, skills, and abilities sections, the Probationary Period, or the Examination type.

It is recommended that the Class Plan be modified and Horticulturist be removed from the Horticultural class series. This is a single-position classification and, due to the level of work and the Minimum Qualifications, it would make more sense for this to be a standalone classification within the Applied Sciences Job Family, Horticulture and Landscape Group. There are no other revisions proposed to the specification.

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 create the specification for the classification Rental Services Supervisor, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly.

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

Charday M. Litzzy-Taylor presented the request to to create the specification for the classification Rental Services Supervisor, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly. This action was initiated at the request of Deanna Kies, Department Human Resources Officer, with the Recreation and Parks Department. This proposed classification will be responsible for supervising staff working in the Rental Services Section, located in the Recreation and Parks Department. The Rental Services Supervisor would be responsible for overseeing and monitoring eleven enclosed rental facilities, twenty open-air shelter houses, four marinas, and two outdoor wedding venues. During the busiest seasons, incumbents serving in this classification would be responsible for supervising up to forty employees. Currently, there is no classification in the Class Plan that this responsible for performing this type of work. The duties for this classification are being performed by a Recreation Specialist and a Recreation Assistant. However, these two classifications do not represent the best fit for this work. While the department has made do, the scope of work and Minimum Qualifications are unique enough to warrant a new classification. By definition, the incumbents of this classification, working under direction, will be responsible supervising the staff assigned to rental service operations.

Some of the proposed examples of work include:

- Supervises section staff by assigning work, monitoring and reviewing work performed, conducting performance evaluations, approving leave requests, and recommending disciplinary actions;
- Delegates and assigns tasks to rental services staff engaged in facility set-up and breakdown for events, weddings, and banquets;
- Recruits, trains, and schedules employees engaged in all aspects of rental

service operations;

- Monitors all rental services facilities including enclosed shelter houses, open-air shelter houses, wedding venues, and marinas;
- Assesses rental facilities for safety and maintenance needs; coordinates with appropriate parties;
- Plans for and requisitions supplies, equipment, and materials needed for events and rental service operations.

The proposed minimum qualifications require two (2) years of experience assisting with hospitality management, event coordination, event set-up, guest services, facility or banquet set-up, or other closely related field. College education may be substituted for the required experience on a year-for-year basis. The proposed Minimum Qualifications would allow for external candidates to qualify as well as internal candidates.

The knowledge, skills, and abilities section was developed by identifying those skill sets that would be considered important for successful job performance. It is proposed that the Examination type be designated as Competitive. It is further proposed that the Probationary Period be assigned 365 Days, which is consistent with the anticipated learning time. This classification will be assigned to the Labor and Maintenance Job Family, and to the General Labor and Maintenance Group. The EEO/DOJ Job Category will be designated as Service-Maintenance. It is recommended that this classification be assigned to the Maintenance and the Facility Management NEOGOV Job Interest Categories.

It is requested that the classification for Rental Services Supervisor be created as proposed and Rule XI amended accordingly.

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

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26. RE: Request of the Civil Service Commission staff to revise the specification for the classification Latent Print Examiner Trainee, retitle it to read Latent Print Examiner I, and amend Rule XI accordingly (Job Code 3009).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to revise the specification for the classification Latent Print Examiner Trainee, retitle it to read Latent Print Examiner I, and amend Rule XI accordingly (Job Code 3009). The proposed revision of the specification for the classification Latent Print Examiner Trainee (Job Code 3009) is pursuant to a class action request submitted by the Department of Public Safety. Since April, 2017, the Crime Laboratory has managed the Latent Print function at the Division of Police. The friction ridge discipline is recognized as a forensic laboratory subspecialty and is thereby being held to standards which provide credence to the Crime Laboratory's reputation, credibility, and legal defensibility of findings. After the recent re-accreditation review by the ANSI-ASQ National Accreditation Board (ANAB), the Crime Laboratory was made aware of the need to update the minimum requirements into the Latent Print series of classes per professional standards.

Updates to the Class Plan include moving this series into the same family and group as the Forensic Scientist series, which is the Applied Science Job Family and Laboratory and Research Group. Since the work is located in the Crime Laboratory and the friction ridge subspecialty of forensic science is requiring a degree with stringent standards to determine competency, the work has also moved beyond a Technician level and into the Professional level. Therefore, it is proposed to update the EEO/DOJ Job Category to Professional as well.

The title for each class in the Latent Print series is intended to follow similar protocol

to the Forensic Scientist I, II, and III. Therefore, the entry-level classification is proposed to be titled Latent Print Examiner I, the fully-skilled level is proposed to be titled Latent Print Examiner II, and the supervisory classification is proposed to be titled Latent Print Examiner III. This allows for a parallel of responsibilities as defined by titles utilized within the Crime Lab for forensic disciplines. Please note that, at some point, the discipline of “friction ridge” may guide the classification title. At the current time, the “latent print” terminology is more commonplace and more recognizable to applicants.

The proposed definition for Latent Print Examiner Trainee states, “Under general supervision, is responsible for entry-level latent print examination in the Crime Laboratory.” This better defines the purpose of the classification. The bulk of an incumbent’s tenure in this class should be for learning and developing competency for the entry-level work in the latent print examination field and then performing some entry-level work independently for a period of time to ensure the training has proven sufficient.

Within the guidelines for class use section, it is proposed to remove any time limitations.

Within the examples of work section, updates are proposed. Some modifications to statements are simply to update wording for the duties. Additions that reflect updated methods for latent print, updated database references, and related updates for the location of the role in the Crime Laboratory are proposed. Deletions include items that are either redundant with new statements, removed due to wording that implies bias, or are no longer performed such as the preparation of exhibits for the courtroom (can now simply use technological advances to reference reports or project images), manual methods of comparisons (all electronic now), logging evidence, or visiting crime scenes (outside the lab’s accreditation). These updates better reflect the duties to be performed within the latent print specialization in the Crime Laboratory.

Within the minimum qualifications section, the SWGFAST guideline for requiring a bachelor’s degree with scientific coursework is reflected. The proposed wording is, “Possession of a bachelor’s degree with some coursework in the physical or biological sciences (ten (10) semester or fifteen (15) quarter hours).”

Within the knowledge, skills, and abilities section, old references to Ohio Revised Code and the Henry and NCIC classification methods are removed as they are not current. Modifications within the statements are simply to improve wording. There is a great amount of report writing, following instruction of senior staff, and following prescribed Crime Laboratory procedures with the move of latent prints to the Crime Laboratory. The work performed can affect the accreditation of the Crime Laboratory and the reliability of findings in the courtroom. New additions to the knowledge and abilities reflect these needed qualities for the latent print work performed within the Crime Laboratory.

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 Latent Print Examiner, retitle it to read Latent Print Examiner II, and amend Rule XI accordingly (Job Code 3010).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to revise the specification for the classification Latent Print Examiner, retitle it to read Latent Print Examiner II, and amend Rule XI accordingly (Job Code 3010). The proposed revision of the specification for the classification Latent Print Examiner (Job Code 3010) is pursuant to a class action request submitted by the Department of Public Safety. Since April, 2017, the Crime Laboratory has managed the Latent Print function at the Division of Police. The

friction ridge discipline is recognized as a forensic laboratory subspecialty and is thereby being held to standards which provide credence to the Crime Laboratory's reputation, credibility, and legal defensibility of findings. After the recent re-accreditation review by the ANSI-ASQ National Accreditation Board (ANAB), the Crime Laboratory was made aware of the need to update the minimum requirements into the Latent Print series of classes per professional standards.

Updates to the Class Plan include moving this series into the same family and group as the Forensic Scientist series, which is the Applied Science Job Family and Laboratory and Research Group. Since the work is located in the Crime Laboratory and the friction ridge subspecialty of forensic science is requiring a degree with stringent standards to determine competency, the work has also moved beyond a Technician level and into the Professional level. Therefore, it is proposed to update the EEO/DOJ Job Category to Professional as well.

The title for each class in the Latent Print series is intended to follow similar protocol to the Forensic Scientist I, II, and III. Therefore, the fully-skilled level is proposed to be titled *Latent Print Examiner II* with the entry-level classification proposed to be titled Latent Print Examiner I and the supervisory classification proposed to be titled Latent Print Examiner III.

The proposed definition for Latent Print Examiner states, "Under direction, is responsible for fully-skilled latent print examination in the Crime Laboratory." This better defines the purpose of the classification.

Within the examples of work section, updates are proposed. Some modifications to statements are simply to update wording for the duties. Additions that reflect updated methods for latent print, updated database references, the preparation of documentation and technical reports, expectation of testifying in court regarding results, and related updates for the location of the role in the Crime Laboratory are proposed. Deletions include items that are either redundant with new statements, removed due to wording that implies bias, or are no longer performed such as the preparation of exhibits for the courtroom (can now simply use technological advances to reference reports or project images), manual methods of comparisons (all electronic now), logging evidence, or visiting crime scenes (outside the lab's accreditation).

Within the minimum qualifications section, the SWGFAST guideline for requiring a bachelor's degree with scientific coursework is reflected. The proposed wording is, "Possession of a bachelor's degree with some coursework in the physical or biological sciences (ten (10) semester or fifteen (15) quarter hours)." The wording for the experience requirement is updated to remove the specificity for the procedures involved in a comparison and keeps the experience to "performing latent print comparisons." Within the substitutions, updates are also proposed.

Within the knowledge, skills, and abilities section, old references to the Ohio Revised Code and the Henry and NCIC classification methods are removed as they are not current. Modifications within the statements are simply to improve wording.

There are no changes proposed to the Probationary Period or Examination type. There are no other revisions proposed to the specification.

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 Latent Print Supervisor, retitle it to read Latent Print Examiner III, and amend Rule XI accordingly (Job Code 3011).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to revise the specification for the classification

Latent Print Supervisor, retitle it to read Latent Print Examiner III, and amend Rule XI accordingly (Job Code 3011).

The proposed revision of the specification for the classification Latent Print Supervisor (Job Code 3011) is pursuant to a class action request submitted by the Department of Public Safety. Since April, 2017, the Crime Laboratory has managed the Latent Print function at the Division of Police. The friction ridge discipline is recognized as a forensic laboratory subspecialty and is thereby being held to standards which provide credence to the Crime Laboratory's reputation, credibility, and legal defensibility of findings. After the recent re-accreditation review by the ANSI-ASQ National Accreditation Board (ANAB), the Crime Laboratory was made aware of the need to update the minimum requirements into the Latent Print series of classes per professional standards.

Updates to the Class Plan include moving this series into the same family and group as the Forensic Scientist series, which is the Applied Science Job Family and Laboratory and Research Group. Since the work is located in the Crime Laboratory and the friction ridge subspecialty of forensic science is requiring a degree with stringent standards to determine competency, the work has also moved beyond a Technician level and into the Professional level. Therefore, it is proposed to update the EEO/DOJ Job Category to Professional as well.

The title for each class in the Latent Print series is intended to follow similar protocol to the Forensic Scientist I, II, and III. Therefore, the supervisory level is proposed to be titled Latent Print Examiner III with the entry-level classification proposed to be titled Latent Print Examiner I and the fully-skilled classification proposed to be titled Latent Print Examiner II.

The proposed definition for Latent Print Supervisor states, "Under general direction, is responsible for serving as a subject matter expert and supervisor of assigned staff within the latent print specialization in the Crime Laboratory." This better defines the purpose of the classification. A guidelines for class use section further explains that this classification will be limited to two (2) positions.

Within the examples of work section, updates are proposed. Some modifications to statements are simply to update wording for the duties. Additions that reflect updated methods for latent print, updated database references, expectation of testifying in court regarding results, and related updates for the location of the role in the Crime Laboratory are proposed.

Within the minimum qualifications section, the SWGFAST guideline for requiring a bachelor's degree with scientific coursework is reflected. The proposed wording is, "Possession of a bachelor's degree with some coursework in the physical or biological sciences (ten (10) semester or fifteen (15) quarter hours)." The wording for the experience requirement is updated to remove the specificity for the procedures involved in a comparison and keeps the experience to "performing latent print comparisons." Within the substitutions, updates are also proposed.

Within the knowledge, skills, and abilities section, old references to the Ohio Revised Code are removed as they are not current. Modifications within the statements are simply to improve wording.

There are no changes proposed to the Probationary Period or Examination type. There are no other revisions proposed to the specification.

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

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29. RE: Personnel Actions for City of Columbus – None Submitted.
30. RE: Residency Hearing Reviews- None Submitted.

31. RE: Background Removals

	Name of Applicant	Position Applied For
1.	David Judd	Police Officer
2.	Scott M. Hall	Police Officer
3.	Nicholas W. Reichert	Police Officer
4.	David Gloyd, Jr.	Police Officer
5.	Douglas E. Barber II	Police Officer

After reviewing the file of Nicholas W. Reichert, the Commissioners decided his name would be reinstated to the testing process.

After reviewing the files of David Judd, Scott M. Hall, David Gloyd, Jr., and Douglas E. Barber II., the Commissioners decided their names would not be reinstated to the testing process.

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

1:30 P.M.

33. RE: No Disciplinary Hearing or Trial Board.

*The Commissioners adjourned their regular meeting at 1:41p.m.*

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*Grady L. Pettigrew, Jr., President*

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*Date*