

1 BEFORE THE CITY OF COLUMBUS
2 MUNICIPAL CIVIL SERVICE COMMISSION
3 - - -
4
5 In the Matter of:
6 Regular Meeting
7 - - -
8 Grady L. Pettigrew, Jr.
9 President, Presiding
10 - - -
11 TRANSCRIPT OF PROCEEDINGS
12 - - -
13
14 Monday, June 25, 2018
15 12:52 p.m.
16 City of Columbus
17 Civil Service Commission
18 77 North Front Street
19 Columbus, Ohio 43215
20 - - -
21 TRACI E. PEOPLES
22 PROFESSIONAL COURT REPORTER
23 - - -
24 ANDERSON REPORTING SERVICES, INC.
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 Columbus, Ohio 43220
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1 COMMISSION MEMBER PRESENT:

2 Grady L. Pettigrew, Jr., President
3 Stefanie L. Coe
4 Delena Edwards

5 PRESENTERS:

6 Richard Cherry
7 Carol Lagemann
8 Charday Litzy-Taylor

9 ALSO PRESENT:

10 Wendy Brinnon

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- - -

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1 MONDAY AFTERNOON SESSION
June 25, 2018
2 12:52 p.m.

3 - - -

4 P R O C E E D I N G S

5 - - -

6 BE IT REMEMBERED THAT, on the 25th day of
7 June, 2018, this cause came on for hearing before
8 the Civil Service Commission, Grady L. Pettigrew
9 Jr., President. And, the parties appearing in
10 person and/or by counsel, as hereinafter set forth,
11 the following proceedings were had:

12 - - -

13 PRESIDENT PETTIGREW: We'll call to order
14 the Columbus Municipal Civil Service Commission
15 regular meeting for June, today, June 25, 2018. We
16 will be following the printed agenda.

17 **Item No. 1 is review and approval of the**
18 **minutes from the May 21, 2018, regular meeting.**

19 MS. EDWARDS: I move that we approve the
20 minutes from the May 21, 2018, regular meeting.

21 MS. COE: I second that.

22 PRESIDENT PETTIGREW: All in favor say
23 "aye."

24 THE COMMISSION MEMBERS: Aye.

1 PRESIDENT PETTIGREW: They are approved.

2 **Nothing for 2, 3, 4.**

3 **Item No. 5, request of the Civil Service**
4 **Commission staff, on behalf of the Columbus City**
5 **Schools, to create the classification Special**
6 **Olympics Coordinator, designate the examination type**
7 **as noncompetitive, and assign a probationary period**
8 **of 180 days.**

9 MR. CHERRY: My name is Richard Cherry,
10 personnel analyst with the Civil Service Commission.
11 I'll be speaking on behalf of Tammy Rollins, who
12 couldn't be here today. And this is a request that
13 came from the Columbus City Schools.

14 The Special Olympics program provides
15 year-round sports training and athletic competition
16 in a variety of olympic-type sports for all children
17 and adults with intellectual disabilities who are
18 currently enrolled in or are graduates of Columbus
19 City Schools.

20 The Special Olympics Coordinator will be
21 responsible for coordinating the development and
22 implementation of the Special Olympics program in
23 the Columbus City Schools. Some of the duties will
24 include determining eligibility of participating

1 students and adults in the Special Olympics program,
2 coordinating and scheduling the use of school
3 athletic facilities, Columbus Recreation and Parks
4 facilities, and other appropriate venues, and
5 monitoring the program parameters and program data
6 and evaluating results, to name a few.

7 "Minimum Qualifications" will be
8 possession of an associate's degree and three years
9 of experience working with Special Olympics or
10 special education programs and the possession of a
11 valid driver's license, with additional years of
12 experience substituted for the educational
13 requirement on a year-per-year basis.

14 And "Knowledge, Skills, Abilities." The
15 position was developed to include those skill sets
16 that are important for successful job performance.

17 It is recommended that the examination
18 type should be noncompetitive, the probationary
19 period be 180 days. The job family will be student
20 services. The group will be Student Welfare
21 Services. And the EEO job category will be
22 designated as 0899.

23 MS. EDWARDS: Thank you. I move that we
24 approve the request from the Civil Service

1 Commission staff on behalf of Columbus City Schools
2 to create the classification Special Olympics
3 Coordinator, design the examination -- designate the
4 examination type as noncompetitive and assign a
5 probationary periods of 180 days.

6 MS. COE: I second that.

7 PRESIDENT PETTIGREW: All in favor say
8 "aye."

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: It's approved.

11 **Item No. 6, the request of the Civil**
12 **Service Commission staff, on behalf of Columbus City**
13 **Schools, to revise the specification for the**
14 **classification Fleet Services Operations Supervisor**
15 **and change the exam type to noncompetitive.**

16 MR. CHERRY: This request came in from
17 Columbus City Schools. There is currently one
18 incumbent serving. This classification is
19 responsible for supervising the overall preventative
20 maintenance and repair activities of the district's
21 four fleet service centers throughout Columbus.
22 This involves supervising six assistant supervisors
23 and 32 mechanics in performing repairs and tasks for
24 the entire fleet of gasoline and diesel-powered

1 school buses, landscaping equipment and other
2 automotive equipment.

3 Given the level of responsibilities
4 associates with the classification, a noncompetition
5 examination type will be more appropriate.
6 Therefore, it is recommended that specification for
7 the classification Fleet Services Operations
8 Supervisor be revised as proposed with a
9 noncompetitive examination type.

10 MS. EDWARDS: Thank you. I move that we
11 approve the request of the Civil Service Commission
12 staff, on behalf of the Columbus Public -- I mean
13 Columbus City Schools, to revise the specification
14 for the classification Fleet Services Operations
15 Supervisor and change the exam type to
16 noncompetitive.

17 MS. COE: I second that.

18 PRESIDENT PETTIGREW: All in favor say
19 "aye."

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: It's approved.

22 **Item No. 7, request of the Civil Service**
23 **Commission staff, on behalf of Columbus City**
24 **Schools, to revise the specification for the**

1 **classification Data Reporting Specialist.**

2 MS. LITZY-TAYLOR: Charday Litzy-Taylor,
3 personnel analyst, Civil Service Commission.

4 This review was requested by Columbus
5 City Schools to determine if Data Reporting
6 Specialist would fit better in the administrative
7 job family or if it should be remain in information
8 technology.

9 After reviewing the specification
10 questionnaire completed by incumbents and completing
11 job observations, it was determined that the degree
12 to which Structured Query Language is utilized is
13 sufficient enough to justify this classification
14 remaining in the information technology job family.

15 Also, since Data Reporting Specialist has
16 the ability to pull and produce a variety of
17 reports, it is recommended that the specific
18 reference to "student reports" be removed from the
19 definition and reference to "Structured Query
20 Language" or "SQL," have been added to the "Examples
21 of Work" and "Knowledge, Skills, Abilities" section.

22 There are no other changes proposed at
23 this time.

24 MS. EDWARDS: Thank you.

1 I move that we approve the request of the
2 Civil Service Commission staff, on behalf of
3 Columbus City Schools, to revised the specification
4 for the classification Data Reporting Specialist.

5 MS. COE: I second that.

6 PRESIDENT PETTIGREW: All in favor say
7 "aye."

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: It's approved.

10 **Item No. 8 is a request of the Civil**
11 **Service Commission staff, on behalf of Columbus City**
12 **Schools, to revise the specification for the**
13 **classification Special Assistant to the Payroll**
14 **Administrator and designate the probationary period**
15 **as 365 days.**

16 MS. LITZY-TAYLOR: This request number
17 involves a classification review initiated by the
18 school district to review all classes.

19 Based upon information received in the
20 questionnaire responses from incumbents, a
21 supervisory review and discussions with district
22 representatives, some minor revisions are proposed.

23 It is proposed that the definition be
24 revised to notate that any employee working in this

10

1 classification performs duties under direction,
2 rather than under general supervision. The Special
3 Assistant to the Payroll Administrator confers with
4 the Payroll Administrator to discuss progress and
5 work problems that require advice and direction.
6 However, they will plan and carry out assignments
7 with little supervision.

8 Revisions to the "Minimum Qualifications"
9 section are proposed in order to provide clarity in
10 the acceptable required experience and to include
11 suitable substitution for completion of the 12th
12 school grade.

13 It is also proposed that the probationary
14 period be revised to reflect a designation of
15 365 days. This designation is consistent with the
16 Commission guidelines regarding the probationary
17 period for noncompetitive classes.

18 There are no other revisions proposed.

19 MS. EDWARDS: Thank you.

20 I move that we approve the request from
21 the Civil Service Commission staff, on behalf of
22 Columbus City Schools, to revise the specification
23 for the classification Special Assistant to the
24 Payroll Administrator and designate the probationary

11

1 period as 365 days.

2 MS. COE: I second that.

3 PRESIDENT PETTIGREW: All in favor say
4 "aye."

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: It's approved.

7 9 and 10 are joined together.

8 MS. LAGEMANN: Correct.

9 PRESIDENT PETTIGREW: **No. 9, request of**
10 **the Civil Service Commission staff, on behalf of**
11 **Columbus City Schools, to abolish the specification**
12 **for the classification Accountant I.**

13 **And 10 is to revise the specification of**
14 **the classification Accountant II, retitle it to read**
15 **Accountant, change the probationary period to**
16 **365 days, and change the exam type to**
17 **noncompetitive.**

18 MS. LAGEMANN: Carol Lagemann, personnel
19 analyst for the Civil Service Commission.

20 This request is the result of a
21 classification review initiated as part of the
22 school district's efforts to review all classes.

23 The Accountant I level of this series is
24 vacant and has not been used in many years. And

12

1 after reviewing it, the Accountant Clerk
2 classification has similar duties. Therefore, we
3 propose to abolish Accountant I and then update the
4 title of Accountant II to Accountant.

5 Initial updates to Accountant II include
6 updates to the definition to denote the fully
7 skilled nature of the classification. The "Examples
8 of Work" and "Knowledge, Skills, Abilities" have
9 proposed updates to improve wording of some
10 statements and to include new statements that
11 describe additional facets of the work.

12 The "Minimum Qualifications" are proposed
13 to be revised to broaden the required experience and
14 to also allow account clerks to have an opportunity
15 to move up if they have a bachelor's degree and
16 required experience.

17 As a professional classification, it is
18 proposed to have a 365-day probationary period. And
19 the exam type is proposed to change to
20 noncompetitive.

21 There are no other revisions proposed.
22 It is therefore recommended that these
23 classifications be approved as proposed.

24 MS. EDWARDS: Thank you. I move that me

13

1 approve the request of the Civil Service Commission
2 staff, on behalf of Columbus City Schools, to
3 abolish the specification for the classification
4 Accountant I and to revise the specification for the
5 classification Accountant II, retitle it to read
6 Accountant, change the probationary period to
7 365 days and change the exam type to noncompetitive.

8 MS. COE: I second those.

9 PRESIDENT PETTIGREW: All in favor say
10 "aye."

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: They are approved.

13 **Item No. 11, request of the Civil Service**
14 **Commission staff, on behalf of Columbus City**
15 **Schools, to impose a moratorium on the specification**
16 **for the classification Building Maintenance**
17 **Materials Supervisor.**

18 MS. LAGEMANN: This request is on behalf
19 of Suzy Ulry, who is now retired. And it's a result
20 of a classification review that was initiated as
21 part of the school district's efforts to review all
22 classes.

23 The classification is currently vacant,
24 and it may be a while before the organizational

1 direction regarding the use of this classification
2 is determined. So the district does support
3 imposing the moratorium at this time. There are no
4 other changes proposed.

5 MS. EDWARDS: I move that we approve the
6 request of Civil Service Commission staff, on behalf
7 of Columbus City Schools, to impose a moratorium on
8 the specification for the classification Building
9 Maintenance Materials Supervisor.

10 MS. COE: I second that.

11 PRESIDENT PETTIGREW: All in favor say
12 "aye."

13 THE COMMISSION MEMBERS: Aye.

14 PRESIDENT PETTIGREW: It's approved.

15 **Item No. 12 is a request of the Civil**
16 **Service Commission staff, on behalf of Columbus City**
17 **Schools, to revise the specification for the**
18 **classification Integrated Workplace Management**
19 **Systems Coordinator, and retitle it to read**
20 **Maintenance Service Coordinator.**

21 MS. LAGEMANN: This is also on behalf of
22 Suzy Ulry, as a result of the classification review
23 initiated as part of the school district's efforts
24 to review all classes.

1 This classification was created in
2 November 2015 to facilitate the implementation of an
3 integrated workplace management systems software.
4 This classification is used to supervisor employees
5 in the maintenance service representative
6 classification. It is proposed that this
7 classification be retitled to read Maintenance
8 Service Coordinator, which is more descriptive and
9 meaningful in the context of the class plan.

10 Further, it is more appropriate to place
11 this classification in the administrative job family
12 within the general office support group. And the
13 classification shall be included at the higher class
14 in the series of maintenance service
15 representatives.

16 In order to provide clarity, it is
17 proposed the "Definition" section be revised to
18 read, under "General Direction," "responsible for
19 the management of the call center for facility
20 service requests."

21 It is proposed the "Minimum
22 Qualifications" section be revised to allow full
23 substitution of work experience for the education
24 requirements.

16

1 The proposed revisions to the "Knowledge,
2 Skills, Ability" section includes: "Considerable
3 knowledge of building and grounds maintenance
4 methods, tools, materials, and general knowledge of
5 asset management process support."

6 Consistent with the use of a computer and
7 specialized software in the department for essential
8 job duties, the ability to operative a computer and
9 utilize related software has been added.

10 There are no other revisions proposed.
11 It is recommended that this be revised and retitled
12 as proposed.

13 MS. EDWARDS: Thank you.

14 I move that we approve the request by the
15 Civil Service Commission staff, on behalf of
16 Columbus City Schools, to revise the specification
17 for the classification Integrated Workplace
18 Management System Coordinator and retitle it to read
19 Maintenance Service Coordinator.

20 MS. COE: I second that.

21 PRESIDENT PETTIGREW: All in favor say
22 "aye."

23 THE COMMISSION MEMBERS: Aye.

24 PRESIDENT PETTIGREW: It's approved.

18

1 request of the Civil Service Commission staff, on
2 behalf of Columbus City Schools, to revise the
3 specification to the classification Personnel
4 Information Systems Coordinator and retitle it to
5 read Human Resources Information Systems
6 Coordinator.

7 MS. COE: I second that.

8 PRESIDENT PETTIGREW: All in favor say
9 "aye."

10 THE COMMISSION MEMBERS: Aye.

11 PRESIDENT PETTIGREW: It's approved.

12 **Item No. 14 is a request of the Civil**
13 **Service Commission staff, on behalf of the Columbus**
14 **City Schools, to revise the specification for the**
15 **classification Office Automation Coordinator,**
16 **retitle it to read Student Data Compliance**
17 **Specialist, and designate the probationary period as**
18 **365 days.**

19 MS. LAGEMANN: This request is also a
20 result of the classification review initiated as
21 part of the school district's efforts to review all
22 classes.

23 Employees working in this classification
24 fulfill an integral role in the accountability

1 department in the district's efforts to ensure data
2 integrity following the data scandal.

3 The current title is antiquated and does
4 not provide an adequate description of the
5 classification's role in ensuring the accuracy and
6 integrity of the student data. It is proposed that
7 the classification be retitled to read Student Data
8 Compliance Specialist.

9 It's proposed the definition section be
10 revised to note the employees working in the
11 classification are responsible for providing
12 assistance, training, support and technical
13 assistance to district personnel in order to
14 maintain accuracy and integrity of student data.

15 The proposed revision to the "Examples of
16 Work" section include deletion of statements that
17 are no longer relevant and modification of several
18 statements to better describe the work.
19 Furthermore, this section is revised with the
20 addition of new statements that describe current
21 duties.

22 The proposed revisions to the "Minimum
23 Qualifications" allow for career progression for
24 qualified district employees working in other

1 classifications, as well as the recruitment of
2 qualified external candidates.

3 Proposed revisions to the "Knowledge,
4 Skills, Abilities" section are consistent with the
5 necessary attributes for a successful candidate.

6 It is recommended the probationary period
7 be revised to reflect 365 days, which is consistent
8 with the associated learning time for the job and
9 allows exposure to the full complement of job duties
10 encountered during the entire year.

11 There are no other revisions proposed.
12 It is recommended the revised and retitled
13 classification be approved as proposed.

14 MS. EDWARDS: I move that we approve the
15 request of the Civil Service Commission staff, on
16 behalf of Columbus City Schools, to revise the
17 specification for the classification of Office
18 Automation Coordinator, retitled it to read Student
19 Data Compliance Specialist, and designate the
20 probationary period as 365 days.

21 MS. COE: I second that.

22 PRESIDENT PETTIGREW: All in favor say
23 "aye."

24 THE COMMISSION MEMBERS: Aye.

1 PRESIDENT PETTIGREW: It's approved.

2 **Item No. 15 is a request of the Civil**
3 **Service Commission staff, on behalf of Columbus City**
4 **Schools, to abolish the specification for the**
5 **classification Supervisor, Enrollment Center.**

6 MS. LAGEMANN: This is also a result of
7 the school district's efforts to review all classes.

8 This classification is currently vacant,
9 has never been used, and there is no intention to
10 utilize this classification in the future.

11 Therefore, I recommend that this
12 specification for the classification Supervisor,
13 Enrollment Center, be abolished as proposed.

14 MS. EDWARDS: I move that we approve the
15 request of the Civil Service Commission staff, on
16 behalf of Columbus City Schools, to abolish the
17 specification for the classification Supervisor,
18 Enrollment Center.

19 MS. COE: I second that.

20 PRESIDENT PETTIGREW: All in favor say
21 "aye."

22 THE COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: It's approved.

24 Item No. 16, request of the Civil Service

22

1 Commission staff, on behalf of Columbus City
2 Schools, to impose a moratorium on the specification
3 for the classification Stenographer II.

4 MS. LAGEMANN: This request is also the
5 result of the classification review initiated as
6 part of the schools district's efforts to review all
7 classes.

8 There are currently two incumbents.
9 After review, it is recommended a moratorium be
10 imposed for the classification. The work is
11 duplicated by other classifications within the class
12 plan. Once the classification is vacated, the
13 classification will be recommended for abolishment.

14 MS. EDWARDS: I move we approve the
15 request of the Civil Service Commission staff, on
16 behalf of Columbus City Schools, to impose a
17 moratorium on the specification for the
18 classification Stenographer II.

19 MS. COE: I second that.

20 PRESIDENT PETTIGREW: All in favor say
21 "aye."

22 THE COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: It's approved.

24 **Item No. 17 is the request of the Civil**

1 **Service Commission staff, on behalf of Columbus City**
2 **Schools, to revise the specification for the**
3 **classification Storekeeper.**

4 MS. LAGEMANN: This request is the result
5 of the classification review initiated as part of
6 the school district's efforts to review all classes.

7 It is proposed the "Definition" section
8 be revised to better describe the role of this
9 classification.

10 The proposed revisions to the "Examples
11 of Work" section includes the modification of some
12 statements, with the addition of some statements to
13 describe duties to be performed.

14 The "Guidelines for Class Unit" section
15 currently included a specification that makes
16 reference to classifications that are no longer
17 included in the class. And it is proposed that the
18 "Guidelines For Class Unit" be deleted.

19 It is proposed the "Minimum
20 Qualifications" section be revised to describe the
21 work experience that is necessary for successful
22 performance of job duties, rather than referencing a
23 job title.

24 And minor revisions to the "Knowledge,

1 Skills, Abilities" section are proposed, with the
2 addition of a knowledge and abilities statement.

3 There are no other revisions proposed.
4 It is recommended that it be revised as proposed.

5 MS. EDWARDS: Thank you.

6 I move that we approve the request of the
7 Civil Service Commission staff, on behalf of
8 Columbus City Schools, to revise the specification
9 for the classification of Storekeeper.

10 MS. COE: I second that.

11 PRESIDENT PETTIGREW: All in favor say
12 "aye."

13 THE COMMISSION MEMBERS: Aye.

14 PRESIDENT PETTIGREW: It's approved.

15 Item 18 and 19 are joined together.

16 **No. 18 is a request from the Civil**
17 **Service Commission staff, on behalf of Columbus City**
18 **Schools, to revise the specification for the**
19 **classification Supervisor, Printing Services,**
20 **retitle to read Printing Services Supervisor and**
21 **change the probationary period to 365 days.**

22 **No. 19 is to revise the specification for**
23 **the classification Duplicating Equipment Operator.**

24 MS. LAGEMANN: These requests are the

25

1 result of the classification review initiated as
2 part of the school district's efforts to review all
3 classes.

4 Employees assigned to these
5 classifications work in the district's combined shop
6 and mail room. For both classifications, revisions
7 to the "Definition," "Examples of Work" and
8 "Knowledge, Skills, Abilities" sections are proposed
9 in order to provide clarity and remove unnecessary
10 language and to better describe the duties,
11 knowledge and abilities typical of work in the
12 classification.

13 Proposed changes to the minimum
14 qualifications reflects that which is needed for
15 successful performance of essential job duties. The
16 proposed changes will allow for a logical career
17 progression from a Duplicating Equipment Operator to
18 a supervisor classification.

19 For the supervisor classification, it is
20 proposed the probationary period be revised to 365
21 days to allow exposure to a full year of work.

22 Lastly, it is proposed that this
23 classification of Supervisor, Printing Services, be
24 retitled to Printing Services Supervisor. This

1 title is more in keeping with the district -- school
2 district's current vernacular for supervisory
3 classifications.

4 There are no other revisions proposed.
5 It is recommended that these be revised and retitled
6 as proposed.

7 MS. EDWARDS: Thank you. I move that we
8 approve the request of the Civil Service Commission
9 staff, on behalf of Columbus City Schools, to revise
10 the specification for the classification Supervisor,
11 Printing Services, retitle it to read Printing
12 Services Supervisor and change the probationary
13 period to 365 days; and in No. 19, to revise the
14 specification for the classification Duplicating
15 Equipment Operator.

16 MS. COE: I second those.

17 PRESIDENT PETTIGREW: All in favor say
18 "aye."

19 THE COMMISSION MEMBERS: Aye.

20 PRESIDENT PETTIGREW: 18 and 19 are
21 approved.

22 Items 20, 21, 22, 23 and 24 are to be
23 joined together.

24 Item 20, request of the Civil Service

27

1 Commission staff, on behalf of Columbus City
2 Schools, to abolish the specification for the
3 classification Employee Benefits Analyst I; 21, to
4 revise the specification for the classification
5 Employee Benefits Analysis II, retitle it to read
6 Employee Benefits Analyst, and change the
7 probationary period to 365 days; 22, to review the
8 specification for the classification Employee
9 Benefits Coordinator with no revisions. 23 --

10 MS. LAGEMANN: Can we stop there? The
11 first three are together, and then the next two are
12 together, actually.

13 PRESIDENT PETTIGREW: Okay.

14 MS. LAGEMANN: All right.

15 So we'll go from 20 to 23.

16 These requests are the result of a
17 classification review initiated as part of the
18 school district's efforts to review all classes.

19 Only one level of work emerged during the
20 review of this series of classifications between the
21 I and the II levels. Therefore, the first level is
22 proposed to be abolished and the second level
23 retitled to a single level of Employee Benefits
24 Analyst.

1 Updates to this classification include
2 wording updates throughout, some additional examples
3 of work to reflect data and spreadsheet usage and
4 clarify duties.

5 Some proposed deletions are: Remove
6 references to workers' compensation or OSHA. Those
7 are performed by a different section of HR.

8 Within the "Minimum Qualifications,"
9 allowing for a general bachelor's degree is
10 proposed. And the years of experience is proposed
11 to be reduced from three to two. The driver's
12 license requirement is proposed to be removed.
13 Travel is infrequent for the job.

14 The probationary period is proposed to be
15 revised to 365 days to allow for full exposure to
16 the duties of the job.

17 The Employee Benefits Coordinator, the
18 third level of this series, is currently vacant.
19 And the benefits area is evolving in its duties,
20 particularly as it relates to reducing paper
21 policies. It is requested by Columbus City Schools
22 to proceed with a "review, no change" action at this
23 time.

24 There are no other revisions proposed.

29

1 It is recommended that the these classifications be
2 approved as proposed. Thank you.

3 MS. EDWARDS: I move that, as to No. 20,
4 we approve the request of the Civil Service
5 Commission staff, on behalf of Columbus City
6 Schools, to abolish the specification for the
7 classification Employee Benefits Analyst I.

8 As to Item 21, revise the specification
9 for the classification Employee Benefits Analyst II,
10 retitle it to read Employee Benefits Analyst and
11 change the probationary period to 365 days.

12 As to 22, the review of the
13 specifications for the classification Employee
14 Benefits Coordinator with no revisions.

15 MS. COE: I second those.

16 PRESIDENT PETTIGREW: All in favor say
17 "aye."

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PETTIGREW: They are approved.

20 **Items No. 23 and 24 are joined together.**

21 **Item 23, request of the Civil Service**
22 **Commission staff, on behalf of Columbus City**
23 **Schools, to revise the specification for the**
24 **classification Procurement Specialist and change the**

1 probationary period to 365 days.

2 24, to revise the specification for the
3 classification Procurement Supervisor and retitle it
4 to read Contract Manager and change the probationary
5 period to 365 days.

6 MS. LAGEMANN: The updates to the
7 Procurement Specialist is the result of a
8 classification review initiated as part of the
9 district's effort to review all classes.

10 The Procurement Specialist
11 classification, the definition is proposed to be
12 updated to reflect the appropriate amount of
13 supervision.

14 Some statements in the "Examples of Work"
15 are deleted, as they are more appropriate for the
16 Contract Manager classification. And new statements
17 regarding communication responsibilities are also
18 proposed.

19 "Minimum Qualifications" are proposed to
20 be revised to allow for a bachelor's degree in any
21 field and to allow for an Account Clerk to be able
22 to qualify for this classification if they have a
23 degree and required experience.

24 Substitutions proposed in the "Minimum

1 Qualifications" include updates to the naming of
2 some of the certifications and to allow for up to
3 two years of additional experience as a substitute
4 for the educational requirements.

5 Within the "Knowledge, Skills,
6 Abilities," some wording has been removed and a new
7 statement regarding recordkeeping has been added.

8 The probationary period is proposed to be
9 revised to 365 days to allow a full year of exposure
10 to the job.

11 While Procurement Supervisor was on the
12 list for reviewing all classes, the changes were
13 extensive enough to warrant class action.
14 Therefore, the revisions in Procurement Supervisor
15 results in a class action.

16 This classification is currently vacant,
17 so we were updating it according to the district,
18 how they want to use it going forward.

19 We are proposing to retitle it to
20 Contract Manager and have updated the specifications
21 to represent the examples of work and the knowledge,
22 skills and abilities associated with managing the
23 contracts.

24 The "Minimum Qualifications" were written

1 to be able to select qualified candidates with
2 experience in either contract administration or the
3 procurement of goods or services, allowing for an
4 experience substitution for up to two years of
5 education as well.

6 There are no revisions proposed. It is
7 recommended that the classification be approved as
8 proposed.

9 MS. EDWARDS: Thank you.

10 I move that we approve the request of the
11 Civil Service Commission staff, on behalf of
12 Columbus City Schools, No. 23, to revise the
13 specification for the classification Procurement
14 Specialist, and change the probationary period to
15 365 days; and No. 22, the request to revise
16 specification for the classification Procurement
17 Supervisor and retitle it to read Contract Manager
18 and change the probationary period to 365 days.

19 MS. COE: I second both of those.

20 PRESIDENT PETTIGREW: All in favor say
21 "aye."

22 THE COMMISSION MEMBERS: Aye.

23 MS. BRINNON: 24?

24 PRESIDENT PETTIGREW: Yes, 24.

1 MS. EDWARDS: Yeah, I thought I said 24.
2 It's 23 and 24.

3 PRESIDENT PETTIGREW: They are approved.
4 Okay. 25, 26, 27, 28, 29, 30 and 31 are
5 joined.

6 25 is -- They are all requests of the
7 Civil Service Commission staff to approve the
8 specification review of classifications 25 through
9 31 with no revisions.

10 25 is classification Office Assistant
11 III; 26 is classification Telecommunications
12 Specialist II; 27, the classification is
13 Telecommunications Specialist II, no revisions; 28,
14 the classification is Public Health Physician, with
15 no revisions; 29, the classification is Public
16 Health Program Manager IV, with no revisions; 30,
17 the classification is Medical Technologist, with no
18 revisions; and 31, the classification is Public
19 Health Veterinarian, with no revisions.

20 MS. LAGEMANN: This review is part of the
21 Civil Service Commission effort to review all
22 classifications every five years.

23 After reviewing the specifications,
24 incumbent questionnaires and/or discussion with the

1 department representative, it was decided that the
2 current specification adequately describes the work.
3 It is therefore submitted that the review of the
4 specification for the classifications in Agenda
5 Items 25 through 31 be approved with no revisions.

6 MS. EDWARDS: I move that we approve the
7 request of the Civil Service Commission staff to
8 approve the specification reviews for the
9 classifications numbered 25, Office Assistant III;
10 26, Telecommunication Specialist I; 27,
11 Telecommunications Specialist II; 28, Public Health
12 Physician; 29, Public Health Program Manager IV; 30,
13 Medical Technologist; and 31, Public Health
14 Veterinarian, each with no revisions.

15 MS. COE: I second those.

16 PRESIDENT PETTIGREW: All in favor say
17 "aye."

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PETTIGREW: They are approved.

20 **Item 32 is a request of the Civil Service**
21 **Commission staff to revise the specification for the**
22 **classification of Welder.**

23 MS. LAGEMANN: A review of this
24 classification was completed as part of the school

1 district's effort to review all classifications
2 every five years.

3 Removing the word "type" from the
4 definition is proposed.

5 Updates are proposed in the "Examples of
6 Work" and the "Knowledge, Skills, Abilities" to
7 provide more details concerning the work and include
8 ability statements regarding physical demands of the
9 work.

10 There are no other revisions proposed.
11 Therefore, it is recommended that the classification
12 be approved as proposed.

13 MS. EDWARDS: Thank you.

14 I move that we approve the request of the
15 Civil Service Commission staff to revise the
16 specification of the classification Welder.

17 MS. COE: I second that.

18 PRESIDENT PETTIGREW: All in favor say
19 "aye."

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: It's approved.

22 Items 33 and 34 are joined together.

23 **Item 33 is a request of the Civil Service**
24 **Commission staff to revise the specification for the**

1 **classification Office Assistant I, change the**
2 **probationary period to 365 days and amend Rule XI**
3 **accordingly.**

4 MS. LITZY-TAYLOR: This classification --

5 PRESIDENT PETTIGREW: Wait a minute.

6 Are they joined?

7 MS. BRINNON: 34 is together.

8 MS. LITZY-TAYLOR: Oh, yes. Sorry.

9 **PRESIDENT PETTIGREW: And 34 is a request**
10 **to revise the specification for the classification**
11 **Office Assistant II.**

12 MS. LITZY-TAYLOR: These classifications
13 were reviewed as part of the Civil Service
14 Commission's effort to review all classifications
15 every five years.

16 After reviewing the specifications and
17 questionnaire responses of a sampling of incumbents,
18 supervisory review and communication with department
19 representatives, some revisions are proposed for
20 both classes in the "Qualifications," to include a
21 requirement for general office experience. It is
22 proposed that this section be revised to allow
23 college training to be substituted in full for the
24 required experience on a year-per-year basis.

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1 College education includes the use of office
2 software, management of workload and meeting
3 deadlines, all of which translate well to general
4 office experience. Allowing the education
5 substitution will greatly increase the applicant
6 pool.

7 For Office Assistant I, it is proposed
8 that the probationary period be revised to reflect
9 the designation of 365 days, which will allow
10 exposure to a full complement of duties and provide
11 adequate learning time.

12 There are no other revisions proposed for
13 these specifications at this time.

14 MS. EDWARDS: Thank you.

15 I move that we approve the request of the
16 Civil Service Commission staff to revise the
17 specification for the classification in No. 33,
18 Office Assistant I, change the probationary period
19 to 365 days and amend Rule XI accordingly; and for
20 34, to revise the specification for the
21 classification Office Assistant II.

22 MS. COE: I second that.

23 PRESIDENT PETTIGREW: All in favor say
24 "aye."

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: They are approved.

3 **Item No. 35 is a request of the Civil**
4 **Service Commission staff to revise the specification**
5 **for the classification of Sports Field Maintenance**
6 **Supervisor.**

7 MS. LITZY-TAYLOR: This revision was
8 would requested by Recreation and Parks.

9 Currently, the minimum qualifications
10 require possession of a valid turf pest control --
11 I'm sorry, turf pest commercial applicator license
12 by completion of the probationary period. The scope
13 of work for this classification now includes
14 spraying areas covered under industrial vegetation
15 categories. These areas include nonagricultural
16 land such as roadways, public water courses, utility
17 right-of-way for areas within close proximity with
18 to industrial sites, power stations, parking lots or
19 similar areas for the control or eradication of
20 unwanted vegetation. It is proposed that the
21 addition to the turf pest category of the industrial
22 vegetation category be added as a requirement as
23 well.

24 There are no other revisions proposed at

1 this time.

2 MS. EDWARDS: Thank you.

3 I move that we approve the request of the
4 Civil Service Commission staff to revise the
5 specification for the classification Sports Field
6 Maintenance Supervisor.

7 MS. COE: I second that.

8 PRESIDENT PETTIGREW: All in favor say
9 "aye."

10 THE COMMISSION MEMBERS: Aye.

11 PRESIDENT PETTIGREW: It's approved.

12 **Item 36 is a request of the Civil Service**
13 **Commission staff to revise the specification for the**
14 **classification Construction Inspector II.**

15 MR. CHERRY: The remaining
16 classifications that I'll be presenting today are
17 part of the Civil Service efforts to review all
18 classifications every five years.

19 There are a couple of recommendations for
20 the "Knowledge, Skills, Abilities" section.
21 Incumbents regularly operate computers to perform
22 different aspects of their job. Therefore, it is
23 recommended that the ability to operate a computer
24 or related software be added to this section.

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1 Also, while at construction sites,
2 incumbents must walk across uneven terrain in
3 various weather conditions. Therefore, it is also
4 recommended that this be added as an ability
5 statement as well.

6 There are no other proposed revisions to
7 this specification.

8 MS. EDWARDS: I move that we approve the
9 request of the Civil Service Commission staff to
10 revise the specification for the classification
11 Construction Inspector II.

12 MS. COE: I second that.

13 PRESIDENT PETTIGREW: All in favor say
14 "aye."

15 THE COMMISSION MEMBERS: Aye.

16 PRESIDENT PETTIGREW: It's approved.

17 Items 37, 38 and 39 are joined together.

18 **Item 37 is a request of the Civil Service**
19 **Commission staff to revise the specification for the**
20 **classification Public Health Program Manager I; 38**
21 **is the classification Public Health Program**
22 **Manager II; and 39 is the classification Program --**
23 **Public Health Program Manager III.**

24 MR. CHERRY: The recommended revisions to

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1 these classifications are to make the differences in
2 the levels more distinguishable.

3 For the Public Health Program Manager I,
4 the only recommendation is the "Guidelines for Class
5 Use" section. Since this classification may be
6 utilized as a supervisory role, it is recommended
7 that a statement be added to this section stating
8 that position incumbents may provide limited
9 supervision to a small team of nonmanagement
10 personnel.

11 Public Health Program Manager II is
12 currently responsible for the management of the
13 Public Health Service and, therefore, supervision of
14 a small team of employees in the Columbus Public
15 Health Department. Depending on the services being
16 offered, the size of the team may vary from program
17 to program. Therefore, it is recommended that the
18 definition be revised to read "under general
19 direction, responsible for the management of the
20 Public Health Service and for the supervision of a
21 team of employees in the Columbus Public Health
22 Department."

23 The only other recommendation is to the
24 "Guidelines for the Class Use" section. In order to

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1 remain consistent with the proposed definition, it
2 is also recommended that the specific size of the
3 team being supervised be removed.

4 The only recommendation to the Public
5 Health Program Manager II is to the "Guidelines for
6 Class Use" section. There currently is a statement
7 in this section that reads: "Position incumbents
8 typically supervise one or more supervisors."
9 However, this classification may also supervise
10 lower-level managers carrying on activities of a
11 major public health service. Therefore, it is
12 recommended that this particular statement be
13 revised to read: "Position incumbents typically
14 supervise one or more supervisors/managers."

15 There are no other proposed revisions to
16 these specifications.

17 MS. EDWARDS: Thank you.

18 I move that we approve the request of the
19 Civil Service Commission staff to revise the
20 specifications for the classifications No. 37,
21 Public Health Program Manager I; 38, Public Health
22 Program Manager II; and 39, Public Health Program
23 Manager III.

24 MS. COE: I second those.

1 PRESIDENT PETTIGREW: All in favor say
2 "aye."

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: They are approved.

5 Items 40, 41 and 42 are joined together.

6 **40 is a request of the Civil Service**
7 **Commission staff to revise the specification for the**
8 **classification Planner I; 41 is to revise the**
9 **specification for the classification Planner II; and**
10 **42 is to revise the specification for the**
11 **classification Planning Manager.**

12 MR. CHERRY: The Planner series was
13 originally utilized exclusively by the Department of
14 Development. However, over the years, the
15 classifications within this series are being
16 utilized by other departments in the city.
17 Therefore, in order to be more inclusive to other
18 departments and divisions and to clean up some of
19 the outdated vernacular, it is recommended that the
20 "Definition," "Examples of Work" and "Knowledge,
21 Skills, Abilities" for all three classifications be
22 revised slightly.

23 The recommendations are mainly to modify
24 the language of existing statements to express some

1 of the duties and address the needs of multiple
2 departments.

3 MS. EDWARDS: I move that we approve the
4 request of the Civil Service Commission staff to
5 revise the specifications for the classifications
6 for 40, Planner I; No. 41, Planner II; and No. 42,
7 Planning Manager.

8 MS. COE: I second those.

9 PRESIDENT PETTIGREW: All in favor say
10 "aye."

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: They are approved.
13 Thank you.

14 **The remaining item is Item No. 45,**

15 **background removals.** Applicants removed
16 pre-examination, Danita Stewart, reinstate.

17 Applicants removed post-examination,
18 Kelsey Reese, reinstate; Phillip B. Powell, do not
19 reinstate; William B. Heine, do not reinstate.

20 And with that, we are adjourned.

21 - - -

22 And, thereupon, the proceeding was
23 concluded at approximately 1:34 p.m.

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C-E-R-T-I-F-I-C-A-T-E

I do hereby certify that the foregoing is a true, correct and complete written transcript of the proceedings in this matter, taken by me on the 25th day of June, 2018, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 1:34 p.m.

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