BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:
Regular Meeting
Grady L. Pettigrew, Jr.
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, June 25, 2018
12:52 p.m.
City of Columbus
Civil Service Commission
77 North Front Street
Columbus, Ohio 43215

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COMMISSION MEMBER PRESENT:
Grady L. Pettigrew, Jr., President
Stefanie L. Coe
Delena Edwards

PRESENTERS:
Richard Cherry
Carol Lagemann
Charday Litzy-Taylor

ALSO PRESENT:
Wendy Brinnon
MONDAY AFTERNOON SESSION
June 25, 2018
12:52 p.m.

- - -

PROCEDINGS

- - -

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

- - -

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

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

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say
"aye."

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: They are approved.

Nothing for 2, 3, 4.

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

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

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

The Special Olympics Coordinator will be responsible for coordinating the development and implementation of the Special Olympics program in the Columbus City Schools. Some of the duties will include determining eligibility of participating
students and adults in the Special Olympics program,
coordinating and scheduling the use of school
athletic facilities, Columbus Recreation and Parks
facilities, and other appropriate venues, and
monitoring the program parameters and program data
and evaluating results, to name a few.

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

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

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

MS. EDWARDS: Thank you. I move that we
approve the request from the Civil Service
Commission staff on behalf of Columbus City Schools
to create the classification Special Olympics Coordinator, design the examination -- designate the examination type as noncompetitive and assign a probationary periods of 180 days.

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

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

MR. CHERRY: This request came in from Columbus City Schools. There is currently one incumbent serving. This classification is responsible for supervising the overall preventative maintenance and repair activities of the district's four fleet service centers throughout Columbus. This involves supervising six assistant supervisors and 32 mechanics in performing repairs and tasks for the entire fleet of gasoline and diesel-powered
school buses, landscaping equipment and other automotive equipment.

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

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 7, request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the
classification Data Reporting Specialist.

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

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

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

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

There are no other changes proposed at this time.

MS. EDWARDS: Thank you.
I move that we approve the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revised the specification for the classification Data Reporting Specialist.

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

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

MS. LITZY-TAYLOR: This request number involves a classification review initiated by the school district to review all classes. Based upon information received in the questionnaire responses from incumbents, a supervisory review and discussions with district representatives, some minor revisions are proposed. It is proposed that the definition be revised to notate that any employee working in this
classification performs duties under direction, rather than under general supervision. The Special Assistant to the Payroll Administrator confers with the Payroll Administrator to discuss progress and work problems that require advice and direction. However, they will plan and carry out assignments with little supervision.

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

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

There are no other revisions proposed.

MS. EDWARDS: Thank you.

I move that we approve the request from the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Special Assistant to the Payroll Administrator and designate the probationary
period as 365 days.

MS. COE: I second that.
PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It's approved.
9 and 10 are joined together.

MS. LAGEMANN: Correct.
PRESIDENT PETTIGREW: No. 9, request of the Civil Service Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Accountant I.
And 10 is to revise the specification of the classification Accountant II, retitle it to read Accountant, change the probationary period to 365 days, and change the exam type to noncompetitive.

MS. LAGEMANN: Carol Lagemann, personnel analyst for the Civil Service Commission. This request is the result of a classification review initiated as part of the school district's efforts to review all classes. The Accountant I level of this series is vacant and has not been used in many years. And
after reviewing it, the Accountant Clerk classification has similar duties. Therefore, we propose to abolish Accountant I and then update the title of Accountant II to Accountant.

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

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

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

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

MS. EDWARDS: Thank you. I move that me
approve the request of the Civil Service Commission
staff, on behalf of Columbus City Schools, to
abolish the specification for the classification
Accountant I and to revise the specification for the
classification Accountant II, retitle it to read
Accountant, change the probationary period to
365 days and change the exam type to noncompetitive.

MS. COE: I second those.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

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

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

The classification is currently vacant, and it may be a while before the organizational
direction regarding the use of this classification is determined. So the district does support imposing the moratorium at this time. There are no other changes proposed.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

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

MS. LAGEMANN: This is also on behalf of Suzy Ulry, as a result of the classification review initiated as part of the school district's efforts to review all classes.
This classification was created in November 2015 to facilitate the implementation of an integrated workplace management systems software. This classification is used to supervise employees in the maintenance service representative classification. It is proposed that this classification be retitled to read Maintenance Service Coordinator, which is more descriptive and meaningful in the context of the class plan.

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

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

It is proposed the "Minimum Qualifications" section be revised to allow full substitution of work experience for the education requirements.
The proposed revisions to the "Knowledge, Skills, Ability" section includes: "Considerable knowledge of building and grounds maintenance methods, tools, materials, and general knowledge of asset management process support."

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

There are no other revisions proposed.

It is recommended that this be revised and retitled as proposed.

MS. EDWARDS: Thank you.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.
Item No. 13 is a request of the Civil Service Commission, on behalf of Columbus City Schools, to revise the specification for the classification Personnel Information Systems Coordinator and retitle it to read Human Resources Information Systems Coordinator.

MS. LAGEMANN: This request is also part of the review initiated by the school district in its efforts to review all classes. It is proposed to retitle the classification to Human Resources Information Systems Coordinator, instead of using the older term, "personnel." The information systems for personnel data now are termed "human resources information system," and this is in keeping with that naming convention.

Updates to the "Examples of Work" and "Knowledge, Skills, Abilities," include wording updates and some additions consistent with the nature of the work and the type of systems used. There are no other provisions proposed. It is recommended that it be revised and retitled as proposed.

MS. EDWARDS: I move that we approve the
request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification to the classification Personnel Information Systems Coordinator and retitle it to read Human Resources Information Systems Coordinator.

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

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

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

Employees working in this classification fulfill an integral role in the accountability
department in the district's efforts to ensure data integrity following the data scandal.

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

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

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

The proposed revisions to the "Minimum Qualifications" allow for career progression for qualified district employees working in other
classifications, as well as the recruitment of qualified external candidates.

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

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

There are no other revisions proposed.

It is recommended the revised and retitled classification be approved as proposed.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It's approved.

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

MS. LAGEMANN: This is also a result of the school district's efforts to review all classes. This classification is currently vacant, has never been used, and there is no intention to utilize this classification in the future. Therefore, I recommend that this specification for the classification Supervisor, Enrollment Center, be abolished as proposed.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 16, request of the Civil Service
Commission staff, on behalf of Columbus City Schools, to impose a moratorium on the specification for the classification Stenographer II.

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

There are currently two incumbents.

After review, it is recommended a moratorium be imposed for the classification. The work is duplicated by other classifications within the class plan. Once the classification is vacated, the classification will be recommended for abolishment.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 17 is the request of the Civil
Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Storekeeper.

MS. LAGEMANN: This request is the result of the classification review initiated as part of the school district's efforts to review all classes. It is proposed the "Definition" section be revised to better describe the role of this classification.

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

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

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

And minor revisions to the "Knowledge,
Skills, Abilities section are proposed, with the addition of a knowledge and abilities statement. There are no other revisions proposed. It is recommended that it be revised as proposed.

MS. EDWARDS: Thank you.
I move that we approve the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification of Storekeeper.

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item 18 and 19 are joined together.

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

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

MS. LAGEMANN: These requests are the
result of the classification review initiated as part of the school district's efforts to review all classes.

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

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

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

Lastly, it is proposed that this classification of Supervisor, Printing Services, be retitled to Printing Services Supervisor. This
title is more in keeping with the district -- school
district's current vernacular for supervisory
classifications.

There are no other revisions proposed.

It is recommended that these be revised and retitled
as proposed.

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

MS. COE: I second those.

PRESIDENT PETTIGREW: All in favor say
"aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: 18 and 19 are
approved.

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

Item 20, request of the Civil Service
Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Employee Benefits Analyst I; to revise the specification for the classification Employee Benefits Analysis II, retitle it to read Employee Benefits Analyst, and change the probationary period to 365 days; to review the specification for the classification Employee Benefits Coordinator with no revisions.

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

PRESIDENT PETTIGREW: Okay.

MS. LAGEMANN: All right.

So we'll go from 20 to 23.

These requests are the result of a classification review initiated as part of the school district's efforts to review all classes. Only one level of work emerged during the review of this series of classifications between the I and the II levels. Therefore, the first level is proposed to be abolished and the second level retitled to a single level of Employee Benefits Analyst.
Updates to this classification include wording updates throughout, some additional examples of work to reflect data and spreadsheet usage and clarify duties.

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

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

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

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

There are no other revisions proposed.
It is recommended that the these classifications be approved as proposed. Thank you.

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

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

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

MS. COE: I second those.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Items No. 23 and 24 are joined together.

Item 23, request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Procurement Specialist and change the
probationary period to 365 days.

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

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

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

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

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

Substitutions proposed in the "Minimum
Qualifications" include updates to the naming of some of the certifications and to allow for up to two years of additional experience as a substitute for the educational requirements.

Within the "Knowledge, Skills, Abilities," some wording has been removed and a new statement regarding recordkeeping has been added. The probationary period is proposed to be revised to 365 days to allow a full year of exposure to the job.

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

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

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

The "Minimum Qualifications" were written
to be able to select qualified candidates with experience in either contract administration or the procurement of goods or services, allowing for an experience substitution for up to two years of education as well.

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

MS. EDWARDS: Thank you.

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

MS. COE: I second both of those.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

MS. BRINNON: 24?

PRESIDENT PETTIGREW: Yes, 24.
MS. EDWARDS: Yeah, I thought I said 24.

It's 23 and 24.

PRESIDENT PETTIGREW: They are approved.

Okay. 25, 26, 27, 28, 29, 30 and 31 are joined.

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

25 is classification Office Assistant
III; 26 is classification Telecommunications
Specialist II; 27, the classification is
Telecommunications Specialist II, no revisions; 28,
the classification is Public Health Physician, with
no revisions; 29, the classification is Public
Health Program Manager IV, with no revisions; 30,
the classification is Medical Technologist, with no
revisions; and 31, the classification is Public
Health Veterinarian, with no revisions.

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

After reviewing the specifications,
department representative, it was decided that the
current specification adequately describes the work.

It is therefore submitted that the review of the
specification for the classifications in Agenda
Items 25 through 31 be approved with no revisions.

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

MS. COE: I second those.

PRESIDENT PETTIGREW: All in favor say
"aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

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

MS. LAGEMANN: A review of this

classification was completed as part of the school
district's effort to review all classifications every five years.

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

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

There are no other revisions proposed.

Therefore, it is recommended that the classification be approved as proposed.

MS. EDWARDS: Thank you.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Items 33 and 34 are joined together.

Item 33 is a request of the Civil Service Commission staff to revise the specification for the
classification Office Assistant I, change the
probationary period to 365 days and amend Rule XI
accordingly.

MS. LITZY-TAYLOR: This classification --

PRESIDENT PETTIGREW: Wait a minute.

Are they joined?

MS. BRINNON: 34 is together.

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

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

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

After reviewing the specifications and
questionnaire responses of a sampling of incumbents,
supervisory review and communication with department
representatives, some revisions are proposed for
both classes in the "Qualifications," to include a
requirement for general office experience. It is
proposed that this section be revised to allow
college training to be substituted in full for the
required experience on a year-per-year basis.
College education includes the use of office software, management of workload and meeting deadlines, all of which translate well to general office experience. Allowing the education substitution will greatly increase the applicant pool.

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

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

MS. EDWARDS: Thank you.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."
THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

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

MS. LITZY-TAYLOR: This revision was requested by Recreation and Parks. Currently, the minimum qualifications require possession of a valid turf pest control -- I'm sorry, turf pest commercial applicator license by completion of the probationary period. The scope of work for this classification now includes spraying areas covered under industrial vegetation categories. These areas include nonagricultural land such as roadways, public water courses, utility right-of-way for areas within close proximity with industrial sites, power stations, parking lots or similar areas for the control or eradication of unwanted vegetation. It is proposed that the addition to the turf pest category of the industrial vegetation category be added as a requirement as well.

There are no other revisions proposed at
MS. EDWARDS: Thank you. I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Sports Field Maintenance Supervisor.

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

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

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

There are a couple of recommendations for the "Knowledge, Skills, Abilities" section.

Incumbents regularly operate computers to perform different aspects of their job. Therefore, it is recommended that the ability to operate a computer or related software be added to this section.
While at construction sites, incumbents must walk across uneven terrain in various weather conditions. Therefore, it is also recommended that this be added as an ability statement as well.

There are no other proposed revisions to this specification.

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

MS. COE: I second that.

PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Items 37, 38 and 39 are joined together. Item 37 is a request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager I; 38 is the classification Public Health Program Manager II; and 39 is the classification Program --

MR. CHERRY: The recommended revisions to
these classifications are to make the differences in
the levels more distinguishable.

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

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

The only other recommendation is to the
"Guidelines for the Class Use" section. In order to
remain consistent with the proposed definition, it
is also recommended that the specific size of the
team being supervised be removed.

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

There are no other proposed revisions to
these specifications.

MS. EDWARDS: Thank you.

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

MS. COE: I second those.
PRESIDENT PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved. Items 40, 41 and 42 are joined together.

40 is a request of the Civil Service Commission staff to revise the specification for the classification Planner I; 41 is to revise the specification for the classification Planner II; and 42 is to revise the specification for the classification Planning Manager.

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

The recommendations are mainly to modify the language of existing statements to express some
of the duties and address the needs of multiple
departments.

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

MS. COE: I second those.

PRESIDENT PETTIGREW: All in favor say
"aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Thank you.

The remaining item is Item No. 45,

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

Applicants removed post-examination,
Kelsey Reese, reinstate; Phillip B. Powell, do not
reinstate; William B. Heine, do not reinstate.
And with that, we are adjourned.

And, thereupon, the proceeding was
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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