

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, July 30, 2018
15 12:40 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

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1 MONDAY AFTERNOON SESSION
2 July 30, 2018
3 12:40 p.m.

4 - - -

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

6 - - -

7 BE IT REMEMBERED THAT, on the 30th day of
8 July, 2018, this cause came on for hearing before
9 the Civil Service Commission, Grady L. Pettigrew,
10 Jr., President. And, the parties appearing in
11 person and/or by counsel, as hereinafter set forth,
12 the following proceedings were had:

13 - - -

14 PRESIDENT PETTIGREW: We'll call to order
15 the Municipal Civil Service Commission meeting for
16 the City of Columbus, Ohio, for July -- on the date
17 of July 30, 2018. We will be following the present
18 agenda.

19 And the first item is the review and
20 approval of the minutes of the June 25, 2018,
21 regular meeting.

22 MS. COE: I move what we approve the
23 minutes of the June 25, 2018, regular meeting.

24 PRESIDENT PETTIGREW: Seconded.

All in favor, say "aye."

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: The motion is
3 approved.

4 Nothing under Item 2.

5 Item 3 is the request of Civil Service
6 Commission staff to revise Rule XV(B) (1) pertaining
7 to leaves of absence without pay.

8 MS. ROLLINS: Tammy Rollins.

9 This particular request to revise this
10 rule applies specifically to leaves of absence
11 without pay. So it's like the general leave when
12 somebody would go on inactive status.

13 Right now, the rule reads that in order
14 for an appointing authority to grant a leave of
15 absence without pay, the individual has to be
16 through their probationary period. And more
17 recently, we've had multiple incidents where
18 appointing authorities wanted to grant a leave of
19 absence for, you know, a variety of reasons, but the
20 employee was still in the middle of their
21 probationary period. And so the leave of absence
22 that placed them into inactive -- which is, you
23 know, basically, they come off time and
24 attendance -- they weren't able to do it.

1 So the workaround here is that just put
2 them in as leave without pay. But it's easier, and
3 it makes more sense, that if the appointing
4 authority is willing to do that, that they be able
5 to grant them the leave without pay.

6 There's also a rule that, you know, any
7 time an employee is off duty for more than 30 days,
8 the probationary period can be extended. So the
9 appointing authority would still have the same
10 amount of time to assess. The employee would still
11 have the same amount of time to learn the job. So
12 whatever period of time you would be out, you know,
13 we would basically tack it on to when they did
14 return to work in a regular capacity.

15 MS. COE: Thank you.

16 I move to support the request of the
17 Civil Service Commission staff to revise
18 Rule XV(B)(1) pertaining to leaves of absence
19 without pay.

20 PRESIDENT PETTIGREW: I second it.

21 All in favor say "aye."

22 THE COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: It is approved.

24 Item No. 5 is the request of the Civil

1 Service Commission staff on behalf of Columbus City
2 Schools to revise the classification specification
3 for Data Analyst Specialist and retitle it to read
4 Student Data Assistant.

5 MS. ROLLINS: So this was a request that
6 we received from Columbus City Schools to take a
7 look at this classification and specifically to
8 update it so it's more representative to the work
9 that is actually performed.

10 In this case, this is a classification
11 that is in the Office of Administrative Support job
12 family, yet the title doesn't particularly suggest
13 that. So part of this revision is that the
14 classification be retitled to Student Data
15 Assistant. Incumbents in this classification are
16 responsible for assisting in ensuring the data
17 integrity of the student data systems. So the
18 Student Data Assistant title is more consistent with
19 the work responsibilities and the level of work and
20 also consistent with the job family assignments for
21 this classification.

22 Throughout this classification, there are
23 multiple revisions to the "Examples of Work,"
24 basically just to bring the classification up to

1 date and, you know, better describe the work
2 performed as a communication tool, to better
3 describe the skill sets and the knowledge, skills
4 and abilities needed to do the job.

5 The "Minimum Qualifications" were
6 revised, not entirely significantly. But kind of
7 cleaned up the language in the "Minimum
8 Qualifications." So it's one year of secretarial
9 work, clerical experience with a school district or
10 working with student data systems.

11 They are keeping the probationary period
12 and examination type as it is currently.

13 MS. COE: Thank you.

14 I move to support the request of the
15 Civil Service Commission staff, on behalf of
16 Columbus City Schools, to revise the classification
17 specification for Data Analyst Specialist and
18 retitle it to read Student Data Assistant.

19 PRESIDENT PETTIGREW: Second.

20 All in favor say "aye."

21 THE COMMISSION MEMBERS: Aye.

22 PRESIDENT PETTIGREW: It is approved.

23 Just for the record, we have received
24 communications concerning a very important ally in

1 the Columbus City Schools work. Barbara McGrath,
2 Senior Executive Administrator of Human Resources,
3 has indicated or has been accepted as going from
4 full-time to part-time.

5 And, certainly, we want to go on record
6 as appreciating your helping us bring what we felt
7 the Columbus City Schools needed to be able to do.
8 And, certainly, you have merged what they needed to
9 do with what we could accomplish for them over that
10 period of time. And as you change in your career
11 many times, we wish you only the best and look
12 forward to you coming back periodically during your
13 time as part-time for Columbus City Schools.

14 Thank you very much.

15 MS. McGRATH: Thank you. I wanted to
16 point out that, this is going to be the conclusion
17 of all of our civil service updates, so you won't
18 see me again. Thank you.

19 PRESIDENT PETTIGREW: All right. Thank
20 you.

21 Okay. Items 6 through 11 will be joined.

22 Item 6, request of the Civil Service
23 Commission staff to review the specification for the
24 classification Department Deputy Director, with no

1 revisions.

2 The other items with no revisions: 7,
3 Senior Systems Administrator with no revisions; 8,
4 Systems Administrator, with no revisions; 9,
5 Wastewater Chemist I with no revisions; 10, Medical
6 Technologist Supervisor, with no revisions; and, 11,
7 Medical Laboratory Manager, with no revisions.

8 Mr. Cherry.

9 MR. CHERRY: Good afternoon. Richard
10 Cherry, Personnel Analyst for the Civil Service
11 Commission.

12 A review of these classifications are the
13 Civil Service's efforts to review all
14 classifications every five years. We had
15 discussions with department representatives who
16 determined that no changes need to be made at this
17 time.

18 MS. COE: Thank you.

19 I move to support the request of the
20 Civil Service Commission staff to review the
21 specification for the classifications Department
22 Deputy Director, with no revisions; Senior Systems
23 Administrator, with no revisions; Systems
24 Administrator, with no revisions; Wastewater

1 Chemist I, with no revisions; Medical Technologist
2 Supervisor, with no revisions; and Medical
3 Laboratory Manager, with no revisions.

4 PRESIDENT PETTIGREW: Second.

5 All in favor say "aye."

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: They are approved.

8 Item No. 12, request from the Civil
9 Service Commission staff to revise the specification
10 for the classification Right-of-Way/Traffic
11 Investigator.

12 MR. CHERRY: During a recent review of
13 this classification, one of the duties is a primary
14 function of a different classification that was
15 inadvertently added to the "Examples of Work"
16 section. Therefore, we are requesting removal of
17 that particular duty from this specification.

18 MS. COE: Thank you. Sorry.

19 I move to support the request of the
20 Civil Service Commission staff to revise the
21 specification for the classification
22 Right-of-Way/Traffic Investigator.

23 PRESIDENT PETTIGREW: Second.

24 All in favor say "aye."

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: It is approved.

3 Items 13 through 16 are joined.

4 Item 13, request of the Civil Service
5 Commission staff to revise the specification for the
6 classification Parking Meter Collector; Item 14,
7 Parking Meter Repairer; Item 15, Parking Enforcement
8 Officer; and 16, Parking Enforcement Supervisor.

9 MR. CHERRY: These requests were
10 initiated by the Department of Public Service in
11 order to better reflect the duties that are
12 currently being performed in the "Examples of Work"
13 sections, as well as "Knowledge, Skills and
14 Abilities" of the specification.

15 Also, the department has acquired new
16 license plate recognition hardware and software that
17 requires an extended training and evaluation period.
18 Therefore, it is recommended that the probation
19 period for the Parking Enforcement Officer be
20 changed from 180 days to 270 days.

21 MS. COE: Thank you.

22 I move to support the request of the
23 Civil Service Commission staff to revise the
24 specification for the classification Parking Meter

1 Collector; as well as to revise the specification
2 for the classification Parking Meter Repairer; as
3 well as to revise the specification for the
4 classification Parking Enforcement Officer, change
5 the probationary period to 270 days and amend
6 Rule XI accordingly; as well as the request of the
7 staff to revise the specification for the
8 classification Parking Enforcement Supervisor.

9 PRESIDENT PETTIGREW: Second.

10 All in favor say "aye."

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: They are approved.

13 Items 17 and 18 are joined together.

14 Item 17, request of the Civil Service
15 Commission staff to revise the specification for the
16 classification Water Maintenance Worker; and
17 Item 18, Water Maintenance Supervisor I.

18 MR. CHERRY: These requests were
19 initiated by the Department of Public Utilities.
20 Currently, the qualification requires a Class A or a
21 Class B commercial driver's license in order to
22 transport supplies and materials to job sites.
23 However, pulling equipment on a trailer requires
24 possession of a Class A commercial driver's license.

1 Therefore, it is recommended that Class B commercial
2 driver's license requirement be removed from both
3 specifications and just require the Class A driver's
4 license.

5 MS. COE: I move to support the request
6 of the Civil Service Commission staff to revise the
7 specification for the classification Water
8 Maintenance Worker, as well as the classification
9 Water Maintenance Supervisor I.

10 PRESIDENT PETTIGREW: Second.

11 All in favor say "aye."

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: They are approved.

14 Item No. 19, request of the Civil Service
15 Commission staff to revise the specification for the
16 classification Development Director.

17 MS. ROLLINS: This classification was
18 reviewed as part of the commission's efforts to
19 review classifications once every five years. Based
20 on this review, there is one proposed change to the
21 specification to more accurately reflect the current
22 position structure that exists within the
23 department.

24 MS. COE: Thank you.

1 I move to support the request of the
2 Civil Service Commission staff to revise the
3 specification for the classification Development
4 Director.

5 PRESIDENT PETTIGREW: Second.

6 All in favor say "aye."

7 THE COMMISSION MEMBERS: Aye.

8 PRESIDENT PETTIGREW: They are approved.

9 Item 20 is deferred.

10 Items 21 through 24 will be joined.

11 Item 21, request of the Civil Service
12 Commission staff to revise the specification for the
13 classification Income Tax Division Administrator;
14 22, Income Tax Division Assistant Administrator; 23,
15 Income Tax Auditor Supervisor; and 24, Income Tax
16 Auditor Specialist.

17 MS. ROLLINS: These classifications were
18 all reviewed in 2015, and then another one once more
19 recently also, in 2017. However, since then, we
20 have had a new City Auditor elected and who took
21 office in January of 2018 that wasn't part of these
22 class reviews. And, based on more recent
23 discussions, she had the opportunity to look into
24 the qualifications and had some different ideas that

1 she thought would be very appropriate with the
2 leadership within the Income Tax Division.

3 Specifically within the Income Tax
4 Division Administrator and the Assistant
5 Administrator, she is looking to broaden the minimum
6 qualifications. So where there's a bachelor's
7 degree that specifically calls out a major field of
8 study, to remove that to just a bachelor's degree.

9 And then the specialized experience, in
10 these cases, moving towards -- instead of keeping
11 with a strict professional accounting background,
12 but also broadening it to include government
13 finance, budget management or business
14 administration with additional types of experience
15 that would qualify one to be an Income Tax Division
16 Administrator or Assistant Administrator.

17 This case is -- The same is true also
18 with the master's degree, allowing a master's degree
19 in any field to substitute it for one year of the
20 required experience.

21 With the two classifications for Income
22 Tax Auditor Supervisor and Income Tax Auditor
23 Specialist, with each classifications there is a
24 first-line supervisor or someone who has been

1 identified as a true income tax specialist, still
2 wanting to keep with tax auditing experience, so
3 either auditing tax returns or auditing financial
4 records. But, again, you know, if the bachelor's
5 degree is in a different field, allowing that
6 bachelor's degree without calling out a specific
7 major field; keeping experience specific to the
8 auditing of tax returns and financial recordkeeping.
9 If there's a master's degree, allowing it to be more
10 open-ended like the bachelor's degree.

11 And then also, some of these
12 classifications have driver's license, some do not.
13 And we're just removing the driver's license
14 requirement on these four.

15 MS. COE: I move to support the request
16 of the Civil Service Commission staff to revise the
17 specifications for the classifications Income Tax
18 Division Administrator; as well as Income Tax
19 Division Assistant Administrator; Income Tax Auditor
20 Supervisor and Income Tax Auditor Specialist.

21 PRESIDENT PETTIGREW: Second.

22 All in favor say "aye."

23 THE COMMISSION MEMBERS: Aye.

24 PRESIDENT PETTIGREW: They are approved.

1 Item No. 25 is a request of the Civil
2 Service Commission staff to revise the specification
3 for the classification Transportation Operations
4 Coordinator, retitle it to read Infrastructure
5 Operations Coordinator and then amend Rule XI
6 accordingly.

7 MS. ROLLINS: The proposed revision is at
8 the request of the Public Service Department. The
9 proposed revision intends to expand the use of the
10 classification so that it includes the coordination
11 of engineering-related activities or the
12 non-engineering or maintenance-related activities.

13 Currently, this classification is written
14 to facilitate both uses, whether it's on the
15 engineering side or the nonengineering side. It had
16 a pay grade that was comparable to what other
17 divisions have for a classification like this that
18 has the dual usage.

19 It is a nonbargaining unit
20 classification, which also works well, because it is
21 going to have a large number of employees that are
22 bargaining unit employees under it. So those two
23 pieces, and the fact that we have classifications
24 just like this in other divisions where there may be

1 two positions and one is an engineering-based
2 position and one is the operations. And engineering
3 has a higher education and knowledge set, but the
4 operations side generally has a large, like
5 hundreds, of employees, under the position.

6 In this case, because of the dual
7 purpose, we are also revising the minimum
8 qualifications so that it allows someone with a PE
9 to also sit in this position for the engineering
10 side of the house.

11 MS. COE: Thank you.

12 I move to support the request of the
13 Civil Service Commission staff to revise the
14 specification for the classification Transportation
15 Operations Coordinator, retitle it to read
16 Infrastructure Operations Coordinator and amend
17 Rule XI accordingly.

18 PRESIDENT PETTIGREW: Second.

19 All in favor say "aye."

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: It is approved.

22 Item No. 26 is a request of the Civil
23 Service Commission staff to revise the specification
24 for the classification Sewer Cleaning Equipment

1 Operator.

2 MS. LAGEMANN: Carol Lagemann, personnel
3 analyst, Civil Service.

4 The review of this specification for
5 classification Sewer Cleaning Equipment Operator is
6 part of our efforts to review all classifications
7 every five years.

8 The proposed changes are to reflect
9 knowledge of traffic safety and to add some mobility
10 statements that describe the physical demands within
11 "Knowledge, Skills and Abilities."

12 There are no other changes proposed.

13 MS. COE: Thank you.

14 I move to support the request from the
15 Civil Service Commission staff to revise the
16 specification for the classification Sewer Cleaning
17 Equipment Operator.

18 PRESIDENT PETTIGREW: Second.

19 All in favor say "aye."

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: It is approved.

22 Thank you.

23 The remaining items are, first, the
24 background removals. Applicants removed post-exam

1 as to merit: Pack, do not reinstate; Kailah
2 Sanders, do not reinstate.

3 And the letter on the administrative
4 review is approved as written.

5 And with that, we are adjourned.

6 - - -

7 And, thereupon, the proceeding was
8 concluded at approximately 1:04 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 30th day of July, 2018, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 1:04 p.m.

** * **

Grady L. Pettigrew, Jr., President

Date