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, July 30, 2018
12:40 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

PRESENTERS:

Richard Cherry
Carol Lagemann
Charday Litzy-Taylor
Tammy Rollins

ALSO PRESENT:

Angela Bennett
Wendy Brinnon
MONDAY AFTERNOON SESSION
July 30, 2018
12:40 p.m.

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PROCEEDINGS

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BE IT REMEMBERED THAT, on the 30th day of July, 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:

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

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

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

PRESIDENT PETTIGREW: Seconded.

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

PRESIDENT PETTIGREW: The motion is approved.

Nothing under Item 2.

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

MS. ROLLINS: Tammy Rollins.

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

Right now, the rule reads that in order for an appointing authority to grant a leave of absence without pay, the individual has to be through their probationary period. And more recently, we've had multiple incidents where appointing authorities wanted to grant a leave of absence for, you know, a variety of reasons, but the employee was still in the middle of their probationary period. And so the leave of absence that placed them into inactive -- which is, you know, basically, they come off time and attendance -- they weren't able to do it.
So the workaround here is that just put them in as leave without pay. But it's easier, and it makes more sense, that if the appointing authority is willing to do that, that they be able to grant them the leave without pay.

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

MS. COE: Thank you.

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

PRESIDENT PETTIGREW: I second it.

All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 5 is the request of the Civil
Service Commission staff on behalf of Columbus City Schools to revise the classification specification for Data Analyst Specialist and retitle it to read Student Data Assistant.

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

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

Throughout this classification, there are multiple revisions to the "Examples of Work," basically just to bring the classification up to
date and, you know, better describe the work
performed as a communication tool, to better
describe the skill sets and the knowledge, skills
and abilities needed to do the job.
The "Minimum Qualifications" were
revised, not entirely significantly. But kind of
cleaned up the language in the "Minimum
Qualifications." So it's one year of secretarial
work, clerical experience with a school district or
working with student data systems.
They are keeping the probationary period
and examination type as it is currently.

MS. COE: Thank you.
I move to support the request of the
Civil Service Commission staff, on behalf of
Columbus City Schools, to revise the classification
specification for Data Analyst Specialist and
retitle it to read Student Data Assistant.

PRESIDENT PETTIGREW: Second.
All in favor say "aye."

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It is approved.
Just for the record, we have received
communications concerning a very important ally in
the Columbus City Schools work. Barbara McGrath, Senior Executive Administrator of Human Resources, has indicated or has been accepted as going from full-time to part-time.

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

Thank you very much.

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

PRESIDENT PETTIGREW: All right. Thank you.

Okay. Items 6 through 11 will be joined.

Item 6, request of the Civil Service Commission staff to review the specification for the classification Department Deputy Director, with no
The other items with no revisions: 7, Senior Systems Administrator with no revisions; 8, Systems Administrator, with no revisions; 9, Wastewater Chemist I with no revisions; 10, Medical Technologist Supervisor, with no revisions; and, 11, Medical Laboratory Manager, with no revisions.

Mr. Cherry.

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

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

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to review the specification for the classifications Department Deputy Director, with no revisions; Senior Systems Administrator, with no revisions; Systems Administrator, with no revisions; Wastewater
Item No. 12, request from the Civil Service Commission staff to revise the specification for the classification Right-of-Way/Traffic Investigator.

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

MS. COE: Thank you. Sorry. I move to support the request of the Civil Service Commission staff to revise the specification for the classification Right-of-Way/Traffic Investigator.
THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Items 13 through 16 are joined.

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

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

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

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Parking Meter
Collector; as well as to revise the specification for the classification Parking Meter Repairer; as well as to revise the specification for the classification Parking Enforcement Officer, change the probationary period to 270 days and amend Rule XI accordingly; as well as the request of the staff to revise the specification for the classification Parking Enforcement Supervisor.

PRESIDENT PETTIGREW: Second.

All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Items 17 and 18 are joined together.

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

MR. CHERRY: These requests were initiated by the Department of Public Utilities. Currently, the qualification requires a Class A or a Class B commercial driver's license in order to transport supplies and materials to job sites. However, pulling equipment on a trailer requires possession of a Class A commercial driver's license.
Therefore, it is recommended that Class B commercial driver's license requirement be removed from both specifications and just require the Class A driver's license.

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

PRESIDENT PETTIGREW: Second.

All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

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

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

MS. COE: Thank you.
I move to support the request of the Civil Service Commission staff to revise the specification for the classification Development Director.

PRESIDENT PETTIGREW: Second.

All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item 20 is deferred.

Items 21 through 24 will be joined.

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

MS. ROLLINS: These classifications were all reviewed in 2015, and then another one once more recently also, in 2017. However, since then, we have had a new City Auditor elected and who took office in January of 2018 that wasn't part of these class reviews. And, based on more recent discussions, she had the opportunity to look into the qualifications and had some different ideas that
she thought would be very appropriate with the leadership within the Income Tax Division. Specifically within the Income Tax Division Administrator and the Assistant Administrator, she is looking to broaden the minimum qualifications. So where there's a bachelor's degree that specifically calls out a major field of study, to remove that to just a bachelor's degree. And then the specialized experience, in these cases, moving towards -- instead of keeping with a strict professional accounting background, but also broadening it to include government finance, budget management or business administration with additional types of experience that would qualify one to be an Income Tax Division Administrator or Assistant Administrator.

This case is -- The same is true also with the master's degree, allowing a master's degree in any field to substitute it for one year of the required experience. With the two classifications for Income Tax Auditor Supervisor and Income Tax Auditor Specialist, with each classifications there is a first-line supervisor or someone who has been
identified as a true income tax specialist, still wanting to keep with tax auditing experience, so either auditing tax returns or auditing financial records. But, again, you know, if the bachelor's degree is in a different field, allowing that bachelor's degree without calling out a specific major field; keeping experience specific to the auditing of tax returns and financial recordkeeping. If there's a master's degree, allowing it to be more open-ended like the bachelor's degree.

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

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

PRESIDENT PETTIGREW: Second.

All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.
Item No. 25 is a request of the Civil Service Commission staff to revise the specification for the classification Transportation Operations Coordinator, retitle it to read Infrastructure Operations Coordinator and then amend Rule XI accordingly.

MS. ROLLINS: The proposed revision is at the request of the Public Service Department. The proposed revision intends to expand the use of the classification so that it includes the coordination of engineering-related activities or the non-engineering or maintenance-related activities. Currently, this classification is written to facilitate both uses, whether it's on the engineering side or the nonengineering side. It had a pay grade that was comparable to what other divisions have for a classification like this that has the dual usage.

It is a nonbargaining unit classification, which also works well, because it is going to have a large number of employees that are bargaining unit employees under it. So those two pieces, and the fact that we have classifications just like this in other divisions where there may be
two positions and one is an engineering-based position and one is the operations. And engineering has a higher education and knowledge set, but the operations side generally has a large, like hundreds, of employees, under the position.

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

MS. COE: Thank you.

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

PRESIDENT PETTIGREW: Second.

All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

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

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

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

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

There are no other changes proposed.

MS. COE: Thank you.

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

PRESIDENT PETTIGREW: Second.

All in favor say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Thank you.

The remaining items are, first, the background removals. Applicants removed post-exam
as to merit: Pack, do not reinstate; Kailah Sanders, do not reinstate.

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

And with that, we are adjourned.

And, thereupon, the proceeding was concluded at approximately 1:04 p.m.
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.

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Grady L. Pettigrew, Jr., President

Date

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