

A regular meeting of the Municipal Civil Service Commission convened on Monday, August 27, 2018 at 1:10 p.m. Grady Pettigrew, Stefanie Coe and Delena Edwards were in attendance.

PLEASE NOTE: These minutes are summarized and are not actual statements made by each presenter in the meeting.

1. RE: Review and approval of the Minutes from the July 30, 2018 Regular Meeting.

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

2. RE: Pre-Hearing Conference Reviews – None Submitted.
3. RE: Rule Revisions – None Submitted.
4. RE: Trial Board Recommendations – None Submitted.
5. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Personnel Analyst (Job Code 5753).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann: This request is the result of a classification review initiated as part of the school district's efforts to review of all classes. Per discussion with the District representative, there is no plan at the present time or in the near future to use this classification. This is work that is being contracted to outside entities and which the district believes cannot be performed in the district as the supervisory support structure does not exist for the work. With no intention to use this classification, and it currently being vacant, it is recommended that it be abolished as proposed.

Commissioner 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 Personnel Analyst.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It's approved.

6. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Transportation Call Center Representative (Job Code 6440).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins: Both of these classifications were reviewed as part of our partnership with Columbus City Schools to review their class plan. The Transportation Call Center Representative and Supervisor are classifications that staff the transportation call center. This call center reports up to through their office of Customer Relations. All calls regarding student transportation are routed to the transportation call center. During peak times, this call center may receive upwards 1500-2000 calls a day. It is generally staffed with 6-7 call center reps and 2 supervisors that work a staggered shift so that one is there for early calls and one stays later. They are both there during the middle part of the day where the bulk of the calls are coming in. As part of this review, questionnaires and interviews were held with the incumbents. There are fairly significant changes to the definition, examples of work and knowledge, skills and abilities just to make sure that the specification were as accurate as possible and reflects the work being done. Most significantly were some proposed revisions to the minimum qualifications. With the call center representative it increased the experience requirement from 6 months to 1 year. For the supervisor, it was adding an experience substitution to compliment the bachelor's degree requirement. It would allow the representative to promote up into the supervisor classification. Also proposed, keeping with the naming of classifications, the Supervisor Transportation Call Center be

retitled Transportation Call Center Supervisor. For both of these classifications, there are no proposed changes to the probationary period or examination type.

Commissioner 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 Transportation Call Center Representative.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It's approved.

7. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Supervisor, Transportation Call Center and retitle it to read Transportation Call Center Supervisor (Job Code 5430).

Tammy Rollins: Both of these classifications were reviewed as part of our partnership with Columbus City Schools to review their class plan. The Transportation Call Center Representative and Supervisor are classifications that staff the transportation call center. This call center reports up to through their office of Customer Relations. All calls regarding student transportation are routed to the transportation call center. During peak times, this call center may receive upwards 1500-2000 calls a day. It is generally staffed with 6-7 call center reps and 2 supervisors that work a staggered shift so that one is there for early calls and one stays later. They are both there during the middle part of the day where the bulk of the calls are coming in. As part of this review, questionnaires and interviews were held with the incumbents. There are fairly significant changes to the definition, examples of work and knowledge, skills and abilities just to make sure that the specification were as accurate as possible and reflects the work being done. Most significantly were some proposed revisions to the minimum qualifications. With the call center representative it increased the experience requirement from 6 months to 1 year. For the supervisor, it was adding an experience substitution to compliment the bachelor's degree requirement. It would allow the representative to promote up into the supervisor classification. Also proposed, keeping with the naming of classifications, the Supervisor Transportation Call Center be retitled Transportation Call Center Supervisor. For both of these classifications, there are no proposed changes to the probationary period or examination type.

Commissioner 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 Transportation Call Center Representative and retitle it to read Transportation Call Center Supervisor.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It's approved.

8. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Transportation Dispatcher (Job Code 6445).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins: This classification was also reviewed in light of the partnership we have with Columbus City Schools. There are currently 4 employees in this classification. It is physically located at the Moler Transportation Call Center, however, it reports up though the transportation department. What is unique about this classification and different from the call center is that this classification has direct communication with the bus drivers throughout the day. All calls, communication from the drivers to back at the base, goes through the transportation dispatcher who handles a variety of calls ranging from misbehaviors, road closers, bus tardiness, caregivers not at the stop, traffic accidents and medical emergencies. It runs the gamut there. It is also proposed, because this classification has direct communication with the bus driver when there are issues with the bus driver or substitute, that the bus

dispatcher has a good, well rounded knowledge of transportation policies and procedures. They are the one providing advice on what to do. This classification is fairly significantly revised to make sure that the examples of work are most reflective. It is proposed that the minimum qualifications are increased from 1 year to 2 years. This could be a path for individuals who are bus drivers to move up. Adding that avenue to the minimum qualifications. Those are all of the proposed changes for today.

Commissioner 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 Transportation Dispatcher (Job Code 6445).

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It's approved.

9. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Locksmith (Job Code 6545).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann: This request is the result of a classification review initiated as part of the school district's efforts to review of all classes. Additions to the Examples of Work regarding assessing faulty locks and maintaining records, a revision to the Minimum Qualifications which removes the "any combination" wording and reference to a locksmith course, and additions to the Knowledge, Skills, and Abilities regarding some knowledge and abilities relevant to the work along with wording updates to skills to make them ability statements are proposed. There are no other changes proposed.

Commissioner 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 Locksmith.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It's approved.

10. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Roofer (Job Code 6590).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann: This request is the result of a classification review initiated as part of the school district's efforts to review of all classes. An update to the Definition intends to focus on the main idea of the classification rather than listing examples of the work required. Examples of work are proposed to be revised to update the work, a revision to the Minimum Qualifications which removes the "any combination" wording, and several additions to the Knowledge, Skills, and Abilities regarding some knowledge and abilities relevant to the work along with wording updates to skills to make them ability statements are proposed.

Commissioner 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 Maintenance Roofer.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It's approved.

11. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Communications Specialist (Electronic Media) (Job Code 5920).

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

Charday M. Litzzy-Taylor: This request is a result of our classification review initiated as part of the school districts effort to review all classes. This class is currently vacant. Per discussion with the district representative there is no plan at this time, or in the near future, to use the classification. It is recommended that it be abolished as proposed.

Commissioner 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 Communications Specialist (Electronic Media).

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It's approved.

12. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Support Services Division Administrator with no revisions (Job Code 0266).

PRESENT: Richard Cherry, Personnel Analyst II

Commissioner Pettigrew: The following items will be combined, items 12-16 with no revisions.

Richard Cherry: The review of these classifications is part of the commission's efforts to review all classification every 4-5 years. After discussion with the department representatives, it was determined that no changes need to be made at this time.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to approve the specification review for the classification 12 - Support Services Division Administrator, 13 - Support Services Division Assistant Administrator, 14 - Airworthiness Specialist, 15 - Water Service Technician I, 16 - Electricity Consumer Servicer all with no revisions.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. All approved.

13. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Support Services Division Assistant Administrator with no revisions (Job Code 0267).

PRESENT: Richard Cherry, Personnel Analyst II

Commissioner Pettigrew: The following items will be combined, items 12-16 with no revisions.

Richard Cherry: The review of these classifications is part of the commission's efforts to review all classification every 4-5 years. After discussion with the department representatives, it was determined that no changes need to be made at this time.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to approve the specification review for the classification 12 - Support Services Division Administrator, 13 - Support Services Division Assistant Administrator, 14 - Airworthiness Specialist, 15 - Water Service Technician I, 16 - Electricity Consumer Servicer all with no revisions.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say “aye”. Aye. All approved.

14. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Airworthiness Specialist with no revisions (Job Code 3033).

PRESENT: Richard Cherry, Personnel Analyst II

Commission Pettigrew: The following items will be combined, items 12-16 with no revisions.

Richard Cherry: The review of these classifications is part of the commission’s efforts to review all classification every 4-5 years. After discussion with the department representatives, it was determined that no changes need to be made at this time.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to approve the specification review for the classification 12 - Support Services Division Administrator, 13 - Support Services Division Assistant Administrator, 14 - Airworthiness Specialist , 15 - Water Service Technician I, 16 - Electricity Consumer Servicer all with no revisions.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say “aye”. Aye. All approved.

15. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Service Technician I with no revisions (Job Code 3260).

PRESENT: Richard Cherry, Personnel Analyst II

Commission Pettigrew: The following items will be combined, items 12-16 with no revisions.

Richard Cherry: The review of these classifications is part of the commission’s efforts to review all classification every 4-5 years. After discussion with the department representatives, it was determined that no changes need to be made at this time.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to approve the specification review for the classification 12 - Support Services Division Administrator, 13 - Support Services Division Assistant Administrator, 14 - Airworthiness Specialist , 15 - Water Service Technician I, 16 - Electricity Consumer Servicer all with no revisions.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say “aye”. Aye. All approved.

16. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Electricity Consumer Servicer with no revisions (Job Code 3305).

PRESENT: Richard Cherry, Personnel Analyst II

Commission Pettigrew: The following items will be combined, items 12-16 with no revisions.

Richard Cherry: The review of these classifications is part of the commission’s efforts to review all classification every 4-5 years. After discussion with the department representatives, it was determined that no changes need to be made at this time.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to approve the specification review for the classification 12 -

Support Services Division Administrator, 13 - Support Services Division Assistant Administrator, 14 - Airworthiness Specialist , 15 - Water Service Technician I, 16 - Electricity Consumer Servicer all with no revisions.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. All approved.

17. RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager I (RN) (Job Code 1731).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry: Civil Service is requesting revisions to the minimum qualifications. Most recently there have been some challenges related to hiring for this classification due to requirements being specific to health programming experience. Therefore, the commission is requesting the experience to be broadened to include registered nursing experience.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager I (RN).

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It is approved.

18. RE: Request of the Civil Service Commission staff to revise the specification for the classification Electrical Inspector I (Job Code 1782).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry: Civil Service is requesting revisions to the minimum qualifications of this classification. Most recently there have been some challenges related to hiring for this classification due to requirements being specific to stringent requirements of the State of Ohio Electrical Safety Inspector Certificate. Without a training classification to feed into the Electrical Inspector I, finding candidates who already possess a Electrical Safety Inspector Certificate has been difficult. The Ohio Revised Code does allow for individuals with an Electrical Safety Inspector Trainee Certification, combined with varying amounts of relevant experience, to sit for the Electrical Safety Inspector exam. Therefore, it is recommended that a substitution be added to the minimum qualifications that would allow a valid Electrical Safety Inspector Trainee Certificate and 6 years of experience as a journeyman electrician, or comparable experience, to substitute for the Electrical Safety Inspector Certificate at the time of application. When the proposed substitution is utilized, the employees would have until completion of their probationary period to obtain their certification.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Electrical Inspector I.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It is approved.

19. RE: Request of the Civil Service Commission staff to revise the specification for the classification Real Estate Asset Manager (Job Code 2027).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry: The remaining items I will present today are part of the commissioner ongoing efforts to review all classification every 4-5 years. As a result of this review, Civil Service is requesting revisions to the definition, examples of work, and the

knowledge, skills and abilities sections that will better reflect the current aspects of job of Real Estate Asset Management. It is also advised to revise the minimum qualifications to include additional relevant job experience.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Real Estate Asset Manager (Job Code 2027).

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It is approved.

20. RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Service Supervisor (Job Code 3278).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry: During a review of this classification, it was determined that there is one duty for removal from the examples of work section. It is no longer a function within this classification. It is also recommended that one knowledge statement be added to the knowledge, skills and abilities section.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Water Service Supervisor.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It is approved.

21. RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Service Manager, retitle it to read Utility Service Manager, and amend Rule XI accordingly (Job Code 3280).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry: As a result of a recent position audit in the power division of the Department of Public utilities, the department has decided to reallocate the position to Water Service Manager as a recommendation to Civil Service. The position will be performing the same type work as the Water Service Manager only for electric meters instead of water meters. Therefore, it has been determined that revising and retitling the classification would be the best course of action. The modifications are to eliminate the water specific language throughout the specification and make it more utility generic. The proposed revisions will make it possible to for this classification to be utilized within all divisions of the Department of Public Utilities.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Water Service Manager, retitle it to read Utility Service Manager, and amend Rule XI accordingly.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It is approved.

22. RE: Request of the Civil Service Commission staff to abolish the specification for the classification Engineering Aide I and amend Rule XI accordingly (Job Code 1006).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann: The review of this classification was completed as part of the Civil Service Commission's effort to review all classifications every five years. Engineering Aide I is a classification that has not been utilized in many years and,

with its pay overlapping that of the Laborer classification, it does not bode well for utilization in the future. Therefore, we are proposing to abolish the classification. Engineering Aide II is proposed to be revised to ensure that the minimum qualifications are written to capture a wide labor pool of potential candidates (including those working as a Laborer in utilities or infrastructure maintenance). Other updates to the Examples of Work and Knowledge, Skills, and Abilities include additions and modifications that reflect types of work that may be performed, particularly within the Sewers and Drains section of Department of Public Utilities but also in general.

There are no other revisions proposed. Therefore, it is recommended that these classification actions be approved as proposed

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to abolish the specification for the classification Engineering Aide I and amend Rule XI accordingly.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It is approved.

23. RE: Request of the Civil Service Commission staff to revise the specification for the classification Engineering Aide II, retitle it to read Engineering Aide, and amend Rule XI accordingly (Job Code 1007).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann: The review of this classification was completed as part of the Civil Service Commission's effort to review all classifications every five years. Engineering Aide I is a classification that has not been utilized in many years and, with its pay overlapping that of the Laborer classification, it does not bode well for utilization in the future. Therefore, we are proposing to abolish the classification. Engineering Aide II is proposed to be revised to ensure that the minimum qualifications are written to capture a wide labor pool of potential candidates (including those working as a Laborer in utilities or infrastructure maintenance). Other updates to the Examples of Work and Knowledge, Skills, and Abilities include additions and modifications that reflect types of work that may be performed, particularly within the Sewers and Drains section of Department of Public Utilities but also in general.

There are no other revisions proposed. Therefore, it is recommended that these classification actions be approved as proposed.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Engineering Aide II, retitle it to read Engineering Aide, and amend Rule XI accordingly.

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say "aye". Aye. It is approved.

24. RE: Request of the Civil Service Commission staff to revise the specification for the classification Deputy Chief of Staff (U) (Job Code 0109).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins: This classification was also on the schedule for this year's five year review. Based upon the department feedback, it is proposed that language be added to expand on how this classification is being used within the mayor's office. An addition to the examples of work will further define how this classification is being used in the mayor's office. No further proposed changes.

Commissioner Edwards: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Deputy Chief of Staff (U).

Commissioner Coe: I second that.

Commissioner Pettigrew: All in favor say “aye”. Aye. It’s approved.

- 25. RE: Personnel Actions for City of Columbus – None Submitted.
- 26. RE: Residency Hearing Reviews- None Submitted.
- 27. RE: Background Removals

Commissioner Pettigrew: The remaining item is the background removals.

Applicants Removed Pre-Exam

	Name of Applicant	Reinstate	Do Not Reinstate
1.	David Arra		X
2.	Mary Carrico	X	
3.	Mitchell Christian	X	
4.	Shelby-Lynne Gilboy	X	
5.	Christopher Holley		X
6.	Robert Weese	X	
7.	Daniel Woodley		X

Applicants Removed Post-Exam

	Name of Applicant	Reinstate	Do Not Reinstate
1.	Michael Rubens	X	
2.	Michael Joseph Krukowski	X	
3.	Nathan James Weaver		X
4.	Timothy Hickman		X
5.	Lincoln Hostetler	X	

- 28. RE: Other Administrative/Jurisdictional Reviews – None Submitted.

Commissioner Pettigrew: Meeting Adjourned 1:35:44 p.m.

1:30 P.M.

- 29. RE: No Disciplinary Hearing or Trial Board.

*The Commissioners adjourned their regular meeting at 1:35 p.m.*

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*Grady L. Pettigrew, Jr., President*

*Date*