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, September 24, 2018
12:45 p.m.
City of Columbus
Civil Service Commission
77 North Front Street
Columbus, Ohio 43215

TRACI E. PEOPLES
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COMMISSION MEMBERS PRESENT:

Grady L. Pettigrew, Jr., President  
Stefanie L. Coe  
Delena Edwards

PRESENTERS:

Carol Lagemann  
Charday Litzy-Taylor  
Tammy Rollins

ALSO PRESENT:

Angela Bennett  
Wendy Brinnon

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

BE IT REMEMBERED THAT, on the 24th day of September, 2018, this cause came on for hearing before the Municipal 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 Municipal Civil Service Commission Meeting for Columbus, Ohio, the regular monthly meeting, September 24, 2018. We will be following the written agenda.

The first item is review and approval of the minutes of the August 27th regular meeting.

MS. EDWARDS: I move that we review and approve the minutes of the August 27, 2018, regular meeting.

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

THE COMMISSION MEMBERS: Aye.

CHAIRMAN PETTIGREW: The minutes are approved.

Items 2, 3, 4 had nothing submitted.

Item 5, review and approval of the revised 2018 Regular Commission Meeting Schedule to move the currently scheduled November 12, 2018, regular meeting to November 26, 2018.

MS. EDWARDS: I move that we approve the -- review and approve the revised 2018 Regular Commission Meeting Schedule to move the currently scheduled November 12, 2018, regular meeting to November 26, 2018.

MS. COE: I second that.

CHAIRMAN PETTIGREW: All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

CHAIRMAN PETTIGREW: It's approved.

Item No. 6 is the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specifications for the classification Environmental Systems Technician and
retitle it to read Plumber.

MS. LAGEMANN: Carol Lagemann, personnel analyst, City of Columbus.

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

The current title is proposed to be revised to plumber to better describe the work of this classification.

Within the "Examples of Work" section, revisions are proposed to remove statements about work that are no longer performed and to make several modifications to statements to provide more effective wording.

Within the "Minimum Qualifications" section, the experience is proposed to be modified to be a subset of plumbing experience. The current five years of experience in the plumbing trade is proposed to be updated to three years of commercial plumbing experience, which was considered essential to be successful in the schools.

Since the proposed required experience is more specific in nature than general plumbing, the apprenticeship certificate substitution may
1 substitute for up to two years of the commercial plumbing experience instead of the total experience requirement.

Possession of a journey-level plumber's license and possession of a City of Columbus plumber's license is proposed to be deleted due to being unnecessarily restrictive.

The possession of a State of Ohio Backflow Tester certificate is proposed to be obtained by the end of the probationary period.

Possession of a State of Ohio Automatic Sprinkler Water Supply certificate, which is now known as State of Ohio Automatic Sprinkler and Standpipe Systems certificate is required of at least one worker at any one time. Therefore, it is an unnecessary barrier to employment for all applicants to possess it. And it is proposed to qualify this as required for only some positions.

By virtue of updating the minimum qualifications as indicated, the current note on the classification specification is no longer relevant and will be deleted.

The goal of updating these minimum qualifications is to increase the applicant pool by
reducing the need to hold certifications at the time of application and also focusing on commercial experience as the main qualifier.

Within the "Knowledge, Skills, Abilities" section, the knowledge statements regarding boilers and boiler maintenance are proposed to be deleted, as boilers fall outside of plumbing work. Some other deletions are proposed to improve wording and gain specificity in the statements.

Two new ability statements are proposed to include mathematical calculations and ability to read and interpret blueprints.

There are no other changes proceeded.

MS. EDWARDS: Thank you.

I move that we approve the -- I move that we approve the request from the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specifications for the classification Environmental Systems Technician Plumber and retitle it to read Plumber.

MS. COE: I second that.

CHAIRMAN PETTIGREW: All in favor say "aye."

THE COMMISSION MEMBERS: Aye.
CHAIRMAN PETTIGREW: It is approved. Items 7, 8 and 9 will be joined together. Item 7, request of the Civil Service Commission staff to approve the specification review for the classification Equal Opportunity Representative, with no revisions. 8 is the classification Recreation Program Assistant, with no revisions. And 9 is Recreation Program Specialist, with no revisions. MS. EDWARDS: I move that -- MS. LAGEMANN: The review of these classifications was completed as part of our effort to review all classifications every five years. After reviewing the specifications, incumbent questionnaires, and/or discussion with department representatives, it was decided the current specifications adequately describe the work; and, therefore, it is recommended the review of specification for Agenda Items 7 through 9 be approved with no revisions. MS. EDWARDS: I move that we approve the request of the Civil Service Commission staff to approve the specifications for the classifications,
with no revisions, including No. 7, Equal
Opportunity Representative; 8, Recreation Program
Assistant; and 9, Recreation Program Specialist.
Again, each with no revisions.
MS. COE:  I second that.
CHAIRMAN PETTIGREW:  All in favor, say
"aye."
THE COMMISSION MEMBERS:  Aye.
CHAIRMAN PETTIGREW:  They are approved.

Item No. 10, request of the Civil Service Commission staff to revise the specification for the classification Information Systems Analyst.

MS. LAGEMANN:  This review was completed as part of the Civil Service Commission's effort to review all classifications every five years.
Within the "Examples of Work" section, deleting the statement about making recommendations in favor of adding that phrase to another is proposed. Also, updating external client as examples of users of the system is proposed.

This classification exists to allow departments on a limited basis to have information technology personnel based in the department. It is recommended to add a "Guidelines for Class Use"
section that mirrors that for other classifications
in this series of Information Systems Technician and
clarify the restricted use of this classification.

   Within the "Minimum Qualifications" and
"Knowledge, Skills, Abilities" sections, it is
proposed to update some terminology from computer
information technology. In addition, many
environments are no longer in use today, so the
first knowledge is updated to include knowledge of
server maintenance administration and a new
knowledge statement includes knowledge of networking
principles.

   There are no other revisions proposed;
therefore, it is recommended 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 for the classification Information
Systems Analyst.

   MS. COE: I second that.

   CHAIRMAN PETTIGREW: All in favor, say
"aye."

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

Item 11 and 12 will be joined.

Item 11, request of the Civil Service Commission Staff to revise the specification for the classification Equipment Operator I, and Item 12 is the classification Equipment Operator II.

MS. LAGEMANN: The review of these classifications was completed as part of the Civil Service Commission's efforts to review all classifications every five years.

Within both classifications, there are three ability statements proposed to better illustrate the physical demands of the work.

Within both classifications, it is proposed that "Minimum Qualifications" reference experience operating a commercial motor vehicle, rather than "operation of any of the above-listed or related equipment." The proposed revision is intended to be clear to applicants and to make the evaluation of experience more straightforward.

Updates proposed within only Equipment Operator II include removing the passenger transport endorsement from the commercial driver's license as a minimum qualification.
And, also, within the "Examples of Work" section of Equipment Operator II, there are two statements regarding asphalt work that are updated with current terminology. A new statement is proposed that references incumbents can operate a commercial vehicle with trailer. And there are no other revisions proposed; therefore, it is recommended these classification actions be approved as proposed.

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. 11, Equipment Operator and No. 12, Equipment Operator II.

MS. COE: I second those.

CHAIRMAN PETTIGREW: All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

CHAIRMAN PETTIGREW: They are approved.

Item No. 13 has been deferred.

Item No. 14 is a request of the Civil Service Commission staff to create a specification for the classification Public Health Administrator,
assign a probationary period of 365 days, designate
the examination type as noncompetitive, and amend
Rule XI accordingly.

MS. ROLLINS: In response to a growing
addiction epidemic facing the Columbus community,
Columbus Public Health has requested that we create
a classification to provide senior leadership in the
area of addiction services.

In perspective, in 2016, there were 353
deaths attributed to accidental drug overdoses, with
the greatest percentage of these deaths being due to
opioid addiction.

In 2017, the Franklin County Opiate
Action Plan was created in a collaborative effort.
Columbus Public Health will play a key role with
regard to the oversight and coordination of this
action plan and has reorganized their drug and
alcohol services section to become an operational
area to be led by a public health administrator.

The proposed classification, Public
Health Administrator (Addition Services) would be
responsible for administrating this newly organized
area and would also continue to oversee the alcohol
and drug services programming that has existed but
will have a renewed focus on prevention, treatment
and the harm reduction that's associated with
addictions.

The proposed minimum qualifications for
the new classification would be a bachelor's degree
and six years of experience in administrative or
management level work in health care, public
community health.

The proposed minimum qualifications are
consistent with other public health administrator
classifications in place at public health.

It is recommended that the probationary
period be 365 days and the examination type be
designated as noncompetitive.

MS. EDWARDS: Thank you. I move that we
approve the request of the Civil Service Commission
staff to create the specification for the
classification Public Health Administrator
(Addiction Services), assign a probationary period
of 365 days, designate the examination type as
noncompetitive, and amend Rule XI accordingly.

MS. COE: I second that.

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

CHAIRMAN PETTIGREW: It's approved.

Item No. 15 is a request of the Civil Service Commission staff to revise the specification for the classification Network Analyst and designate the examination type as noncompetitive.

MS. ROLLINS: This is a request that we received from the Department of Technology, in which they requested to have the minimum qualifications for the Network Analyst classification be revised.

The Network Analyst classification is the entry-level classification to a three-level network class series.

The proposed qualifications will allow for a combination of education and/or experience to be appointed to the class.

It is also proposed that employees would be required to pass a Cisco Administrator examination covering unified communications solutions prior to completing probation. The proposed examination requirement by completion of the probationary period will provide assurances that employees have a baseline knowledge and understanding of UC solutions before achieving
permanent status in the classification.

In order to sit for this examination, Cisco provides a variety of learning opportunities over the course of the first year to prepare for the examinations.

It also important to note that the department is very committed to this effort and ensuring that their new employees are able to attend and participate in all of the training opportunities available to them through Cisco and acknowledge that there is a huge benefit of having everyone in the classification with the same baseline knowledge.

Requiring employees to successfully pass this exam would be reasonable. It's not possible to do it at the time of application, but moving it towards -- so it would be completed through the probationary period would potentially allow for a larger and even more diverse applicant pool, especially given the proposed change to the experience requirements.

In conjunction with the proposed changes, it is also proposed that the examination type be designated noncompetitive. The proposed change to noncompetitive is consistent with Commission policy.
What is slightly unique with this proposal is that the examination would not be part of the pre-employment process, but would rather be completed prior to completing probation or prior to the employee actually receiving the permanent status.

MS. EDWARDS: Thank you.

I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Network Analyst and designate the examination type as noncompetitive.

MS. COE: I second that.

CHAIRMAN PETTIGREW: All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

CHAIRMAN PETTIGREW: It is approved.

Now, 16 is deferred?

MS. LITZY-TAYLOR: Yes.

CHAIRMAN PETTIGREW: 17, 18, 19 -- I'm sorry. 17 and 18, nothing submitted.

19 is the background removals, post-examination. And as to the issue concerning Aaron Hicks, that will be reconsidered -- I'm sorry?
MS. EDWARDS: Deferred.

CHAIRMAN PETTIGREW: It will deferred until month's agenda.

And as to Philip Richardson, it will be do not reinstate.

And, with that, we are adjourned.

And, thereupon, the proceeding was concluded at approximately 1:00 p.m.
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 24th day of September, 2018, and transcribed from my stenographic notes.
The Commissioners adjourned their regular meeting at 1:00 p.m.

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Grady L. Pettigrew, Jr., President

Date