

1 COMMISSION MEMBERS PRESENT:

2 Grady L. Pettigrew, Jr., President
3 Stefanie L. Coe
4 Delena Edwards

5 PRESENTERS:

6 Carol Lagemann
7 Charday Litzy-Taylor
8 Tammy Rollins

9 ALSO PRESENT:

10 Angela Bennett
11 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION
September 24, 2018
2 12:45 p.m.

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

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6 BE IT REMEMBERED THAT, on the 24th day of
7 September, 2018, this cause came on for hearing
8 before the Municipal Civil Service Commission, Grady
9 L. Pettigrew, Jr., President. And, the parties
10 appearing in person and/or by counsel, as
11 hereinafter set forth, the following proceedings
12 were had:

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14 PRESIDENT PETTIGREW: We'll call to order
15 the Municipal Civil Service Commission Meeting for
16 Columbus, Ohio, the regular monthly meeting,
17 September 24, 2018. We will be following the
18 written agenda.

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

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

24 MS. COE: I second that.

1 CHAIRMAN PETTIGREW: All in favor say
2 "aye."

3 THE COMMISSION MEMBERS: Aye.

4 CHAIRMAN PETTIGREW: The minutes are
5 approved.

6 Items 2, 3, 4 had nothing submitted.

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

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

16 MS. COE: I second that.

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

19 THE COMMISSION MEMBERS: Aye.

20 CHAIRMAN PETTIGREW: It's approved.

21 Item No. 6 is the request of the Civil
22 Service Commission staff, on behalf of Columbus City
23 Schools, to revise the specifications for the
24 classification Environmental Systems Technician and

1 retitle it to read Plumber.

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

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

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

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

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

22 Since the proposed required experience is
23 more specific in nature than general plumbing, the
24 apprenticeship certificate substitution may

1 substitute for up to two years of the commercial
2 plumbing experience instead of the total experience
3 requirement.

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

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

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

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

23 The goal of updating these minimum
24 qualifications is to increase the applicant pool by

1 reducing the need to hold certifications at the time
2 of application and also focusing on commercial
3 experience as the main qualifier.

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

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

13 There are no other changes proceeded.

14 MS. EDWARDS: Thank you.

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

21 MS. COE: I second that.

22 CHAIRMAN PETTIGREW: All in favor say
23 "aye.

24 THE COMMISSION MEMBERS: Aye.

1 CHAIRMAN PETTIGREW: It is approved.
2 Items 7, 8 and 9 will be joined together.
3 Item 7, request of the Civil Service
4 Commission staff to approve the specification review
5 for the classification Equal Opportunity
6 Representative, with no revisions.

7 8 is the classification Recreation
8 Program Assistant, with no revisions.

9 And 9 is Recreation Program Specialist,
10 with no revisions.

11 MS. EDWARDS: I move that --

12 MS. LAGEMANN: The review of these
13 classifications was completed as part of our effort
14 to review all classifications every five years.

15 After reviewing the specifications,
16 incumbent questionnaires, and/or discussion with
17 department representatives, it was decided the
18 current specifications adequately describe the work;
19 and, therefore, it is recommended the review of
20 specification for Agenda Items 7 through 9 be
21 approved with no revisions.

22 MS. EDWARDS: I move that we approve the
23 request of the Civil Service Commission staff to
24 approve the specifications for the classifications,

1 with no revisions, including No. 7, Equal
2 Opportunity Representative; 8, Recreation Program
3 Assistant; and 9, Recreation Program Specialist.
4 Again, each with no revisions.

5 MS. COE: I second that.

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

8 THE COMMISSION MEMBERS: Aye.

9 CHAIRMAN PETTIGREW: They are approved.

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

13 MS. LAGEMANN: This review was completed
14 as part of the Civil Service Commission's effort to
15 review all classifications every five years.

16 Within the "Examples of Work" section,
17 deleting the statement about making recommendations
18 in favor of adding that phrase to another is
19 proposed. Also, updating external client as
20 examples of users of the system is proposed.

21 This classification exists to allow
22 departments on a limited basis to have information
23 technology personnel based in the department. It is
24 recommended to add a "Guidelines for Class Use"

1 section that mirrors that for other classifications
2 in this series of Information Systems Technician and
3 clarify the restricted use of this classification.

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

13 There are no other revisions proposed;
14 therefore, it is recommended the classification be
15 approved as proposed.

16 MS. EDWARDS: Thank you.

17 I move that we approve the request of the
18 Civil Service Commission staff to revise the
19 specification for the classification Information
20 Systems Analyst.

21 MS. COE: I second that.

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

24 THE COMMISSION MEMBERS: Aye.

1 CHAIRMAN PETTIGREW: It's approved.
2 Item 11 and 12 will be joined.
3 Item 11, request of the Civil Service
4 Commission Staff to revise the specification for the
5 classification Equipment Operator I, and Item 12 is
6 the classification Equipment Operator II.

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

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

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

21 Updates proposed within only Equipment
22 Operator II include removing the passenger transport
23 endorsement from the commercial driver's license as
24 a minimum qualification.

1 And, also, within the "Examples of Work"
2 section of Equipment Operator II, there are two
3 statements regarding asphalt work that are updated
4 with current terminology. A new statement is
5 proposed that references incumbents can operate a
6 commercial vehicle with trailer.

7 And there are no other revisions
8 proposed; therefore, it is recommended these
9 classification actions be approved as proposed.

10 MS. EDWARDS: Thank you.

11 I move that we approve the request of the
12 Civil Service Commission staff to revise the
13 specifications for the classifications No. 11,
14 Equipment Operator and No. 12, Equipment
15 Operator II.

16 MS. COE: I second those.

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

19 THE COMMISSION MEMBERS: Aye.

20 CHAIRMAN PETTIGREW: They are approved.

21 Item No. 13 has been deferred.

22 Item No. 14 is a request of the Civil
23 Service Commission staff to create a specification
24 for the classification Public Health Administrator,

1 assign a probationary period of 365 days, designate
2 the examination type as noncompetitive, and amend
3 Rule XI accordingly.

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

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

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

20 The proposed classification, Public
21 Health Administrator (Addition Services) would be
22 responsible for administrating this newly organized
23 area and would also continue to oversee the alcohol
24 and drug services programming that has existed but

1 will have a renewed focus on prevention, treatment
2 and the harm reduction that's associated with
3 addictions.

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

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

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

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

22 MS. COE: I second that.

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

1 THE COMMISSION MEMBERS: Aye.

2 CHAIRMAN PETTIGREW: It's approved.

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

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

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

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

17 It is also proposed that employees would
18 be required to pass a Cisco Administrator
19 examination covering unified communications
20 solutions prior to completing probation. The
21 proposed examination requirement by completion of
22 the probationary period will provide assurances that
23 employees have a baseline knowledge and
24 understanding of UC solutions before achieving

1 permanent status in the classification.

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

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

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

21 In conjunction with the proposed changes,
22 it is also proposed that the examination type be
23 designated noncompetitive. The proposed change to
24 noncompetitive is consistent with Commission policy.

1 What is slightly unique with this
2 proposal is that the examination would not be part
3 of the pre-employment process, but would rather be
4 completed prior to completing probation or prior to
5 the employee actually receiving the permanent
6 status.

7 MS. EDWARDS: Thank you.

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

13 MS. COE: I second that.

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

16 THE COMMISSION MEMBERS: Aye.

17 CHAIRMAN PETTIGREW: It is approved.

18 Now, 16 is deferred?

19 MS. LITZY-TAYLOR: Yes.

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

22 19 is the background removals,
23 post-examination. And as to the issue concerning
24 Aaron Hicks, that will be reconsidered -- I'm sorry?

1 MS. EDWARDS: Deferred.

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

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

6 And, with that, we are adjourned.

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8 And, thereupon, the proceeding was
9 concluded at approximately 1:00 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 24th day of September, 2018, and transcribed from my stenographic notes.

Regular Meeting

September 24, 2018

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The Commissioners adjourned their regular meeting at 1:00 p.m.

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Grady L. Pettigrew, Jr., President

Date