

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, November 26, 2018
15 12:48 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 ANDERSON REPORTING SERVICES, INC.
 1421 West Third Avenue
 Columbus, Ohio 43212
 (614) 326-0177

1 COMMISSION MEMBERS PRESENT:

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

5 PRESENTERS:

6 Richard Cherry
7 Beth Dyke
8 Nathan Forrester
9 Carol Lagemann
10 Charday Litzy-Taylor
11 Tammy Rollins
12 Brenda Sobieck

13 ALSO PRESENT:

14 Angela Bennett
15 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION
November 26, 2018
2 12:48 p.m.

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

5 - - -

6 BE IT REMEMBERED THAT, on the 26th day of
7 November, 2018, this cause came on for regular
8 meeting before the Municipal Civil Service
9 Commission, Grady L. Pettigrew, Jr., President.
10 And, the parties appearing in person and/or by
11 counsel, as hereinafter set forth, the following
12 proceedings were had:

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14 PRESIDENT PETTIGREW: We'll call to order
15 the Columbus Municipal Civil Service Regular Meeting
16 for November of 2018, following the printed agenda.

17 Item No. 1, review and approval of the
18 minutes from the October 29th regular meeting.

19 MS. COE: I move that we approve the
20 minutes from the October 29, 2018, regular meeting.

21 MS. EDWARDS: I second.

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

24 THE COMMISSION MEMBERS: Aye.

1 PRESIDENT PETTIGREW: They are approved.

2 The next item for actual review is the
3 prehearing conference review, Cheryl Reeves v.
4 Columbus City Schools.

5 MS. SOBIECK: Brenda Sobieck, with the
6 Civil Service Commission staff.

7 This hearing is scheduled for January 23,
8 2019, at 9:00 a.m. This was a demotion. And the
9 school district is represented by an outside
10 attorney, and the appellant is also represented by
11 an outside attorney.

12 The school district is calling five
13 witnesses. The appellant is calling seven witnesses
14 and potentially an eighth one as a rebuttal witness.
15 So we have already added a second day for that one
16 on the 24th.

17 PRESIDENT PETTIGREW: Thank you.

18 MS. COE: Is this yours?

19 PRESIDENT PETTIGREW: Yes.

20 The next item is No. 5, request of the
21 Civil Service Commission staff, on behalf of the
22 Columbus City Schools, to revise the specifications
23 for the classification Student Safety Resource
24 Coordinator, retitle it to read Safety and Security

1 Specialist, and change the probationary period to
2 365 days.

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

6 The Civil Service is reviewing this
7 classification on behalf of Columbus City Schools in
8 an effort to make the district's classification more
9 up to date.

10 The revisions to the "Examples of Work"
11 section are to accurately reflect the duties that
12 are currently being performed by this
13 classification.

14 It is also recommended that the title be
15 changed to Safety and Security Specialist to be more
16 reflective of what the job is actually doing.

17 Also, the word "coordinator" in the title
18 is a little misleading because it indicates some
19 level of management, which this classification is
20 not.

21 It is also recommended that the
22 probationary period be changed to 365 days to be
23 consistent with other noncompetitive
24 classifications.

1 MS. COE: Thank you.

2 I move to support the request of the
3 Civil Service Commission staff, on behalf of
4 Columbus City Schools, to revise the specification
5 for the classification Student Safety Resource
6 Coordinator, retitle it to read Safety and Security
7 Specialist, and change the probationary period to
8 365 days.

9 MS. EDWARDS: I second.

10 PRESIDENT PETTIGREW: All in favor, say
11 "aye."

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: It's approved.

14 Items Nos. 6 and 7, joined together, are
15 the request of the Civil Service Commission staff,
16 on behalf of Columbus City Schools, to revise the
17 specification for the classification Personnel
18 Assistant and retitle it to read Human Resources
19 Assistant II.

20 And No. 7 is the request to revise the
21 specification for the classification Personnel Aide,
22 and retitle it to read Human Resources Assistant I
23 and to change the probationary period to 365 days.

24 MS. LITZY-TAYLOR: Charday Litzy-Taylor,

1 Personnel Analyst with the Commission.

2 This request is the result of a
3 classification review initiated as part of the
4 school district's efforts to review all classes.
5 Based on information received, revisions are
6 proposed.

7 It is proposed Personnel Aide and
8 Personnel Assistant be retitled to read Human
9 Resources Assistant I and Human Resources
10 Assistant II. The new titles are reflective of
11 client vernacular and provide consistency within the
12 series.

13 Changes are proposed to the definition
14 for Personnel Assistant to better reflect the main
15 responsibilities of the classification.

16 Within the "Examples of Work" section for
17 both classifications, duty statements have been
18 created and revised to better demonstrate the
19 difference in the level of work between Personnel
20 Assistant and Personnel Aide.

21 Revisions to the "Minimum Qualification"
22 section are proposed in order to provide clarity in
23 the acceptable required experience and to include a
24 GED as a suitable substitution for completion of the

1 12th school grade.

2 It is recommended that college training
3 be allowed to substitute for up to two years of
4 experience required for the Personnel Assistant.

5 Statements within the "Knowledge, Skills
6 and Abilities" have been reworded for clarity or
7 removed to eliminate redundancy.

8 It is also proposed that the probationary
9 period for both classifications be revised to
10 reflect the designation of 365 days, which is
11 consistent with the anticipated learning time
12 associated with these classifications.

13 There are no other revisions proposed at
14 this time.

15 MS. COE: Thank you.

16 I move to support the request of the
17 Civil Service Commission staff, on behalf of
18 Columbus City Schools, to revise the specifications
19 for the classification Personnel Assistant and
20 retitle it to read Human Resources Assistant II, as
21 well as to revise the specification for the
22 classification Personnel Aide, retitle it to read
23 Human Resources Assistant I and change the
24 probationary period to 365 days.

1 MS. EDWARDS: I second.

2 PRESIDENT PETTIGREW: All in favor, say
3 "aye."

4 THE COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: They are approved.

6 Items 8 through 11 are joined together.

7 Item 8, request of the Civil Service
8 Commission staff, on behalf of the Columbus City
9 Schools, to revise the specification for the
10 classification Landscape Maintenance Supervisor to
11 change the exam type to noncompetitive.

12 And No. 9 is the classification for
13 Maintenance Carpenter Supervisor, and to change the
14 exam type to noncompetitive.

15 10 is the classification Fleet Services
16 Part Supervisor, and to change the exam type to
17 noncompetitive.

18 And then 11 is the classification Fleet
19 Services Assistant Supervisor, and to change the
20 exam type to noncompetitive.

21 MR. CHERRY: For the record, I'm Richard
22 Cherry again.

23 These requests were initiated by Columbus
24 City Schools in order to build consistency within

1 the supervisory classifications.

2 A review of supervisory classifications
3 within the district revealed that they are already
4 designated as noncompetitive, and these revisions
5 would be consistent with those.

6 The qualifications for these jobs also
7 require a significant amount of experience in a
8 relevant field and, given the level and scope of
9 responsibilities associated with these
10 classifications, a noncompetitive examination type
11 would be more appropriate.

12 MS. COE: Thank you.

13 I move to support the request of the
14 Civil Service Commission staff, on behalf of
15 Columbus City Schools, to revise the specification
16 for the classification Landscape Maintenance
17 Supervisor, as well as the classification
18 Maintenance Carpenter Supervisor and Fleet Services
19 Parts Supervisor and, finally, Fleet Services
20 Assistant Supervisor, to change the exam type to
21 noncompetitive.

22 MS. EDWARDS: I second.

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

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: They are approved.

3 Items 12 and 13, joined together, are a
4 request of the Civil Service Commission staff, on
5 behalf of Columbus City Schools, to revise the
6 specification for the classification Fleet Services
7 Mechanic I.

8 And 13 is to revise the specification for
9 the classification Fleet Services Mechanic II.

10 MR. CHERRY: Columbus City Schools
11 requested to revise the minimum qualifications for
12 these classifications.

13 It is proposed that the school bus
14 endorsement be removed from the commercial driver's
15 license requirements. Employees of these
16 classifications are expected to repair and maintain
17 school buses for Columbus City Schools. According
18 to the U.S. Department of Transportation, only
19 drivers that are transporting preprimary, primary or
20 secondary school students from home to school or
21 school to home or to and from school-sponsored
22 events on a school bus are required to have both the
23 passenger and school bus endorsements.

24 Only a passenger endorsement is required

1 by drivers delivering school buses from the
2 manufacturer, by mechanics and the drivers operating
3 empty school buses and by drivers transporting
4 students and/or adults to events that are not
5 sponsored by a school. Therefore, these
6 classifications do not need school bus endorsements,
7 and it is recommend that it be removed from the
8 specifications as proposed.

9 MS. COE: Thank you.

10 I move to support the request of the
11 Civil Service Commission staff, on behalf of
12 Columbus City Schools, to revise the specification
13 for the classification of Fleet Services Mechanic I,
14 as well as the classification Fleet Services
15 Mechanic II.

16 MS. EDWARDS: I second.

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

19 THE COMMISSION MEMBERS: Aye.

20 PRESIDENT PETTIGREW: They are approved.

21 Items 14 and 15 are joined together.

22 14 is the request of the Civil Service
23 Commission staff, on behalf of Columbus City
24 Schools, to revise the specification for the

1 classification Administrative Secretary, retitle it
2 to read Executive Secretary I, change the
3 probationary period to 365 days and designate the
4 examination type as qualifying noncompetitive.

5 15 is to retitle the specification for
6 the classification Administrative Assistant to read
7 Executive Secretary II.

8 MS. ROLLINS: Both of those
9 classifications were reviewed as part of an
10 initiation on behalf of the school district to
11 ensure that the classifications within the class
12 plan is up to date. The Administrative Secretary
13 classification has six employees within it. The
14 Administrative Assistant has nine employees.

15 The work within these classifications is
16 very similar, with the primary differentiation is
17 who each classification reports to, what level of
18 executive within the administrative world of
19 Columbus City Schools.

20 It is proposed that, in keeping with the
21 secretarial nature of the work, both classifications
22 be retitled and kept in the series. And, therefore,
23 the retitling would be the Administrative Secretary
24 to the Executive Secretary I, and Administrative

1 Assistant would be retitled to Executive
2 Secretary II.

3 Within the specification itself, the
4 proposed revisions were largely based on the
5 questionnaires that we received from the employees
6 that were also reviewed by the supervisors. So
7 those changes were incorporated to reflect the work
8 that is currently being performed.

9 For the series, it is proposed that the
10 minimum qualifications of a high school diploma and
11 three years of experience for Executive Secretary I
12 and then a high school diploma and five years
13 experience -- secretarial experience for Executive
14 Secretary II.

15 For the Administrative Secretary
16 classification, it is proposed that the probationary
17 period be increased to 365 days and that the
18 examination type be changed to the qualifying
19 noncompetitive to allow for a pass/fail test so that
20 there is a demonstration of a baseline skill set to
21 perform the secretarial work. This is also
22 consistent with the Executive Secretary II as it is
23 currently written.

24 And there are no other proposed

1 revisions.

2 MS. COE: Thank you.

3 I move to support the request of the
4 Civil Service Commission staff, on behalf of
5 Columbus City Schools, to revise the specification
6 for the classification Administrative Secretary,
7 retitle it to read Executive Secretary I, change the
8 probationary period to 365 days, designate the
9 examination type as qualifying noncompetitive; as
10 well as to revise and retitle the specification for
11 the classification Administrative Assistant to read
12 Executive Secretary II.

13 MS. EDWARDS: I second.

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

16 THE COMMISSION MEMBERS: Aye.

17 PRESIDENT PETTIGREW: They are approved.

18 Item No. 16, request of the Civil Service
19 Commission staff to revise the specification for the
20 classification Student Intern II.

21 MS. ROLLINS: This request has been much
22 discussed within the Department of Public Safety,
23 and it is finally ready for presentation today.

24 The proposed revision before you would

1 enable this classification to be used for a cadet
2 program that would be established within the
3 Department of Public Safety. The proposed cadet
4 program is an endeavor by the department to recruit
5 and hire diverse individuals into the job of
6 firefighter or police officer by providing a program
7 that would present a realistic job preview for these
8 individuals.

9 The program will provide a hands-on
10 learning environment, mentorship opportunities and
11 classroom training, with the aim of preparing
12 individuals for a career in firefighting or law
13 enforcement.

14 So, once again, the program will be
15 structured as part-time employment for those
16 individuals who, upon completion of the program,
17 would ideally promote via promotional advancement
18 and potentially take an exam on a promotional basis
19 to enter into the respective sworn classification of
20 either a police officer or a firefighter.

21 For this classification, Student
22 Intern II, to be used for this program, there are
23 some proposed revisions that are necessary, one of
24 which is within the guidelines for class use.

1 There is language that refers to being
2 enrolled on a full-time basis in a college. In this
3 case, for this classification to be used for the
4 cadet program, they wouldn't necessarily be enrolled
5 full-time in a college, but they would be enrolled
6 in a cadet program with the City of Columbus and the
7 Department of Public Safety. And then as part of
8 this program, and in collaboration with Columbus
9 State, they would be receiving college credits for
10 the work they're doing while they're working towards
11 achieving their goals of becoming a police officer
12 or firefighter.

13 As always, with this classification,
14 whether, you know, the point in which you graduate
15 or are no longer enrolled, your employment would
16 end. And there's a four-month window for that to
17 happen. So that would be -- remain part of this so
18 that individuals would remain under that program for
19 a longer period of time than they're actually
20 enrolled in the program.

21 Within the minimum classification, it's
22 simply adding "active enrollment in the cadet
23 program in the Department of Public Safety."
24 Ideally, this will be used in both police and fire.

1 I think initially they're planning to start with
2 fire.

3 So, ideally, the department would do the
4 recruitment. And then once they've done -- made a
5 selection, they would receive -- individuals would
6 receive a congratulatory letter of acceptance to the
7 cadet program. And then that letter would be used
8 as proof of enrollment into the cadet program to
9 meet the minimum qualifications.

10 MS. EDWARDS: I do have a question.

11 Could students who are interested that
12 were not recruited by the department have a way of
13 participating in the program?

14 MS. ROLLINS: I mean, there will be a
15 posting that would be, you know, put out for the
16 public interest. And then, just like with all of
17 our postings, those names, whether they have been
18 specifically recruited or they learn about it
19 through other means, would be provided to the
20 department for selection.

21 MS. EDWARDS: So if they express interest
22 in the fire department?

23 MS. ROLLINS: Yeah, their names would be
24 shared.

1 PRESIDENT PETTIGREW: When it provides
2 that they be either actively enrolled in college or
3 school or the cadet program, are there credits that
4 somehow will be earned or accumulated in the cadet
5 program?

6 MS. ROLLINS: Yes. They -- I mean, the
7 collaboration program with Columbus State, my
8 understanding is, with police, they may actually
9 receive credit that's pretty close to being the
10 equivalent of a full-time student. The fire program
11 is less than what is full-time; which is, when we
12 say "full-time," that's 15 semester hours or 45
13 quarter hours. There's not too many quarter hours
14 these days.

15 PRESIDENT PETTIGREW: So do colleges or
16 universities enter in the development of this cadet
17 program?

18 MS. ROLLINS: Columbus State has been
19 working with the Department of Public Safety. Like
20 I said, this has been talked about for quite a
21 while. And they're just now kind of hoping to get
22 the first cadet program moving for the next year.

23 PRESIDENT PETTIGREW: Okay. One other
24 thing. Many of the recruits for the safety division

1 in Columbus come from other areas, not just Ohio --

2 MS. ROLLINS: Uh-huh.

3 PRESIDENT PETTIGREW: -- but other
4 states.

5 Is that a consideration in this proposal?

6 MS. ROLLINS: I mean, they would have to
7 live here.

8 PRESIDENT PETTIGREW: Okay. But if they
9 are recruited, they could be recruited from
10 wherever.

11 MS. ROLLINS: Yes.

12 PRESIDENT PETTIGREW: And then if they
13 were in college, and it's not here where we have
14 similar -- where we have programs that are
15 consistent with this design, would that be an
16 element that's required for them to get credit for
17 that?

18 MS. ROLLINS: You mean --

19 PRESIDENT PETTIGREW: If they were in
20 Pennsylvania going to school, but they didn't have a
21 model program like this one, would they still get
22 credit for what they did there?

23 MS. ROLLINS: They do have to actually be
24 in our program. There's part of it that's college

1 credit that they'll be getting through Columbus
2 State, but also a lot of it is working within our
3 Department of Public Safety.

4 PRESIDENT PETTIGREW: All right. Thank
5 you.

6 MS. COE: Thank you.

7 I move to support the request of the
8 Civil Service Commission staff to revise the
9 specification for the classification Student
10 Intern II.

11 MS. EDWARDS: Second.

12 PRESIDENT PETTIGREW: All in favor, say
13 "aye."

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: It is approved.

16 Items 17 through 22 are joined together.

17 17, request of the Civil Service
18 Commission staff to revise the specification for the
19 classification Assistant Auditor I.

20 18 is Assistant Auditor II.

21 19 is Assistant Auditor III.

22 20, Assistant Auditor IV.

23 21, Assistant Auditor V.

24 And 22, Deputy City Auditor.

1 MS. ROLLINS: All of these
2 classifications were reviewed this year as part of
3 the five-year review. As a part of this review, a
4 meeting was scheduled with the management team
5 within the City Auditor's office to discuss
6 potential changes that they think are important,
7 especially with a new auditor in place.

8 Based upon this review, there are some
9 proposed revisions to the classification.

10 Of the changes proposed within the
11 definition, it is reflecting fiscal and payroll as
12 major work categories that are within the City
13 Auditor's office.

14 And then also, within the "Examples of
15 Work," there have been some revisions throughout to
16 reflect the work that is currently performed at each
17 of these different levels. There were efforts made
18 to try to keep the differentiation between each of
19 these levels because we have so many.

20 And then those were all the revisions
21 that we have for today.

22 MS. COE: Thank you.

23 I move to support the request of the
24 Civil Service Commission staff to revise the

1 specifications for the classification Assistant
2 Auditor I, as well as Assistant Auditor II,
3 Assistant Auditor III, Assistant Auditor IV,
4 Assistant Auditor V, and Deputy City Auditor.

5 MS. EDWARDS: I second.

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

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: They are approved.

10 MS. ROLLINS: Thank you.

11 PRESIDENT PETTIGREW: Item No. 23, a
12 request of the Civil Service Commission staff to
13 change examination type for the classification
14 Automotive Mechanic Helper to noncompetitive, to
15 change the probationary period to 365 days and amend
16 Rule XI accordingly.

17 MR. CHERRY: Richard Cherry again.

18 This request was initiated by the
19 Department of Finance and Management in order to
20 change the examination type to noncompetitive.

21 Automotive Mechanic Helper is an
22 entry-level feeder classification through the
23 Automotive Mechanic series and is utilized to assist
24 mechanics to also learn the mechanic job.

1 Unfortunately, the department has had
2 some recruitment challenges into the fully skilled
3 mechanic classification, which is competitive. In
4 an effort to address this issue, the department
5 feels that the best course of action to attract and
6 retain fully skilled mechanics would be to develop
7 them internally by hiring individuals into the
8 Automotive Mechanic Helper classification. They
9 would then train them to gain the required
10 experience necessary to qualify and sit for the
11 Automotive Mechanic examination.

12 Changing the examination type for
13 Automotive Mechanic Helper to noncompetitive would
14 help facilitate the process by hiring individuals
15 into this unskilled classification who will be
16 trained to work on city vehicles, while learning the
17 City's process involved in repair and maintenance of
18 light and heavy vehicles.

19 A review of other similar classifications
20 within the City with relatively low-to-middle
21 qualifications and low salary ranges, such as
22 laborer, facility worker and refuse collector, which
23 are all within the AFSCME bargaining unit, revealed
24 that they are largely designated as noncompetitive,

1 and this proposed revision would be more
2 appropriate, as well as consistent with those.

3 It is also recommend, in conjunction with
4 the noncompetitive designation, that the
5 probationary period be changed to 365 days. This
6 revision is consistent with the Civil Service
7 internal operational policies and procedures
8 concerning probationary periods of noncompetitive
9 classifications.

10 MS. COE: Thank you.

11 I move that we support the request of the
12 Civil Service Commission staff to change the
13 examination type for the classification Automotive
14 Mechanic Helper to noncompetitive, change the
15 probationary period to 365 days, and amend Rule XI
16 accordingly.

17 MS. EDWARDS: I second.

18 PRESIDENT PETTIGREW: All in favor, say
19 "aye."

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: It's approved.

22 Item No. 24, the request of the Civil
23 Service Commission staff to revise the specification
24 for the classification Water Service Technician II.

1 MR. CHERRY: A review of this
2 classification was part of the Civil Service
3 Commission's efforts to review all classifications
4 every four to five years.

5 There are some minor recommendations for
6 the "Examples of Work" section. This would be more
7 reflective of the current duties performed by this
8 classification.

9 It is also recommended that the minimum
10 qualifications be revised to read: "Completion of
11 12th school grade and two years of experience
12 reading water meters and devices, planning water
13 meter routes or assisting with installation,
14 maintenance, testing, inspection, repair or
15 replacement of water metering systems, backflow
16 devices or related items and to have possession of a
17 valid motor vehicle operator's license. Some
18 positions require a valid Operator Training
19 Committee of Ohio Backflow Certification."

20 There are no other recommendations to
21 this specification.

22 MS. COE: Thank you.

23 I moved to support the request of the
24 Civil Service Commission staff to revise the

1 specification for the classification Water Service
2 Technician II.

3 MS. EDWARDS: I second.

4 PRESIDENT PETTIGREW: All in favor, say
5 "aye."

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: It's approved.

8 Item No. 25 is a request of the Civil
9 Service Commission staff to revise the specification
10 for the classification Substation Maintenance
11 Technician, change the probationary period to 265
12 days and amend Rule XI accordingly.

13 MS. LAGEMANN: Carol Lagemann, Personnel
14 Analyst, Civil Service.

15 The review of this classification was
16 completed as part of our effort to review all
17 classifications every five years.

18 Within the "Examples of Work" section, it
19 is proposed to add wording regarding data reading
20 and add a new statement regarding helping
21 troubleshoot basic issues with data connectivity.

22 Within the "Minimum Qualifications," it
23 is proposed to add completion of a vocational
24 training program, in order to include another route

1 for workers to enter the power distribution field.

2 In addition, it is proposed to expand the
3 language regarding "in power distribution" to
4 "related to power distribution." There can be
5 multiple wording for how the programs are worded.

6 Within the "Knowledge, Skills and
7 Abilities" section, revisions are proposed. A new
8 ability statement reflects the ability to interpret
9 control wiring schematics. This reflects the local
10 control in the substation, but also can apply to
11 helping troubleshoot communications back to SCADA.

12 Additional updates are proposed to mirror
13 physical demands and ability statements that were
14 updated in the other classifications in this series
15 in the last review.

16 It is proposed to increase the
17 probationary period from 180 days to 365 days, a
18 full year to experience a variety of work.

19 And there are no other revisions
20 proposed; therefore, it is recommended the
21 classification be approved as proposed.

22 MS. COE: Thank you.

23 I move to support the request of the
24 Civil Service Commission staff to revise the

1 specification for the classification Substation
2 Maintenance Technician, change the probationary
3 period to 365 days, and amend Rule XI accordingly.

4 MS. EDWARDS: Second.

5 PRESIDENT PETTIGREW: All in favor, say
6 "aye."

7 THE COMMISSION MEMBERS: Aye.

8 PRESIDENT PETTIGREW: It is approved.

9 Item 26 is the request of the Civil
10 Service Commission staff to revise the specification
11 for the classification Electrical Inspector I.

12 MS. DYKE: Hello. Beth Dyke, Personnel
13 Analyst, Civil Service Commission.

14 Civil Service staff requests that the
15 classification Electrical Inspector I be revised.

16 During a recent minimum qualifications
17 review, the Civil Service Commission discovered that
18 the State of Ohio offers an Electrical Safety
19 Inspector Interim Certificate. Conversations with
20 the Ohio Department of Commerce confirmed that the
21 Board of Building Standards will issue an Interim
22 Electrical Safety Inspector Certificate to those
23 individuals who have met an experience requirement
24 and have also completed the examination.

1 Service Commission staff to revise the specification
2 for the classification Police Sergeant.

3 MR. FORRESTER: Hi. Nate Forrester here,
4 Personnel Analyst with the commission. I am
5 presenting the Police Sergeant spec review on behalf
6 of Joel Gunn, who could not be here today.

7 The classification of Police Sergeant was
8 reviewed as part of the Commission's effort to
9 review all classifications every five years.

10 The main reason for the proposed changes
11 includes making the "Examples of Work" more
12 reflective of the current duties performed and
13 equipment being used on the job by police sergeants.

14 In the second-to-the-last example of
15 work, the word "citizens" has been changed to
16 "residents." This recommendation was made at the
17 departmental level at the time the department signed
18 this class specification; therefore, it is
19 recommended that the specification for Police
20 Sergeant be approved as proposed.

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 Police

1 Sergeant.

2 MS. EDWARDS: I second.

3 PRESIDENT PETTIGREW: All in favor, say
4 "aye."

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: It's approved.

7 The last item is the background removals,
8 applicants removed post-exam.

9 As to the applicants, Drew Schmidt,
10 reinstate; Scott Guroy, do not reinstate; Tyler
11 McIntosh, do not reinstate.

12 With that, we are adjourned.

13 - - -

14 And, thereupon, the proceeding was
15 concluded at approximately 1:18 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 26th day of November, 2018, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 1:18 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date