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, December 10, 2018
12:40 p.m.
City of Columbus
Civil Service Commission
77 North Front Street
Columbus, Ohio 43215

TRACI E. PEOPLES
PROFESSIONAL COURT REPORTER

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COMMISSION MEMBERS PRESENT:

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

PRESENTERS:

Pam Cole
Amy DeLong
Carol Lagemann
Julie Pfeiffer
Liz Reed
Tammy Rollins
Brenda Sobieck

ALSO PRESENT:

Angela Bennett
Wendy Brinnon
BE IT REMEMBERED THAT, on the 10th day of December, 2018, this cause came on for regular meeting 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:

P R O C E D I N G S

PRESIDENT PETTIGREW: We will call to order the City of Columbus, Ohio, Municipal Civil Service Commission regular meeting for December 2018. We will be following the established agenda for today.

And the first item is review and approval of the minutes of the November 26, 2018, regular meeting.

MS. COE: I move that we approve the minutes from the November 26, 2018, regular meeting.

MS. EDWARDS: I second.
PRESIDENT PETTIGREW: All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: The minutes are approved.

There are no rule revisions, no prehearing conference reviews.

And the next item is the Trial Board recommendations, review and approval of the Trial Board's findings and recommendation regarding the appeal of Ruth Campbell v. Columbus City Schools from the action of Columbus City Schools discharging her from the position of food service helper, Appeal No. 18-BA-0003.

MS. COE: Do we need a motion on that?

I move to support the review and approval of the Trial Board findings and recommendations regarding the appeal Ruth Campbell v. Columbus City Schools from the action of Columbus City Schools discharging her from the position of food service helper, Appeal No. 18-BA-0003.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It is approved.

Item No. 5 is the presentation of the Civil Service Commission 2018 review and -- review of accomplishments.

MS. DeLONG: Welcome, and good morning.

We had an incredibly busy 12 months, some of which you've seen firsthand because of the results that's presented at our monthly meetings. But there's a lot that goes on behind the scenes and outside of commission meetings. And I'd like to share some of those efforts for the record for you today.

Let's start off by seeing the updated Civil Service video that overviews what we do that previously had Mayor Lashutka giving us the welcome statement. And we decided, instead of being quick every time that part came on, that we would finally get it updated, without money. We used our technical services here at the City, Merrari's expertise, and Mike Eccard. And they played a really serious role in finally getting this done, because I couldn't get money approved to do it.

(Video played.)

MS. COE: That's really good.
MS. DeLONG: Pretty nice, huh?

It's a huge improvement from where we were at. I think the drone work in the beginning is excellent. It's really updated us to put us in the 21st Century.

Outside of that, we also put together that one page that's called "Civil Service at a Glance" that I provided to you right before we stepped in. That's -- I think our main purpose in putting that together was not only to educate our new administration, but also the public and the community to give people a better idea of exactly what we do at Civil Service. Because I think there's a presumption that there's one test for everything.

And I can go ahead and provide it to you. I've got another copy. Here you go.

MS. EDWARDS: Thank you.

MS. DeLONG: I think there's a presumption that it's all for one or one for all. And the reality is that we test hundreds of different positions.

So that being said, I've asked a few members of my team, as well as an outside guest, to
take a few minutes to provide a brief overview of
some of the special accomplishments for the year.

I'd like to begin by inviting Julie
Pfeiffer, the interim Senior Executive Director of
Human Resources for Columbus City Schools.

MS. PFEIFFER: Good afternoon.

THE COMMISSION MEMBERS: Good afternoon.

MS. PFEIFFER: Thank you, Commissioner
Pettigrew, Commissioner Edwards, Commissioner Coe
and Executive Director DeLong.

My name is Julie Pfeiffer. I am the
interim Senior Executive Director of Human Resources
for Columbus City Schools.

As you may know, a little over two years
ago, the Columbus City Schools -- with Barbara
McGrath at the helm -- and the Columbus Civil
Service Commission began an aggressive endeavor to
update the Columbus City Schools' classification
plan. This entailed conducting detailed reviews and
necessary revisions to no fewer than 124
classifications.

In addition to these classification
reviews, the commission staff and Columbus City
Schools staff implemented and executed a plan to
review and make necessary updates to the Columbus City Schools civil service testing program.

Throughout these projects, the commission staff -- including, but certainly not limited to, Michael Eckert, Tammy Rollins, Jennifer Hutchinson, Richard Cherry, Carol Lageman, Charday Litzy-Taylor, Don White, Merrari McKinney, Wendy Brinnon and Angela Bennett -- have been invaluable in this effort.

Their collective expertise, professionalism and conscientiousness has been unparalleled as we have moved through this significant process. They have been, and continue to be, trusted advisors and partners in helping the district update its Civil Service practice.

Therefore, I would like to express our sincerest appreciation and gratitude to you, the commissioners, Executive Director DeLong and the entire Columbus Civil Service Commission staff for your hard work and dedication. And we look forward to continuing our work together in the future.

Thank you again for the opportunity to address you. Best wishes during the holiday season, and may you all have a prosperous new year.

PRESIDENT PETTIGREW: Thank you.
And I guess just as a comment, we're glad to see the improvements in our relationship with Columbus City Schools, and certainly I'm sure that some of the stress in your job has been reduced as a result of the collaborative effort that is going on in recent months. So thank you so much.

MS. PFEIFFER: Thank you.

MS. DeLONG: At this point, I'd like to follow the agenda that I provided to each of you. I'm going to ask Tammy Rollins to come up and speak about the Class Plan update. After that, Pam Cole will talk about community outreach; Liz Reed, workforce diversity; Brenda Sobieck, some administrative changes; and then I will address all of you again at the end.

MS. ROLLINS: Hello.

So for this year, we have completed -- for Columbus City Schools, we have completed the classification work for 57 classes, bringing their Class Plan, or at least the majority of their Class Plan, up to date. This was a commitment that we made that we could do this in two years. And, you know, I think it was all kind of like, "Can we really do it in two years?" But we did. And it was
a lot of effort on our part, but it was a lot of
meetings with employees and supervisors. Some of
these classes hadn't been looked at for nearly 30
years. So there was a lot of education in this
process. Some of these meetings were originally
scheduled for an hour; and it might be three hours
later, but there was so much questions and just a
lot of information that we were getting because we
didn't have very good specs to begin with. So I'm
very happy to say that we are where we are.

I'm very appreciative there was nobody at
Columbus City Schools that wasn't willing to talk to
us. You know, as much as we were giving up three
hours of our time, they, too, were giving up three
hours of their time, because they had questions and
they had people in front of them that were able to
answer most of them, or at least could direct them
for the answers we couldn't give. So that was, you
know, very good.

It was a very worthwhile project. It's
always good to work on a project that, at the end,
you feel really good about it. You feel like your
efforts were appreciated and the gain was good. So
that was excellent.
This year, also, you know, we've maintained our Class Plan, you know, at 100 percent. And, once again, our Class Plan will be 100 percent hopefully at the end of this meeting. And, you know, we did 164 classification projects. Myself and my analysts, we looked at all of these classifications that we looked at. And I just wanted to -- we thought this was an interesting kind of tidbit that 25 percent of those classifications had discussions around ability to help with the recruiting for the department and also help and guidance with how they might lay out a reorganization.

So, in addition to doing a lot of our class reviews, the five-year schedule review, 25 percent kind of landed in the direction of "We need help with recruiting" or "These are some reorganizations that we have planned. How can you help us get there?"

From our certification verification team, which often kind of functions in the background, but it's been very busy in the city with hiring. And it's been steadily increasing over the last three, four years. But this year they have verified and
certified -- and this is through three quarters --
1300 appointments in the city. And that's just the
appointments. It's not taking into account all
the -- all the other personnel actions that are
crossing their desk. So it's very paper heavy, but
it's a lot of coordination with other departments,
and they do a great job of getting all those
transactions processed timely.
So thank you very much.

PRESIDENT PETTIGREW: Well, thank you.

Do we take it that there is no need for Civil
Service involvement with Columbus City Schools now,
because everything is done?

MS. ROLLINS: Well, the work is done. I
think, Director Pfeiffer, there's a few things.

PRESIDENT PETTIGREW: Just a few things
left?

MS. ROLLINS: A few things.

PRESIDENT PETTIGREW: Okay. Well, that's
good planning also. So thank you so much. I know
you're lead. And the team that presents to us every
month -- so thank you very much for your work and
your team's work.

MS. COE: Can I just ask you a question
real quick? When you talked about 1300 appointments, how often are they sort of -- I don't know what the right word is -- correct and just able to go through the process? Or does there have to be back and forth?

MS. ROLLINS: I would say almost all of them.

MS. COE: I thought I knew the answer, but I was curious.

MS. ROLLINS: All of them have some level of back and forth.

MS. COE: That's what I thought.

MS. ROLLINS: Some have a tremendous amount of back and forth.

MS. COE: That's what I assumed.

PRESIDENT PETTIGREW: Thank you.

MS. ROLLINS: You're welcome.

MS. COLE: Hello.

PRESIDENT PETTIGREW: Hello.

MS. COLE: My name is Pam Cole. I am the community liaison outreach coordinator for the Civil Service Commission. As the community liaison, I am a point of contact for the community. That's what I call the title. What I do is outreach work. And my
job is to engage and to educate the community about
the Civil Service Commission, who we are, what we do
and why we do what we do. As a matter of fact, I
show the video at everything that I go to. I show
that video because it kind of sums it up.

My main goal is to provide information to
the community regarding opportunities with the City
of Columbus, because everybody says they want to
work for the City. Civil Service is that initial
point of contact, so it's my job to let them know
that.

So some of the events that I have
attended and took part in since I took this position
in April of 2018: The Neighborhood Pride events,
the mayor's community nights, several job fairs,
career days at high schools. I've gone to several
union meetings to speak with their members. I've
connected with several workforce development
agencies, such as the Godman Guild, Goodwill, Eckerd
Connects, Sisters of Empowerment, New Directions
Career Center, and OhioMeansJobs.

I've also connected with -- through the
Department of Neighborhoods several new American
communities, including the Hispanic community, the
Nepali community and the Somali community.

When I go out and talk with these communities, a lot of the things that I cover include how employment with the City of Columbus works. Because everybody wants a job. They don't know, you know, where to start or where to begin.

We talk about the different jobs that they have. One thing I always tell people is "We have everything from doctors to ditch diggers. So no matter what your talent, your skills, your expertise, there's something that would fit you with the City."

I also talk about what our current job openings are. I go over the website extensively to show how to navigate that, creating an applicant profile if they've never created a profile with the City, helping them to create that profile and register and how to apply for jobs.

We also talk about how to set up job alerts if they -- if there's not something that they want to do that's open, how to set up a job alert so that you can be notified when it does open.

I also give information on Restoration Academy if, of course, needed.
Another thing that I do is the testing clinics. We hold several -- We've held two this past year through the public. We've posted on our website. And then they can sign up and come to those. We also give testing clinics as some of the HR departments request them for their employees. So part of our outreach is going out to the community. So that's what I want to do, is go out to them. So we actually go out to their workplace and give them testing clinics and cover some of the things that I mentioned before.

For the testing clinics that we hold here onsite, it's to get them comfortable with where the test is. Because a lot of times we'll get, you know, "I'm lost. I don't know where it is." We get those calls. So we have it here so that you'll know where the testing is. We also offer free parking for them to make it convenient, but we do explain we don't give free parking for the actual test. That's for the testing clinic. We want to make it convenient for them.

And during the testing clinic, we talk about some of our most common subtests, the different kind of tests that we give, how to read
exam notices, the types of tests, test prep tips. We talk about test anxiety. And then at the end we give a sample test so they can have an overview of what different kinds of questions look like. And it gives them an opportunity to ask any questions that they may have.

So we got really good feedback on those, because I did hand out a survey at the end and ask for feedback. So all of that was really good.

MS. COE: How well attended are those?

MS. COLE: We can register up to 50. The first one, we had about 30 -- a little bit over 30 people, and almost 25 at the second one. So our next one is coming up in February.

And we've not had to do any advertisement for those. We just put it on the website, and they usually just fill up.

Also, as a part of this job, we do Rule VI testing. In addition to the 82 regular recruitments that we had this year, we do -- I've gotten over 100 requisitions for additional testing requests by the HR department. So it's been a busy year.

MS. EDWARDS: Sounds like you've been
busy.

MS. COLE: I have.

PRESIDENT PETTIGREW: So the only thing you haven't solved is the downtown parking.

MS. COLE: Correct.

PRESIDENT PETTIGREW: Well, as soon as you do, we can spread the word.

MS. COLE: Right.

PRESIDENT PETTIGREW: All right. Thank you very much.

MS. REED: Good afternoon, Commissioners.

CHAIRMAN PETTIGREW: Good afternoon.

MS. REED: I am going to share with you the work that we have done regarding workforce diversity.

The first thing I'd like to share with you is the written policy diversity recruitment council. That is a council that is primarily led by police and fire recruiting teams. We partner with them and attend each of those recruitment council meetings. Those are -- The attendees at those meetings are community members who are interested in helping us try to find -- reduce barriers and try to improve our workforce diversity, specifically with
police and fire. And our group has attended those meetings, shared information and just helped the process along with each one of those meetings.

With the new police recruiting team that came in this year, we've also lent them support in trying to help them kind of guide what those meetings might look like, so that we're not just giving information, that we're actually gathering information from the community members to help them.

The next thing that we've been involved with -- this is commission-wide as well -- has been the Citywide Recruiting Task Force. So with that group, basically it was primarily led by the -- by the Office of Diversity and Inclusion and also included the HR Department as a primary -- and Civil Service as the primary individuals who led those groupings.

That council actually -- or, I'm sorry, that task force actually broke up into three different segments: One that worked on internal process improvements, one that worked on branding in terms of recruiting specific branding, and the third one that worked on data collection to have a better idea of what are the actual numbers, what are the
targets, and that sort of thing.

A lot of the work that we did on -- I personally was involved with the Interpersonal -- or, I'm sorry, the Inter- -- Process and Improvement Committee. And with that committee, we worked on several different things throughout the year.

One was to remove real and perceived barriers in the selection process; things like simple postings. We have our classification titles. Our classification titles sometimes aren't reflective of exactly what a particular position might do. So in -- That was -- The departments could always put down a different title in there -- a working title -- for different positions that came up, especially for their noncompetitive examinations or noncompetitive classifications. So with those, it's really just informing the HR department on how they could post those so that information was there.

The same thing is true with extra questions that we might ask on an application that might help guide the HR department in terms of making decisions on those noncompetitive classifications, to help kind of work through those. So they were able to add supplemental
questions, for example. So those were -- And they can also add in hyperlinks so that -- With a hyperlink, if they wanted to, on their own website -- so with different departments, put information about what it's like for their -- to work in their departments, to highlight the diversity within their departments, those sorts of things. They could add hyperlinks within their postings so they could -- job seekers could go ahead and find out more information and go to those hyperlinks.

So those are just an example of some of the things that we started working through.

Another thing that our group worked on was interviewer training. So a lot of -- Citywide, a lot of the people who are actually conducting the interviews are supervisors and managers. Often, they don't have HR training or background. So this was actually led by the health department in terms of creating an interviewer training module. And then we started working with the HR department to offer that training on a regular basis, so that we -- so that people who are conducting interviews can learn best practices, what questions they should
be asking in interviews, what questions they should avoid and how to avoid bias in the interview process.

So that just rolled out in October, and we're really excited about having that available to all city managers and supervisors.

The other thing that we've worked on included actually giving up -- I have Pam's position listed here, so I think she gave you a great overview on that.

And then we also, as a group, participated significantly in the first-ever citywide recruitment fair. Civil Service was instrumental in being involved in that recruitment fair. We helped in some of the design and organizing that event. But I think, more importantly, being involved in the event itself by giving people who attended that recruitment fair information about how to access city jobs. We had our testing clinic. We had that available to sign up for. We also helped people navigate of where they can best look in terms of the types of jobs that were available.

We also -- Another group of individuals
with that task force focused on recruiting and branding. So, through that, we mentioned a brochure, but we also are beginning on spotlight videos of employees. And we finished our first one, and they have five in the queue ready to go.

They are also working on how-to videos.

So there's a series of those that we're working on that include how to apply, how to set up a profile, and those types of things as we move forward.

We're also looking at radio spots for the career fairs and looked at a flyer for the career fair. So all of those things were done through that task force.

On the public safety side of the fence, we also were involved in setting up what we call "Firefighter Mile Introduction." With those, what we did is set up the firefighter examination test and allowed candidates or potential candidates to come through and actually practice the physical test event. That is particularly important to female applicants, because they may not -- typically, females don't do as well on the physical components of the examination process. So allowing candidates the opportunity to come in and actually hands-on try
each of those events, gives them a shot. They can start learning techniques and really have a better understanding of what the expectations are and hopefully be able to then pass the examination when it comes time next year.

And, finally, we're working on our move to 1111 East Brad Street. That has been really actually pretty interesting in the changes that will take place.

The first is the change that took place with the Firefighter Mile. We are now currently revalidating that because we actually moved the equipment to its new home, which will be at the Fire Training Academy. We got that set up. We are, as we speak, running firefighters through those events to revalidate to make sure we have the test on its new surface set up correctly and will function well next year when we're in that facility for that exam.

Also with that move, we are in the process of getting brand-new oral board suites set up that will work very well with our -- both our promotional and entry-level exams. And we'll have 12 of those suites available for us. And then those -- which are designed specifically for that
type of testing, which we do for all of our uniform ranks.

Another piece of that is our smaller size for the written exams, which actually created, in trying to solve that problem -- we're talking about police and fire. Next year we're anticipated to have up to 4,000 people apply for firefighter. We typically have 2,000 to 2,500 apply for police officer. So just accommodating that number of people through the testing process with the space limitation of about 50, 57 really adds on the number of days in terms of administration.

So with that problem in mind was when we came up with the idea of the change that you -- that the commissioners just approved last year -- or last month. I think it was last month -- which was to allow candidates who have already taken their written examinations for both police and fire, they have demonstrated their capability by passing those exams, they will not have to retake those. As long as we don't make a major change to those examinations, once they apply, they will -- their passing score from the last time will apply to their new exam, and we won't have to test those.
We're estimating that there will be -- based upon last time around, there were 500 people for firefighter that applied that wouldn't have had to take the exam. Of those, 350 actually showed up that we actually scored and had to seat and retest.

For police officer, the same type of -- the numbers are a little bit lower for that group, but we're still talking about 250 candidates. And with that, we're talking about the written exam, which is multiple choice, and the writing sample, which is labor-intensive in terms of scoring. So that's -- Those are significant savings in terms of space, people, time. And even the candidates, I'm sure, will appreciate not having to retake the examination. So we're really excited about that change. But it was all prompted by the fact that we had a smaller space to work with.

MS. EDWARDS: I do have a question.

MS. REED: Sure.

MS. EDWARDS: If a candidate wanted to retest so they could improve their score, do they have that option?

MS. REED: It actually wouldn't be helpful, because it's scored on just a pass/fail
basis. So even if they improve their score, it really doesn't make a difference in the end. So the answer would be we prefer not to retest anyone.

   MS. EDWARDS: Okay.

   MS. REED: And that's all I have to cover. So if you have any questions before I step away.

   MS. DeLONG: If you could just explain that the only thing -- it's the oral part that's actually where they get ranked into the --

   MS. REED: Yeah. So for both police and fire, we do have oral components to each of those examinations. Those are video-based exams. So what candidates do is, they'll go into a video room. They'll be by themselves. They'll watch different scenarios or vignettes that come up on a computer screen. And, as those come up, they'll have a response time. They verbally respond to those scenarios or vignettes. And we record those responses, and then we score those at a later date.

   So with those exams -- we call it "FOAM" for fire, Fire Oral Assessment Mechanism. We call it "COPE" for police, Columbus Oral Police Exam. With those examinations, those are then scored at a
later point. But it is actually those score results that determine where candidates finish in the overall process.

One of the wonderful advantages of that is, typical with those types of oral examinations, you don't see any differences in performance. If anything, there is maybe a slight difference in terms of improvement or better results from both females and minority candidates.

PRESIDENT PETTIGREW: All right. Thank you very much.

MS. REED: Thank you.

MS. SOBIECK: Liz covered the changes to Rule VII, which was the retest rule, so I will just briefly touch on background standards.

Every year, we do review the background standards. We discuss any changes that we might need with Public Safety, the Division of Fire and the Division of Police. If we feel like we're losing good candidates and we need to make a change, we discuss that or if we think something is missing.

The only change we made this year was actually at the recommendation of the Commission. We added some language just to clarify the
misdemeanor removal standard. And that was one where two M1 or M2 convictions can disqualify someone forever for police and fire.

We just added some language to address the traffic convictions, so that it was clear that those two M1 or M2 traffic convictions would really only be disqualifying for five years, but criminal convictions would be disqualifying forever.

And that allowed a diverse fire candidate who really had a clean background -- he didn't have anything else on his background. His traffic misdemeanors were, I believe, 9 and 12 years ago. And they were driving under -- driving with an expired license. And I think the other one was due to a suspension. And that allowed him to qualify, and he is still in the process.

That was the major change we made this year, and we'll review them again next year.

PRESIDENT PETTIGREW: All right. Thank you.

MS. DeLONG: As you can see, it's been a very busy and productive year. We've been working collaboratively with many departments to accomplish the goals of our mayor, Andrew Ginther, which is
neighborhoods, neighborhoods, neighborhoods.

And so a little deeper, as you can tell a lot by our conversation, we really focused on two of the deeper goals, which is diversity and inclusion, and innovation and efficiency. So moving was a part of it, but also coming up with the innovative idea to allow us to have some efficiency even in moving buildings was a part of that. Because we want to make sure that we show him that we want to help him accomplish his goals and we're all moving in the same direction. I'm hoping that we can accomplish that as a city.

I am very proud of our consistent quality and quantity of work that our staff puts in every year. And, you know, really, we look forward to continuing with that in 2019.

But I did want to mention two large projects that you will hear more about as the year goes on.

One is that we are going to be working with the auditor's office implementing a new payroll/HR system. Tammy and her staff are going to be, unfortunately for her -- I'm sorry -- feeling the brunt of that on top of their daily duties
because, of course, this doesn't allow us the 
opportunity to hire more people to come in and do 
their work while they're being pulled off on that. 
So they will be doing double duty. And I'm trying 
to vouch to them now, we're not going to allow this 
to be CHRIS, if you -- for those of you who -- 
because that's, of course, the fear of starting 
something new like this.

I think the auditor's office put in some 
good time into this, and I think we are headed into 
the direction we need to. We have two great 
vendors. I think, in either case, that we'll be 
able to do what we need to do. And I think people 
are now willing to, more than ever, change. And I 
think that's a good thing to help us move this 
forward.

And last but not least, I'm going to be 
working on a nine-month project with a lot of the 
mayor's staff for the Bloomberg Harvard Government 
Innovation Project. I will be going to a two-day 
boot camp December 19th and the 20th -- 

PRESIDENT PETTIGREW: Is that the Smart 
City?

MS. DeLONG: No. It's -- The mayor
was -- The group of mayors went and did it, the Bloomberg Harvard Innovation. And, as a result, they could submit a problem. And the problem -- again, unfortunately or fortunately, however you want to look at it -- was ours. And it was my suggestion that we look at how to get more females and minorities to test. And so the mayor then said, "How do we recruit for females and minorities for police?" And I think at the boot camp that we're at, that will get further defined into what the actual question is going to be and then how we're going to attack that, and I will be able to share some more of this information with you.

Unfortunate for Liz, or fortunate, again, one of the things, however you look at it, she'll be on vacation, so she won't be able to attend that with me. But we will select four people from our team as we further define what that problem is going to be.

So thank you so much. And there will be more in 2019 to share.

MS. COE: Is the new HR and payroll system going to eliminate current systems? Or is there, like, a plan to run both?
MS. DeLONG: (Shakes head.)

MS. COE: Okay. So it's a full replacement of what's out there.

MS. DeLONG: Yes. We hope.

It's either that or an interface for what we're doing, into it. And the two systems that we have, they're looking at, I think, will replace some, but not all.

MS. COE: Okay.

MS. DeLONG: Any other questions?

PRESIDENT PETTIGREW: Do you have anything else?

For a lot of you, we see you every month and sometimes more often. And one of the opportunities this session has provided is the opportunity to tell the story. There are a lot of things that we want people to know. And our discussions are, if you don't tell them -- that neighborhood -- the commission that we went to -- There are people who do not know what Civil Service does. That's number one.

Number two, Civil Service has been blamed for a number of things that managers don't do in their own departments. And so telling this story is
important for the entire community. And we appreciate -- We, as commissioners, appreciate the work you do, both the quality and the quantity. And it's interesting that you're volunteering for additional assignments.

2018, obviously --

MS. DeLONG: Involuntarily.

PRESIDENT PETTIGREW: Involuntarily.

And 2018 was an ambitious agenda for Civil Service Commission. And I only see 2019 offering more opportunity for more ambitious work.

The issue is, service the citizens of Columbus well and, obviously, from our perspective, you do that; not just as the executive director, but your entire staff.

MS. DeLONG: Absolutely.

PRESIDENT PETTIGREW: And some of the things will continue to be present and show benefits as they go on. The neighborhood meetings that I've attended, information on Civil Service is so important. So addressing that is important.

But everyone who tests or who applies wants to know that they were fairly treated. And that's why telling this story is so important. It's
not just made up all the way back to the charter and
the history. That's why that's so important to be a
part of this. Because there are a lot of people who
think that the stuff that this was created to avoid
only happened in Washington, D.C. Given the
opportunity, there are many people who would abuse
the process in Columbus. And so we are watch guards
against that as well.

So, on behalf of the Commission, thank
you. Thank you, Ms. DeLong, for your leadership.
And to the staff, those who are present, and then
please pass it on to those who are not, that we
appreciate the work that you do on behalf of
Columbus, Ohio. And we look forward to 2019. And
at the end of 2019, we'll see if you surpass all of
this. But, again, thank you, thank you, thank you.

And we'll go back to our remaining
agenda.

MS. EDWARDS: Thank you.
MS. COE: Thank you.

PRESIDENT PETTIGREW: Thank you.

So, No. 6: Request of the Civil Service
Commission Staff to revise the specification for the
classification to Police Officer.
MS. COLE: I'm Pamela Cole again. How are you?

So a review of this specification of the classification Police Officer is part of the Civil Service Commission's effort to review every classification at least once every five years.

It is proposed that two statements be added to the examples of work. Other than that, there were no other changes.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission Staff to revise the specification for the classification Police Officer.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Thank you.

Item No. 7: The request of the Civil Service Commission Staff to revise the specification for the classification Information Technology Account Coordinator.

MS. ROLLINS: This is a request we
received from the department of technology. They had requested that the classification be slightly
broadened to enable it to also be used within the
same area, but would oversee all of the
technology-related spending and contact and
purchasing that occurs in the city departments.

The Information Technology Account
Coordinator classification is part of a two-level
class series. It consists of an account manager and
the account coordinator. Both classifications work
very closely with departments and liaison with the
department of technology. But they assist with all
of their technological needs and maintaining service
level agreements and helping them find solutions to
their operational issues.

The account managers are generally
assigned specific departments, and they have a broad
scope, as it's meeting the technology needs of those
particular departments.

The technology account coordinator is
generally responsible for supervising and
coordinating the work of the account managers.

The department has a position that they
would like to have somebody who is a contract
expert, specifically with technology in mind, to ensure that all of the contracts that the City enters into are written consistently and include the necessary language, you know, that is needed to ensure projects are on time, are on budget and, you know, if needed, there's exit clauses included within these contracts.

It's also important to kind of have a single position overseeing who has an idea of what all the different technology spending is within the City so there isn't duplicate spending happening over here and over here. You know, sometimes there's redundancies that someone can just add a couple things to meet two departments' needs instead of just the one department's needs.

The proposed position, while it would not supervise the account managers, it would have that broad oversight, which, from looking at classifications, the Information Technology Account Coordinator looked like it would be a good fit. It is at the level that the department is looking for. And, with a slight revision in the definition that it's coordinating and/or supervising, we thought that this would be a good classification for them to
use for that particular need.

For the most part, there's just that minor revision in the definition. I think there's a line in the definition that's redundant in the "Examples of Work." And so we just took out what's already covered. So, basically, the proposed revision today is a revision to the definition.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission Staff to revise the specification for the classification Information Technology Account Coordinator.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Thank you.

Carol, do these need to be dealt with separately?

MS. LAGEMANN: Yeah, they're kind of separate.

PRESIDENT PETTIGREW: All right.

The next item, 12, is the request of the
Civil Service Commission Staff --

MS. EDWARDS: It's 11.

PRESIDENT PETTIGREW: I'm reading it, but it's 11.

Item 11 is the request of the Civil Service Commission Staff, on behalf of Columbus City Schools, to impose a moratorium on the specification for the classification Facilities Maintenance Scheduler.

MS. LAGEMANN: Carol Lagemann, Personnel Analyst, Columbus Civil Service Commission.

On behalf of Columbus City Schools, we request to impose a moratorium on the specification for the classification Facilities Maintenance Scheduler. The work performed by the current incumbent, and the only incumbent, reflects more of a security focus and is not representative of the work reflected by the current classification. The school district expects this review could be the impetus for the creation of a new classification that's more representative of the work being performed. Once this classification is vacated, we would recommend it for abolishment.

MS. COE: Thank you.
I move to support the request of the Civil Service Commission Staff, on behalf of Columbus City Schools, to impose a moratorium on the specification for the classification Facilities Maintenance Scheduler.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 12, for real. Request of the Civil Service Commission Staff, on behalf of Columbus City Schools, to revise the specification for the classification Preventative and Maintenance Painter Supervisor, assign a probationary period of 365 days, and designate the examination type as noncompetitive.

MS. LAGEMANN: Civil Service Commission Staff conducted its review of the specification for this classification for Columbus City Schools as part of their effort to review all classes within their Class Plan.

Within the "Examples of Work" and the "Knowledge, Skills, Abilities" section, statements
are modified or updated to better reflect the work for the knowledge, skills and abilities that are required.

Within the "Minimum Qualifications" section, the experience is proposed to be modified to remove specific class titles and to be inclusive of the kinds of work that may segue into this role. "The supervisor painter must work as a painter on commercial buildings" is also included.

The probationary period is currently 180 days. It is proposed to increase the probationary period to 365 days, such that the incumbent would be afforded the full range of duties associated with variations in schedule and supervisory tasks.

It is proposed to update the exam type to noncompetitive. As a supervisory-level classification, which requires some advanced experience in a relevant field, the noncompetitive exam type would be more appropriate for the level of work and scope of responsibilities.

There are no other changes proposed.

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 specification for the classification Preventative and Maintenance Painter Supervisor, assign a probationary period of 365 days, and designate the examination type as noncompetitive.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Thank you.

Item No. 13 is a request of the Civil Service Commission Staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Mechanic and retitle it to read "Food Service Equipment and Refrigeration Mechanic."

MS. LAGEMANN: Again, this is a request of our Civil Service Commission for Columbus City Schools as a part of their effort to update all of their classes within their Class Plan. The current title is proposed to be retitled to read "Food Service Equipment and Refrigeration Mechanic" to better describe the primary work of the
It is proposed to update the definition to simply remove HVAC, as this is not the primary purpose for the classification to exist and would be misleading in the definition.

Within the "Examples of Work" and "Knowledge, Skills, and Abilities" sections, revisions are proposed to better describe the work or to improve wording in the statement.

In the "Minimum Qualifications" section, it is proposed to be revised to remove the 12th grade education requirement in favor of focusing on experience. Since this is intended to be a fully skilled level of work, three years of experience repairing or maintaining food service equipment or appliances or HVAC equipment is proposed. They also will need to possess the Section 608 EPA certification by the end of the probationary period.

There are no other changes proposed.

MS. COE: Thank you.

I moved to support the request of the Civil Service Commission Staff, on behalf of Columbus City Schools, to revise the specification.
for the classification "Maintenance Mechanic" and
retile it to read "Food Service Equipment and
Refrigeration Mechanic."

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

The 14th item is a request of the Civil
Service Commission Staff, on behalf of Columbus City
Schools, to revise the specification for the
classification Preventive Maintenance Worker and
retile it to read "HVAC Service Worker."

MS. LAGEMANN: Again, this is our
request, a Civil Service Commission request, on
behalf of Columbus City Schools, as part of their
effort to update all classes within their Class
Plan.

The current title is proposed to be
revised to read "HVAC Service Worker" to better
describe the primary work of the classification. It
is proposed to update the definition to focus on the
responsibilities for servicing and cleaning HVAC
systems.
Within the "Examples of Work" and "Knowledge, Skills and Abilities" section, revisions are proposed to better describe the work or to improve wording of the statement.

The "Minimum Qualifications" section is proposed to be revised to focus on having six months of experience in the general maintenance of building HVAC systems. A substitution that allows for education to substitute for experience is also proposed.

Within the Class Plan Index, this classification was in series with that Preventative Maintenance Painter Supervisor, within the craft and trades job family, building trades group. While the family and group are correct, this classification fits better into the first level of entry into the HVAC series of classifications.

There are no other changes proposed.

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 specification for the classification Preventative Maintenance Worker and retitle it to read "HVAC Service Worker."
MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item 15 is deferred.

The only item remaining on our agenda today is Item 19, the administrative and jurisdictional reviews. And the letter proposed is approved -- the letter as to Andrew Bartnikowski, if that's pronounced correctly.

And with that, we are adjourned. Thank you.

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And, thereupon, the proceedings were concluded at approximately 1:35 p.m.

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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 10th day of December, 2018, and transcribed from my stenographic notes.
The Commissioners adjourned their regular meeting at 1:35 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date