BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:
Regular Meeting

Stefanie L. Coe
Acting President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, January 28, 2019
12:45 p.m.
City of Columbus
Civil Service Commission
77 North Front Street
Columbus, Ohio 43215

TRACI E. PEOPLES
PROFESSIONAL COURT REPORTER

ANDERSON REPORTING SERVICES, INC.
1421 West Third Avenue
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COMMISSION MEMBERS PRESENT:
Stefanie L. Coe, Acting President
Delena Edwards

PRESENTERS:
Richard Cherry
Charday Litzy-Taylor
Tammy Rollins
Brenda Sobieck

ALSO PRESENT:
Wendy Brinnon
BE IT REMEMBERED THAT, on the 28th day of January, 2019, the Municipal Civil Service Commission came for a regular meeting, Stefanie E. Coe, Acting President. And, the parties appearing in person and/or by counsel, as hereinafter set forth, the following proceedings were had:

MS. COE: I'll call the January 28, 2019, Civil Service Commission regular meeting to order. We will be following the printed agenda. Our first item is review and approval of the minutes from the December 10, 2018, regular meeting.

MS. EDWARDS: I move that we approve the minutes from the December 10, 2018, regular meeting.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: It is approved.

We have no rule revisions submitted for today.

Prehearing conference review, I believe we have one.

MS. SOBIECK: Good afternoon. Brenda Sobieck with the Civil Service Commission staff.

This hearing is Kathy Kellner v. Columbus
City Schools. It was scheduled for February, but we had a request for a continuance because one of the key witnesses would not be available, so it's tentatively scheduled for April 29th.

The school board has six witnesses, although they said they may not use all of them. The appellant has two, but they will be adding additional witnesses.

And the school district asked that this -- the time be expanded on this, so we recommended a 9:00 a.m. start time. It's technical enrollment information that they're going to be going over, and they wanted to start at 9:00.

MS. COE: So is the plan that we would start at 9:00 and have this meeting in the middle and then come back and finish in the afternoon?

MS. SOBIECK: That is typically what we've done in the past, yes.

MS. SOBIECK: Okay. And that's all.

MS. COE: Thank you.

MS. SOBIECK: Thank you.

MS. COE: Item No. 4, we'll move on to the review and approval of the Trial Board Report regarding the appeal of Ruth Campbell v. Columbus City Schools from the action of the Columbus City Schools discharging her from the position of Food Service Helper, Appeal No. 18BA0003.

I move to support the review and approval of the Trial Board Report regarding the appeal of Ruth Campbell v. Columbus City Schools from the action of the Columbus City Schools discharging her from the position of Food Service Helper, Appeal No. 18BA0003.

MS. EDWARDS: I second.

MS. COE: All those in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

MS. COE: It is approved.

We'll move on to No. 5, clarification of the probationary period revision approved by the Commissioners September 25, 2017, regarding the specification for the classification Food Production Center Supervisor.

MS. LITZY-TAYLOR: Charday Litzy-Taylor,
personnel analyst with the Commission.

By presenting today, we are clarifying an approved action from the September 2017 agenda for Food Production Center Supervisor. We are affirming that there was an edit to the probationary period for the classification action to revise it from 360 to 365 days.

MS. EDWARDS: I move that we approve the clarification of the probationary period revision approved by the Commission September 25, 2017, regarding the specification for the classification Food Production Center Supervisor.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: It is approved.

Items 6 and 7 are deferred today.

Item No. 8, request of the Civil Service Commission staff to approve the specification review for the classification Recreation Instructor, with no revisions.

MS. LITZY-TAYLOR: Can we do 8 and 9 together, please?

MS. COE: Sure.
As well as Item No. 9, request of the Civil Service Commission staff to approve the specification review for the classification Recreation and Parks Aide, Seasonal, with no revisions.

MS. LITZY-TAYLOR: The review of these classifications are a part of the Civil Service Commission's efforts to review all classifications every five years.

Based on feedback received, it was determined that the current specification still accurately reflects the work being performed; therefore, it is recommended that the specifications be approved with no revisions.

MS. EDWARDS: I move that we approve the request of the Civil Service Commission staff to approve the specification reviews for the classifications No. 8, Recreation Instructor, and No. 9, Recreation and Parks Aide, both with no revisions.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: It is approved.

No. 10 is a request of the Civil Service
Commission staff to create the specification for the classification Social Worker Supervisor, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

MS. LITZY-TAYLOR: This action was initiated by Columbus Public Health. Currently, this department uses public health program managers to supervise the social worker class. However, the department moved into a new model this year. There is a need to create a first-line supervisory class, without program management duties, in order to remain compliant with Ohio Department of Health requirements.

The proposed social worker supervisor, under general direction, will be responsible for supervising licensed social workers and staff assigned to specific public health programs or specific geographical areas.

The "Examples of Work" section was developed to include responsibilities identified as important and "Knowledge, Skills and Abilities" were developed to include the characteristics necessary for success in the class.

The "Minimum Qualifications" will require
possession of a valid State of Ohio driver's license -- or, I'm sorry, a State of Ohio license as an independent social worker and one year of supervisory experience upon hire. A valid State of Ohio license as an independent social worker and supervisory designation will be required upon completion of the probationary period.

It is recommended that the exam type be noncompetitive and a probationary period be assigned of 365 days, which is consistent with the associated learning time.

As proposed, the creation of this classification will help the department in meeting necessary requirements as programs move towards different models, as well as provide a path for the professional development of social workers.

It is recommended that the classification for Social Worker Supervisor be created as proposed and Rule XI amended accordingly.

MS. EDWARDS: Thank you. I move that the request of the Civil Service Commission staff -- I'm sorry.

I move that we approve the request of the Civil Service Commission Staff to create the specification for the classification Social Worker.
Supervisor, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule 11 accordingly.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: Thank you.

No. 11, request of the Civil Service Commission staff to revise the specification for the classification Recreation Playground Leader, Seasonal.

MS. LITZY-TAYLOR: The review of this classification was part of the Civil Service Commission efforts to review all classifications every five years. After reviewing responses from the department, as well as the current specification, one minor revision is proposed. It is proposed that the terms "again" and "more" be removed in order to more appropriately and accurately describe the work being performed. There are no other changes proposed at this time.

MS. EDWARDS: I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Recreation Playground Leader.
MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: Items 12 and 13 will be done together.

The request of the Civil Service --

Item 12, the request of the Civil Service Commission staff to revise the specification for the classification Recreation Center Manager; and

Item 13, request of the Civil Service Commission staff to revise the specification for the classification Recreation Supervisor, retitle it to read "Recreation Assistant Manager," and amend Rule XI accordingly.

MR. CHERRY: Good afternoon. Richard Cherry, personnel analyst with the Civil Service Commission.

The Civil Service Commission Staff received a request from the Columbus Recreation and Parks Department to revise these two specifications and to retitle one of them. These two specifications just happened to also be on our schedule to review every classification every four to five years.

The department is incorporating a new
business model to provide greater service to the community. Under this new model, groups of smaller recreation centers within close proximity will be managed by a Recreation Center Manager. The highlighted group will consist of three smaller recreation centers within approximately five miles of each other that will provide different programming at each center.

The overall operation of this group will be managed by one Recreation Center Manager. Each of these smaller recreation centers will be staffed with primarily seasonal and part-time employees, and the day-to-day operations of each recreation center will be managed by an onsite Recreation Supervisor, which we are proposing to retitle to "Recreation Assistant Manager," who will report to the Recreation Center Manager.

Therefore, we are proposing that the definition for Recreation Center Manager be revised to reflect that this classification will be responsible for the management of community recreation centers and for the supervision of assigned recreation personnel.

For the Recreation Supervisor, we are recommending that the definition be revised to read:
"Responsible for assisting with the management of a recreational center and for developing and overseeing recreation-related programs on a citywide basis."

It is also recommended that a "Guidelines for Class Use" section be added to read: "Depending on the smaller size and close proximity to other recreation centers, some positions may serve as an onsite manager at an assigned recreation center under the general direction of the Recreation Center Manager."

MS. EDWARDS: Thank you.

I moved that we approve request Nos. 12 and 13 of the Civil Service Commission staff to revise the specification for the classifications 12, Recreation Center Manager and 13, Recreation Supervisor, retitle that to read "Recreation Assistant Manager" and amend Rule XI accordingly.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: Those are approved.

Item No. 14, the request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor
MR. CHERRY: Civil Service Commission staff received a request from the City Auditor's Office to revise this specification.

The Income Tax Auditor Specialist classification is responsible for performing complex audit tasks and assisting in the development and implementation of audit policies and procedures.

According to the guidelines of the "Class Use" section, allocations to this classification shall not exceed three positions. However, the department would like to have this section revised to allow the allocation of four positions. The intention of the department is to have an additional position that will be responsible for performing complex auditing tasks, as well as conducting training for all the different auditing sections within the Income Tax Division.

The proposed position will be expected to have an exceptional knowledge of all income tax auditing practices and procedures, thus warranting the addition of one more Income Tax Auditor Specialist position allocation.

MS. EDWARDS: I move that we approve the request of the Civil Service Commission staff to
revise the specification for the classification Income Tax Auditor Specialist.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: Item No. 15, request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner.

MS. DYKE: Hello. Beth Dyke, personnel analyst with the Civil Service Commission.

This recommendation comes following a request from Columbus Public Health Commissioner, Dr. Mysheika Roberts, to revise the specification by removing the nursing specialization from the bachelor's degree requirements.

It was determined through discussion with Dr. Roberts that the bachelor of nursing degree is too specialized and restrict the applicant pool. By removing the nursing specialization from the degree requirement, the classification would become more accessible to candidates and would also allow the department the ability to select candidates with other relative bachelor degrees, such as in health care administration.
There are no other proposed revisions at this time.

MS. EDWARDS: I move that we approve the request of Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: It is approved.

We're going to go ahead with 16. So it's the request of the Civil Service Commission staff to revise the specification for the classification Human Resources Manager.

MS. ROLLINS: Good afternoon. This is a request to revise the specification for Human Resources Manager to remove the departmental restriction. Currently, there are two departments, Human Resources and Civil Service, that are not permitted to use this classification. We are, once again, reviewing these departments and the classifications.

It is proposed that this restriction be lifted. The work in the HR department that would possibly come under this title is tasked with
performing HR work for smaller departments that do not have an HR section. So all of that HR work ends up being housed within the Department of Human Resources.

And within Civil Service, we are tasked with performing specialized HR work that is performed on a citywide basis. So it is proposed that this restriction be lifted.

And then, in concert with lifting this restriction, there's a revision to the "Definitions" and "Guidelines for Class Use," just to clarify how this classification could be used in light of these changes within these departments.

MS. EDWARDS: Thank you.

I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Human Resources Manager.

MS. COE: I second that.

All those in favor?

THE COMMISSION MEMBERS: Aye.

MS. COE: Okay. Moving on to Item 17, personnel actions for the City of Columbus, we have none submitted.

Item 18, residency hearing review, we
have none submitted.

Item 19, background removals, we have applicants removed post-exam:

Dexter Jones, do not reinstate.
Kameryn Carter, do not reinstate.
Matthew Guzman, do not reinstate.
Dan Shealy, do not reinstate.
Bill Holloway, do not reinstate.
Nicholas Willeke, reinstate, with a recommendation -- or a requirement for a new polygraph.

Mark Caraway, do not reinstate.
Michael Perry, do not reinstate.
Rasheed Griffin, do not reinstate.
Jonathan Finch, do not reinstate.
Joshua Burkett, do not reinstate.

Item 20, we have no other administrative or jurisdictional reviews.
And we have no disciplinary hearings, so I will move to adjourn the meeting.

Thank you.

And, thereupon, the meeting was concluded at approximately 1:01 p.m.
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 28th day of January, 2019, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 1:01 p.m.

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Grady L. Pettigrew, Jr., President