

1                   BEFORE THE CITY OF COLUMBUS  
2                   MUNICIPAL CIVIL SERVICE COMMISSION

3                                   - - -

4

5    In the Matter of:

6                                   Regular Meeting

7                                   - - -

8                                   Stefanie L. Coe

9                                   Acting President, Presiding

10                                   - - -

11                                   TRANSCRIPT OF PROCEEDINGS

12                                   - - -

13

14                                   Monday, January 28, 2019  
15                                   12:45 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.  
25                                   1421 West Third Avenue  
                                  Columbus, Ohio 43212  
                                  (614) 326-0177

1 COMMISSION MEMBERS PRESENT:

2 Stefanie L. Coe, Acting President  
3 Delena Edwards

4 PRESENTERS:

5 Richard Cherry  
6 Charday Litzy-Taylor  
7 Tammy Rollins  
8 Brenda Sobieck

9 ALSO PRESENT:

10 Wendy Brinnon

11 - - -

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

1 MONDAY AFTERNOON SESSION  
January 28, 2019  
2 12:45 p.m.

3 - - -

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

5 - - -

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

12 - - -

13 MS. COE: I'll call the January 28, 2019,  
14 Civil Service Commission regular meeting to order.  
15 We will be following the printed agenda.

16 Our first item is review and approval of  
17 the minutes from the December 10, 2018, regular  
18 meeting.

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

21 MS. COE: I second that.

22 All those in favor?

23 THE COMMISSION MEMBERS: Aye.

24 MS. COE: It is approved.

25 We have no rule revisions submitted for

1 today.

2 Prehearing conference review, I believe  
3 we have one.

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

6 This hearing is Kathy Kellner v. Columbus

7 City Schools. It was scheduled for February, but we  
8 had a request for a continuance because one of the  
9 key witnesses would not be available, so it's  
10 tentatively scheduled for April 29th.

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

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

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

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

25 MS. COE: Okay. That's what I thought.

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

2 MS. COE: Thank you.

3 MS. SOBIECK: Thank you.

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

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

16 MS. EDWARDS: I second.

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

18 THE COMMISSION MEMBERS: Aye.

19 MS. COE: It is approved.

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

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

1 personnel analyst with the Commission.

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

8 MS. EDWARDS: I move that we approve the  
9 clarification of the probationary period revision  
10 approved by the Commission September --  
11 Commissioners September 25, 2017, regarding the  
12 specification for the classification Food Production  
13 Center Supervisor.

14 MS. COE: I second that.

15 All those in favor?

16 THE COMMISSION MEMBERS: Aye.

17 MS. COE: It is approved.

18 Items 6 and 7 are deferred today.

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

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

25 MS. COE: Sure.



1 Commission staff to create the specification for the  
2 classification Social Worker Supervisor, assign a  
3 probationary period of 365 days, designate the  
4 examination type as noncompetitive, and amend  
5 Rule XI accordingly.

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

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

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

25 The "Minimum Qualifications" will require

1 possession of a valid State of Ohio driver's  
2 license -- or, I'm sorry, a State of Ohio license as  
3 an independent social worker and one year of  
4 supervisory experience upon hire. A valid State of  
5 Ohio license as an independent social worker and  
6 supervisory designation will be required upon  
7 completion of the probationary period.

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

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

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

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

23           I move that we approve the request of the  
24 Civil Service Commission Staff to create the  
25 specification for the classification Social Worker

1 Supervisor, assign a probationary period of 365  
2 days, designate the examination type as  
3 noncompetitive, and amend Rule 11 accordingly.

4 MS. COE: I second that.

5 All those in favor?

6 THE COMMISSION MEMBERS: Aye.

7 MS. COE: Thank you.

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

12 MS. LITZY-TAYLOR: The review of this  
13 classification was part of the Civil Service  
14 Commission efforts to review all classifications  
15 every five years. After reviewing responses from  
16 the department, as well as the current  
17 specification, one minor revision is proposed.

18 It is proposed that the terms "again" and  
19 "more" be removed in order to more appropriately and  
20 accurately describe the work being performed. There  
21 are no other changes proposed at this time.

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

1 MS. COE: I second that.

2 All those in favor?

3 THE COMMISSION MEMBERS: Aye.

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

6 The request of the Civil Service --  
7 Item 12, the request of the Civil Service Commission  
8 staff to revise the specification for the  
9 classification Recreation Center Manager; and  
10 Item 13, request of the Civil Service Commission  
11 staff to revise the specification for the  
12 classification Recreation Supervisor, retitle it to  
13 read "Recreation Assistant Manager," and amend  
14 Rule XI accordingly.

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

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

25 The department is incorporating a new

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

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

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

24           For the Recreation Supervisor, we are  
25 recommending that the definition be revised to read:

1 "Responsible for assisting with the management of a  
2 recreational center and for developing and  
3 overseeing recreation-related programs on a citywide  
4 basis."

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

12           MS. EDWARDS: Thank you.

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

19           MS. COE: I second that.

20           All those in favor?

21           THE COMMISSION MEMBERS: Aye.

22           MS. COE: Those are approved.

23           Item No. 14, the request of the Civil  
24 Service Commission staff to revise the specification  
25 for the classification Income Tax Auditor

1 Specialist.

2 MR. CHERRY: Civil Service Commission  
3 staff received a request from the City Auditor's  
4 Office to revise this specification.

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

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

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

24 MS. EDWARDS: I move that we approve the  
25 request of the Civil Service Commission staff to

1 revise the specification for the classification  
2 Income Tax Auditor Specialist.

3 MS. COE: I second that.

4 All those in favor?

5 THE COMMISSION MEMBERS: Aye.

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

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

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

17 It was determined through discussion with  
18 Dr. Roberts that the bachelor of nursing degree is  
19 too specialized and restrict the applicant pool. By  
20 removing the nursing specialization from the degree  
21 requirement, the classification would become more  
22 accessible to candidates and would also allow the  
23 department the ability to select candidates with  
24 other relative bachelor degrees, such as in health  
25 care administration.

1                   There are no other proposed revisions at  
2 this time.

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

7                   MS. COE: I second that.

8                   All those in favor?

9                   THE COMMISSION MEMBERS: Aye.

10                  MS. COE: It is approved.

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

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

23                  It is proposed that this restriction be  
24 lifted. The work in the HR department that would  
25 possibly come under this title is tasked with

17

1 performing HR work for smaller departments that do  
2 not have an HR section. So all of that HR work ends  
3 up being housed within the Department of Human  
4 Resources.

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

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

14 MS. EDWARDS: Thank you.

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

19 MS. COE: I second that.

20 All those in favor?

21 THE COMMISSION MEMBERS: Aye.

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

25 Item 18, residency hearing review, we



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

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 28th day of January, 2019, and transcribed from my stenographic notes.

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

\* \* \*

---

Grady L. Pettigrew, Jr., President

---

Date