BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:

Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, February 25, 2019
12:45 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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1 COMMISSION MEMBERS PRESENT:
2  Grady L. Pettigrew, President
3      Stefanie L. Coe
4      Delena Edwards
5 PRESENTERS:
6      Richard Cherry
7      Carol Lagemann
8      Charday Litzy-Taylor
9      Tammy Rollins
10 ALSO PRESENT:
11      Wendy Brinnon
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MONDAY AFTERNOON SESSION  
February 25, 2019  
12:45 p.m.  
- - -  
PROCEDINGS  
- - -  

BE IT REMEMBERED THAT, on the 25th day of  
February, 2019, the Municipal Civil Service  
Commission came for a regular meeting, Grady L.  
Pettigrew, President. And, the parties appearing in  
person and/or by counsel, as hereinafter set forth,  
the following proceedings were had:  
- - -  

CHAIRMAN PETTIGREW: Call to order the  
Municipal Civil Service Commission regular meeting  
for the City of Columbus, February 25, 2019. And we  
will proceed with the published agenda.  

Item No. 1, review and approval of the  
minutes of the January 28, 2019, regular meeting.  

MS. COE: Just a point of clarification.  

My first name is spelled wrong in the minutes. I  
don't know if it is normally, but I just caught it  
in this one. But it's Stefanie with an "f," no  
"ph."  

Otherwise, I move to approve the minutes
from the January 28, 2019, meeting.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 2, none submitted.

No. 3?

MS. EDWARDS: I move that we elect Grady Pettigrew president of the commission.

MS. COE: I second that.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: Thank you. Close call.

We have no prehearing conference reviews, Trial Board recommendations.

So Item No. 6 -- are they going to be joined?

MS. ROLLINS: They can be. 6, 7 and 8.

CHAIRMAN PETTIGREW: So 6, 7 and 8.

6 is a request from the Civil Service Commission staff to revise the specification for the
classification Executive Secretary to the Superintendent.

7 is the classification Secretary to the Internal Auditor.

And 8 is the classification Secretary to the Treasurer.

MS. ROLLINS: Each of these three classification we reviewed as part of the effort that we have taken to help bring the Columbus City Schools Class Plan up to date.

Each of these classifications has one incumbent. Based on the specification, the questionnaire that was completed by the incumbent, and supervisory review, there are some proposed changes to the specification, primarily to bring the specification up to date with the work that is currently performed.

For consistency for these three classifications, it was noted that each of these three classifications are assigned to the unclassified job family. There is no probationary period, as these three classifications are unclassified.

And within the Guidelines For Class Use,
it is referenced a section of the Ohio Revised Code
that authorizes Columbus City Schools having the
unclassified classification.

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 Executive Secretary to the
Superintendent, as well as Secretary to the Internal
auditor and, finally, Secretary to the Treasurer.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 9 is a request of the Civil
Schools, to revise the specification for the
classification Media Technologies Supervisor,
retitle it to read "Media Technologies Specialist,"
and to change the probationary period to 365 days.

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

This request is the result of a
classification review conducted in an effort to review all of the District's classifications. Based on feedback received, some revisions are proposed. This classification does not perform any supervisory duties. Therefore, it is recommended that the supervisor be revised to read "Specialist," and the new title read "Media Technologies Specialist."

It is recommended that some statements within the "Examples of Work" section be added or revised to better reflect important duties associated with this classification.

In regards to the "Minimum Qualifications," it is proposed that the required experience be increased from three years to five years, based on the level and nature of the work being performed. It is also recommended that the required experience be in the multimedia field and that the specific field of study be removed. A substitution allowing years of -- additional years of experience to substitute for up to two years of the required education is proposed.

And the "Knowledge, Skills, and Abilities" section has been revised to be more
reflective of what is needed to be successful in this classification.

Lastly, it is proposed that the probationary period be changed from 180 to 365 days, which is consistent with the anticipated learning time.

There are no other changes proposed at this time.

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 Media Technologies Supervisor, retitle it to read "Media Technologies Specialist," and change the probationary period to 365 days.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 10 is request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the
classification Communications Specialist (Print Media), retitle it to read "Print Media Communications Specialist," and change the probationary period to 365 days.

MS. LITZY-TAYLOR: This request is also the result of a classification review conducted in an effort to review all of the District's classifications.

It is proposed that the title for this classification be revised to read "Print Media Communications Specialist" to maintain consistency within the Class Plan.

The proposed change simply moves the term "Print Media" to the beginning of the title if.

It is recommended that some statements within the "Examples of Work" section be added or revised to better reflect important duties.

For the "Minimum Qualifications," it is proposed that the required years of experience be decreased from the five years to three years and that the specific field of study be removed. A substitution allowing for additional years of experience of up -- for up to two years of the education has been added.
And, also, it is proposed that the probationary period be revised from 180 to 365 days. No other changes are proposed at this time.

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 Communications Specialist (Print Media), retitle it to "Print Media Communications Specialist," and change the probationary period to 365 days.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 11, request of the Civil Service Commission staff, on behalf of Columbus City Schools, to merge the specification for the classification Radio Station Operator into Radio Host/Producer, revise and retitle it to read "Radio Broadcast Specialist," and change the probationary period to 180 days.
MS. LITZY-TAYLOR: This request is also a result of a classification review in an effort to review all the District's classifications. After reviewing questionnaire responses and meeting with the party representatives, it was determined that there is no difference in the duties being performed by incumbents working in these two classifications. Employees in both classes are responsible for hosting, production, and technical programming functions at WCBE. Therefore, it is proposed that the classification for the specification Radio Station Operator be merged into Radio Host Producer and be retitled to read "Broadcast" -- "Radio Broadcast Specialist." This broader title is more inclusive of the variety of duties associated with the classification. It is also more encompassing of duties that come about due to continuous evolution of radio programming and radio consumption.

It is recommended that language within the "Definition" be updated to reflect the use of multiple formats.

The "Examples of Work" section is being revised to reflect aspects of both classifications.
A wording change was made to the "Minimum Qualifications" section to reflect current formatting.

Also, since this classification is requiring experience in a specific field, the field of study is being removed.

The "Knowledge, Skills, and Abilities" section has been revised to be more reflective of what is needed on day one to be more successful in this classification.

Lastly, the probationary period, it is proposed that that change from 360 days to 180, which is consistent with other classifications within the bargaining unit.

There are no other changes.

MS. COE: Thank you.

I moved to support the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to merge the specification for the classification Radio Station Operator into Radio Host/Producer, revise and retitle it to read "Radio Broadcast Specialist," and change the probationary period to 180 days.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Items 12 through 17 are joined, and they are all requests with no revisions.

Item No. 12, request of the Civil Service Commission staff to approve the specification review for the classification Financial Management Division Administrator, with no revisions;

13 is the classification Golf Course Administrator, with no revisions;

14 is the classification Data Management Coordinator, with no revisions;

15, the classification Chief Plans Official, with no revisions;

16, the classification Water Research Laboratory Manager, with no revisions;

And 17, the classification Golf Course Maintenance Manager, with no revisions.

MS. LITZY-TAYLOR: The review of these classifications is part of the Civil Service Commission's effort to review all classifications every five years.
Based on feedback received, it was determined that the current specifications still accurately reflect the work being performed. Therefore, it is recommended that these classifications be approved with no revisions.

MS. COE: Thank you.
I move to support the request of the Civil Service Commission staff to approve the specification review for the classifications Financial Management Division Administrator, with no revisions; as well as Golf Course Administrator, with no revisions; Data Management Coordinator, with no revisions; Chief Plans Official, with no revisions; Water Research Laboratory Manager, with no revisions; and Golf Course Maintenance Manager, with no revisions.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

The following requests are to abolish classifications. And it's 18 through 25.

Item No. 18, request of the Civil Service
Commission staff to abolish the specification for
the classification Citizen Member Building

Commission;

19 is the classification Citizen Member Development Commission;

20 is the classification Citizen Member Board of Zoning Adjustment;

21, the classification Citizen Member Board of Review of General and Limited Sign Erectors;

22, the classification Citizen Member Skilled Trades Review Board;

23, the classification Citizen Member Board of Review of General and Home Improvement Contractors;

24 is the classification Citizen Member Graphics Commission; and,

25 is the classification Citizen Member Property Maintenance Appeals Board.

MS. LITZY-TAYLOR: Individuals serving on these boards are no longer being processed through the City payroll system. Therefore, it is no longer necessary to have these classifications.

It is recommended that they be abolished
as proposed.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to abolish the classification for the following classifications:

Citizen Member Building Commission, Citizen Member Development Commission, Citizen Member Board of Zoning Adjustment, Citizen Member Board of Review of General and Limited Sign Erectors, Citizen Member Skilled Trades Review Board, Citizen Member Board of Review of General and Home Improvement Contractors, Citizen Member Graphics Commission, and Citizen Member Property Maintenance Appeals Board.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Requests 26 and 27 are joined.

26 is the request of the Civil Service Commission staff to revise the specification for the classification Photography Technician.

27 is the classification Photography Laboratory Manager.
MS. LITZY-TAYLOR: The review of these classifications is part of the Civil Service Commission's effort to review all classifications every five years.

Minor revisions are proposed to the "Examples of Work" section for both classes to better reflect the work that is being performed.

Since photography technicians work with multiple editing software programs, knowledge of editing software and ability to operate a computer and utilize related software has been added to that specification.

There are no other changes proposed at this time.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Photography Technician, as well as the specification for the classification Photography Laboratory Manager.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: They are approved.

Item No. 28 is a request of the Civil Service Commission staff to revise the specification for the classification Design and Construction Division Administrator.

MS. LAGEMANN: Carole Lagemann, personnel analyst with the Civil Service.

The review of this classification is part of our effort to review all classifications every five years.

Within the "Knowledge, Skills, and Abilities" section, two more general knowledge statements are proposed to include construction, engineering and practices and maintenance operations for roadways and structures.

There are no other changes proposed.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to review the specification for the classification Design and Construction Division Administrator.

MS. EDWARDS: I second.

PRESIDENT PETTIGREW: All in favor, say "aye."
Item No. 29 is the request of the Civil Service Commission staff to abolish the specification for the classification Downtown Development Administrative Coordinator.

MS. LAGEMANN: The review of this classification is part of our efforts to review all classifications every five years. This classification has been vacant for more than 10 years, and the department indicated they do not expect the work of this classification to be performed in this classification in the future. Therefore, it is recommended that it be abolished as proposed.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to abolish the specification for the classification for Downtown Development Administrative Coordinator.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It's approved.

Item No. 30 is the request of the Civil Service Commission staff to review the specification of the classification Construction Materials Analysis Coordinator.

MS. LAGEMANN: The review of this classification is part of our effort to review every classification every five years.

Within the "Examples of Work" and "Knowledge, Skills, and Abilities" sections, references to acronyms are updated for current terminology.

Within the "Minimum Qualifications" section, updates are proposed to the substitution to reflect the current and relevant Level II National Institute for Certification in Engineering Technologies (NICET) certification.

There are no other changes proposed.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Construction Materials Analysis Coordinator.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 31 is the request of the Civil Service Commission staff to revise the specification for the classification Industrial Hygienist.

MS. LAGEMANN: This action is a class action requested by the Department of Human Resources.

We are proposing to amend the minimum qualifications to allow registered sanitarian work as another route to the minimum qualifications.

In addition, a revision is proposed to allow for industrial hygienists to have experience that is broader than the places of employment and to describe the hazards of human health hazards.

Rearranging the certified industrial hygiene minimum qualification path and substitution in the industrial hygiene path is also proposed.

There are no other revisions proposed.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the
specification for the classification Industrial Hygienist.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item No. 32 is the request of the Civil Service Commission staff to revise the specification for the classification Code Enforcement Division Administrator.

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

A review of this classification was part of our efforts to review all classifications every five years.

The only proposals we have for this classification is the addition of one example of work and the modification of another one.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Code enforcement division administrator.
Enforcement Division Administrator.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Thank you.

Item No. 35 is background removals, pre-exam. I have these in writing.

Levi Adams, reinstate.

Lane Applin, do not reinstate.

Cole Beason, do not reinstate.

Steven Belvin, reinstate.

Ira Bryant, reinstate.

Chaz Byers, reinstate.

Victoria Carafelli, do not reinstate.

Benjamin Colon, do not reinstate.

Hayden Cook, do not reinstate.

Conner Cua, do not reinstate.

Alisha Crosier, reinstate.

Derek Davis, do not reinstate.

Woodrow Davis, do not reinstate.

Shannon Dixon, reinstate.

Nathan Downing, reinstate.
1. Arthur Franklin Jr., reinstate.
2. Conner Hamer, do not reinstate.
3. Timothy Higginbotham, do not reinstate.
4. Deon Holder, reinstate.
5. Hezekiah Jackson, do not reinstate.
6. Ezekiel Jones, do not reinstate.
7. MS. EDWARDS: Reinstate.
8. PRESIDENT PETTIGREW: I’m sorry, reinstate. Ezekiel Jones, reinstate.
10. Derrick Lewis, reinstate.
12. Alex Marcum, do not reinstate.
15. Mika Mori, reinstate.
17. Paul O’Brien, reinstate.
18. Josh Poole, reinstate.
20. Martia Reed, reinstate.
22. Drew Short, reinstate.
23. Russell Snyder, reinstate.
Zachary Space, do not reinstate.

William Stanley, reinstate.

David Stewart --

MS. EDWARDS: Daniel Stewart.

PRESIDENT PETTIGREW: Daniel Stewart, do not reinstate.

Daak Super, reinstate.

Jack R. Walter, do not reinstate.

Christopher Warman, reinstate.

As to applicants removed post-exam:

Gregory Scott Wolfman, do not reinstate.

Juwaun Patterson, do not reinstate.

Dwight Diggs, do not reinstate.

Robert Dysant, reinstate.

And David Gambill, reinstate.

And with that, we have completed the agenda.

We are adjourned.

MS. BRINNON: Mr. Pettigrew, there is an item after the -- we have the jurisdictional review.

MS. COE: After?

MS. BRINNON: Item No. 36.

MS. COE: 36 is to approve the letter.

CHAIRMAN PETTIGREW: Oh, approve the
letter.

MS. EDWARDS: Yes.

CHAIRMAN PETTIGREW: All right. The letter will be -- 36, the letter will be approved and submitted.

All right. Are we done?

We are adjourned.

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And, thereupon, the proceeding was concluded at approximately 1:09 p.m.

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The Commissioners adjourned their regular meeting at 1:09 p.m.

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Grady L. Pettigrew, Jr., President

Date