

1                           BEFORE THE CITY OF COLUMBUS  
2                           MUNICIPAL CIVIL SERVICE COMMISSION

3                                           - - -

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5       In the Matter of:

6                                           Regular Meeting

7                                           - - -

8                                           Grady L. Pettigrew

9                                           President, Presiding

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11                                           TRANSCRIPT OF PROCEEDINGS

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14                                           Monday, April 29, 2019  
15                                           12:50 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                                           - - -

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25                                           ANDERSON REPORTING SERVICES, INC.  
26                                           1421 West Third Avenue  
27                                           Columbus, Ohio 43212  
28                                           (614) 326-0177

1 COMMISSION MEMBERS PRESENT:

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

5 PRESENTERS:

6 Richard Cherry  
7 Beth Dyke  
8 Carol Lagemann  
9 Charday Litzy-Taylor  
10 Brenda Sobieck

11 ALSO PRESENT:

12 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION  
April 29, 2019  
2 12:50 p.m.

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

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6 BE IT REMEMBERED THAT, on the 29th day of  
7 April, 2019, the Municipal Civil Service Commission  
8 came for a regular meeting, Grady L. Pettigrew,  
9 President. And, the parties appearing in person  
10 and/or by counsel, as hereinafter set forth, the  
11 following proceedings were had:

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13 PRESIDENT PETTIGREW: We'll call to order  
14 the Municipal Civil Service Commission regular  
15 meeting for April of 2019. We will be following the  
16 printed agenda for the meeting.

17 The first item is review and approval of  
18 the minutes of the March 25, 2019, regular meeting.

19 MS. COE: I move to approve the minutes  
20 of the March 25, 2019, regular meeting.

21 MS. EDWARDS: I second.

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

24 THE COMMISSION MEMBERS: Aye.

1 PRESIDENT PETTIGREW: They are approved.

2 Item -- The third item is the review of  
3 the prehearing conferences.

4 MS. SOBIECK: Brenda Sobieck, with the  
5 commission staff.

6 Albert Williams v. Columbus City Schools.  
7 This is the only prehearing conference we have for  
8 review. This was a five-day suspension. It's  
9 scheduled for May 20th in the afternoon after the  
10 commission meeting.

11 And the Columbus City Schools has three  
12 witnesses. And the -- As of right now, the  
13 appellant has just the appellant himself. And the  
14 attorneys both believe that this can be accomplished  
15 in an afternoon.

16 PRESIDENT PETTIGREW: Who has this?

17 MS. SOBIECK: This one is Delena.

18 MS. EDWARDS: I have it.

19 PRESIDENT PETTIGREW: Any questions?

20 MS. EDWARDS: No.

21 PRESIDENT PETTIGREW: Thank you.

22 MS. SOBIECK: Thank you.

23 Item No. 4 is the Trial Board  
24 recommendation for review and approval of the

1 findings and recommendations of the Trial Board  
2 hearing held on January 23, 24 and 30, 2019,  
3 regarding Cheryl Reeves v. Columbus City Schools,  
4 Personnel Administrative Coordinator, involuntary  
5 demotion, Appeal No. 18-BA-0008.

6 MS. COE: I move to support the approval  
7 of the findings and recommendations of the Trial  
8 Board hearing held on January 23, 24 and 30, 2019,  
9 at 9:00 a.m., Cheryl Reeves v. Columbus City  
10 Schools, Personnel Administrative Coordinator,  
11 involuntary demotion, Appeal No. 18-BA-0008.

12 MS. EDWARDS: I second.

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

15 THE COMMISSION MEMBERS: Aye.

16 PRESIDENT PETTIGREW: It is approved.

17 Thank you.

18 Items 5, 6 and 7 are to be joined.

19 5 is a request of the Civil Service  
20 Commission staff to approve the specification review  
21 for the classification Information Technology  
22 Systems Supervisor, with no revisions.

23 6 is the classification Building  
24 Compliance Specialist, with no realization; and,

1                   7 is the classification Fleet  
2 Coordinator, with no revisions.

3                   MR. CHERRY: Richard Cherry, Personnel  
4 Analyst with the Civil Service Commission.

5                   These are classifications that we review  
6 as part of the Civil Service's efforts to review all  
7 classifications every four to five years. After  
8 receiving feedback from the department, it was  
9 determined that no changes needed to be made at this  
10 time.

11                  MS. COE: Thank you.

12                  I move to support the request of the  
13 Civil Service Commission staff to approve the  
14 specification review for the classification  
15 Information Technology Systems Supervisor, as well  
16 as Building Compliance Specialist and Fleet  
17 Coordinator, with no revisions.

18                  MS. EDWARDS: I second.

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

21                  THE COMMISSION MEMBERS: Aye.

22                  PRESIDENT PETTIGREW: Thank you.

23                  Item No. 8 is the request of the Civil  
24 Service Commission Staff to revise the specification

1 for the classification Sewerage and Drainage  
2 Division Assistant Administrator.

3 MR. CHERRY: There is only -- We're only  
4 recommending one change to the "Examples of Work"  
5 section of the spec. It is to illustrate the  
6 coordination of work among the different areas of  
7 the division to specifically include treatment  
8 facilities as one of the examples.

9 MS. COE: Thank you.

10 I move to support the request of the  
11 Civil Service Commission staff to revise the  
12 specification for the classification Sewerage and  
13 Drainage Division Assistant Administrator.

14 MS. EDWARDS: I second.

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

17 THE COMMISSION MEMBERS: Aye.

18 PRESIDENT PETTIGREW: It's approved.

19 Item No. 9 is the request of the Civil  
20 Service Commission staff to revise the  
21 classification for the specification Advanced  
22 Practice Registered Nurse.

23 MS. DYKE: Beth Dyke, Personnel Analyst  
24 with the Civil Service staff.

1           The review of this classification was  
2 completed as part of the Civil Service Commission's  
3 effort to review all classifications every five  
4 years.

5           It is proposed to make some minor  
6 additions to existing statements within the  
7 "Examples of Work" section in order for the  
8 statements to be more effective.

9           It is also being proposed to add a  
10 statement describing work done with electronic  
11 medical records.

12           To simply the specification statement  
13 referring to diagnostic testing, it is proposed to  
14 be deleted as a separate statement, rephrased and  
15 then added to an existing related statement that  
16 describes ordering and performing health screenings.

17           In 2017, House Bill 216 was passed, which  
18 now requires all advanced practice registered nurses  
19 to be licensed rather than certified. Therefore,  
20 within the "Minimum Qualifications" section, it is  
21 proposed to delete "certificate of authority" and  
22 replace it with "advanced practice registered nurse  
23 license."

24           Lastly, the phrase "related software" is

1 proposed to be added to the abilities statement  
2 discussing computer use. There are no other  
3 proposed revisions at this time.

4 MS. COE: Thank you. I move to support  
5 the request of the Civil Service Commission staff to  
6 revise the specification for the classification  
7 Advance Practice Registered Nurse.

8 MS. EDWARDS: I second.

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

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: It is approved.

13 Item No. 10 is the request of the Civil  
14 Service Commission staff to revise the specification  
15 for the classification 911 Emergency Call Taker.

16 MS. LITZY-TAYLOR: Charday Litzy-Taylor,  
17 Personnel Analyst with the Commission.

18 The review of this classification is part  
19 of the Civil Service Commission's efforts to review  
20 all classes every five years.

21 Based on feedback received and  
22 authorizations completed, there is one revision  
23 proposed.

24 Earlier this year, the Franklin County

1 Emergency Communication Centers implemented the  
2 "Text-to-911" program, which allows citizens to send  
3 text messages to 911 rather than placing phone  
4 calls. Since 911 emergency call takers are  
5 responsible for receiving and responding to these  
6 911 text messages, it is recommended that a task  
7 statement be added to the specification to reflect  
8 this responsibility.

9 No other revisions are proposed at this  
10 time.

11 MS. COE: Thank you. I move to support  
12 the request of the Civil Service Commission staff to  
13 revise the specification for the classification 911  
14 Emergency Call Taker.

15 MS. EDWARDS: I second.

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

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PETTIGREW: It is approved.

20 Item No. 11 is deferred.

21 And Item No. 12 is the request of the  
22 Civil Service Commission staff to revise the  
23 specification for the classification Fleet  
24 Management Division Administrator.

1 MS. LITZY-TAYLOR: The review of this  
2 class is also part of the Civil Service Commission's  
3 efforts to review all classes every five years.

4 There are some revisions proposed. Based  
5 on feedback received, revisions are proposed to the  
6 "Examples of Work" to better reflect the work being  
7 performed.

8 This classification is responsible for  
9 scheduling preventative and predictive maintenance  
10 for all city generators in mission-critical  
11 facilities, such as fire stations, water facilities,  
12 the 911 emergency call centers and the health  
13 department. It is recommended that a statement  
14 reflecting this responsibility be added.

15 And one statement within the "Knowledge,  
16 Skills, and Abilities" section has been revised to  
17 include industry best practices.

18 No other revisions are proposed.

19 MS. COE: Thank you. I move to support  
20 the request of the Civil Service Commission staff to  
21 revise the specification of the classification Fleet  
22 Management Division Administrator.

23 MS. EDWARDS: I second.

24 PRESIDENT PETTIGREW: All in favor, say

1 "aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: It is approved.

4 Item No. 13 is a request from the Civil  
5 Service Commission staff to revise the specification  
6 for the classification Executive Assistant to the  
7 Director.

8 MS. LAGEMAN: Carol Lageman, Personnel  
9 Analyst with Civil Service.

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

13 Edits to the "Definition" and "Examples  
14 of Work" are proposed to better indicate the level  
15 of the classification, while offer divisions or  
16 sections to be led by an incumbent in the  
17 classification and offer additional information in  
18 the "Examples of Work."

19 Within the "Minimum Qualifications"  
20 section, a limiting of the experience to a  
21 problem-solving environment is removed.

22 The "Guidelines for Class Use" includes a  
23 clerical edit to include that word "classification."

24 There are no other proposed changes.



1 concluded at approximately 1:00 p.m.

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C-E-R-T-I-F-I-C-A-T-E

I do hereby certify that the foregoing is a true, correct and complete written transcript of the proceedings in this matter, taken by me on the 29th day of April, 2019, and transcribed from my stenographic notes.

*The Commissioners adjourned their regular meeting at 1:00 p.m.*

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*Grady L. Pettigrew, Jr., President*

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*Date*