BEFORE THE CITY OF COLUMBUS

MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:

Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, April 29, 2019
12:50 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
Columbus, Ohio 43212
(614) 326-0177
COMMISSION MEMBERS PRESENT:

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

PRESENTERS:

Richard Cherry
Beth Dyke
Carol Lagemann
Charday Litzy-Taylor
Brenda Sobieck

ALSO PRESENT:

Wendy Brinnon
MONDAY AFTERNOON SESSION
April 29, 2019
12:50 p.m.

- - -

PROCEEDINGS
- - -

BE IT REMEMBERED THAT, on the 29th day of April, 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:

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

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

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

MS. EDWARDS: I second.

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

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

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

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

Albert Williams v. Columbus City Schools.

This is the only prehearing conference we have for review. This was a five-day suspension. It's scheduled for May 20th in the afternoon after the commission meeting.

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

PRESIDENT PETTIGREW: Who has this?

MS. SOBIECK: This one is Delena.

MS. EDWARDS: I have it.

PRESIDENT PETTIGREW: Any questions?

MS. EDWARDS: No.

PRESIDENT PETTIGREW: Thank you.

MS. SOBIECK: Thank you.

Item No. 4 is the Trial Board recommendation for review and approval of the
findings and recommendations of the Trial Board hearing held on January 23, 24 and 30, 2019, regarding Cheryl Reeves v. Columbus City Schools, Personnel Administrative Coordinator, involuntary demotion, Appeal No. 18-BA-0008.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Thank you.

Items 5, 6 and 7 are to be joined.

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

6 is the classification Building Compliance Specialist, with no realization; and,
7 is the classification Fleet Coordinator, with no revisions.

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

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

MS. COE: Thank you.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: Thank you.

Item No. 8 is the request of the Civil Service Commission Staff to revise the specification
for the classification Sewerage and Drainage Division Assistant Administrator.

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

MS. COE: Thank you.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

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

MS. DYKE: Beth Dyke, Personnel Analyst with the Civil Service staff.
The review of this classification was completed as part of the Civil Service Commission's effort to review all classifications every five years.

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

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

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

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

Lastly, the phrase "related software" is
proposed to be added to the abilities statement

discussing computer use. There are no other
proposed revisions 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
Advance Practice Registered Nurse.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

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

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

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

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

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

No other revisions are 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 911 Emergency Call Taker.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 11 is deferred.

And Item No. 12 is the request of the Civil Service Commission staff to revise the specification for the classification Fleet Management Division Administrator.
MS. LITZY-TAYLOR: The review of this class is also part of the Civil Service Commission's efforts to review all classes every five years. There are some revisions proposed. Based on feedback received, revisions are proposed to the "Examples of Work" to better reflect the work being performed.

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

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

No other revisions are proposed.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

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

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

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

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

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

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

There are no other proposed changes.
MS. CODE: Thank you. I move to support the request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant to the Director.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

The last active item that we have is background removals, applicants removed post-examination.

The actions are the following:

Hunter Harbach, do not reinstate.

Chase Honeycutt, reinstate.

Chelsie Tripp, do not reinstate.

Dashawn Ward, do not reinstate.

Robert Barnes, do not reinstate.

Robert Holmes, do not reinstate.

Grant Grover, do not reinstate.

With that, we have completed the agenda.

We are adjourned.

And, thereupon, the meeting was
concluded at approximately 1:00 p.m.
The Commissioners adjourned their regular meeting at 1:00 p.m.

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Grady L. Pettigrew, Jr., President

Date