BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION
COLUMBUS, OHIO

In the Matter of:
Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, May 20, 2019
12:36 p.m.
Civil Service Commission
77 North Front Street
Columbus, Ohio 43215

SUSAN L. COOTS, RPR
Registered Professional Reporter

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COMMISSION MEMBERS PRESENT:
Grady L. Pettigrew, President
Stefanie L. Coe
Delena Edwards

PRESENTERS:
Richard Cherry
Beth Dyke
Charday Litzy-Taylor

ALSO PRESENT:
Wendy Brinnon
Josh McMurray
BE IT REMEMBERED THAT, on the 20th day of May, 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.

PRESIDENT PETTIGREW: I'll call to order the Municipal Civil Service Commission meeting for the City of Columbus -- the regular meeting for May 2019. We will be following the printed agenda. Item No. 1. Review and approval of the minutes of the April 29th, 2019, regular meeting.

MS. COE: I move to approve the minutes from the April 29, 2019, regular meeting.

MS. EDWARDS: I second.

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

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

There are no rule revisions, no prehearing conference reviews, no Trial Board recommendations, no Columbus City Schools Class Actions.

The first items that we have are no revisions for items that begin with Item 6 through 11.

6 is a request of the Civil Service Commission staff to approve the specification review for the classification Health Information Technician with no revisions.

Item 7 is the classification Practical Nurse with no revisions.

Item 8, Golf Professional with no revisions.

Item 9, Sewer Maintenance Manager with no revision.

Item 10, Operator In Training with no revisions.

And Item 11, Damage Prevention Program Manager with no revisions.

MR. CHERRY: Good afternoon. Richard Cherry, Personal Analyst II with Commission staff.

We are presenting these classifications as part of Civil Service Commission's efforts to review all classifications every five years. After receiving
questionnaires and consulting with the department representatives, 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 Health Information Technician, as well as Practical Nurse, Golf Professional, Sewer Maintenance Manager, Operator In Training, and Damage Prevention Program Manager with no revisions.

MS. EDWARDS: I second.

"aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 12 is a request of the Civil Service Commission staff to revise the specification for the classification Sewer Service Worker, retitle it to read Sewer Maintenance Investigator and amend Rule XI accordingly.

MR. CHERRY: Do you want to do these three together?

And 13 is for the classification, Sewer Maintenance Supervisor I, and then Item No. 14 is Sewer Maintenance Supervisor II.

MR. CHERRY: You might want to read 14 again. It's a little more involved.

PRESIDENT PETTIGREW: Oh, I see.

Maintenance Supervisor II, revise it and amend Rule XI accordingly.

MR. CHERRY: It's a merge.

PRESIDENT PETTIGREW: I'm sorry. Okay.

It is the request of the Civil Service Staff to merge the specification for the classification Sewer Service Supervisor into Sewer Maintenance Supervisor II, revise it, and amend Rule XI accordingly.

MR. CHERRY: Thank you.

Again, we are reviewing these classifications as part of the Civil Service's efforts to review all classifications every five years, as well as in response to a request from the Department of Publicly Utilities.

The impetus for today's recommendations are based on the proposed merge that I am presenting today.
The Civil Service Commission staff received a request from the Department of Public Utilities to merge Sewer Service Supervisor (Emergency) Classification into Sewer Maintenance Supervisor II classification. Both of these classifications are used exclusively by the Department of Public Utilities, Sewers and Drainage Division, and are covered by the same Bargaining Unit, Communication Workers of America, Local 4502.

The pay grade assignments for both classifications are also the same. The type of work performed by both classifications are very similar, which is to manage the resolutions of sewer operating problems.

The difference is that the Sewer Service Supervisor (Emergency) Supervisor employees engage in the investigation of wastewater/stormwater collection systems, and Sewer Maintenance Supervisor II supervises employees engaged in the construction, maintenance, power cleaning or repair of wastewater/stormwater collection systems.

The primary purpose for this merge proposal is to ensure that there is cross-trained supervisory coverage for investigations, maintenance and power
cleaning. Currently, the Civil Service Supervisor (Emergency) can't fill in and supervise employees related to construction, maintenance, power cleaning and related functions when shorthanded.

Likewise, the Sewer Maintenance Supervisor II can't fill in and supervise employees engaged in investigation of wastewater/stormwater collection systems.

With this merge, the division would train the supervisors in each of these areas within the Sewer Maintenance Operation Center to be properly utilized in any of these areas.

The occasions of sick leave or any other absences could easily be covered by another cross-trained supervisor without halting any necessary work as a result of the absences. By definition, the proposed Sewer Maintenance Supervise II will work under general direction and can be responsible for supervising crews engaged in construction, investigation, maintenance, power cleaning or repair of wastewater/stormwater collection systems.

There are several proposed changes to the "Examples of Work" section. Most significantly are modification and inclusion of statements referring to
the investigation of wastewater/stormwater collection system issues.

The proposed changes to the minimum qualifications reflect a blending of the language currently used in both of the current supervisor classifications.

The proposed changes to the "Knowledge, Skills, and Ability" section also reflects a blending of language currently used in both the current supervisor classifications.

It is further requested that the resulting specification be revised and Rule XI be amended as proposed.

The proposed action will have no negative impact to any of the current employees. As a result of this merger, we are also recommending the revision of Sewer Service Worker (Emergency), and retitle it to read sewer Maintenance Investigator.

It is recommended that the definition be revised to read, "Responsible for investigating Sewage and Drainage Division system issues and recommending corrective action for municipal wastewater/stormwater collection systems."

Because the definition places an emphasis on
the investigative aspect of the job and is not utilized during emergency situations -- not only utilized during emergency situations, it is also recommended that the title be changed to a Sewer Maintenance Investigator.

Sewer Service Worker (Emergency) is currently a classification -- is in a classification series with Sewer Service Supervisor (Emergency), and it's in the Utility Consumer Service Group within a labor maintenance job family.

However, Sewer Service Supervisor (Emergency) is proposed to be merged into Sewer Maintenance Supervisor II and will no longer exist.

As a result, it is recommended that the proposed Sewer Maintenance Investigator be put into the sewer maintenance series as assigned to the outdoor maintenance group under the labor and maintenance job family to be consistent with the rest of the classifications within the proposed series.

Also, within the series, the proposed Sewer Maintenance Investigator will be placed between Sewer Maintenance Worker and Sewer Service Supervisor I. It is further requested that the resulting specification be revised and retitled, and Rule XI be amended as
proposed.

Since the merger will change the way the series looks, it will also have an effect on Sewer Maintenance Supervisor I. It is recommended that the Sewer Maintenance Supervisor I also supervise employees engaged in the investigation of issues involving wastewater and stormwater collection systems.

Therefore, it is recommended that the definition be revised to read, "Investigation, construction, repair" and -- Therefore, it is recommended that the definition be revised to read, "Responsible for supervising and participating in the investigation, construction, repair, or servicing of municipal wastewater/stormwater collection systems."

There are also some minor proposed changes to the "Examples of Work" and "Knowledge, Skills, and Abilities" section. Each proposal is recommending to include additions and modifications to statements to address the investigation aspect of the job.

It is recommended that the "Minimum Qualification" section be revised in order to eliminate redundancy, and also include investigative experience as a qualifier.
Also, since the proposed Sewer Maintenance Investigator classification does not require a CDL, and it is proposed that it be in the series with Sewer Maintenance Supervisor I, it is also recommended that applicants be given until the completion of the probationary period to acquire the Class A CDL allowing operation of vehicles with air brakes.

There are no other proposed changes to these specifications.

MS. COE: Thank you.

I move to support the request of the Civil Services Commission staff to revise the specification for the classification of Sewer Service Worker (Emergency), retitle it to read Sewer Maintenance Investigator, and amend Rule XI accordingly. As well as to revise the specifications for the classifications of Sewer Maintenance Supervisor I, and to support the request of the Civil Service Commission staff to merge the specification for the classification Sewer Service Supervisor (Emergency) into Sewer Maintenance Supervisor II, revise it, and amend Rule XI accordingly.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Thank you, Mr. Cherry.

Item No. 15 is the request of staff to revise the specification for the classification, Fleet Administrative Specialist.

MS. LITZY-TAYLOR: Hi. I'm Charday Litzy-Taylor, Personnel Analyst with the Civil Service Commission staff.

The review of this classification is part of the Civil Service Commission's efforts to review all classifications every five years. Revisions are proposed to be examples of work to better reflect the working being performed. Task statements that no longer pertain to this classification have been removed.

This classification is responsible for the registration and titling of all city vehicles coordinating the issuing of new vehicles and motorized equipment, as well as the exchange of vehicles and motorized equipment due for disposal or auction.

It is proposed that statements representing these responsibilities be added. Due to a
reorganization within the department, it is proposed that the guidelines for class use be removed which would allow the department to hire additional Fleet Administrative Specialists to supervise fleet attendants and assist with the operational needs of the department.

Lastly, it is recommended that the minimum qualifications be revise to read: Two years of experience coordinating or maintaining records pertaining to vehicle or motorized equipment maintenance, repairs, acquisition, parts keeping, or servicing, and that the bachelor's degree requirement be removed.

This would help in creating a career path for fleet attendants with administrative experience who are interested in advancement within the Fleet Management Division. 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 specifications for the classification Fleet Administrative Specialist.

MS. EDWARDS: I second.
President Pettigrew: All in favor, say "aye."

The Commission Members: Aye.

President Pettigrew: Item No. 16 is a request of the Civil Service Commission staff to revise the specification for the classification of Recreation Administrative Manager.

Ms. Litz-y-Taylor: The review of this classification is also part of the Civil Service Commission's efforts to review all classifications every five years.

Based on input received from the Recreation and Parks Department, it is proposed that the "Minimum Qualification" section be revised. Currently, Recreation Administrative Managers assigned to the aquatic section are required to have a CPR certificate, a water safety instruction certificate, and a safety and first-aid with artificial respiration certificate.

Recreation Administrative Managers in the aquatic section are responsible for managing the operation side of the aquatics program. Therefore, they do not participate in aquatics instruction. Requiring individuals to possess these certification
is unnecessary for these positions. It is proposed that the certifications be removed. And there are no other revisions proposed at this time.

MS. COE: Thank you.

I move to support request of the Civil Service Commission staff to revise the specifications for the classification Recreation Administrative Manager.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved. Thank you.

Item No. 17 is a request of the Civil Service Commission staff to merge the specification for the classification Computer Operator I into Computer Operator II, revise and retitle it to read Data Center Technician, and amend Rule XI accordingly.

MS. DYKE: Yes. Beth Dyke. Personnel Analyst with the Civil Service Commission staff.

Items 17 and 18 are going to be presented separately.
PRESIDENT PETTIGREW: Okay. Well, item -- separately. Yes.

MS. DYKE: Yes. Please. Sorry about that.

So the request for the classification

Computer Operator I to be merged into Computer

Operator II and retitled to read Data Center

Technician was requested by the department

representatives in conjunction with the Civil Service

Commission's effort to review all classifications

every five years. The revised title aligns more

accurately with the nomenclature used within the

classification series.

Due to developments in technology, there is

a need for the blending of infrastructure and

operations, rather than solely focusing on operational

functions.

In order to better reflect the current

duties being performed, the following revisions are

proposed:

There are minor changes proposed to the

definition. In order to reflect the merge, it is

proposed to revise the supervision level to read

General Supervision, and to also revise the work

related to the Data Center and the city-wide network
environment. Within the "Examples of Work" section, it is proposed to revise the list of equipment and devices by adding multiple servers and network devices to ensure the equipment listed represents the current equipment being used.

It is also proposed to add two statements to clarify the Data Center work being done. One statement reflects the physical checks and walk-throughs of the data center. And the second statement reflects maintaining accurate and detailed logs within the established ticketing system.

The proposed deletions include statements or phrases that are either redundant with revised statements or duties that are no longer performed.

Within the "Minimum Qualifications" section, it is proposed to identify the type of required experience naming computer information systems rather than narrowing the requirement to experience obtained within a specific classification.

It is proposed to add a substitution to allow for college-level computer technology coursework to substitute for experience on a year-for-year basis. There are some minor revisions proposed within the "Knowledge, Skills, and Ability" section to better
demonstrate the network environment.

With the merge, there would be no negative impact on employees. And, in addition to the proposed revision, it is recommended to amend Rule XI accordingly. 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 merge the specifications for the classification Computer Operator I and Computer Operator II, revise and retitle it to read Data Center Technician I, and amend Rule XI accordingly.

MS. EDWARDS: I second.

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

THE COMMISSIONER MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

The 18th item is the request of the Civil Service Commission staff to revise the specification for the classification Dietetic Technician.

MS. DYKE: The review of this classification was completed as part of the Civil Service Commission's effort to review all classifications.
every five years.

Upon review of the registration requirements within the "Minimum Qualifications" section, it was discovered that in January of 2012, the American Dietetic Association, also known as ADA, changed its operating name to The Academy of Nutrition and Dietetics. This change is reflected in the Ohio Revised Code, Section 4759.

Therefore, it is proposed to delete "American Dietetic Association" and replace it with "The Academy of Nutrition and Dietetics."

At this time, there are no other proposed revisions.

MS. COE: Thank you.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

The last item on our agenda today is the background removals, applicants removed post-exam.
As to Jason Vanhoose, do not reinstate.
Rex Williams, reinstate.
And with that, we are adjourned.

And, thereupon, the meeting were concluded at 12:54 p.m.
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 20th day of May, 2019, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 12:54 p.m.

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Grady L. Pettigrew, Jr., President

Date