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1                   BEFORE THE CITY OF COLUMBUS  
2                   MUNICIPAL CIVIL SERVICE COMMISSION  
3                   COLUMBUS, OHIO

4                   - - -

5       In the Matter of:

6                   Regular Meeting

7                   - - -

8                   Grady L. Pettigrew

9                   President, Presiding

10                  - - -

11                  TRANSCRIPT OF PROCEEDINGS

12                  - - -

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14                               Monday, May 20, 2019  
15                               12:36 p.m.  
16                               Civil Service Commission  
                                  77 North Front Street  
                                  Columbus, Ohio 43215

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18                   - - -

19                               SUSAN L. COOTS, RPR  
20                               Registered Professional Reporter

21                   - - -

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23                               ANDERSON REPORTING SERVICES, INC.  
                                  1421 West Third Avenue  
                                  Columbus, Ohio 43212  
24                               (614) 326-0177

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1 COMMISSION MEMBERS PRESENT:

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

4 PRESENTERS:

5 Richard Cherry  
6 Beth Dyke  
7 Charday Litzy-Taylor

7 ALSO PRESENT:

8 Wendy Brinnon  
9 Josh McMurray

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1 MONDAY AFTERNOON SESSION  
2 May 20, 2019  
3 12:36 a.m.

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

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7 BE IT REMEMBERED THAT, on the 20th day of  
8 May, 2019, the Municipal Civil Service Commission came  
9 for a regular meeting, Grady L. Pettigrew, President.  
10 And the parties appearing in person and/or by counsel,  
11 as hereinafter set forth, the following proceedings  
12 were had.

13 - - -

14 PRESIDENT PETTIGREW: I'll call to order the  
15 Municipal Civil Service Commission meeting for the  
16 City of Columbus -- the regular meeting for May 2019.  
17 We will be following the printed agenda.

18 Item No. 1. Review and approval of the  
19 minutes of the April 29th, 2019, regular meeting.

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

22 MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

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1                   PRESIDENT PETTIGREW: They are approved.

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

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

7                   6 is a request of the Civil Service  
8 Commission staff to approve the specification review  
9 for the classification Health Information Technician  
10 with no revisions.

11                  Item 7 is the classification Practical Nurse  
12 with no revisions.

13                  Item 8, Golf Professional with no revisions.

14                  Item 9, Sewer Maintenance Manager with no  
15 revision.

16                  Item 10, Operator In Training with no  
17 revisions.

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

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

22                  We are presenting these classifications as  
23 part of Civil Service Commission's efforts to review  
24 all classifications every five years. After receiving

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1 questionnaires and consulting with the department  
2 representatives, it was determined that no changes  
3 needed to be made at this time.

4 MS. COE: Thank you.

5 I move to support the request of the Civil  
6 Service Commission staff to approve the specification  
7 review for the classification Health Information  
8 Technician, as well as Practical Nurse, Golf  
9 Professional, Sewer Maintenance Manager, Operator In  
10 Training, and Damage Prevention Program Manager with  
11 no revisions.

12 MS. EDWARDS: I second.

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

15 THE COMMISSION MEMBERS: Aye.

16 PRESIDENT PETTIGREW: They are approved.

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

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

24 PRESIDENT PETTIGREW: 12 and 13. Okay.

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

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

6                   PRESIDENT PETTIGREW: Oh, I see.  
7 Maintenance Supervisor II, revise it and  
8 amend Rule XI accordingly.

9                   MR. CHERRY: It's a merge.

10                  PRESIDENT PETTIGREW: I'm sorry. Okay.  
11                  It is the request of the Civil Service Staff  
12 to merge the specification for the classification  
13 Sewer Service Supervisor into Sewer Maintenance  
14 Supervisor II, revise it, and amend Rule XI  
15 accordingly.

16                  MR. CHERRY: Thank you.

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

22                  The impetus for today's recommendations are  
23 based on the proposed merge that I am presenting  
24 today.

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1           The Civil Service Commission staff received  
2 a request from the Department of Public Utilities to  
3 merge Sewer Service Supervisor (Emergency)  
4 Classification into Sewer Maintenance Supervisor  
5 II classification. Both of these classifications are  
6 used exclusively by the Department of Public  
7 Utilities, Sewers and Drainage Division, and are  
8 covered by the same Bargaining Unit, Communication  
9 Workers of America, Local 4502.

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

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

22           The primary purpose for this merge proposal  
23 is to ensure that there is cross-trained supervisory  
24 coverage for investigations, maintenance and power

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1 cleaning. Currently, the Civil Service Supervisor  
2 (Emergency) can't fill in and supervise employees  
3 related to construction, maintenance, power cleaning  
4 and related functions when shorthanded.

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

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

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

22 There are several proposed changes to the  
23 "Examples of Work" section. Most significantly are  
24 modification and inclusion of statements referring to

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1 the investigation of wastewater/stormwater collection  
2 system issues.

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

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

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

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

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

24 Because the definition places an emphasis on

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1 the investigative aspect of the job and is not  
2 utilized during emergency situations -- not only  
3 utilized during emergency situations, it is also  
4 recommended that the title be changed to a Sewer  
5 Maintenance Investigator.

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

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

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

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

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1 proposed.

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

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

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

21           It is recommended that the "Minimum  
22 Qualification" section be revised in order to  
23 eliminate redundancy, and also include investigative  
24 experience as a qualifier.

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1           Also, since the proposed Sewer Maintenance  
2 Investigator classification does not require a CDL,  
3 and it is proposed that it be in the series with Sewer  
4 Maintenance Supervisor I, it is also recommended that  
5 applicants be given until the completion of the  
6 probationary period to acquire the Class A CDL  
7 allowing operation of vehicles with air brakes.

8           There are no other proposed changes to these  
9 specifications.

10           MS. COE: Thank you.

11           I move to support the request of the Civil  
12 Services Commission staff to revise the specification  
13 for the classification of Sewer Service Worker  
14 (Emergency), retitle it to read Sewer Maintenance  
15 Investigator, and amend Rule XI accordingly. As well  
16 as to revise the specifications for the  
17 classifications of Sewer Maintenance Supervisor I, and  
18 to support the request of the Civil Service Commission  
19 staff to merge the specification for the  
20 classification Sewer Service Supervisor (Emergency)  
21 into Sewer Maintenance Supervisor II, revise it, and  
22 amend Rule XI accordingly.

23           MS. EDWARDS: I second.

24           PRESIDENT PETTIGREW: All in favor, say

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1 "aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: They are approved.

4 Thank you, Mr. Cherry.

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

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

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

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

23 It is proposed that statements representing  
24 these responsibilities be added. Due to a

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1 reorganization within the department, it is proposed  
2 that the guidelines for class use be removed which  
3 would allow the department to hire additional Fleet  
4 Administrative Specialists to supervise fleet  
5 attendants and assist with the operational needs of  
6 the department.

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

14           This would help in creating a career path  
15 for fleet attendants with administrative experience  
16 who are interested in advancement within the Fleet  
17 Management Division. No other revisions are proposed  
18 at this time.

19           MS. COE: Thank you.

20           I move to support the request of the Civil  
21 Service Commission staff to revise the specifications  
22 for the classification Fleet Administrative  
23 Specialist.

24           MS. EDWARDS: I second.

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

3                   THE COMMISSION MEMBERS: Aye.

4                   PRESIDENT PETTIGREW: Item No. 16 is a  
5 request of the Civil Service Commission staff to  
6 revise the specification for the classification of  
7 Recreation Administrative Manager.

8                   MS. LITZY-TAYLOR: The review of this  
9 classification is also part of the Civil Service  
10 Commission's efforts to review all classifications  
11 every five years.

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

20                   Recreation Administrative Managers in the  
21 aquatic section are responsible for managing the  
22 operation side of the aquatics program. Therefore,  
23 they do not participate in aquatics instruction.  
24 Requiring individuals to possess these certification

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1 is unnecessary for these positions.

2 It is proposed that the certifications be  
3 removed. And there are no other revisions proposed at  
4 this time.

5 MS. COE: Thank you.

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

10 MS. EDWARDS: I second.

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

13 THE COMMISSION MEMBERS: Aye.

14 PRESIDENT PETTIGREW: It's approved. Thank  
15 you.

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

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

23 Items 17 and 18 are going to be presented  
24 separately.

17

1                   PRESIDENT PETTIGREW: Okay. Well, item --  
2 separately. Yes.

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

4                   So the request for the classification  
5 Computer Operator I to be merged into Computer  
6 Operator II and retitled to read Data Center  
7 Technician was requested by the department  
8 representatives in conjunction with the Civil Service  
9 Commission's effort to review all classifications  
10 every five years. The revised title aligns more  
11 accurately with the nomenclature used within the  
12 classification series.

13                   Due to developments in technology, there is  
14 a need for the blending of infrastructure and  
15 operations, rather than solely focusing on operational  
16 functions.

17                   In order to better reflect the current  
18 duties being performed, the following revisions are  
19 proposed:

20                   There are minor changes proposed to the  
21 definition. In order to reflect the merge, it is  
22 proposed to revise the supervision level to read  
23 General Supervision, and to also revise the work  
24 related to the Data Center and the city-wide network

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1 environment. Within the "Examples of Work" section,  
2 it is proposed to revise the list of equipment and  
3 devices by adding multiple servers and network devices  
4 to ensure the equipment listed represents the current  
5 equipment being used.

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

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

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

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

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1 demonstrate the network environment.

2           With the merge, there would be no negative  
3 impact on employees. And, in addition to the proposed  
4 revision, it is recommended to amend Rule XI  
5 accordingly. There are no other proposed revisions at  
6 this time.

7           MS. COE: Thank you.

8           I move to support the request of the Civil  
9 Service Commission staff to merge the specifications  
10 for the classification Computer Operator I and  
11 Computer Operator II, revise and retitle it to read  
12 Data Center Technician I, and amend Rule XI  
13 accordingly.

14           MS. EDWARDS: I second.

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

17           THE COMMISSIONER MEMBERS: Aye.

18           PRESIDENT PETTIGREW: It's approved.

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

22           MS. DYKE: The review of this classification  
23 was completed as part of the Civil Service  
24 Commission's effort to review all classifications

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1 every five years.

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

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

12           At this time, there are no other proposed  
13 revisions.

14           MS. COE: Thank you.

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

18           MS. EDWARDS: I second.

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

21           THE COMMISSION MEMBERS: Aye.

22           PRESIDENT PETTIGREW: It's approved.

23           The last item on our agenda today is the  
24 background removals, applicants removed post-exam.



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

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3 I do hereby certify that the foregoing is a  
4 true, correct and complete written transcript of the  
5 proceedings in this matter, taken by me on the 20th  
6 day of May, 2019, and transcribed from my stenographic  
7 notes.

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

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*Grady L. Pettigrew, Jr., President*

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*Date*