BEFORE THE CITY OF COLUMBUS

MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:

Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, June 24, 2019
12:52 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.
3242 West Henderson Road
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 Tammy Rollins
11 ALSO PRESENT:
12 Joshua McMurray
BE IT REMEMBERED THAT, on the 24th day of June, 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:

P R O C E E D I N G S

PRESIDENT PETTIGREW: I will call to order the City of Columbus, Ohio, Municipal Civil Service Commission regular meeting for June 2019. We'll be following the printed agenda for today.

But the first item we have is an opportunity to recognize two Civil Service staff members. And it isn't a unique opportunity, because I understand it happens in other places.

Today we'd like to recognize two of the Civil Service staff for their many years and dedication to the City of Columbus: Laura Hausman, 20 years; and Tammy Rollins, who must have started
at five or six years of age, 25 years.

Through the years, your talent and efforts have helped our success -- the Civil Service Commission success. Together, we take pride in your accomplishments and your commitment to excellence. We are proud to have you on our team and thank you for all of your hard work. Congratulations on your anniversary of service.

Will you please come forward, and I will give you recognition.

(Applause.)

PRESIDENT PETTIGREW: Okay. Item No. 1 today, the review and approval of the minutes of the May 20, 2019, regular meeting.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: Item -- well, 2, 3 and -- 2 and 3, there are no items submitted.

4 is the Trial Board recommendation for the appeal of Albert Williams vs. Columbus City
Schools, Custodian, a 5-day suspension without pay, Appeal No. 19-BA-0002.

MS. COE: I move to approve the findings and recommendations of the Trial Board hearing held on May 20, 2019, at 1:30 p.m., Albert Williams vs. Columbus City Schools, Custodian, 5-day suspension without pay, Appeal No. 19-BA-0002.

PRESIDENT PETTIGREW: I second that motion.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 5 is the request of Columbus City Schools to revise the classification Network Analyst and to designate the examination type as noncompetitive.

MS. ROLLINS: My name is Tammy Rollins. I am presenting this on behalf of Columbus City Schools.

This is a request that they made to revise the "Minimum Qualifications" and the examination type for the Network Analyst classification.

There are some additional proposed minor
changes to the specification within the "Definition"
and the "Examples of Work" section.

Most significant of these changes are to
the "Minimum Qualifications" and, again, the
examination type. Essentially, the District is
recognizing that candidates for this job title, the
good candidates would have a possession of knowledge
and experience that can be received through a
combination of education, experience and technology
certifications.

The Cisco certification is a
certification that would provide a baseline
knowledge for these candidates that, by completion
of the probationary period, if they have this
certification, they would have a solid knowledge
necessary to do the network work that the District
has for them.

Cisco does recommend that candidates
sitting for this examination have one to three years
of experience. So it is suggested that the minimum
qualifications require three years of experience
coming into the classification, and then the length
of the probationary period to learn the District's
specific systems, the District's way of performing
their network work. And then, by completion of the
probationary period in order to successfully
complete that probationary period, they would also
have to pass the examination administered through
Cisco to have the certification.

As part of this, in conjunction with this
request to change -- to add this qualification, it
is also recommended that the examination type be
changed to noncompetitive and essentially
acknowledge that an examination will be occurring,
and will be occurring just prior to the -- during
the length of the probationary period. And the idea
is that hopefully they can get a broader range of
candidates into the classification for this
particular job title.

MS. COE: Thank you.

I move to support the request of the
Columbus City Schools to revise the classification
Network Analyst and designate the examination type
as noncompetitive.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It is approved.

MS. ROLLINS: Thank you.

PRESIDENT PETTIGREW: Item No. 6 is the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to retitle the specification for the classification Student Data Compliance Specialist, to read Student Data Specialist.

MS. LAGEMANN: Carol Lagemann, Personnel Analyst with Civil Service Commission. This title change is proposed by the request of Columbus City Schools. The new administration expects to focus Student Data Specialists on more customer service activities, as opposed to the compliance. Therefore, retitling the classification from Student Data Compliance Specialist to Student Data Specialist is proposed. No other changes are proposed.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission Staff, on behalf of Columbus City Schools, to retitle the specification for the classification Student Data Compliance Specialist to read Student Data Specialist.
MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 7 is the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification for Special Olympics Coordinator.

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

This review was requested by Columbus City Schools, due to the District experiencing recruiting and hiring difficulties for this particular classification.

After reviewing the current specification and feedback from the District, it was determined that the "Minimum Qualifications" were too narrow, which prevented candidates with the necessary knowledge and skills from qualifying.

It is proposed that the "Minimum Qualifications" be revised to read: "Possession of a bachelor's degree and two years of experience working in Special Olympics or special education.
programs, event coordination or recreational leadership, allowing additional years of experience to substitute for the educational requirement on a year-for-year basis." This will help increase the candidate pool and provide different avenues for potential candidates to qualify.

There are no additional 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 Special Olympics Coordinator.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Items No. 8 and 9 are requests of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plant Operator, with no revisions; and, 9 is review of the classification Sewer Maintenance Worker, with no revisions.
MS. LITZY-TAYLOR: The review of these classifications is part of Civil Service Commission's effort to review all classifications every five years.

Based on the feedback received, it was determined that the current specifications still accurately reflect the work being performed. Therefore, it is recommended that the specifications 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 classification Wastewater Plant Operator, with no revisions, as well as the classification Sewer Maintenance Worker, with no revisions.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Thank you.

Items 10 and 11 will be joined together.

10, request of the Civil Service
Commission staff to revise the specification for the classification Water Research Analyst I; and, 11 is the classification Water Research Analyst II.

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

The review of all of the classifications that I'm looking at today are part of the Civil Service efforts to review classifications every five years.

I am recommending revisions to both "Definitions." For Water Research Analyst I, it is recommended that we include the collection of water samples.

For the Water Research Analyst II, it is recommended that we include that this classification coordinates the work of others in the laboratory and in the field.

The remaining revisions to these specifications are to reflect more current aspects of the duties and necessary abilities.

PRESIDENT PETTIGREW: Now, you're saying you want that to apply to Items 12, 13, 14 and 15 --

MR. CHERRY: Just the --
PRESIDENT PETTIGREW: -- for the purpose of the review?

MR. CHERRY: Right.

PRESIDENT PETTIGREW: All right.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Water Research Analyst I, as well as the classification Water Research Analyst II.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

With the same purpose of the review, Items 12 and 13 are jointed.

12 is a request of the Civil Service Commission staff to revise the specification for the classification Greenskeeper; and, 13 for the classification Golf Course Superintendent.

MR. CHERRY: The proposed revisions to the "Duties" are amended to include modifications to
the existing statements to reflect more current duties, while eliminating what is no longer a function of the job.

Any recommendations to the "Knowledge, Skills and Abilities" are to include statements in support of proposed duties and to utilize current terminology.

MS. COE: I move to support the request of the Civil Service Commission staff to revise the specification for the classification Greenskeeper, as well as the specification for the classification Golf Course Superintendent.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved. Items 14 and 15 are the same purpose of the review.

14 is the request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Supervisor I; and, 15 is the classification Wastewater Plant Supervisor II.
MR. CHERRY: The only revision that is being recommended to both of these classifications are to include a statement identifying the computer system that is utilized to monitor and report information about the wastewater treatment processes.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Supervisor I, as well as the specification for the classification Wastewater Plant Supervisor II.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved. Items No. 16 and 17 are joined together. 16 is the request of the Civil Service Commission staff to revise the specification for the classification Computer Operations Supervisor to read "Data Center Supervisor," and amend Rule XI accordingly; and,

17 is the review of the classification
Data Center Supervisor to read "Data Center Manager," and to amend Rule XI accordingly.

MS. DYKE: Hello. Beth Dyke, Personnel Analyst with Civil Service staff.

Civil Service Commission staff requests that the title of the specification for the classification Computer Operations Supervisor be retitled to read "Data Center Supervisor," and for the title for the specification of the classification Data Center Supervisor be retitled to read "Data Center Manager."

The recommendation to retitle these classification is in response to communications with the department representative in regards organizational changes occurring within the department. It is also recommended to amend Rule XI accordingly.

And there are no other revisions requested at this time.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to retitle the specifications for the classification Computer Operations Supervisor to read "Data Center
"Supervisor," and amend Rule XI accordingly; as well as to retitle the specification for the classification Data Center Supervisor read "Data Center Manager," 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.

Item No. 18 is a request of the Civil Service Commission staff to abolish the specification for the classification Utility Collection Specialist.

MS. Dyke: In addition to that, I would like to add to propose to amend Rule XI accordingly to that statement.

The request to abolish this classification is in response to confirmation from the department representatives that the classification is currently vacant and that work within the classification is not expected to be performed in the future.

MS. COE: Thank you.

I move to support the request of the
Civil Service Commission staff to abolish the specification for the classification Utility Collection Specialist, and amend Rule XI accordingly.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Items No. 19 and 20 will be joined together.

19 is the request of the Civil Service Commission staff to revise the specification for the classification Alcohol and Drug Abuse Counselor, retitle it to read "Alcohol and Drug Addiction Services Counselor," and amend Rule XI accordingly.

MS. DYKE: Okay.

PRESIDENT PETTIGREW: Sorry about that.

20 is for the classification Alcohol and Drug Abuse Program Manager, retitle it to read "Alcohol and Drug Addiction Services Program Manager," and amend Rule XI accordingly.

MS. DYKE: These classification reviews were completed as part of the Civil Service
Commission's effort to review all classifications every five years.

It was proposed that each classification be retitled in order to better align the classification titles with current department nomenclature.

Within each of the "Definitions" sections, it is proposed to make some minor changes to wording in order to remain consistent within the classification series.

In the "Examples of Work" section, for Alcohol and Drug Services Counselor, a new statement is proposed to specifically name the medication-assisted treatment program as a referral program used by the department.

It is recommended to remove the line discussing the coordination of activities regarding alcohol and drug abuse programs, as this is not a required duty at the counselor level.

Additionally, for both classifications, it is recommended to add phrases to existing statements in order to better exemplify the current clinical terminology used within the department.

Based on guidelines set forth in the Ohio
Revised Code, there are several revisions proposed to the "Minimum Qualifications" section for Alcohol and Drug Abuse Counselor.

The first proposed revision is to add Licensed Independent Chemical Dependency Counselor, Clinical Supervisor, as it is a qualifying license. It is also proposed to clarify the paragraph regarding counselor, social worker and marriage and family therapist board by naming the specific licensures that are currently accepted.

In addition, it is proposed to remove the line referencing the professional disclosure statement requirement, as this requirement has been rescinded, beginning November of 2014.

Due to the scope of practice restrictions, it is also proposed to remove psychology assistant and replace it with "physician."

Lastly, in regards to the "Minimum Qualifications" section for Alcohol and Drug Abuse Program Manager, it is proposed to add the words "counseling or prevention profession" to demonstrate what type of state licensure or certification might be required for some of the positions.
It has been determined that Alcohol and Drug Abuse Counselors need considerable knowledge of the Diagnostic and Statistical Manual of Mental Disorders and also the American Society of Addiction Medicine Levels of Care.

It is proposed to add these references to the "Knowledge, Skills and Abilities" section.

In addition to the proposed revisions, it is recommended to amend Rule XI accordingly.

And there are no other additional revisions proposed at this time.

MS. COE: You referenced the removal of, I think you said, of a term -- I think "psychologist assistant" or something like that -- and replace it with a physician?

MS. DYKE: Yes.

MS. COE: Let's clarify. Does that mean replace it with physician assistant or replace it with physician in general?

MS. DYKE: Physician.

MS. COE: Okay. Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Alcohol and
Drug Abuse Counselor, retitle it to read "Alcohol and Drug Addiction Services Counselor," and amend Rule XI accordingly; as well as to revise the specification for the classification Alcohol and Drug Abuse Program Manager, retitle it to read "Alcohol and Drug Addiction Services Program Manager," and amend Rule XI accordingly.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved -- They are approved.

Items 21 and 22 are joined.

21 is the request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collecting Supervisor;

and,

22 is for the classification Parking Meter Repairer Supervisor.

MS. LAGEMANN: Carol Lagemann, Personnel Analyst II with Civil Service.

The review of these classifications is part of the commission's effort to review all
classifications every five years.

The "Definition" for the Parking Meeting Repairer Supervisor is proposed to be revised to remove metered parking lots as a defining characteristic of the work to simply reference that portion of the definition in "Examples of Work."

Within both classifications, there are updates to the "Examples of Work" proposed to offer additional information and to include payment collection kiosks in the terminology.

Within the "Minimum Qualifications" section of both classifications, it is proposed to update the required experience to be two years of respective experience.

For the Collection Supervisor, that experience includes cash handling or parking meter collection.

For Repairer Supervisor, it includes installation, maintenance or repair of cash collection devices.

Both of these amendments are expected to offer a larger applicant pool.

Finally, both classifications had updates within the "Knowledge, Skills and Abilities"
section, which included wording for parking
collection devices to include the meters and the
kiosks, and other statements which better describe
the types of knowledge and abilities required to
successfully perform the work of the classification.

There are no other proposed changes.

MS. COE: Thank you.

I move to support the request of the
Civil Service Commission staff to revise the
specification for the classification Parking Meter
Collection Supervisor, as well as to revise the
specification for the classification Parking Meter
Repairer Supervisor.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 23 is the request of the Civil
Service Commission staff to revise the specification
for the classification Damage Prevention Supervisor.

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

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

It is recommended that the "Guidelines for Class Use," limiting the use of this classification to the Department of Public Utilities, be removed. Currently, there are utility line locators in both Public Utilities and the Department of Public Service.

Removing the "Guidelines for Class Use" would enable departments with utility line location personnel to utilize this classification for supervisory purposes.

Lastly, since this classification is responsible for planning and assigning work, it is proposed that the ability to plan and coordinate the work of others be added to the "Knowledge, Skills and Abilities."

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 Damage Prevention Supervisor.
MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 24 is the request of the Civil Service Commission staff to revise the specification for the classification Parks Planning and Design Manager.

MS. ROLLINS: Tammy Rollins.

This is a request from the Recreation and Parks Department to revise the Parks Planning and Design Manager classification in preparation for use within a newly reorganized section that is responsible for managing the planning, design and construction of parkways, facilities, greenways and trails.

In the past, this section has been heavily focused on the landscape architecture needs. More recently, this section has been tasked with being responsible for the capital improvements for the department, especially in relation to the construction and renovation of the facilities throughout the City of Columbus for Recreation and
So throughout the specification, there have been some revisions just to better situate the classification for the use in this situation and to reference the construction aspects that will be performed by this classification.

Most notable of the changes is within the "Minimum Qualifications" section, where it's just being very clear to emphasize that the experience requirement is post the professional registration.

This classification is also being forwarded to compensation for a formal compensation review, in addition to the specs revisions as well.

MS. COE: Thank you.

I move to support the request from the Civil Service Commission staff to revise the specification for the classification Parks Planning and Design Manager.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Thank you.
The remaining items we have are for the -- Item No. 26, or the background removals.

We have post-exam, Dominic McDonald, reinstate.

Cody Prietas, do not reinstate.

Frank Rillo, do no reinstate.

And as to Item 27, the administrative and judicial reviews, the letters are approved as submitted.

And, with that, we are adjourned. Thank you.

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And, thereupon, the proceeding was concluded at approximately 1:17 p.m.

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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 24th day of June, 2019, and transcribed from my stenographic notes.
The Commissioners adjourned their regular meeting at 01:17 p.m.

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Grady L. Pettigrew, Jr., President

Date