

24 Columbus, Ohio 43220
(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 Carol Lagemann
8 Charday Litzy-Taylor
9 Tammy Rollins

8 ALSO PRESENT:

9 Joshua McMurray

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1 MONDAY AFTERNOON SESSION
June 24, 2019
2 12:52 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 24th day of
7 June, 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: I will call to
14 order the City of Columbus, Ohio, Municipal Civil
15 Service Commission regular meeting for June 2019.
16 We'll be following the printed agenda for today.

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

21 Today we'd like to recognize two of the
22 Civil Service staff for their many years and
23 dedication to the City of Columbus: Laura Hausman,
24 20 years; and Tammy Rollins, who must have started

1 at five or six years of age, 25 years.

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

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

11 (Applause.)

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

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

17 MS. EDWARDS: I second.

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

20 THE COMMISSION MEMBERS: Aye.

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

23 4 is the Trial Board recommendation for
24 the appeal of Albert Williams vs. Columbus City

1 Schools, Custodian, a 5-day suspension without pay,
2 Appeal No. 19-BA-0002.

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

8 PRESIDENT PETTIGREW: I second that
9 motion.

10 All in favor, say "aye."

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: It is approved.

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

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

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

24 There are some additional proposed minor

1 changes to the specification within the "Definition"
2 and the "Examples of Work" section.

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

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

18 Cisco does recommend that candidates
19 sitting for this examination have one to three years
20 of experience. So it is suggested that the minimum
21 qualifications require three years of experience
22 coming into the classification, and then the length
23 of the probationary period to learn the District's
24 specific systems, the District's way of performing

1 their network work. And then, by completion of the
2 probationary period in order to successfully
3 complete that probationary period, they would also
4 have to pass the examination administered through
5 Cisco to have the certification.

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

16 MS. COE: Thank you.

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

21 MS. EDWARDS: I second.

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

24 THE COMMISSION MEMBERS: Aye.

1 PRESIDENT PETTIGREW: It is approved.

2 MS. ROLLINS: Thank you.

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

9 MS. LAGEMANN: Carol Lagemann, Personnel
10 Analyst with Civil Service Commission.

11 This title change is proposed by the
12 request of Columbus City Schools. The new
13 administration expects to focus Student Data
14 Specialists on more customer service activities, as
15 opposed to the compliance. Therefore, retitling the
16 classification from Student Data Compliance
17 Specialist to Student Data Specialist is proposed.
18 No other changes are proposed.

19 MS. COE: Thank you.

20 I move to support the request of the
21 Civil Service Commission Staff, on behalf of
22 Columbus City Schools, to retitle the specification
23 for the classification Student Data Compliance
24 Specialist to read Student Data Specialist.

1 MS. EDWARDS: I second.

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

4 THE COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: It is approved.

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

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

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

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

21 It is proposed that the "Minimum
22 Qualifications" be revised to read: "Possession of
23 a bachelor's degree and two years of experience
24 working in Special Olympics or special education

1 programs, event coordination or recreational
2 leadership, allowing additional years of experience
3 to substitute for the educational requirement on a
4 year-for-year basis." This will help increase the
5 candidate pool and provide different avenues for
6 potential candidates to qualify.

7 There are no additional changes proposed
8 at this time.

9 MS. COE: Thank you.

10 I move to support the request of the
11 Civil Service Commission staff, on behalf of
12 Columbus City Schools, to revise the specification
13 for the classification Special Olympics Coordinator.

14 MS. EDWARDS: I second.

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

17 THE COMMISSION MEMBERS: Aye.

18 PRESIDENT PETTIGREW: It is approved.

19 Items No. 8 and 9 are requests of the
20 Civil Service Commission staff to approve the
21 specification review for the classification
22 Wastewater Plant Operator, with no revisions; and,
23 9 is review of the classification Sewer
24 Maintenance Worker, with no revisions.

1 MS. LITZY-TAYLOR: The review of these
2 classifications is part of Civil Service
3 Commission's effort to review all classifications
4 every five years.

5 Based on the feedback received, it was
6 determined that the current specifications still
7 accurately reflect the work being performed.
8 Therefore, it is recommended that the specifications
9 be approved with no revisions.

10 MS. COE: Thank you.

11 I move to support the request of the
12 Civil Service Commission staff to approve the
13 specification review for the classification
14 Wastewater Plant Operator, with no revisions, as
15 well as the classification Sewer Maintenance Worker,
16 with no revisions.

17 MS. EDWARDS: I second.

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

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: It is approved.

22 Thank you.

23 Items 10 and 11 will be joined together.

24 10, request of the Civil Service

1 Commission staff to revise the specification for the
2 classification Water Research Analyst I; and,
3 11 is the classification Water Research
4 Analyst II.

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

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

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

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

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

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

24 MR. CHERRY: Just the --

1 PRESIDENT PETTIGREW: -- for the purpose
2 of the review?

3 MR. CHERRY: Right.

4 PRESIDENT PETTIGREW: All right.

5 MS. COE: Thank you.

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

11 MS. EDWARDS: I second.

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

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: They are approved.

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

18 12 is a request of the Civil Service
19 Commission staff to revise the specification for the
20 classification Greenskeeper; and,

21 13 for the classification Golf Course
22 Superintendent.

23 MR. CHERRY: The proposed revisions to
24 the "Duties" are amended to include modifications to

1 the existing statements to reflect more current
2 duties, while eliminating what is no longer a
3 function of the job.

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

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

13 MS. EDWARDS: I second.

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

16 THE COMMISSION MEMBERS: Aye.

17 PRESIDENT PETTIGREW: They are approved.

18 Items 14 and 15 are the same purpose of
19 the review.

20 14 is the request of the Civil Service
21 Commission staff to revise the specification for the
22 classification Wastewater Plant Supervisor I; and,

23 15 is the classification Wastewater Plant
24 Supervisor II.

1 MR. CHERRY: The only revision that is
2 being recommended to both of these classifications
3 are to include a statement identifying the computer
4 system that is utilized to monitor and report
5 information about the wastewater treatment
6 processes.

7 MS. COE: Thank you.

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

13 MS. EDWARDS: I second.

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

16 THE COMMISSION MEMBERS: Aye.

17 PRESIDENT PETTIGREW: They are approved.

18 Items No. 16 and 17 are joined together.

19 16 is the request of the Civil Service
20 Commission staff to revise the specification for the
21 classification Computer Operations Supervisor to
22 read "Data Center Supervisor," and amend Rule XI
23 accordingly; and,

24 17 is the review of the classification

1 Data Center Supervisor to read "Data Center
2 Manager," and to amend Rule XI accordingly.

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

5 Civil Service Commission staff requests
6 that the title of the specification for the
7 classification Computer Operations Supervisor be
8 retitled to read "Data Center Supervisor," and for
9 the title for the specification of the
10 classification Data Center Supervisor be retitled to
11 read "Data Center Manager."

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

18 And there are no other revisions
19 requested at this time.

20 MS. COE: Thank you.

21 I move to support the request of the
22 Civil Service Commission staff to retitle the
23 specifications for the classification Computer
24 Operations Supervisor to read "Data Center

1 Supervisor," and amend Rule XI accordingly; as well
2 as to retitle the specification for the
3 classification Data Center Supervisor read "Data
4 Center Manager," and amend Rule XI accordingly.

5 MS. EDWARDS: I second.

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

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: They are approved.

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

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

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

23 MS. COE: Thank you.

24 I move to support the request of the

1 Civil Service Commission staff to abolish the
2 specification for the classification Utility
3 Collection Specialist, and amend Rule XI
4 accordingly.

5 MS. EDWARDS: I second.

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

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: It is approved.

10 Items No. 19 and 20 will be joined
11 together.

12 19 is the request of the Civil Service
13 Commission staff to revise the specification for the
14 classification Alcohol and Drug Abuse Counselor,
15 retitle it to read "Alcohol and Drug Addiction
16 Services Counselor," and amend Rule XI accordingly.

17 MS. DYKE: Okay.

18 PRESIDENT PETTIGREW: Sorry about that.

19 20 is for the classification Alcohol and
20 Drug Abuse Program Manager, retitle it to read
21 "Alcohol and Drug Addiction Services Program
22 Manager," and amend Rule XI accordingly.

23 MS. DYKE: These classification reviews
24 were completed as part of the Civil Service

1 Commission's effort to review all classifications
2 every five years.

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

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

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

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

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

24 Based on guidelines set forth in the Ohio

1 Revised Code, there are several revisions proposed
2 to the "Minimum Qualifications" section for Alcohol
3 and Drug Abuse Counselor.

4 The first proposed revision is to add
5 Licensed Independent Chemical Dependency Counselor,
6 Clinical Supervisor, as it is a qualifying license.

7 It is also proposed to clarify the
8 paragraph regarding counselor, social worker and
9 marriage and family therapist board by naming the
10 specific licensures that are currently accepted.

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

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

19 Lastly, in regards to the "Minimum
20 Qualifications" section for Alcohol and Drug Abuse
21 Program Manager, it is proposed to add the words
22 "counseling or prevention profession" to demonstrate
23 what type of state licensure or certification might
24 be required for some of the positions.

1 It has been determined that Alcohol and
2 Drug Abuse Counselors need considerable knowledge of
3 the Diagnostic and Statistical Manual of Mental
4 Disorders and also the American Society of Addiction
5 Medicine Levels of Care.

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

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

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

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

16 MS. DYKE: Yes.

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

20 MS. DYKE: Physician.

21 MS. COE: Okay. Thank you.

22 I move to support the request of the
23 Civil Service Commission staff to revise the
24 specification for the classification Alcohol and

1 Drug Abuse Counselor, retitle it to read "Alcohol
2 and Drug Addiction Services Counselor," and amend
3 Rule XI accordingly; as well as to revise the
4 specification for the classification Alcohol and
5 Drug Abuse Program Manager, retitle it to read
6 "Alcohol and Drug Addiction Services Program
7 Manager," and amend Rule XI accordingly.

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 They are approved.

14 Items 21 and 22 are joined.

15 21 is the request of the Civil Service
16 Commission staff to revise the specification for the
17 classification Parking Meter Collectin Supervisor;
18 and,

19 22 is for the classification Parking
20 Meter Repairer Supervisor.

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

23 The review of these classifications is
24 part of the commission's effort to review all

1 classifications every five years.

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

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

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

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

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

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

23 Finally, both classifications had updates
24 within the "Knowledge, Skills and Abilities"

1 section, which included wording for parking
2 collection devices to include the meters and the
3 kiosks, and other statements which better describe
4 the types of knowledge and abilities required to
5 successfully perform the work of the classification.

6 There are no other proposed changes.

7 MS. COE: Thank you.

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

14 MS. EDWARDS: I second.

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

17 THE COMMISSION MEMBERS: Aye.

18 PRESIDENT PETTIGREW: They are approved.

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

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

24 The review of this classification is also

1 a part of the Civil Service Commission's effort to
2 review all classes every five years.

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

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

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

18 No other revisions are proposed at this
19 time.

20 MS. COE: Thank you.

21 I move to support the request of the
22 Civil Service Commission staff to revise the
23 specification for the classification Damage
24 Prevention Supervisor.

1 MS. EDWARDS: I second.

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

4 THE COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: It is approved.

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

10 MS. ROLLINS: Tammy Rollins.

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

18 In the past, this section has been
19 heavily focused on the landscape architecture needs.
20 More recently, this section has been tasked with
21 being responsible for the capital improvements for
22 the department, especially in relation to the
23 construction and renovation of the facilities
24 throughout the City of Columbus for Recreation and

1 Parks.

2 So throughout the specification, there
3 have been some revisions just to better situate the
4 classification for the use in this situation and to
5 reference the construction aspects that will be
6 performed by this classification.

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

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

14 MS. COE: Thank you.

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

19 MS. EDWARDS: I second.

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

22 THE COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: It is approved.

24 Thank you.

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

3 We have post-exam, Dominic McDonald,
4 reinstate.

5 Cody Priestas, do not reinstate.

6 Frank Rillo, do no reinstate.

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

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

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13 And, thereupon, the proceeding was
14 concluded at approximately 1:17 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 24th day of June, 2019, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 01:17 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date