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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, July 29, 2019  
15                               1:04 p.m.  
16                               Civil Service Commission  
17                               77 North Front Street  
18                               Third Floor  
19                               Columbus, Ohio 43215

20                  - - -

21                               SUSAN L. COOTS, RPR  
22                               Registered Professional Reporter

23                  - - -

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25                               ANDERSON REPORTING SERVICES, INC.  
26                               1421 West Third Avenue  
27                               Columbus, Ohio 43212  
28                               (614) 326-0177

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1 COMMISSION MEMBERS PRESENT:

2 Grady L. Pettigrew, President  
3 Delena Edwards

4 PRESENTERS:

5 Richard Cherry  
6 Barbara McGrath  
7 Carol Lagemann  
8 Charday Litzy-Taylor

9 ALSO PRESENT:

10 Wendy Brinnon  
11 John McMurray

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1 MONDAY AFTERNOON SESSION

2 July 29, 2019

3 1:04 p.m.

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

6 - - -

7 BE IT REMEMBERED THAT, on the 29th day of  
8 July, 2019, the Municipal Civil Service Commission  
9 came for a regular meeting, Grady L. Pettigrew,  
10 President. And the parties appearing in person and/or  
11 by counsel, as hereinafter set forth, the following  
12 proceedings were had.

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14 PRESIDENT PETTIGREW: I'll call to order the  
15 City of Columbus, Ohio, Municipal Civil Service  
16 Commission regular meeting for July 2019.

17 We will be following the agenda.

18 The first item is review and approval of the  
19 minutes of the June 24th, 2019, regular meeting.

20 MS. EDWARDS: I move that we approve the  
21 minutes from the June 24th, 2019, regular meeting.

22 PRESIDENT PETTIGREW: Second.

23 All in favor, say "Aye."

24 THE COMMISSION MEMBERS: Aye.

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1                   PRESIDENT PETTIGREW: It's approved.

2                   The next item is No. 5, which is the request  
3 of Columbus City Schools to designate the examination  
4 type for Human Resources Assistant I as competitive,  
5 and so designate the examination type for Human  
6 Resources Assistant II as noncompetitive with  
7 qualifying examination.

8                   MS. McGRATH: Good afternoon.

9                   Barbara McGrath for Columbus City Schools.

10                  If we could, I'd like to take Nos. 5 and 6  
11 together.

12                  PRESIDENT PETTIGREW: Okay. We'll join  
13 those. For 6, I simply have as Designate the  
14 examination type for Human Resources Assistant II as  
15 noncompetitive with qualifying examination.

16                  MS. McGRATH: Thank you.

17                  So H.R. Assistant I and II are the basic  
18 classifications to do clerical-level support work in  
19 the Human Resources office at Columbus City Schools.

20                  Currently, the lower classification is  
21 noncompetitive and the higher classification is  
22 competitive. And, basically, when you see these two  
23 level of classes or support positions around the city,  
24 they're reversed is how it should be.



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1 being made, as you're aware, with our new  
2 superintendent. There is some reorganization going  
3 on, especially at the higher levels of Columbus City  
4 Schools. We have a new chief communications officer  
5 that's been hired.

6 And, currently, before we looked at this,  
7 there's very limited classification opportunity for  
8 use in his office, and he requested that we create the  
9 specialist that's involved, sort of, across, you know,  
10 the whole sort of spectrum of public relations work as  
11 opposed to the very narrowly focused classification  
12 that's currently there now.

13 MS. EDWARDS: I move that we approve the  
14 request of Columbus City Schools to create the  
15 classification Public Relations Specialist, designate  
16 the examination type as noncompetitive, and assign a  
17 probationary period of 365 days.

18 PRESIDENT PETTIGREW: Second.

19 All in favor say, "Aye."

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: It is approved.

22 Item No. 8 is the request of Civil Service  
23 Commission staff, on behalf of Columbus City Schools,  
24 to create the classification Human Resources

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1 Generalist, designation the examination type as  
2 noncompetitive, and assign a probationary period of  
3 365 days.

4 MS. McGRATH: This classification is being  
5 requested because the Human Resources office has been  
6 given a couple more FTEs, we're trying to give the  
7 office an appropriate structure from bottom to top.

8 About a year ago, we had no intermediate  
9 positions that were classified to do H.R. work. At  
10 the bottom level, we have Human Resources Assistant  
11 I and II, and then we had the higher-level classes,  
12 like the Personal Administrative Coordinator. So in  
13 between those, right now, all we have is a Human  
14 Resources rep, which is the entry-level professional  
15 class. So we want to add a fully skilled generalist  
16 position to be slightly above that.

17 Basically, this classification was developed  
18 based on the City's classification, a Human Resources  
19 Analyst. It's essentially the same specification, but  
20 we're calling it generalist because our recruiting is  
21 going to be a little bit different.

22 MS. EDWARDS: Maybe I missed it in here, so  
23 I apologize for the redundancy. But it this  
24 requirement a new higher or is an existing employee

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1 going into this position?

2 MS. McGRATH: We don't know who is going to  
3 get it yet because it doesn't exist. But we've got  
4 Mira Wright, the new chief, she's going to be -- at  
5 least one, possibly two positions are going to be  
6 added that are going to be at this H.R. Generalist  
7 level, and, you know, we're going to be recruiting.

8 So it's highly unlikely it's going to be  
9 internal because we probably don't have anybody within  
10 Columbus City Schools that has professional-level  
11 experience in an H.R. class because we've only had a  
12 rep for one year so it's almost for certain going to  
13 be outside.

14 MS. EDWARDS: Okay. Thank you.

15 MS. McGRATH: You're welcome.

16 MS. EDWARDS: I move that we would approve  
17 the request of Civil Service Commission staff on  
18 behalf of the Columbus City Schools to create the  
19 classification Human Resources Generalist, designate  
20 the examination type as noncompetitive, and assign a  
21 probationary period of 365 days.

22 PRESIDENT PETTIGREW: Second.

23 All in favor say, "Aye."

24 THE COMMISSION MEMBERS: Aye.

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1 PRESIDENT PETTIGREW: It's approved.

2 MS. MAY: Thank you.

3 PRESIDENT PETTIGREW: Mr. Cherry, you have  
4 9, 10, 11, and 12?

5 MR. CHERRY: Yes, sir.

6 PRESIDENT PETTIGREW: All right.

7 Item No. 9 is a request of the Civil Service  
8 Commission staff to approve the specification review  
9 for the classification Prevailing Wage Coordinator  
10 with no revisions.

11 Actually each of these is with no revisions.

12 No. 10 is the classification Water Plant  
13 Operations Manager with no revision.

14 No. 11 is the classification Water Plant  
15 Manager with no revisions.

16 No. 12 is the classification Communications  
17 Systems Coordinator with no revisions.

18 MR. CHERRY: Good afternoon. Richard  
19 Cherry, Personnel Analyst with the Civil Service  
20 Commission.

21 Everything that I'm presenting today is part  
22 of the Civil Service's ongoing efforts to review all  
23 classifications every five years. These particular  
24 classifications, questionnaires were sent in,

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1 comments, and the department representatives provided  
2 feedback. Based on these factors, it was determined  
3 that no changes are necessary at this time.

4 MS. EDWARDS: Thank you.

5 I move that we approve the request of the  
6 Civil Service Commission staff to revise the  
7 specifications for the classifications No. 9,  
8 Prevailing Wage Coordinator; 10, Water Plant  
9 Operations Manager; 11, Water Plant Manager, and 12,  
10 Communications System Commendator, each with no  
11 revisions.

12 PRESIDENT PETTIGREW: Second.

13 All in favor, say "Aye."

14 THE COMMISSIONER MEMBERS: Aye.

15 PRESIDENT PETTIGREW: They are approved.

16 Item No. 13 is a request of the Civil  
17 Service Commission staff to revise the specification  
18 for the classification Golf Assistant Professional.

19 MR. CHERRY: Can we do 13 and 14 together?

20 PRESIDENT PETTIGREW: Okay. No. 14 is to  
21 revise the specification for the classification Golf  
22 Program Manager.

23 MR. CHERRY: For these classifications, we  
24 are recommending just a few minor revisions to the

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1 "Examples of Work" and one revision to the "Knowledge,  
2 Skills, and Abilities" for each classification in  
3 order to accurately reflect how these classifications  
4 currently function.

5 MS. EDWARDS: Thank you.

6 I move that we approve the request from the  
7 Civil Service Commission staff to revise the  
8 specification for the classifications of No. 13, Golf  
9 Assistant Professional, and 14, Golf Program Manager.

10 PRESIDENT PETTIGREW: Second.

11 All in favor, say "Aye."

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: They are approved.

14 Now, you have 15 and 16 together. Item 15  
15 is a request of the Civil Service Commission staff to  
16 revise the specifications for the classifications of  
17 Water Plant Operator I, and Item 16 is a request for a  
18 classification of the Water Plant Operator II.

19 MR. CHERRY: For these classifications, we  
20 are recommending just a few minor revisions to the  
21 "Examples of Work" section in order to accurately  
22 reflect how these classification currently function.

23 MS. EDWARDS: Thank you.

24 I move that we approve the request of the

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1 Civil Service Commission staff to revise the  
2 specifications for the classifications Water Plant  
3 Operator I, and No. 16, Water Plant Operator II.

4 PRESIDENT PETTIGREW: Second.

5 All in favor, say "Aye."

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: They are approved.

8 Item No. 17 is the request of the Civil  
9 Service Commission staff to revise the specification  
10 for the classification Communication Systems  
11 Specialist.

12 MS. LITZY-TAYLOR: I'm Charday Litzy-Taylor,  
13 Personnel Analyst with the Commission.

14 The review of this classification is also a  
15 part of the Civil Service Commission's effort to  
16 review all classes every five years. It is  
17 recommended that one statement within the "Examples of  
18 Work" be expounded on to better incorporate the  
19 technical support work being performed by employees  
20 across various sections.

21 Employees are responsible for configuring  
22 software to operate within various communication  
23 systems, coordinate system updates, and creating and  
24 managing new user accounts and log-in credentials for

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1 public safety-specific communications system. It is  
2 proposed that statements reflecting these duties be  
3 added.

4           There are three knowledge statements, and  
5 one ability statement that have been added to better  
6 reflect the "Knowledge, Skills, and Abilities"  
7 necessary to be successful in the job. And one  
8 statement was brought to include more than one  
9 specific frequency band.

10           There are no other changes proposed at this  
11 time.

12           MS. EDWARDS: Thank you.

13           I move that we approve the request of Civil  
14 Service Commission staff to revise the specifications  
15 for the classification Communication Systems  
16 Specialist.

17           PRESIDENT PETTIGREW: Second.

18           All in favor say, "Aye."

19           THE COMMISSION MEMBERS: Aye.

20           PRESIDENT PETTIGREW: It is approved.

21           Item No. 18 is a request of the Civil  
22 Service Commission staff to change the probationary  
23 period to 365 days and amend Rule XI accordingly for  
24 the classification Parking Meter Repairer Supervisor.

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1 MS. LAGEMANN: Carol Lagemann with the Civil  
2 Service Commission.

3 This classification revision was actually  
4 presented at the June Commission meeting, and the hard  
5 copy report did detail the proposed revision for the  
6 supervisory classification to update the probationary  
7 period from 270 to 365 days. But while presenting the  
8 findings at the June meeting, the formal request for  
9 the revision of the probationary period, the amendment  
10 of Rule XI, accordingly, was not made.

11 By virtue of this action, we propose to  
12 change the probationary period to 365 days and amend  
13 Rule 11 accordingly.

14 MS. EDWARDS: Thank you.

15 I move that we approve the request of the  
16 Civil Service Commission staff to change the  
17 probationary period from 365 days and amend Rule XI  
18 accordingly for the classification Parking Meter  
19 Repairer Supervisor.

20 PRESIDENT PETTIGREW: Second.

21 All in favor, say "Aye."

22 THE COMMISSION MEMBERS: It is approved.

23 The remaining item on our agenda  
24 Item No. 20, background removals.



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

2 I do hereby certify that the foregoing is a  
3 true, correct and complete written transcript of the  
4 proceedings in this matter, taken by me on the 29th  
5 day of July, 2019, and transcribed from my  
6 stenographic notes.

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*The Commissioners adjourned their regular meeting at 01:19 p.m.*

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Grady L. Pettigrew, Jr., President

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Date