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

SUSAN L. COOTS, RPR
Registered Professional Reporter

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

PRESENTERS:
Richard Cherry
Barbara McGrath
Carol Lagemann
Charday Litzy-Taylor

ALSO PRESENT:
Wendy Brinnon
John McMurray
MONDAY AFTERNOON SESSION

July 29, 2019

1:04 p.m.

- - -

PROCEEDINGS

- - -

BE IT REMEMBERED THAT, on the 29th day of July, 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.

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PRESIDENT PETTIGREW: I'll call to order the City of Columbus, Ohio, Municipal Civil Service Commission regular meeting for July 2019. We will be following the agenda. The first item is review and approval of the minutes of the June 24th, 2019, regular meeting.

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

PRESIDENT PETTIGREW: Second.

All in favor, say "Aye."

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It's approved.

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

MS. McGRATH: Good afternoon.

Barbara McGrath for Columbus City Schools.

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

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

MS. McGRATH: Thank you.

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

Currently, the lower classification is noncompetitive and the higher classification is competitive. And, basically, when you see these two level of classes or support positions around the city, they're reversed is how it should be.
How they originally got in this particular order, you know, is lost in history. We do want to rectify it. Our class plan is now pretty much up to date and we're looking at some more of the testing things and updating the testing plan too; so we did want to get these two in alignment as they should be.

MS. EDWARDS: I move that we approve the request of Columbus City Schools to designate the examination type for Human Resources Assistant I as competitive, and the examination type for Human Resources Assistant II as noncompetitive with qualifying examinations.

PRESIDENT PETTIGREW: Okay. I'll second.

All in favor say, "Aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Thank you.

Agenda Item 7 is a request of Columbus City Schools to create the classification Public Relations Specialist, designate the examination type as noncompetitive, and assign a probationary period of 365 days.

MS. McGRATH: Thank you.

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

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

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

PRESIDENT PETTIGREW: Second.

All in favor say, "Aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 8 is the request of Civil Service Commission staff, on behalf of Columbus City Schools, to create the classification Human Resources
Generalist, designation the examination type as noncompetitive, and assign a probationary period of 365 days.

MS. McGRATH: This classification is being requested because the Human Resources office has been given a couple more FTEs, we're trying to give the office an appropriate structure from bottom to top. About a year ago, we had no intermediate positions that were classified to do H.R. work. At the bottom level, we have Human Resources Assistant I and II, and then we had the higher-level classes, like the Personal Administrative Coordinator. So in between those, right now, all we have is a Human Resources rep, which is the entry-level professional class. So we want to add a fully skilled generalist position to be slightly above that.

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

MS. EDWARDS: Maybe I missed it in here, so I apologize for the redundancy. But this requirement a new higher or is an existing employee
going into this position?

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

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

MS. EDWARDS: Okay. Thank you.

MS. McGRATH: You're welcome.

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

PRESIDENT PETTIGREW: Second.

All in favor say, "Aye."

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It's approved.

MS. MAY: Thank you.

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

MR. CHERRY: Yes, sir.

PRESIDENT PETTIGREW: All right.

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

Actually each of these is with no revisions.

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

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

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

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

Everything that I'm presenting today is part of the Civil Service's ongoing efforts to review all classifications every five years. These particular classifications, questionnaires were sent in,
comments, and the department representatives provided feedback. Based on these factors, it was determined that no changes are necessary at this time.

MS. EDWARDS: Thank you.

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

PRESIDENT PETTIGREW: Second.

All in favor, say "Aye."

THE COMMISSIONER MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

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

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

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

MR. CHERRY: For these classifications, we are recommending just a few minor revisions to the
"Examples of Work" and one revision to the "Knowledge, Skills, and Abilities" for each classification in order to accurately reflect how these classifications currently function.

MS. EDWARDS: Thank you.

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

PRESIDENT PETTIGREW: Second.

All in favor, say "Aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

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

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

MS. EDWARDS: Thank you.

I move that we approve the request of the
Civil Service Commission staff to revise the specifications for the classifications Water Plant Operator I, and No. 16, Water Plant Operator II.

PRESIDENT PETTIGREW: Second.

All in favor, say "Aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

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

MS. LITZY-TAYLOR: I'm 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 one statement within the "Examples of Work" be expounded on to better incorporate the technical support work being performed by employees across various sections.

Employees are responsible for configuring software to operate within various communication systems, coordinate system updates, and creating and managing new user accounts and log-in credentials for
public safety-specific communications system. It is proposed that statements reflecting these duties be added. There are three knowledge statements, and one ability statement that have been added to better reflect the "Knowledge, Skills, and Abilities" necessary to be successful in the job. And one statement was brought to include more than one specific frequency band.

There are no other changes proposed at this time.

MS. EDWARDS: Thank you.

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

PRESIDENT PETTIGREW: Second.

All in favor say, "Aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 18 is a request of the Civil Service Commission staff to change the probationary period to 365 days and amend Rule XI accordingly for the classification Parking Meter Repairer Supervisor.
MS. LAGEMANN: Carol Lagemann with the Civil Service Commission.

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

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

MS. EDWARDS: Thank you.

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

PRESIDENT PETTIGREW: Second.

All in favor, say "Aye."

THE COMMISSION MEMBERS: It is approved.

The remaining item on our agenda Item No. 20, background removals.
As to the applicants removed pre-examination:
Antonio Davis, do not reinstate.
I'm sorry. Antonio Davis, reinstate.
Tamika Davis, reinstate.
Adji Diakhate, reinstate.
Michelle Midlick, reinstate.

As to the applicants removed post-examination:
Aaron Edwards, do not reinstate.
Russell Grubbs, do not reinstate.
Michael Hulvey, do not reinstate.
Landus Turner, do not reinstate.
Rex Williams, do not reinstate.

PRESIDENT PETTIGREW: All right. With that, we've completed the agenda, and we are adjourned.
MS. BRINNON: We do have Item 21 for Mr. Trott's address.

PRESIDENT PETTIGREW: Oh, the letter approved as written. Yes. I'm sorry.

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And, thereupon, the meeting was concluded at 1:19 p.m.
Regular Meeting

July 29, 2019

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 29th day of July, 2019, and transcribed from my stenographic notes.

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

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Grady L. Pettigrew, Jr., President

Date