

1 BEFORE THE CITY OF COLUMBUS
2 MUNICIPAL CIVIL SERVICE COMMISSION

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5 In the Matter of:

6 Regular Meeting
7 - - -

8 Grady L. Pettigrew
9 President, Presiding

10 - - -

11 TRANSCRIPT OF PROCEEDINGS

12 - - -

13

14 Monday, September 30, 2019
15 12:49 p.m.
16 City of Columbus
17 Civil Service Commission
18 77 North Front Street
19 Columbus, Ohio 43215

20 - - -

21 TRACI E. PEOPLES
22 PROFESSIONAL COURT REPORTER

23 - - -

24

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

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 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION
September 30, 2019
2 12:49 p.m.

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

5 - - -

6 BE IT REMEMBERED THAT, on the 30th day of
7 September, 2019, the Municipal Civil Service
8 Commission came for a regular meeting, Grady L.
9 Pettigrew, President. And, the parties appearing in
10 person and/or by counsel, as hereinafter set forth,
11 the following proceedings were had:

12 - - -

13 PRESIDENT PETTIGREW: We will call to
14 order the Municipal Civil Service Commission meeting
15 for the City of Columbus, regular meeting,
16 September 30, 2019. We will be following the
17 printed agenda.

18 The first item is review and approval of
19 the minutes of the August 26, 2019, regular meeting.

20 MS. COE: I move to approve the minutes
21 of the August 26, 2019, regular meeting.

22 MS. EDWARDS: I second.

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

1 THE COMMISSION MEMBERS: Aye.

2 CHAIRPERSON PETTIGREW: They are passed.

3 There is no item 2, 3, 4.

4 Item 5 will be deferred.

5 Item 6 is a request of the Civil Service
6 Commission staff, on behalf of Columbus City
7 Schools, to abolish the specification for the
8 classification Facilities Maintenance Scheduler.

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

11 A moratorium was placed on this
12 classification when it was last reviewed in December
13 2018. Now that it is vacant, and the district
14 having no intention to use this classification, it
15 is recommended that it be abolished as proposed.

16 MS. COE: Thank you.

17 I move to support the request of the
18 Civil Service Commission staff, on behalf of
19 Columbus City Schools, to abolish the classification
20 for the classification Facilities Maintenance
21 Scheduler.

22 MS. EDWARDS: I second.

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

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: It is approved.

3 Item Nos. 7 through 16 will be joined
4 together.

5 Item 7 -- Well, the items are a request
6 of the Civil Service Commission Staff to approve the
7 specification review for the classification
8 Assistant Director, Asset Management, with no
9 revisions;

10 Item 8 is the classification Department
11 Information Technology Coordinator, with no
12 revisions;

13 Item 9 is the classification Legislative
14 Analyst, with no revisions.

15 Item 10, the classification Public Health
16 Nursing Supervisor, with no revisions;

17 Item 11, Public Health Strategic Advisor,
18 with no revisions;

19 Item 12, the classification Managing
20 Attorney, with no revision.

21 Item 13, Principal Attorney, with no
22 revisions;

23 Item 14, Senior Attorney, with no
24 revisions;

1 Item 15, the classification Attorney,
2 with no revisions; and,

3 Item 16 is the classification Recreation
4 Administrative Coordinator, all of those with no
5 revisions.

6 MS. ROLLINS: Each of these
7 classifications were scheduled for review this year
8 as part of the Commission's effort to review all
9 classifications every five years. Based on this
10 review and feedback from the departments that
11 utilize these classifications, there are no
12 revisions proposed at this time.

13 MS. COE: Thank you.

14 I move to support the request of the
15 Civil Service Commission staff to approve the
16 specification review for the classifications
17 Assistant Director, Asset Management; Department
18 Information Technology Coordinator; Legislative
19 Analyst; Public Health Nursing Supervisor; Public
20 Health Strategic Advisor; Managing Attorney;
21 Principal Attorney; Senior Attorney; Attorney; and
22 Recreation Administrative Coordinator, with no
23 revisions.

24 MS. EDWARDS: I second.

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

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: They are approved.

5 Items 17 and 18 will be joined together.

6 Item 17, Request of the Civil Service
7 Commission staff to revise the specification for the
8 classification Water Division Administrator;

9 And 18 is for the classification Sewerage
10 and Drainage Division Administrator.

11 MS. ROLLINS: These classifications were
12 requests that we received from the Department of
13 Public Utilities to revise the minimum
14 qualifications. Essentially, within the "Minimum
15 Qualifications," they were requesting that the
16 professional engineer requirement be removed. In
17 turn, an educational requirement of a bachelor's
18 degree would be proposed, and an additional
19 two years of managerial experience within the
20 respective utility is also proposed.

21 The proposed change would expand the pool
22 of applicants and greatly increase the department's
23 ability to promote from within the division. Both
24 of these divisions have well more than 400

1 Item No. 19 is a request of the Civil
2 Service Commission staff to revise the specification
3 for the classification Utilities Permits Manager.

4 MS. ROLLINS: The proposed action today
5 comes after much discussion with the Department of
6 Public Utilities regarding the minimum
7 qualifications for the Utilities Permits Manager.

8 The department believes a strong
9 construction background is necessary and would
10 provide the needed skill set to perform the job.
11 However, it is also agreed that candidates must have
12 some level of experience directly working with the
13 water or sewer lines.

14 This classification is responsible for
15 managing a consolidated utility permits and
16 inspections office. It is responsible for reviewing
17 and approving the water and sewer caps. If the cap
18 is not carefully planned or constructed properly,
19 the city's utility lines could be jeopardized when
20 other jurisdictions or different commercial
21 developers tap into these lines.

22 Therefore, it is proposed that the
23 "Minimum Qualifications" be revised to require the
24 general construction field experience, but also keep

1 within the minimum qualifications of two years of
2 supervision and also include the two years of
3 experience in the direct participation of work
4 involving the water or sewer lines.

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 Utilities
9 Permits Manager.

10 MS. EDWARDS: I second.

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

13 THE COMMISSION MEMBERS: Aye.

14 PRESIDENT PETTIGREW: It is approved.

15 Item No. 20 will be deferred.

16 Items 21 and 22 will be joined together.

17 Item 21, request of the Civil Service
18 Commission staff to revise the specification for the
19 classification Recreation Assistant Manager; and,

20 Item 22 is for the classification
21 Recreation Center Manager.

22 MS. LAGEMANN: Carol Lagemann again,
23 Personnel Analyst with the Civil Service Commission.

24 These classifications were reviewed by a

1 request of Columbus Rec and Parks. The department
2 requests a particular focus to physical demands of
3 the work and more reflection of these within the
4 classification.

5 Within both of these classifications,
6 there are updates proposed to the "Examples of
7 Work," and facilities. The proposed updates help
8 reflect physical demands and contribute to
9 descriptions of work and utilize wording changes,
10 especially with action verbs, to better reflect what
11 is expected at each level of this area.

12 The Rec Assistant Manager is typically
13 used in the aquatic program, but Recreation Center
14 Manager is not. Therefore, we're proposing a
15 "Guideline For Class Use" to explain that Recreation
16 Center Manager is not intended for use in the
17 aquatics program.

18 Within "Minimum Qualifications," the
19 Recreation Assistant Manager, there is a revision
20 for putting in the field of recreation and other
21 wording updates for clarity, increasing years of
22 experience to two years instead of one year.

23 And, in addition, this classification is
24 used for full-time positions in aquatics and, as

1 such, requires the possession of a Water Safety
2 Instruction certificate and
3 Lifeguarding/First/Aid/CPR/AED Instructor
4 Certificate for assignment in the aquatics program.

5 The "Minimum Qualifications" for the
6 Recreation Manager, in keeping with the series
7 experience, builds on the needed recreational
8 experience. We are requiring four years. And an
9 additional substitution is proposed to allow for
10 attainment of a master's degree to substitute for
11 one year of the experience. And, as with the other
12 classes, added the words "in the field of
13 recreation" is proposed.

14 And in keeping with the "Guidelines for
15 Class Use," it is not for use in aquatics, we're
16 removing the Water Safety Instruction certificate
17 requirement from the MQ.

18 There are no other proposed changes.

19 MS. COE: Thank you. I move to support
20 the request of the Civil Service Commission Staff to
21 revise the specifications for the classifications
22 Recreation Assistant Manager, as well as Recreation
23 Center Manager.

24 MS. EDWARDS: I second.

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

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: They are approved.

5 MS. EDWARDS: I second.

6 Item No. 23 is request of the Civil
7 Service Commission staff to revise the specification
8 for the classification Recreation and Parks
9 Marketing/Fundraising Coordinator.

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

12 This review is part of Civil Service
13 Commission's efforts to review all classifications
14 every five years.

15 Minor grammar revisions are proposed
16 within in the "Examples of Work" section. Also, it
17 is recommended that one task statement be revised
18 for clarity.

19 Revisions are proposed to the "Knowledge,
20 Skills and Abilities" section to better reflect the
21 social media knowledge necessary, as well as the
22 ability to operate a computer and utilize related
23 software.

24 It is proposed that one ability statement

1 be broadened to include print media and various
2 documents.

3 No other revisions are proposed at this
4 time.

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 Recreation and
9 Parks Marketing/Fundraising Coordinator.

10 MS. EDWARDS: I second.

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

13 THE COMMISSION MEMBERS: Aye.

14 PRESIDENT PETTIGREW: It is approved.

15 Item 24 is a request of the Civil Service
16 Commission staff to revise the specification for the
17 classification Regulatory Compliance Advisor.

18 MS. LITZY-TAYLOR: This review was also
19 part of the Civil Service Commission's effort to
20 review all classifications every five years.

21 Employees in this classification are
22 responsible for updating and creating online
23 training modules, maintaining an employee training
24 distribution list for section managers, and

1 conducting biweekly site visits.

2 It is recommended that task statements
3 relevant to these be added to the specification.

4 Also, Regulatory Compliance Advisors
5 operate city vehicles when conducting onsite
6 environmental compliance audits and biweekly site
7 visits. Therefore, it is recommended that
8 possession of a valid motor vehicle operator's
9 license be added to the "Minimum Qualifications"
10 section.

11 No other revisions are proposed.

12 MS. COE: Thank you.

13 I move to support to request of the Civil
14 Service Commission staff to revise the specification
15 for the classification Regulatory Compliance
16 Advisor.

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 Item 25 is a request of the Civil Service
23 Commission staff to retittle the specification for
24 the classification Emergency Medical Services

1 Coordinator to read EMS Physician and amend Rule XI
2 accordingly.

3 MS. LITZY-TAYLOR: Civil Service received
4 a request from the Department of Public Safety to
5 retitle Emergency Medical Services Coordinator, due
6 to recruitment issues that they are experiencing.

7 Emergency Medical Services Coordinator is
8 a commonly used title in the industry and is often
9 used to describe work synonymous with our EMS
10 Education Manager classification. So for
11 clarification and recruitment purposes, it is
12 recommended that this classification be retitled to
13 read EMS Physician and Rule XI be amended
14 accordingly.

15 The proposed title is supported by the
16 definition and accurately describes the level of
17 work being performed.

18 MS. COE: Thank you.

19 I move to support to the request of the
20 Civil Service Commission staff to retitle the
21 specification for the classification Emergency
22 Medical Services EMS Coordinator to read EMS
23 Physician and amend Rule XI accordingly.

24 MS. EDWARDS: I second.

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

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: It is approved.

5 Item No. 26 is a request of the Civil
6 Service Commission staff to abolish the
7 specification for the classification Public Health
8 Quality Assurance Coordinator, and amend Rule XI
9 accordingly.

10 MS. LITZY-TAYLOR: In January 2018, the
11 Commission imposed a moratorium on this
12 classification at the request of commission staff,
13 with the intention that, once this classification
14 was vacated, it would be proposed for abolishment.
15 There are currently no employees serving in this
16 classification. Therefore, it is recommended that
17 the specification for the classification Public
18 Health Quality Assurance Coordinator be abolished,
19 and Rule XI be amended accordingly.

20 MS. COE: Thank you.

21 I move to support the request of the
22 Civil Service Commission staff to abolish the
23 specification for the classification Public Health
24 Quality Assurance Coordinator, and amend Rule XI

1 accordingly.

2 MS. EDWARDS: I second.

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

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: It is approved.

7 Item No. 27 is the request of Civil
8 Service Commission staff to revise the specification
9 for the classification Public Health Nurse.

10 MS. DYKE: Beth Dyke, Personnel Analyst
11 with the Civil Service staff.

12 A review of this classification was
13 completed as part of the Civil Service Commission
14 staff's efforts to review all classifications every
15 five years.

16 It is proposed to add one skill statement
17 in the "Knowledge, Skills and Abilities" section.
18 The purpose of this revision is to recognize the
19 skill needed to use related medical equipment to
20 perform job duties. The recommendation follows
21 incumbent responses from within the classification
22 review questionnaires.

23 There are no other proposed revisions at
24 this time.

1 MS. COE: Thank you.

2 I move to support the request of the
3 Civil Service Commission staff to revise the
4 specification for the classification Public Health
5 Nurse.

6 MS. EDWARDS: I second.

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

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: It is approved.

11 Item No. 28 is a request of the Civil
12 Service Commission staff to create the specification
13 for the classification Plans Examiner Associate,
14 assign a probationary period of 365 days, designate
15 the examination type as noncompetitive, and amend
16 Rule XI accordingly.

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

20 This action was initiated at the request
21 of the Department of Building and Zoning Services.

22 With the creation of this Plans Examiner
23 Associate classification, the department wants to
24 identify an intermediate plans examiner

1 classification that can review residential and
2 commercial building plans. Currently, the
3 department has a classification that, at the lower
4 level, can review residential plans at the lower
5 level, but not the higher level, which requires a
6 professional engineer or architect license in order
7 review residential and commercial building plans for
8 compliance with governing codes, as well as
9 ordinances.

10 In order to review residential and
11 commercial building plans not requiring the approval
12 of a professional engineer or architect, creation of
13 this Plans Examiner Associate classification is
14 recommended.

15 The proposed Plans Examiner Associate,
16 while working under direction, will be responsible
17 for reviewing building, electric, mechanical or
18 plumbing plans and specifications for commercial and
19 residential structures to determine conformance with
20 governing code requirements and other ordinances.

21 Under the proposed "Minimum
22 Qualifications," candidates will be required to
23 possess a valid State of Ohio certification in at
24 least two of the following: Building Plans

1 Examiner, Electrical Plans Examiner, Mechanical
2 Plans Examiner, or Plumbing Plans Examiner.

3 It is therefore recommended that the
4 classification Plans Examiner Associate be created
5 as proposed, with a 365-day probationary period, and
6 designate the examination type as noncompetitive and
7 amend Rule XI accordingly.

8 MS. COE: Thank you.

9 I move to support the request of the
10 Civil Service Commission staff to create the
11 classification for the classification of Plans
12 Examiner Associate, assign a probationary period of
13 365 days, designate the examination type as
14 noncompetitive, and amend Rule XI accordingly.

15 MS. EDWARDS: I second.

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

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PETTIGREW: It is approved.

20 Thank you.

21 We have the last item, Item No. 30, for
22 applicants removed pre-examination. And the list is
23 Jacob Korn, Joshua Pleasant and Ethan Hosey. As to
24 all of those, and for a historic first, they are all

1 reinstated.

2 And with that, we are adjourned.

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4 And, thereupon, the meeting was
5 concluded at approximately 1:07 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 30th day of September, 2019, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 1:07 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date