BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:

Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, September 30, 2019
12:49 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.
1421 West Third Avenue
Columbus, Ohio 43212
(614) 326-0177
COMMISSION MEMBERS PRESENT:

Grady L. Pettigrew, President
Stefanie L. Coe
Delena Edwards

PRESENTERS:

Richard Cherry
Beth Dyke
Carol Lagemann
Charday Litzy-Taylor
Tammy Rollins

ALSO PRESENT:

Wendy Brinnon

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

- - -

PROCEDINGS
- - -

BE IT REMEMBERED THAT, on the 30th day of
September, 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:

- - -

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

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

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

MS. EDWARDS: I second.

PRESIDENT PETTIGREW: All in favor, say
"aye."
THE COMMISSION MEMBERS: Aye.

CHAIRPERSON PETTIGREW: They are passed.

There is no item 2, 3, 4.

Item 5 will be deferred.

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

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

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

MS. COE: Thank you.

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

MS. EDWARDS: I second.

PRESIDENT PETTIGREW: All in favor, say "aye."
THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It is approved.

Item Nos. 7 through 16 will be joined together.

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

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

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

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

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

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

Item 13, Principal Attorney, with no revisions;

Item 14, Senior Attorney, with no revisions;
Item 15, the classification Attorney, with no revisions; and,

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

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

MS. COE: Thank you.

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

MS. EDWARDS: I second.
PRESIDENT PETTIGREW: All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved. Items 17 and 18 will be joined together.

Item 17, Request of the Civil Service Commission staff to revise the specification for the classification Water Division Administrator; And 18 is for the classification Sewerage and Drainage Division Administrator.

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

The proposed change would expand the pool of applicants and greatly increase the department's ability to promote from within the division. Both of these divisions have well more than 400
employees. And many of these sections are not
engineering sections, meaning that within each of
these divisions, under 30 employees actually possess
a PE. And the Department would like to be able
to -- Some of these sections that are very large
would be -- would make good candidates for the
Division Administrator.

So it is proposed that the PE requirement
be removed and added with it the bachelor's degree
and the seven years of managerial experience. And
this would give them a good pool of candidates that
have a large managerial background to potentially
lead some of these large departments.

MS. COE: Thank you.

I move to support the request of the
Civil Service Commission staff to revise the
specification for the classification Water Division
Administrator, as well as Sewerage and Drainage
Division Administrator.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.
Item No. 19 is a request of the Civil Service Commission staff to revise the specification for the classification Utilities Permits Manager.

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

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

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

Therefore, it is proposed that the “Minimum Qualifications” be revised to require the general construction field experience, but also keep
within the minimum qualifications of two years of
supervision and also include the two years of
experience in the direct participation of work
involving the water or sewer lines.

MS. COE: Thank you.

I move to support the request of the
Civil Service Commission staff to revise the
specification for the classification Utilities
Permits Manager.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 20 will be deferred.

Items 21 and 22 will be joined together.

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

Item 22 is for the classification
Recreation Center Manager.

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

These classifications were reviewed by a
request of Columbus Rec and Parks. The department requests a particular focus to physical demands of the work and more reflection of these within the classification.

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

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

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

And, in addition, this classification is used for full-time positions in aquatics and, as
such, requires the possession of a Water Safety Instruction certificate and Lifeguarding/First/Aid/CPR/AED Instructor Certificate for assignment in the aquatics program.

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

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

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 specifications for the classifications Recreation Assistant Manager, as well as Recreation Center Manager.

MS. EDWARDS: I second.
PRESIDENT PETTIGREW: All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

MS. EDWARDS: I second.

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

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

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

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

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

It is proposed that one ability statement
be broadened to include print media and various
documents.

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 Recreation and
Parks Marketing/Fundraising Coordinator.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

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

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

Employees in this classification are
responsible for updating and creating online
training modules, maintaining an employee training
distribution list for section managers, and
conducting biweekly site visits.

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

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

No other revisions are proposed.

MS. COE: Thank you.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item 25 is a request of the Civil Service Commission staff to retitle the specification for the classification Emergency Medical Services
Coordinator to read EMS Physician and amend Rule XI accordingly.

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

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

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

MS. COE: Thank you.

I move to support to the request of the Civil Service Commission staff to retitle the specification for the classification Emergency Medical Services EMS Coordinator to read EMS Physician 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.

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

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

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to abolish the specification for the classification Public Health Quality Assurance Coordinator, 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.

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

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

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

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

There are no other proposed revisions 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 Public Health Nurse.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

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

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

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

With the creation of this Plans Examiner Associate classification, the department wants to identify an intermediate plans examiner.
classification that can review residential and commercial building plans. Currently, the department has a classification that, at the lower level, can review residential plans at the lower level, but not the higher level, which requires a professional engineer or architect license in order to review residential and commercial building plans for compliance with governing codes, as well as ordinances.

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

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

Under the proposed "Minimum Qualifications," candidates will be required to possess a valid State of Ohio certification in at least two of the following: Building Plans
Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, or Plumbing Plans Examiner.

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

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to create the classification for the classification of Plans Examiner Associate, assign a probationary period of 365 days, designate the examination type as noncompetitive, 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.

Thank you.

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

And with that, we are adjourned.

And, thereupon, the meeting was concluded at approximately 1:07 p.m.
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