BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:
Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, October 28, 2019
12:54 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
Brenda Sobieck

ALSO PRESENT:

Wendy Brinnon
Jaasiel Rubeck
MONDAY AFTERNOON SESSION
October 28, 2019
12:54 p.m.

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PROCEDINGS

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BE IT REMEMBERED THAT, on the 28th day of
October, 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 -- We need to call to order the Municipal
Civil Service Commission regular meeting for October
2019. We will be following the printed agenda.

Item 1, review and approval of the
minutes of the September 30, 2019, regular meeting.

MS. COE: I move to approve the minutes
of the September 30, 2019, regular meeting.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: The minutes are approved.

Item No. 2, Rule Revisions. Request of the Civil Service Commission staff to revise Rule XV(B)(1)(a) and XV(C)(3) pertaining to the untimely return from a leave of absence and possible resulting discharge.

MS. ROLLINS: Good morning. My name is Tammy Rollins.

The proposed rule changes are, one, to help clarify the language within these rules and also to afford City appointing authorities full discretion in dealing with situations of employees who are on leave of absence but do not return timely.

The proposed rule change would give the appointing authority the discretion to terminate the employee or to handle it through disciplinary action based on the circumstances involved.

MS. COE: Thank you.

PRESIDENT PETTIGREW: Is there ever confusion concerning when the employee is supposed to return?

MS. ROLLINS: There shouldn't be
confusion. I mean, this is communicated and then
followed up with communication by Civil Service to
the employee at their home address.

There are times where it -- the leave of
absence could be rescinded, in which case we'll give
the employee 14 days to return from a new date.
Again, that has to be followed up in writing to the
employee at their home address.

PRESIDENT PETTIGREW: Well, what
generated this issue before us today?

MS. ROLLINS: This is largely -- You
know, we're getting ready to implement a new payroll
system -- reading through our rules and making sure
that the language was clear. And, in this
particular rule, in looking at it, it requires that
they -- that they be returned and placed in the
"away without leave" status, an AWOL status, which
kind of requires a lot of work to change them from
an inactive status to putting them back into active
status and then -- so that they could be terminated.

Whereas, just in looking at the rule,
there are times where perhaps the appointing
authority may not want to terminate under the
circumstances. And we really don't want to have to
undo the leave of absence that was processed for them and put them in this AWOL status. So this is just basically keeping them in the leave without pay status or the leave of absence status and then letting the appointing authority deal with the failure to return the way they choose to.

I will say, to my knowledge, this has not happened. But it really was predicated by reading the rules and trying to be able to take the rules and implement to a new system.

PRESIDENT PETTIGREW: Okay.

MS. COE: Thank you. I move to support the request of the Civil Service Commission staff to revise Rule XV(B)(1)(a) and XV(C)(3) pertaining to the untimely return from a leave of absence and possible resulting discharge.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 3 is prehearing conference reviews. We have Anthony White v. Columbus City Schools.
MS. COE: I move to support --

MS. EDWARDS: Not yet.

MS. COE: I'm sorry. I was trying to see what I was supporting.

PRESIDENT PETTIGREW: Sleep.

MS. COE: Yes.

MS. SOBIECK: I'm Brenda Sobieck with the Commission staff.

This hearing is scheduled -- it was actually rescheduled for Wednesday, December 4th. And this is a discharge of the food service worker. This is scheduled to start at 11:00 a.m., but the -- we should be fine in completing it in a half day. The school district is going to have five witnesses and the appellant one witness. And so we should be fine with a half day.

PRESIDENT PETTIGREW: Okay. I guess we'll talk about this -- because we do want to go back to identifying the file notebooks like we had before the last couple of trial boards -- so we'll talk about that offline.

MS. SOBIECK: Okay.

PRESIDENT PETTIGREW: Trial Board Recommendations, Item No. 4.
First is review and approval of the findings and recommendations of the trial board hearing held on September 11, 2019, at 12:30 p.m., Christopher Wynn vs. Columbus City Schools; Food Service Worker; Discharge. Appeal No. 19-BA-0003.

The second is review and approval of the findings and recommendations of the trial board held on Wednesday, October 9, 2019, at 12:30 p.m.; Evelyn Burge-Dehl vs. Columbus City Schools; Transportation Supervisor; 15-Day Suspension. Appeal No. 19-BA-0004.

MS. EDWARDS: I move that we approve the trial board recommendations --

PRESIDENT PETTIGREW: Oh, I have to do the first one, and you do the second one.

MS. EDWARDS: No, I can do both of them.

MS. COE: The first one was mine.

PRESIDENT PETTIGREW: Oh, then that's fine.

MS. EDWARDS: I move that we approve the trial board recommendations for the trial board hearing held on September 11, 2019, at 12:30 p.m.; Christopher Wynn vs. Columbus City Schools, Food Service Worker; Discharge; Appeal No. 19-BA-0003;
As well as the recommendations --

approval of the recommendations of the trial
board -- findings and recommendations of the trial
board hearing held on Wednesday, October 9, 2019, at
12:30 p.m.; Evelyn Burge-Dehl vs. Columbus City
Schools; transportation supervisor; 15-Day
Suspension. Appeal No. 19-BA-0004.

MS. COE: I second those.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 5 is review and approval of the
2020 regular commission meeting, full commission
hearing and trial board schedule.

We have the final modifications on that,
so we will make a motion to approve by the board,
and then it will be published outside the
Commission.

MS. COE: I move to approve the 2020
regular commission full commission hearing and trial
board schedule.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 6 is the request of Columbus City Schools to renumber the classification Public Relations Specialist to read Public Relations Specialist, Job Code 5911.

MR. WHITE: Don White, Commission staff, representing Columbus City Schools.

This is essentially a housekeeping issue. What this does, is it places the job class in the correct bargaining unit category within the schools' human resources information system. So they need to do this.

MS. COE: Thank you.

I move to support the request of Columbus City Schools to renumber the classification Public Relations Specialist to read Public Relations Specialist.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.
MR. WHITE: Thank you.

PRESIDENT PETTIGREW: Thank you, Mr. White.

Item No. 7 is the request of the Civil Service Commission staff to approve the specification review for the classification Deputy Director, Policy Planning and Economic Development, with no revisions.

MS. ROLLINS: This classification was reviewed as part of the Commission's efforts to review every classification at least once every five years.

Based on the feedback provided by the department, there are no proposed changes requested at this time.

MS. COE: Thank you.

I move to support the request of Civil Service Commission staff to approve the specification review for the classification Deputy Director, Policy Planning and Economic Development, with no revisions.

MS. EDWARDS: I second.

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

PRESIDENT PETTIGREW: It is approved.

Item No. 8, request of the Civil Service Commission staff to revise the specification for the classification Education Director.

MS. ROLLINS: This classification was also reviewed as part of the five-year standard. This classification was created in March 2014, making this the first class review since its creation. The employee in this classification that had been in this classification has now retired, but I was able to get some feedback from her prior leaving, sort of how the program has been -- in the department has been implemented and what its goals and responsibilities are now that it's five years later.

This feedback was also reviewed by the Mayor's office, and they too submitted some recommendations to the class specification that is part of this review.

So, based on the review provided, with the department and also by the Mayor's office, it is recommend that the proposed changes be approved.

MS. COE: Thank you.
I move to support the request of the Civil Service Commission staff to revise the specification for the classification Education Director.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 9 is request of the Civil Service Commission Staff to create the specification for the classification Fleet Attendant, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly.

MR. CHERRY: Good afternoon. Richard Cherry, Personnel Analyst with the Civil Service Commission. It's actually Fleet Attendant, CDL.

PRESIDENT PETTIGREW: I'm sorry. Fleet Attendant, CDL. I should say that.

MR. CHERRY: This action was initiated at the request of the Department of Finance and Management.

The Department has purchased two
20-passenger ADA-compliant shuttle buses to transport officials and employees about on city business. In order to operate these vehicles, drivers are required by the State of Ohio to possess a commercial driver's license, or CDL.

The department currently uses 15-passenger buses that are not ADA compliant and do not require the drivers to possess a commercial driver's license. The department currently utilizes fleet attendant classifications to drive and operate their shuttle buses not requiring CDL drivers. However, the current fleet attendant may only drive and operate the new shuttle buses if they possess the required CDL.

The department has agreed to incentivize their current employees to obtain the CDL training. In doing so, the department has requested creation of a classification to drive and operate the new 20-passenger ADA-compliant shuttle buses and for succession planning, because it will be CDL drivers -- licensed drivers, because the department plans to replace their entire fleet of shuttle buses with the new 20-passenger ADA-compliant shuttle buses.
With this creation, there will be some minor differences from the current fleet attendant classification with respect to "Definitions" and "Examples of Work" in order to emphasize the operation of a 20-passenger ADA-compliant shuttle bus.

However, the major difference is to the "Minimum Qualifications." According to the Ohio Bureau of Motor Vehicles, due to the fact that the new shuttle bus can transport 16 or more passengers, including the driver, and the maximum gross vehicle weight is less than 26,001 pounds, a Class C designation is what's minimally required. However, a Class A or a Class B CDL, which are higher-level licenses, are also acceptable as long as there is a passenger endorsement.

Therefore, it is recommended that the "Minimum Qualifications" for the proposed Fleet Attendant CDL classification be possession of a valid motor vehicle operator's license and, by completion of the probationary period, candidates must possess a valid Class A, B or C commercial driver's license, with a passenger endorsement.

It is therefore recommended that the
classification Fleet Attendant CDL be created as proposed, with a 365-day probationary period, a competitive examination type, and Rule XI be amended accordingly.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to create the specification for the classification Fleet Attendant CDL, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Item Nos. 10 and 11 will be joined.

Item 10, request of Civil Service Commission staff to revise the specification for the classification Electrical Engineering Associate I;

And Item 11 is for the classification Electrical Engineering Associate II.

MS. DYKE: Thank you. Beth Dyke,

Personnel Analyst, Civil Service staff.
Items 10 and 11 will be presented together. These classification reviews were completed as part of the Civil Service staff's efforts to review all classifications every five years.

Within the "Examples of Work" sections of both classifications, it is proposed to remove the statement discussing the use of drafting tools and replace it with a statement that describes the use of current technology, such as computer-aided drafting and geographic information systems.

Deriving statements from the Engineering Associate II specification, it is proposed to add a statement to the Electrical Engineering II specification regarding the training and instructing of subordinate personnel. This recommendation is made in order to maintain consistency within similar classification levels within the same job group.

For the "Knowledge, Skills and Abilities" sections for both classifications, it is recommended to revise some of the levels of knowledge wording, leaving several statements. This is recommended so that the statements remain consistent with other similar classification levels within the same job
Recognizing the importance of electrical knowledge, it is proposed to add a knowledge statement to both specifications regarding the knowledge of the National Electrical Safety Code.

Lastly, it is proposed that an abilities statement regarding reading maps and using a computer be added to the Electrical Engineering I -- Electrical Engineering Associate I classification.

And 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 Electrical Engineering Associate I, as well as Electrical Engineering Associate II.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Items 12 and 13 will be joined.

Item 12, request of the Civil Service
Commission to revise the specification for the classification Education Program Instructor;

And 13 is the classification Education Program Supervisor.

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

The review of these classifications is part of the Civil Service Commission's effort to review all classifications every five years.

Task statements have been added to the "Examples of Work" section and are proposed to better reflect the work being performed.

Employees working in these classifications actively participate with youth participants in a variety of educational and recreational activities and outings. They are also expected to prepare classrooms for activities, programs and daily meals.

Many of these activities involve working varying distances, standing for an extended period of time, bending and/or stooping. Therefore, it is recommended that ability to participate in activities that involve walking, standing, bending and/or stooping be added to the "Knowledge, Skills
and Abilities" section.

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 Education Program Instructor, as well as Education Program Supervisor.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item 14 is a request of the Civil Service Commission staff to revise the specification for the classification 911 Emergency Dispatcher.

MS. LITZY-TAYLOR: Civil Service Commission staff received a request from the Department of Public Safety to revise the "Minimum Qualifications" for a 911 Emergency Dispatcher due to recruitment issues.

It is proposed that the "Minimum Qualifications" be broadened to include experience
within a high-volume call center, dispatching or logistics operations, as well experience performing clerical and/or administrative duties in a law enforcement agency or other public safety organization. Broadening the minimum qualifications will create another avenue for employees working in law enforcement and other public safety agencies to qualify.

No other revisions are proposed at this time.

MS. COE: Thank you.

I move to support to the request of the Civil Service Commission staff to revise the specification for the classification 911 Emergency Dispatcher.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 15, the request of the Civil Service Commission staff to revise the specification for the classification Application Manager.

MS. LAGEMANN: Hi. Carol Lagemann, Civil
Service Commission.

The review of this classification is part of our effort to review all classifications every five years.

Within "Examples of Work," modifications to statements are proposed to better describe the work, particularly regarding oversight and quality assurance duties.

Proposed new statements communicate management of application software projects, from requirements gathering to implementation; need to coordinate communications with internal and external groups; involvement in coordinating ongoing supporting applications; and collaboration with other departments and teams and vendors to ensure applications stay functional.

Within the "Minimum Qualifications" section, it is proposed to add experience in an application development environment, because that is essentially what they do.

And within the "Knowledge, Skills and Abilities" section, it is proposed to delete a phrase about the types of service that could be used, as that is subject to change.
And new additions to "Knowledge and Abilities" statements are proposed to better reflect what an Applications Manager would need to perform successfully.

In closing, it is recommended this specification be approved as proposed.

MS. COE: Thank you.

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

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It's approved.

Items 16, 17 and 18 are joined. Item 16, request of the Civil Service Commission staff to revise the specification for the classification Engineering Associate I;

Item 17 is for the classification Engineering Associate II; and.

Item 18 is for the classification Engineering Associate III.

MS. LAGEMANN: The review of these
classifications is part of our effort to review all classifications every five years.

Updates are proposed with the "Examples of Work" and "Knowledge, Skills and Abilities" throughout the series. These include revisions to some terminology; adding or fleshing out some "Examples of Work" statements; updating wording in some areas; and adding abilities that are applicable to the work.

In closing, it is recommended that these specifications be approved as proposed.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classifications Engineering Associate I, Engineering Associate II and Engineering Associate III.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved. Item No. 19 is request of the Civil Service Commission staff to revise the specification
for the classification Recreation Leader.

MS. LAGEMANN: This classification was reviewed by a request of the Columbus Recreation and Parks. The department request was particular to physical demands of the work and more representation of these within the classification.

Four updates are proposed to the "Examples of Work" and "Knowledge, Skills and Abilities" to help reflect work, knowledge or abilities associated with physical demands and round out some of the statements of work to better reflect what is expected at this level of the class series.

"Minimum Qualifications" are proposed to be updated to add the words "in the field" to describe experience in recreation. And for assignment to the aquatics program, the addition of the Basic Swim Instructor Certificate is proposed.

It is recommended this specification be approved as proposed.

MS. COE: I move to support the request of the Civil Service Commission staff to revise the specification for the classification Recreation Leader.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Items 20, 21 and 22 are joined.

20 is a request of the Civil Service Commission staff to impose a hiring moratorium on the specification of the classification Power Distribution Load Trainee;

Item 21 is for the classification Power Distribution Load Operator, retitle it to read Power Distribution System Operator I, and amend Rule XI accordingly; and,

22 is for the classification Power Distribution Load Dispatcher, retitle it to read Power Distribution System Operator II, and amend Rule XI accordingly.

MS. LAGEMANN: These classifications were last presented as a review/no change in October 2018. Now that the department has better clarity on their direction of these, we are proposing some revisions in line with how they expect to use them going forward.

These classifications are used
exclusively by the Department of Public Utilities, Division of Power. The Power Distribution Load series currently includes Power Distribution Load Trainee, Power Distribution Load Operator, and Power Distribution Load Dispatcher.

Going forward, the expectation is to use two classifications, revision and retitling of the Power Distribution Load Operator and Power Distribution Load Dispatcher classifications to perform the work of their power distribution control section.

The current trainee class was considered too low-level for the work they intend to assign to incumbents in the series, and therein obsolete. Once the trainee classification is vacated, it will be recommended for abolishment.

The titles for the new classifications will be Power Distribution System Operator I and II. These titles replace Power Distribution Load Operator and Power Distribution Load Dispatcher, respectively.

The lower level of this series will perform load monitoring, detection of outages and documentation of the power system, and will always
have immediate supervision in their tasks.

The Power Distribution System Operator II incumbent, which will make up the bulk of the positions in the area, will be able to work independently and will be expected to operate the controls and gated systems of power distribution.

The "Definition" of the proposed Operator I is updated to reflect the entry level into the series and focus on monitoring the detection system and documenting day-to-day operations of the power distribution and transmission systems.

Within the "Examples of Work" section, proposed revisions to both classifications reflects the focus on Operator I, with more monitoring, detecting and documenting, and Operator II being more independently capable and responsible for the control and operation of the systems.

It is proposed to revise the "Minimum Qualifications" section for Operator I to reflect the applicant should have exposure to one year of work in electrical power distribution. Substitutions are proposed to expand the applicant pool and allow for additional paths of power- or
electric-related college education, vocational education or certification.

For the "Minimum Qualifications" for the two, it is proposed to reflect two years of an Operator I with the qualifying applicant taking the exam for Operator II.

Within the "Knowledge, Skills and Abilities" section, updates are proposed to better describe the types of knowledge and abilities needed to perform the work of these classifications.

In closing, it is recommended these classifications be approved as proposed and amend Rule XI accordingly.

MS. COE: Thank you.

I moved to support the request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Power Distribution Load Trainee; as well as to revise the specification for the classification Power Distribution Load Operator, retitle it to read Power Distribution System Operator I, and amend Rule XI accordingly; finally, to revise the specification for the classification Power Distribution Load Dispatcher, retitle it to
read Power Distribution System Operator II, and
amend Rule XI accordingly.

MS. EDWARDS: I second.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item 24 is background removals,
post-examination:
Andrew Schultheis, do not reinstate.
Joseph Horn, reinstate.
Jordan Dunlea, reinstate.
Humberto Flores, do not reinstate.
Austin Yost, do not reinstate.
And as to the administrative letter to
Brian Burkhart, the letter is approved as written.
And, with that, we are adjourned.

And, thereupon, the proceeding was concluded at approximately 1:21 p.m.
The Commissioners adjourned their regular meeting at 1:21 p.m.

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Grady L. Pettigrew, Jr., President

Date