

1 BEFORE THE CITY OF COLUMBUS
2 MUNICIPAL CIVIL SERVICE COMMISSION

3 - - -

4

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, October 28, 2019
15 12:54 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

 ANDERSON REPORTING SERVICES, INC.
 1421 West Third Avenue
 Columbus, Ohio 43212
 (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 Brenda Sobieck

12 ALSO PRESENT:

13 Wendy Brinnon
14 Jaasiel Rubeck

15 - - -

16

17

18

19

20

21

22

23

24

25

26

27

28

1 MONDAY AFTERNOON SESSION
2 October 28, 2019
3 12:54 p.m.

3 - - -

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

5 - - -

6 BE IT REMEMBERED THAT, on the 28th day of
7 October, 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: I'll call to
14 order -- We need to call to order the Municipal
15 Civil Service Commission regular meeting for October
16 2019. We will be following the printed agenda.

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

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

21 MS. EDWARDS: I second.

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

24 THE COMMISSION MEMBERS: Aye.

1 PRESIDENT PETTIGREW: The minutes are
2 approved.

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

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

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

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

20 MS. COE: Thank you.

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

24 MS. ROLLINS: There shouldn't be

1 confusion. I mean, this is communicated and then
2 followed up with communication by Civil Service to
3 the employee at their home address.

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5 absence could be rescinded, in which case we'll give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

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

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

21 Whereas, just in looking at the rule,
22 there are times where perhaps the appointing
23 authority may not want to terminate under the
24 circumstances. And we really don't want to have to

1 undo the leave of absence that was processed for
2 them and put them in this AWOL status. So this is
3 just basically keeping them in the leave without pay
4 status or the leave of absence status and then
5 letting the appointing authority deal with the
6 failure to return the way they choose to.

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

11 PRESIDENT PETTIGREW: Okay.

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

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 No. 3 is prehearing conference
23 reviews. We have Anthony White v. Columbus City
24 Schools.

1 MS. COE: I move to support --

2 MS. EDWARDS: Not yet.

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

5 PRESIDENT PETTIGREW: Sleep.

6 MS. COE: Yes.

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

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

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

22 MS. SOBIECK: Okay.

23 PRESIDENT PETTIGREW: Trial Board
24 Recommendations, Item No. 4.

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

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

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

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

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

17 MS. COE: The first one was mine.

18 PRESIDENT PETTIGREW: Oh, then that's
19 fine.

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

1 As well as the recommendations --
2 approval of the recommendations of the trial
3 board -- findings and recommendations of the trial
4 board hearing held on Wednesday, October 9, 2019, at
5 12:30 p.m.; Evelyn Burge-Dehl vs. Columbus City
6 Schools; transportation supervisor; 15-Day
7 Suspension. Appeal No. 19-BA-0004.

8 MS. COE: I second those.

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

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: They are approved.

13 Item No. 5 is review and approval of the
14 2020 regular commission meeting, full commission
15 hearing and trial board schedule.

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

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

23 MS. EDWARDS: I second.

24 PRESIDENT PETTIGREW: All in favor, say

1 "aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: It is approved.

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

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

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

15 MS. COE: Thank you.

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

20 MS. EDWARDS: I second.

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

23 THE COMMISSION MEMBERS: Aye.

24 PRESIDENT PETTIGREW: It is approved.

1 MR. WHITE: Thank you.

2 PRESIDENT PETTIGREW: Thank you,
3 Mr. White.

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

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

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

16 MS. COE: Thank you.

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

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

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

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

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

24 MS. COE: Thank you.

1 I move to support the request of the
2 Civil Service Commission staff to revise the
3 specification for the classification Education
4 Director.

5 MS. EDWARDS: I second.

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

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: It is approved.

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

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

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

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

24 The Department has purchased two

1 20-passenger ADA-compliant shuttle buses to
2 transport officials and employees about on city
3 business. In order to operate these vehicles,
4 drivers are required by the State of Ohio to possess
5 a commercial driver's license, or CDL.

6 The department currently uses
7 15-passenger buses that are not ADA compliant and do
8 not require the drivers to possess a commercial
9 driver's license. The department currently utilizes
10 fleet attendant classifications to drive and operate
11 their shuttle buses not requiring CDL drivers.
12 However, the current fleet attendant may only drive
13 and operate the new shuttle buses if they possess
14 the required CDL.

15 The department has agreed to incentivize
16 their current employees to obtain the CDL training.
17 In doing so, the department has requested creation
18 of a classification to drive and operate the new
19 20-passenger ADA-compliant shuttle buses and for
20 succession planning, because it will be CDL
21 drivers -- licensed drivers, because the department
22 plans to replace their entire fleet of shuttle buses
23 with the new 20-passenger ADA-compliant shuttle
24 buses.

1 With this creation, there will be some
2 minor differences from the current fleet attendant
3 classification with respect to "Definitions" and
4 "Examples of Work" in order to emphasize the
5 operation of a 20-passenger ADA-compliant shuttle
6 bus.

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

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

24 It is therefore recommended that the

1 classification Fleet Attendant CDL be created as
2 proposed, with a 365-day probationary period, a
3 competitive examination type, and Rule XI be amended
4 accordingly.

5 MS. COE: Thank you.

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

12 MS. EDWARDS: I second.

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

15 THE COMMISSION MEMBERS: Aye.

16 PRESIDENT PETTIGREW: It's approved.

17 Item Nos. 10 and 11 will be joined.

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

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

23 MS. DYKE: Thank you. Beth Dyke,
24 Personnel Analyst, Civil Service staff.

1 Items 10 and 11 will be presented
2 together. These classification reviews were
3 completed as part of the Civil Service staff's
4 efforts to review all classifications every five
5 years.

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

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

19 For the "Knowledge, Skills and Abilities"
20 sections for both classifications, it is recommended
21 to revise some of the levels of knowledge wording,
22 leaving several statements. This is recommended so
23 that the statements remain consistent with other
24 similar classification levels within the same job

1 group.

2 Recognizing the important of electrical
3 knowledge, it is proposed to add a knowledge
4 statement to both specifications regarding the
5 knowledge of the National Electrical Safety Code.

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

10 And there are no other proposed revisions
11 at this time.

12 MS. COE: Thank you.

13 I move to support the request of the
14 Civil Service Commission staff to revise the
15 specification for the classification Electrical
16 Engineering Associate I, as well as Electrical
17 Engineering Associate II.

18 MS. EDWARDS: I second.

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

21 THE COMMISSION MEMBERS: Aye.

22 PRESIDENT PETTIGREW: They are approved.

23 Items 12 and 13 will be joined.

24 Item 12, request of the Civil Service

1 Commission to revise the specification for the
2 classification Education Program Instructor;

3 And 13 is the classification Education
4 Program Supervisor.

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

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

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

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

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

1 and Abilities" section.

2 No other revisions are proposed at this
3 time.

4 MS. COE: Thank you.

5 I move to support the request of the
6 Civil Service Commission staff to revise the
7 specification for the classification Education
8 Program Instructor, as well as Education Program
9 Supervisor.

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

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

23 It is proposed that the "Minimum
24 Qualifications" be broadened to include experience

1 within a high-volume call center, dispatching or
2 logistics operations, as well experience performing
3 clerical and/or administrative duties in a law
4 enforcement agency or other public safety
5 organization. Broadening the minimum qualifications
6 will create another avenue for employees working in
7 law enforcement and other public safety agencies to
8 qualify.

9 No other revisions are proposed at this
10 time.

11 MS. COE: Thank you.

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

16 MS. EDWARDS: I second.

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

19 THE COMMISSION MEMBERS: Aye.

20 PRESIDENT PETTIGREW: They are approved.

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

24 MS. LAGEMANN: Hi. Carol Lagemann, Civil

1 Service Commission.

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

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

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

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

21 And within the "Knowledge, Skills and
22 Abilities" section, it is proposed to delete a
23 phrase about the types of service that could be
24 used, as that is subject to change.

1 And new additions to "Knowledge and
2 Abilities" statements are proposed to better reflect
3 what an Applications Manager would need to perform
4 successfully.

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

7 MS. COE: Thank you.

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

11 MS. EDWARDS: I second.

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

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: It's approved.

16 Items 16, 17 and 18 are joined.

17 Item 16, request of the Civil Service
18 Commission staff to revise the specification for the
19 classification Engineering Associate I;

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

22 Item 18 is for the classification
23 Engineering Associate III.

24 MS. LAGEMANN: The review of these

1 classifications is part of our effort to review all
2 classifications every five years.

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

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

12 MS. COE: Thank you.

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

18 MS. EDWARDS: I second.

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

21 THE COMMISSION MEMBERS: Aye.

22 PRESIDENT PETTIGREW: They are approved.

23 Item No. 19 is request of the Civil
24 Service Commission staff to revise the specification

1 for the classification Recreation Leader.

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

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

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

18 It is recommended this specification be
19 approved as proposed.

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

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 Items 20, 21 and 22 are joined.

6 20 is a request of the Civil Service
7 Commission staff to impose a hiring moratorium on
8 the specification of the classification Power
9 Distribution Load Trainee;

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

14 22 is for the classification Power
15 Distribution Load Dispatcher, retitle it to read
16 Power Distribution System Operator II, and amend
17 Rule XI accordingly.

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

24 These classifications are used

1 exclusively by the Department of Public Utilities,
2 Division of Power. The Power Distribution Load
3 series currently includes Power Distribution Load
4 Trainee, Power Distribution Load Operator, and Power
5 Distribution Load Dispatcher.

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

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

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

22 The lower level of this series will
23 perform load monitoring, detection of outages and
24 documentation of the power system, and will always

1 have immediate supervision in their tasks.

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

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

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

19 It is proposed to revise the "Minimum
20 Qualifications" section for Operator I to reflect
21 the applicant should have exposure to one year of
22 work in electrical power distribution.

23 Substitutions are proposed to expand the applicant
24 pool and allow for additional paths of power- or

1 electric-related college education, vocational
2 education or certification.

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

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

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

14 MS. COE: Thank you.

15 I moved to support the request of the
16 Civil Service Commission staff to impose a hiring
17 moratorium on the specification for the
18 classification Power Distribution Load Trainee; as
19 well as to revise the specification for the
20 classification Power Distribution Load Operator,
21 retitle it to read Power Distribution System
22 Operator I, and amend Rule XI accordingly; finally,
23 to revise the specification for the classification
24 Power Distribution Load Dispatcher, retitle it to

1 read Power Distribution System Operator II, and
2 amend Rule XI accordingly.

3 MS. EDWARDS: I second.

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

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: They are approved.

8 Item 24 is background removals,
9 post-examination:

10 Andrew Schultheis, do not reinstate.

11 Joseph Horn, reinstate.

12 Jordan Dunlea, reinstate.

13 Humberto Flores, do not reinstate.

14 Austin Yost, do not reinstate.

15 And as to the administrative letter to
16 Brian Burkhart, the letter is approved as written.

17 And, with that, we are adjourned.

18 - - -

19 And, thereupon, the proceeding was
20 concluded at approximately 1:21 p.m.

21 - - -

22

23

24

1

2

3

4

5

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

6

7

I do hereby certify that the foregoing is a

8

true, correct and complete written transcript of the

9

proceedings in this matter, taken by me on the

10

28th day of October, 2019, and transcribed from my

11

stenographic notes.

12

13

The Commissioners adjourned their regular meeting at 1:21 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date