BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:
Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, November 25, 2019
10:18 a.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 43215
(614) 326-0177
COMMISSION MEMBERS PRESENT:

Grady L. Pettigrew, President
Stefanie L. Coe

PRESENTERS:

Beth Dyke
Joel Gunn
Laura Hausmann
Carol Lagemann
Liz Reed
Brenda Sobieck

ALSO PRESENT:

Wendy Brinnon
Jaasiel Rubeck
MONDAY MORNING SESSION
November 25, 2019
10:18 a.m.

- - -

PROCEDINGS

- - -

BE IT REMEMBERED THAT, on the 25th day of
November, 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'll call to order
the Municipal Civil Service Commission meeting for
the City of Columbus, our regular meeting,
November 25, 2019. We will be following the printed
agenda.

The first item is review and approval of
the minutes of the October 28, 2019, regular
meeting.

MS. COE: I move to approve the minutes
from the October 28, 2019, regular meeting.

PRESIDENT PETTIGREW: Second.

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

PRESIDENT PETTIGREW: They are approved.

The second item, Rule Revisions. We have the request of the Civil Service Commission staff to revise Rule XIII(G), pertaining to applicant appeals; and,

Request of the Civil Service Commission staff to revise Rule VII(B)(7), pertaining to retests.

MS. SOBIECK: Brenda Sobieck, with the Civil Service Commission staff. I have Rule XIII.

This is really just a minor formatting change. We noticed that the numbering in section (G) of Rule XIII was not consistent with our regular numbering. So this change is really just to change the numbering and make it consistent.

MS. REED: Okay. And I am presenting on Rule No. VII -- I'm sorry -- Rule No. VII(B)(7).

And, with this, we're making two changes. One is more just to regroup those so that, when we're talking about testing related to police and fire, that those specific tests are grouped together in the rule itself.

And then the other rule change is the
language to align with the exam administration
changes being implemented to enhance the candidate recruiting and participation efforts.

PRESIDENT PETTIGREW: Okay.

MS. COE: I move to approve the rule revisions at the request of the Civil Service Commission staff to revise Rule XIII(G), pertaining to applicant appeals, as well as to revise Rule VII(B)(7), pertaining to retests.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Next, Items 5, 6 and 7 will be joined together.

Item 5, request of the Civil Service Commission staff to approve the specification review for the classification Traffic Maintenance Supervisor I, with no revisions;

No. 6 is to approve the specification review for the classification Traffic Line Worker, with no revisions;

And for 7, it's to approve the specification review for the classification Traffic
Line Supervisor I, with no revisions.

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

The review of the classifications for Items 5 through 7 was part of the Civil Service Commission's effort to review every classification every five years.

Based on the feedback received, it was determined that the current specifications still accurately reflect the work being performed. It is recommended that the specifications be approved, with no revisions.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to approve the specification review for the classifications Traffic Maintenance Supervisor I, Traffic Line Worker, and Traffic Line Supervisor I, with no realizations.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Items 8, 9 and 10 are joined together.

Item 8, request of the Civil Service
Commission staff to revise the specification for the classification Network Manager;

Item 9 is to revise the specification for the classification Network Administrator; and,

Item 10 is to revise the specification for the classification Network Engineer.

MS. DYKE: Again, Items 8, 9 and 10 will be presented together.

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

There are some minor revisions proposed to the "Examples of Work" sections of each classification to update the wording related to the network infrastructure, the network configuration and operational duties of each respective classification.

For clarification purposes, it is recommended to simply the minimum qualification requirements for each of the classifications by removing the specific education requirements from the bachelor degree qualification.

For each classification, it is proposed to add a substitution in which experience may
substitute for education on a year-for-year basis.

For the Network Administer and Network Manager classifications, it is proposed to increase the required years of experience and update the wording surrounding the certification path for qualification.

Lastly, due to the addition of the education substitution, it is proposed to remove the associate's degree path for qualification on all three classifications.

There are a few minor revisions proposed to the "Knowledge, Skills and Abilities" sections of all three classifications so that the sections remain consistent within the series, and to also distinguish the individual classifications within the job group.

There are no other proposed revisions at this time.

MS. COE: Thank you.

I move to support to request of the Civil Service Commission staff to revise the specification for the classifications Network Manager, Network Administer and Network Engineer.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 11 is the request of the Civil Service Commission staff to create the specification for the classification Income Tax Auditor II, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

MS. DYKE: 11 and 12, please, will be presented together.

PRESIDENT PETTIGREW: All right.

For No. 12, it's the request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor, retitle it to read Income Tax Auditor I, and amend Rule XI accordingly.

MS. DYKE: Thank you.

Again, Items 11 and 12 are being presented together.

In conjunction with the five-year review of Income Tax Auditor, the department expressed concerns regarding the variance in the levels of duties being performed within the classification.
After reviewing the classification plan and meeting with the department, it was determined the most effective way to address the concerns would be to model the classification work so that it aligns more closely with other professional classification series within the City.

In doing so, it is proposed to revise and retitle Income Tax Auditor to read Income Tax Auditor I, and to create a classification titled Income Tax Auditor II. The revision of Income Tax Auditor would serve as an entry-level classification, and Income Tax Auditor II would serve as a highly skilled and specialized classification.

It is proposed to revise the definition of Income Tax Auditor so that the incumbent under general supervision is responsible for auditing income tax returns for businesses and individuals and ensuring compliance with city income tax provisions.

The definitions for the proposed classification Income Tax Auditor II would focus upon performing advanced level, highly skilled income tax auditing responsibilities and to ensure
compliance with city income tax provisions.

The "Examples of Work" and "Knowledge, Skills and Abilities" sections for each classification would further distinguish the classifications in regards to the competency and skill level needed to complete the job duties.

Within the "Minimum Qualifications" section of Income Tax Auditor, it is proposed to revise the section so that the specified areas of study be removed from the bachelor's degree requirement, along with the substitution.

Additionally, it is proposed that the "Minimum Qualifications" section for Income Tax Auditor II expand upon the bachelor degree requirement by also requiring two years of experience auditing tax documents or financial records.

The "Minimum Qualifications" for both classifications are proposed as such in order to maintain consistency with the other professional classification series within the City.

Regarding the creation of the Income Tax Auditor II classification, it is proposed that the examination type be designated as noncompetitive and
the probationary period be assigned as 365 days.

It is further recommended that the classification be assigned to the administrative job family, the accounting and finance group in the City of Columbus Class Plan Index and to the professional EEO/DOJ job category.

Lastly, it is requested that both classifications be approved as proposed and Rule XI amended accordingly.

There are no other revisions at this time.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to create the specification for the classification Income Tax Auditor II, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly; as well as the request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor, retitle it to read Income Tax Auditor I, and amend Rule XI accordingly.

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

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item 13 is the request of the Civil Service Commission staff to revise the specification for the classification Business Systems Analyst.

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

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

Within the "Examples of Work" section, adding script to the activities described in the "Examples of Work" regarding functional testing strategies is proposed.

Within the "Knowledge, Skills and Abilities" section, two statements regarding communication are consolidated into one ability statement regarding communicating effectively.

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

MS. COE: Thank you.

I move to support to request of the Civil Service Commission staff to revise the specification
for the classification Business Systems Analyst.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 14 is the request of the Civil Service Commission staff to revise the specification for the classification Solid Waste Inspector, retitle it to read Solid Waste Investigator, and amend Rule XI accordingly.

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

The title of this classification is proposed to be revised to read Solid Waste Investigator, as the work of this classification involves investigating suspected violations with regard to the disposal of solid waste.

In keeping with the title change, it is proposed to revise the definition in several "Examples of Work" statements to reference investigations instead of inspections.

Additional updates are proposed within the "Examples of Work" and the "Knowledge, Skills
and Abilities" to include revisions to some terminology, flesh out some "Examples of Work" statements, update some wording throughout, and add some physical abilities that are applicable to the work.

In closing, it is recommended that this specification be approved as proposed and, with the proposed retitle, Rule XI be amended accordingly.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to revise the specification for the classification Solid Waste Inspector, retitle it to read Solid Waste Investigator, and amend Rule XI accordingly.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Items 15, 16 and 17 will be joined together.

Item 15, request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Worker;

Item 16 is to revise the specification
for the classification Building Maintenance Supervisor I; and,

Item 17 is to revise the specification for the classification Building Maintenance Supervisor II.

MS. LAGEMANN: The review of these classifications is part of the Commission's effort to review all classifications every five years.

Within the "Minimum Qualifications" for Supervisor II, the experience requirement is proposed to be increased to two years. They had a 365-day probationary period in the class before, so adding a -- increasing it to two years from one is proposed.

And within the "Knowledge, Skills and Abilities" for the Supervisor II, a new abilities statement is proposed to illustrate physical demands of the work.

In the Supervisor I classification, in the definition, it is proposed to remove the word "surveillance," as that is not a defining characteristic of the work of a Building Maintenance Supervisor I.

Within the "Examples of Work" section for
the Supervisor I, one statement is expanded to describe some of the physical demands associated with traveling to participate in or inspect work.

A statement regarding acting in the absence of a Building Maintenance Supervisor II is proposed to be removed, as it does not help describe the duties of the current classification.

It is proposed to include a "Guidelines for Class Use" in the Supervisor I to explain that this classification is permitted to be used in instances where the custodial supervision is over a large span of control to cover the centralized, citywide scope of services provided by Department of Finance and Management.

And within the "Knowledge, Skills and Abilities" section, several new statements are proposed to better reflect physical demands of participating in the work.

Within the Building Maintenance Worker classification, the "Minimum Qualifications" are proposed to be updated so that construction experience is clarified to specify it's building construction experience, as this is what is intended in order for one to be qualified.
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 Building Maintenance Worker, as well as Building Maintenance Supervisor I and Building Maintenance Supervisor II.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Now, the items to be joined now are 18, 19, 20 and 22?

MS. HAUSMANN: Yes.

PRESIDENT PETTIGREW: Item 18, request of the Civil Service Commission staff to revise the specification for the classification Fire Deputy Chief;

For Item 19, it is to revise the specification for the classification Fire Battalion Chief;

For 20, to revise the specification for the classification Fire Chief;
And 22 is to revise the specification for the classification Fire Lieutenant.

MS. COE: I think 20 is Fire Captain.

MS. HAUSMANN: Yes.

PRESIDENT PETTIGREW: What did I say?

MS. COE: You said Fire Chief. I believe 5.

It was for Fire Captain.

PRESIDENT PETTIGREW: Oh, I'm sorry.

22 is to revise the specification for the classification Fire Captain.

MS. HAUSMANN: I'm sorry. 20 is Fire Captain, and 22 is Fire Lieutenant.

PRESIDENT PETTIGREW: That's -- I said that, the last part.

MS. COE: I think you said the number 22.

So 20 was Fire Captain.

PRESIDENT PETTIGREW: 20 is Fire Captain, and 22 is Fire Lieutenant. Right?

MS. HAUSMANN: Correct. Thank you.

Laura Hausmann, City of Columbus Civil Service Commission staff.

These four classifications have been reviewed as part of the Commission's efforts to
review all classification once every five years. After receiving feedback from incumbents and discussion with the department, we have recommended changes. A change to the "Examples of Work" for all four of these classifications ensures -- covers ensuring that subordinates are acting in accordance with the law, regulations, policies and directives applicable to the Division and the City of Columbus. In addition, for Fire Battalion Chief, we are recommending changing the wording throughout from the word "District" to "Battalion." This updates the wording to those that are used by the Division.

We also have a second "Examples of Work" proposed to be added to the Battalion Chief spec, and that deals with critiquing of emergency scene responses and training.

For Fire Captain and Fire Lieutenant, in the "Knowledge, Skills and Abilities" section, we are proposing to update the wording that describes the level of the height at which individuals may have to work while using equipment on the scene.

And, also, for the Lieutenant
 specification, we are proposing a second "Examples of Work" to be added. This deals with directing the operation of one company on an assigned unit day.

The other recommendations are just to update the language and to more accurately reflect the work done by these job classes.

MS. COE: Thank you.

I move to support Requests 18, 19, 20 and 22 of the Civil Service Commission staff to revise the specifications for the classifications Fire Deputy Chief, as well as Fire Battalion Chief, Fire Captain and Fire Lieutenant.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

The next item is Item 21, which is the request of the Civil Service Commission staff to revise the specification for the classification Firefighter.

MR. GUNN: All right. I'm Joel Gunn, a Personnel Analyst II with the Civil Service Commission.

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

After consulting with incumbents, the
updates proposed within the "Knowledge, Skills and
Abilities" section will make one minor edit to the
phrase that previously said "Some knowledge of
personal computers." We have proposed to add "and
tables," as they use those a lot on the job.

And, also, we have added "the ability to
work in inclement weather" to the "Knowledge, Skills
and Abilities" statements.

There are no changes to the "Minimum
Qualifications" or "Examples of Work."

In closing, it is recommended 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 classification Firefighter.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Thank you.
The next item is Item No. 24, which is background removals.

Applicants removed post-exam:

Mark Evans, reinstate.

Jeffery Spikes, do not reinstate.

Thomas Nimmo, do not reinstate.

Michael Ballistrea, do not reinstate.

Robbie Spencer, do not reinstate.

And, with that, we are completed and adjourned. Thank you.

And, thereupon, the proceeding was concluded at approximately 10:39 a.m.
The Commissioners adjourned their regular meeting at 10:39 a.m.

***

Grady L. Pettigrew, Jr., President

Date