BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:

Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, December 16, 2019
1:05 p.m.
City of Columbus
Civil Service Commission
77 North Front Street
Columbus, Ohio 43215

TRACI E. PEOPLES
PROFESSIONAL COURT REPORTER

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COMMISSION MEMBERS PRESENT:
Grady L. Pettigrew, President
Delena Edwards

PRESENTERS:
Richard Cherry
Beth Dyke
Charday Litzy-Taylor
Tammy Rollins

ALSO PRESENT:
Jaasiel Rubeck
- - -
MONDAY AFTERNOON SESSION
December 16, 2019
1:05 p.m.
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PROCEDINGS
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BE IT REMEMBERED THAT, on the 16th day of December, 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 the Municipal Civil Service Commission regular meeting for December 16, 2019. And we will be following the printed agenda for the meeting.

Item No. 1, review and approval of the minutes of the November 25, 2019, regular meeting.

MS. EDWARDS: I move that we approve the minutes from the November 25, 2019, regular meeting.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSIONER MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.
Item No. 2, rule revisions, is the request of the Civil Service Commission staff to revise the background removal standards for police officers and 911 emergency communication employees.

MS. SOBIECK: Good afternoon. Brenda Sobieck, with the Civil Service staff.

We are making a recommendation to add language regarding the approval for LEADS access. LEADS is through the Ohio State Highway Patrol. They're making changes in their security. And essentially, a state arrest record -- but criminal record cannot have access to facilities with LEADS terminals, which is most of their buildings and their cruisers.

There is, however, an appeal process. So if someone is denied access, they can go through the Division of Police, which will go to the Highway Patrol to appeal it. So we are adding that language.

And then the other is just a minor change under I(5) for personal history questionnaire to change "questionnaire" to "statement," because that's the terminology used by the system that they're using right now.
PRESIDENT PETTIGREW: Thank you.

MS. EDWARDS: I move that we approve the request of the Civil Service Commission staff to revise the background removal standards for police officers and 911 emergency communications employees.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 3 -- There's no Item 3 or 4.

Item No. 5 is the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Clean-In-Place System Operator.

MS. LITZY-TAYLOR: Charday Litzy-Taylor, personnel analyst with the Commission.

In August 2017, the Commission imposed a moratorium on this classification, at the request of Commission staff, with the intention that, once the class was vacated, it would be proposed for abolition.

There are currently no employees working in this classification. It is therefore recommended that the specification for the classification
Clean-In-Place System Operator be abolished as proposed.

MS. EDWARDS: I move that we approve the request of the Civil Service Commission Staff, on behalf of Columbus City Schools, to abolish the classification Clean-In-Place System Operator.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 6 is the request of the Civil Service Commission staff to approve the specification review for the classification Deputy City Attorney, with no revisions.

MS. ROLLINS: This classification was scheduled for review as part of the Commission's effort to review all classes at least once every five years.

Based on information provided by the department, there are no proposed revisions at this time.

MS. EDWARDS: Thank you.

I move that we approve the request of the Civil Service Commission staff to approve the
specification review for the classification Deputy City Attorney, with no revisions.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item No. 7 is the request of the Civil Service Commission staff to revise the specification for the classification Civil Service Commission Deputy Executive Director.

MS. ROLLINS: This classification was also scheduled for review as part of the five-year standard.

And, based on this review, there are some revisions to the "Examples of Work" section, based on the current use and organizational structure within Civil Service.

MS. EDWARDS: Thank you.

I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Civil Service Commission Deputy Executive Director.

PRESIDENT PETTIGREW: Second.

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

PRESIDENT PETTIGREW: It is approved. 

Items No. 8, 9 and 10 are joined together. 

Item No. 8 is the request of the Civil Service Commission staff to revise the specification for the classification Electronic System Coordinator; 

Item No. 9 is for the classification Traffic Operations Manager; and, 

Item No. 10 is for the classification Traffic Operations Coordinator, and to assign a probationary period of 365 days, designate the examination type as noncompetitive, and revise Rule XI accordingly. 

MR. CHERRY: We're actually creating it. 

PRESIDENT PETTIGREW: I'm sorry? 

MR. CHERRY: We're actually creating No. 10. 

PRESIDENT PETTIGREW: Oh, I'm sorry. 

Request of the Civil Service Commission staff to create the specification for the classification Traffic Operations Coordinator. 

MR. CHERRY: Good afternoon. Richard
Cherry, personnel analyst with the Civil Service Commission.

We are reviewing and creating these classifications at the request of the Department of Public Service.

The primary purpose of these proposals are because the Traffic Management Division is going through a reorganization and has determined that the current use of these classifications warrants some changes and the creation of one classification for organizational efficiency.

The proposed revisions to the Electronic System Coordinator specification are to make the specification more inclusive for the electronic traffic control aspects of the job that are performed in the traffic signal maintenance section by including language that puts a little more emphasis on electronic traffic control devices and signals.

The proposed revisions to the Traffic Operations Manager specification are to put more emphasis on management and organization of the traffic maintenance work projects within the division.
The subsequent proposed revisions, including the "Examples of Work" and "Minimum Qualifications" sections, are to support this concept of highlighting that this classification is responsible for managing more of the day-to-day work within the section.

The recommendation to create the Traffic Operations Coordinator specification is to have a classification that will be responsible for overall traffic maintenance operations within the Division or, in other words, the big picture.

The "Examples of Work" section was developed to include those responsibilities identified as important for this proposed classification.

The "Minimum Qualifications" section was designed to instruct the qualifications required for successful performance of the job, as well as to provide employees who may not possess college degrees, giving the lower classes within the series feasible opportunities to move into management, specifically in this proposed classification, through years of hard work and developing experience.
The "Knowledge, Skills and Abilities" section was written to include the knowledge, skills and abilities expected to successfully perform the job of Traffic Operations Coordinator.

Therefore, it is recommended that the Electronic System Coordinator and Traffic Operations Manager specifications be revised as proposed, and the specification for the classification Traffic Operations Coordinator be created as proposed, with a 365-day probationary period, designate the examination type as noncompetitive, and amend Rule 11 accordingly.

MS. EDWARDS: Thank you.

I move that we approve the request of the Civil Service Commission staff to revise the specifications for the classifications No. 8, Electronic System Coordinator; and No. 9, Traffic Operations Manager; as well as the request to create the specification for the classification Traffic Operations Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule 11 accordingly.

PRESIDENT PETTIGREW: Second.

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

PRESIDENT PETTIGREW: They are approved.

Items No. 11, 12 and 13 will be joined together.

Item No. 11, request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian II;

Item No. 12, to revise the specification for the classification Public Health Sanitarian III;

and,

Item No. 13 is to revise the specification for the classification Public Health Sanitarian IV.

MS. DYKE: Beth Dyke, personnel analyst with the Civil Service Commission staff. Items 11, 12 and 13 will be presented together.

The Civil Service staff requests that the "Minimum Qualifications" for each of the classifications be revised specifically -- be revised to specifically state that some of the required experience in the practice of environmental health within a public health agency must have been obtained as a registered sanitarian.

This revision is proposed throughout the
higher classification levels in the sanitarian series. And this recommendation comes following a request from Columbus Public Health Commissioner, Dr. Mysheika Roberts.

Additionally, a meeting was held with the department representatives to achieve a greater understanding of the request. The proposed revisions would clarify the minimum qualifications, as well as ensure the department is selecting candidates with the appropriate sanitarian experience, per standards set forth within the Ohio Revised Code.

Lastly, it should be noted that the experience working as registered sanitarian in training is considered qualifying experience in order to satisfy the requirement of practicing environmental health within a public health agency. There are no other proposed revisions at this time.

MS. EDWARDS: Thank you.

I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Item No. 11, Public Health Sanitarian I; No. 12, Public Health
Sanitarian III; and 13, Public Health Sanitarian IV.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 14 is the request of the Civil Service Commission staff to revise the specification for the classification Utilities Permits Manager and to designate the examination type as noncompetitive.

MS. LITZY-TAYLOR: Civil Service Commission staff requests to change the examination type to noncompetitive for Utilities Permits Manager. This is a single-position classification, and the proposed change is important with the Commission's internal operations policies and procedures regarding single-position classifications and a noncompetitive designation.

Additionally, it is cost prohibitive to develop, advertise, administer and score an exam to fill only one position. It is thereof recommended that the examination type be designated as noncompetitive as proposed.

There are no other revisions at this time.
MS. EDWARDS: Thank you.

I move that we approve the request of the Civil Service Commission staff to revise the specification for the classification Utilities Permits Manager and designate the examination type as noncompetitive.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

The remaining item, background removals, applicants removed post-examination.

As to Sean Ruffin, reinstate.

As to the other administrative and jurisdictional reviews, the letter to Anthony White is approved as written.

With that, we are adjourned.

And, thereupon, the meeting was concluded at approximately 1:18 p.m.
The Commissioners adjourned their regular meeting at 1:18 p.m.

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Grady L. Pettigrew, Jr., President

Date