

1 BEFORE THE CITY OF COLUMBUS
2 MUNICIPAL CIVIL SERVICE COMMISSION

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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, December 16, 2019
15 1:05 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

25 ANDERSON REPORTING SERVICES, INC.
26 1421 West Third Avenue
27 Columbus, Ohio 43220
28 (614) 326-0177

1 COMMISSION MEMBERS PRESENT:

2 Grady L. Pettigrew, President
3 Delena Edwards

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PRESENTERS:

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Richard Cherry
5 Beth Dyke
Charday Litzy-Taylor
6 Tammy Rollins

7 ALSO PRESENT:

8 Jaasiel Rubeck

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1 MONDAY AFTERNOON SESSION
2 December 16, 2019
3 1:05 p.m.

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

6 - - -

7 BE IT REMEMBERED THAT, on the 16th day of
8 December, 2019, the Municipal Civil Service
9 Commission came for a regular meeting, Grady L.
10 Pettigrew, President. And, the parties appearing in
11 person and/or by counsel, as hereinafter set forth,
12 the following proceedings were had:

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14 PRESIDENT PETTIGREW: I'll call to order
15 the Municipal Civil Service Commission regular
16 meeting for December 16, 2019. And we will be
17 following the printed agenda for the meeting.

18 Item No. 1, review and approval of the
19 minutes of the November 25, 2009, regular meeting.

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

22 PRESIDENT PETTIGREW: Second.

23 All in favor, say "aye."

24 THE COMMISSIONER MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

1 Item No. 2, rule revisions, is the
2 request of the Civil Service Commission staff to
3 revise the background removal standards for police
4 officers and 911 emergency communication employees.

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

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

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

20 And then the other is just a minor change
21 under I(5) for personal history questionnaire to
22 change "questionnaire" to "statement," because
23 that's the terminology used by the system that
24 they're using right now.

1 PRESIDENT PETTIGREW: Thank you.

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

6 PRESIDENT PETTIGREW: Second.

7 All in favor, say "aye."

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: It is approved.

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

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

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

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

22 There are currently no employees working
23 in this classification. It is therefore recommended
24 that the specification for the classification

1 Clean-In-Place System Operator be abolished as
2 proposed.

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

7 PRESIDENT PETTIGREW: Second.

8 All in favor, say "aye."

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: It is approved.

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

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

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

22 MS. EDWARDS: Thank you.

23 I move that we approve the request of the
24 Civil Service Commission staff to approve the

1 specification review for the classification Deputy
2 City Attorney, with no revisions.

3 PRESIDENT PETTIGREW: Second.

4 All in favor, say "aye."

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: It is approved.

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

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

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

18 MS. EDWARDS: Thank you.

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

23 PRESIDENT PETTIGREW: Second.

24 All in favor, say "aye."

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: It is approved.

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

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

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

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

16 MR. CHERRY: We're actually creating it.

17 PRESIDENT PETTIGREW: I'm sorry?

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

20 PRESIDENT PETTIGREW: Oh, I'm sorry.

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

24 MR. CHERRY: Good afternoon. Richard

1 Cherry, personnel analyst with the Civil Service
2 Commission.

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

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

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

20 The proposed revisions to the Traffic
21 Operations Manager specification are to put more
22 emphasis on management and organization of the
23 traffic maintenance work projects within the
24 division.

1 The subsequent proposed revisions,
2 including the "Examples of Work" and "Minimum
3 Qualifications" sections, are to support this
4 concept of highlighting that this classification is
5 responsible for managing more of the day-to-day work
6 within the section.

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

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

16 The "Minimum Qualifications" section was
17 designed to instruct the qualifications required for
18 successful performance of the job, as well as to
19 provide employees who may not possess college
20 degrees, giving the lower classes within the series
21 feasible opportunities to move into management,
22 specifically in this proposed classification,
23 through years of hard work and developing
24 experience.

1 The "Knowledge, Skills and Abilities"
2 section was written to include the knowledge, skills
3 and abilities expected to successfully perform the
4 job of Traffic Operations Coordinator.

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

13 MS. EDWARDS: Thank you.

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

23 PRESIDENT PETTIGREW: Second.

24 All in favor, say "aye."

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: They are approved.

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

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

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

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

14 MS. DYKE: Beth Dyke, personnel analyst
15 with the Civil Service Commission staff. Items 11,
16 12 and 13 will be presented together.

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

24 This revision is proposed throughout the

1 higher classification levels in the sanitarian
2 series. And this recommendation comes following a
3 request from Columbus Public Health Commissioner,
4 Dr. Mysheika Roberts.

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

13 Lastly, it should be noted that the
14 experience working as registered sanitarian in
15 training is considered qualifying experience in
16 order to satisfy the requirement of practicing
17 environmental health within a public health agency.

18 There are no other proposed revisions at
19 this time.

20 MS. EDWARDS: Thank you.

21 I move that we approve the request of the
22 Civil Service Commission staff to revise the
23 specification for the classification Item No. 11,
24 Public Health Sanitarian I; No. 12, Public Health

1 Sanitarian III; and 13, Public Health Sanitarian IV.

2 PRESIDENT PETTIGREW: Second.

3 All in favor, say "aye."

4 THE COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: They are approved.

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

10 MS. LITZY-TAYLOR: Civil Service
11 Commission staff requests to change the examination
12 type to noncompetitive for Utilities Permits Manager.

13 This is a single-position classification,
14 and the proposed change is important with the
15 Commission's internal operations policies and
16 procedures regarding single-position classifications
17 and a noncompetitive designation.

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

23 There are no other revisions at this
24 time.

1 MS. EDWARDS: Thank you.

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

7 PRESIDENT PETTIGREW: Second.

8 All in favor, say "aye."

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: It is approved.

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

13 As to Sean Ruffin, reinstate.

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

17 With that, we are adjourned.

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19 And, thereupon, the meeting was
20 concluded at approximately 1:18 p.m.

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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 16th day of December, 2019, and transcribed from my stenographic notes.

The Commissioners adjourned their regular meeting at 1:18 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date