BEFORE THE CITY OF COLUMBUS
MUNICIPAL CIVIL SERVICE COMMISSION

In the Matter of:
Regular Meeting

Grady L. Pettigrew
President, Presiding

TRANSCRIPT OF PROCEEDINGS

Monday, January 27, 2020
12:32 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
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COMMISSION MEMBERS PRESENT:

Grady L. Pettigrew, President
Stefanie L. Coe
Delena Edwards

PRESENTERS:

Richard Cherry
Amy DeLong
Laura Hausman
Jennifer Hutchinson
Carol Lagemann
Tammy Rollins
Brenda Sobieck

ALSO PRESENT:

Wendy Brinnon
Jaasiel Rubeck
MONDAY AFTERNOON SESSION
January 27, 2020
12:32 p.m.

PROCEDINGS

BE IT REMEMBERED THAT, on the 27th day of January, 2020, 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: I call to order the Municipal Civil Service Commission meeting for January. And we'll be following the printed agenda. The first item is review and approval of the minutes of the December 16, 2019, regular meeting.

MS. COE: I move to approve the minutes from the December 16, 2019, regular meeting.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.
We have -- The next action item is under Item No. 5. And we will continue that to the end of today's agenda.

Item No. 6, request of the Civil Service Commission staff, on behalf of Columbus City Schools, to retitle the classification for the specification Plumber Supervisor to read Maintenance Plumber Supervisor.

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

Per request of Columbus City Schools, we are proposing to add the word "maintenance" to the title for each of these, consistent with other classifications in their classification plan. There are no other changes proposed.

MS. COE: Are we just asking on 6 right now? Or 6 and 7?

MS. LAGEMANN: Oh, apologies. You could combine them.

PRESIDENT PETTIGREW: All right.

Then, for 7, it is the request of the Civil Service Commission staff, on behalf of Columbus City Schools, to retitle the specification for the classification Plumber to read Maintenance...
Plumber.

MS. COE: I move to support the request of the Civil Service Commission staff to retitle the specification for the classification Plumber Supervisor to read Maintenance Supervisor, as well as the classification Plumber to read Maintenance Plumber.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Items 8 through 13 are joined together, and they are all items with no revisions.

Item 8, request of the Civil Service Commission staff to approve the specification review for the classification Debt Management Coordinator, with no revisions;

Item 9, the classification Purchasing coordinator, with no revisions;

Item 10, the classification Accountant I, with no revisions;

Item 11, the classification Accountant II, with no revisions;

Item 12, the classification Canine Master
Trainer, with no revisions; and,  
Item 13, the classification Summer Worker, with no revisions.

MR. CHERRY: Good afternoon. Richard Cherry, Personnel Analyst with the Civil Service Commission.

The review of these classifications is part of the Civil Service Commission's efforts to review all classifications every four to five years. After consulting with department representatives, it was determined that no changes are necessary at this time.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to approve the specification review for the classifications Debt Management Coordinator, as well as Purchasing Coordinators, Accountant I, Accountant II, Canine Master Trainer, and Summer Worker, with no revisions.

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 Public Health Assistant Commissioner, Administrative Services.

MR. CHERRY: Again, the review of this classification was -- oh, not "again."

This classification -- The review of this classification was initiated by the Civil Service in an effort to create educational consistency within the City of Columbus Class Plan Index as it relates to minimum qualifications.

Public Health Assistant Commissioner, Administrative Services, is a high-level executive job and, at this level, candidates must have years of relevant experience. And requiring a specific college major within a degree program serves only to eliminate quality candidates with a degree major that is not one of the qualifying ones listed. Therefore, it is recommended that the specific major be removed from the bachelor's and master's degree requirements.

There are no other changes.

MS. COE: Thank you.

I move to support the request of the
Civil Service Commission staff to revise the
specification for the classification Public Health
Assistant Commissioner, Administrative Services.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Items No. 15 through 17 are joined.

Item 15, request of the Civil Service
Commission staff to revise the specification for the
classification Water Protection Specialist I;

Item 16, the classification Water
Protection Specialist II; and,

Item 17, the classification Water
Protection Coordinator.

MR. CHERRY: Now, again, the review of
these classifications are part of the Civil Service
Commission's efforts to review all classifications
every four to five years.

It is recommended that the "Examples of
Work" section for all three specifications be
revised to include duties that are currently being
performed and to rearrange the order of the existing
texts to include the more critical duties toward
the top of the list.

For the I and II level classifications, it is recommended that a valid Ohio Boater Education Certificate be required by the completion of the probationary period. This is because the State of Ohio -- according to the State of Ohio, anyone who was born on or after January 1, 1982, is required to possess the Ohio Boater Education Certificate in order to operate any boat that is more than ten horsepower. However, new employees coming into this classification may not possess this certificate, nor are they expected to have it the first day of the job. Therefore, it is recommended to give those individuals time to obtain the certificate by allowing them the completion of the probationary period to get it.

For the II and Coordinator levels, there are some positions that may be required to spray or oversee the spraying of pesticides, or others that may need to provide or oversee arborist functions. Therefore, it is recommended that the "Minimum Qualifications" section also include "some positions may require possession of a valid Commercial Pesticide Applicator License issued by
the Ohio Department of Agriculture, and some
positions may require possession of a valid Arborist
Certificate issued by the International Society of
Arborists."

The remaining recommended changes to the
"Knowledge, Skills and Abilities" section for the
specifications are minor and are to include more
current language to reflect the technological
aspects of the job.

MS. COE: Thank you.

I move to support the request of the
Civil Service Commission staff to revise the
specification for the classifications Water
Protection Specialist I, Water Protection
Specialist II, and Water Protection Coordinator.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: They are approved.

Item No. 18 is the request of the Civil
Service Commission staff to impose a hiring
moratorium on the specification for the
classification Water Service Technician I.

MR. CHERRY: This classification is used
exclusively by the Department of Public Utilities, Water Division. There are currently no incumbents serving in this classification.

Now that the department is moving towards an automated watering system, there is no longer a need for utilizing a Water Service Technician. One in this classification is responsible for reading water meters -- metering devices and planning meter routes. However, the department is hesitant to request this classification be abolished, as they may find a need for it in the future.

Therefore, it is recommended that, at this time, a hiring moratorium be imposed on the Water Service Technician I classification.

MS. COE: Thank you.

I move to support the request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Water Service Technician I.

PRESIDENT PETTIGREW: Second.

All in favor, say "aye."

THE COMMISSION MEMBERS: Aye.

PRESIDENT PETTIGREW: It is approved.

Item 19 is the residency hearing reviews.
Next is background removals, post-examination:

Alex Hardy, do not reinstate. Jordan Dunlea, do not reinstate.

And as for Item 20 [sic], the administrative jurisdiction review, the matter is approved as the exhibit.

With that, we will recess on Item No. 5, Presentation of Civil Service Commission 2019.

We will stand in recess.

(Recess taken.)

(Commissioner Edwards joins the meeting.)

PRESIDENT PETTIGREW: We're going to reconvene our January 27th meeting. And the Item No. 5 that we recessed for is the Presentation of the Civil Service Commission 2019 Accomplishments presented by Director and staff.

MS. DeLONG: Good afternoon. I am Amy DeLong. Today I have asked my staff managers to come in and do a year-end review for 2019. And I'm going to let them proceed from here.

MS. ROLLINS: Good afternoon. So I have many of the classification team. And in 2019, the
team completed nearly 300 projects that are
classification- or position-based projects. In
total, these resulted in 189 Commission actions,
which were presented to you.
And with some of the abolishments that we
also did this year, our class plan is now down to a
record low of 643 classes. So that's been something
we've been working towards and trying to get the
number lower. So we're very happy with that.
With regards to position audits, we
completed 84 compliance reviews. So compliance
reviews are randomly selected positions in the City.
So it's roughly 2 percent of the eligible population
of full-time positions, taking out unclassified.
And it's an opportunity to go out, talk to
employees, and just get a general idea if they're
properly classified or not. If not, it gets
defered to an audit for a more in-depth
investigation as to what the duties are being
performed.
So this came about -- we used -- We
always did positions audits. But a position audit
is requested when there's a suspicion of
misclassification. So in order to have a better,
more well-rounded number as to exactly what is the
status of the City's positions, we began doing this
random generated number of positions.

So this year, we reviewed 84 positions.

We received 16 position audit requests. Of these
positions, only six were misclassified.

And one of our biggest accomplishments
this year -- this is one that I've worked on for
probably the last five years -- this year was, we
really needed to get our position control system
live. This was a system that we developed back
in -- well, our original go-live date was January 1,
2000. And then we had an update in 2002. And it's
been relatively stable since then, but the platform
that it was developed on is no longer supported, so
we've begun the process of getting it updated.

So I've worked on this for five years.

The team helped considerably this year for us to go
live with our new electronic position control
system.

And, with our electronic position control
system, we came up with a new logo that I especially
like. And I've been selling this on the City. This
is EPC, and the bird in the nest. And the nest
represents the position. All nests in the City are allowed one bird. That's our employees.

And, in talking to the departments, just as a reminder, "It's really important that you have your nest built before we start recruiting an employee. And when we're recruiting our employees, we're not going to recruit an ostrich to sit in the chicken's nest. We really want to find the employee that fits the nest that we have built for the bird."

So that was a huge accomplishment.

And then, also, towards the latter part of this year, we've also begun the process of working on the implementation of a new payroll system. I am trying very hard to remain positive. This is going to be a team effort. Both Carol Lagemann, myself and Beth Bailey from the verification team will be working steadily on the Ceridian Dayforce. And we are hoping to go live with it next year. So . . .

MS. COE: I'm curious. Like, the new payroll system, I'm assuming someone else is responsible for the system, but you're trying to figure out how to get the Civil Service components to work?
MS. ROLLINS: Exactly.
So the Auditor's Office is leading the project, and we have team leads. We're a team lead for Civil Service. Technology is involved. And then we also have three of our bigger departments also involved on the -- especially the time clock, time and attendance.

PRESIDENT PETTIGREW: Thank you.

MS. ROLLINS: Thank you.

MS. HUTCHINSON: Jennifer Hutchinson, Personnel Administrative Manager.

The nonuniform testing unit is responsible for handling at-vacancy testing when requested by a City department. The recruitment involves opening and posting for a filing period, reviewing applications, sending notices and administering the exams, grading the exams, and writing a report.

In 2019, we received a record 85 requests. This resulted in the review of over 15,800 applications, the testing of 4,081 candidates, and the administration of eight performance exams. In total, we had 109 days of testing in our test center and 13 days of offsite
testing.

We utilized new software to try online testing and also offered Saturday and evening testing for one of our large recruitments, which was Payroll Benefits Clerk.

Through our Rule 6, or individual, testing, we handled another 96 recruits.

We also administered 43 examinations for Columbus City Schools over 27 days.

In addition to all of our testing, the analysts on the team completed 48 job analyses and examination reviews.

Our neighbor -- Our community liaison remains busy in the community, attending job fairs, Neighborhood Pride events and high school career days. She began to utilize self-delivery to notify the public of information and announcements. And she also continues to offer testing clinics to departments upon request, as well as to the public.

And, in addition to that, we also created a testing clinic video. And that is now available on our website.

And that's the summary of nonuniform.

MS. HAUSMAN: I'm Laura Hausman. I am
2019 was a busy year for the Civil Service Commission Uniform Testing Team. The team administered entry-level exams for firefighter and police officer, as well the promotional exams for fire lieutenant, fire captain and police sergeant. In all, the team tested 3,663 candidates, resulting in the placement of 1,140 candidates to eligible lists. As a result of the testing, 15,895 notices were sent to candidates, and 24,350 computer answer sheets were scanned.

In addition to our testing, in March of 2019, the team relocated from 750 Piedmont Road to the Jerry Hammon Building on 1111 East Broad Street. There was a considerable amount of work that went into preparing for the move, since the move has -- since the team had been at the Piedmont location for 15 years.

After the move occurred, many adjustments to exam instructions and test day logistics were necessary due to the layout and security protocols in the new location. Along with the new location also came new
oral board suites, which included all new technology. The team pilot-tested the new technology to ensure its new utilization for the oral board exams, and fixes were made as a result.

For the entry level firefighter exam, the move meant that the physical portion of the exam, which is called the "firefighter mile," was to be administered in a separate location. The move of the firefighter mile required the team -- that the exam had to be revalidated due to the difference in the friction produced by the different type of flooring at the new location.

The move of the firefighter mile to the training academy called for additional changes in security measures, practices and procedures. All of these challenges were met with fairly new staff members on the team. Four of the nine full-time members have two or fewer years of full-time experience with the Commission. Additionally, midway through the year, the team's manager was promoted, and I was promoted into the manager role.

In 2019, the members of uniform testing team gained in both knowledge and experience. We
look forward to producing quality exams for the City of Columbus in 2020.

PRESIDENT PETTIGREW: Tell me about this friction on the flooring.

MS. HAUSMAN: For the firefighter, we test them on physical capabilities.

PRESIDENT PETTIGREW: Right.

MS. HAUSMAN: And so some of the events have to do with dragging -- like dragging a hose or dragging a dummy that would simulate pulling a person out of a house. So they're timed. And if you have sort of like a smooth surface versus a carpeted surface, it would make a difference in the amount of time candidates would get to perform that task -- the cut points of the task.

PRESIDENT PETTIGREW: So in the past, you were operating on what sort of surface?

MS. HAUSMAN: We were at Piedmont, which has carpet, but it was real short carpet, much like this, and pretty worn carpet.

And then at the fire training academy, we're in a gym. But in order to keep the floor from getting damaged, we have a sort of -- kind of a -- it's polyurethane or something. There's a cover on
the floor. So it's kind of like a plastic on the
floor. So it's just different flooring. And it
makes a difference in the drag and the friction.

PRESIDENT PETTIGREW: Okay. Friction. I
should have paid more attention in physics class.

MS. HAUSMAN: It makes it easier or
harder to pull.

PRESIDENT PETTIGREW: Okay. Thank you.

MS. SOBIECK: I'm Brenda Sobieck. I'm
going to briefly talk about the uniform
certification section.

So for the academy classes, in 2019, we
assisted public safety and police and fire in hiring
80 new firefighters and 90 new police officers. We
had two fire academy classes of 40. And we had two
police academy classes, one of 40 and one of 50.

And we did have one change to the
background standards in 2019. We will review the
standards again this year. We do that every year
just -- and review them with the departments and
divisions.

And then the last topic I wanted to talk
about is the medical contracts. We're responsible
for the contract and payments and funding of the
medical and psychological services for preemployment for police officers.

So our medical contract expires at the end of February. And so we went through the request for proposals process.

And it's notable that we are changing the contractor for the first time in many years. I mean, it's more than 20 years that we've used one hospital locally. We are switching to Mount Carmel. So we are in the process right now of meeting with them and setting up the procedures and determining how everything is going to work. They were slightly lower in price, but the benefit is that candidates will be able to do all of their testing in one location. So it's very -- a lot more convenient.

Currently, they did their medical exam, and then they had to drive to the university to do the stress test. So we think that will make it a little nicer and free parking and things for the candidates.

PRESIDENT PETTIGREW: All right.

MS. SOBIECK: So that's all that changed for this year.

PRESIDENT PETTIGREW: Thank you.

Well, so everybody else was just a
witness to the presentation?

MS. DeLONG: They wanted to make sure
their managers didn't say anything bad.

PRESIDENT PETTIGREW: Well, you know the
mission of Civil Service. And what we're very
pleased to observe and to actually hear is the
documentation on this good job that's being done.
The mayor wasn't with us at the Christmas party this
year, but last year I told him, on behalf of
everyone here, that he could be proud of the
Commission employees. And that's still a true
statement today.

So thank you very much for coming and
reporting to us. We look forward to seeing you in
February.

We're adjourned.

And, thereupon, the meeting was
concluded at approximately 1:11 p.m.
The Commissioners adjourned their regular meeting at 1:11 p.m.

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Grady L. Pettigrew, Jr., President

Date