

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 ALSO PRESENT:

11 Amy DeLong
12 Wendy Brinnon
13 Jaasiel Rubeck

14 ATTENDING:

15 Ebony McShan
16 Merrari McKinney
17 Mike Eccard

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1 TUESDAY AFTERNOON SESSION
2 May 26, 2020
3 12:35 p.m.

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

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6 BE IT REMEMBERED THAT, on the 26th day of
7 May, 2020, the Municipal Civil Service Commission
8 came for a regular meeting, by videoconference,
9 Grady L. Pettigrew, President. And, the parties
10 appearing by videoconference, as hereinafter set
11 forth, the following proceedings were had:

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13 PRESIDENT PETTIGREW: I will call to
14 order the Municipal Civil Service Commission regular
15 meeting of the City of Columbus, May 26, 2020.
16 We're following the printed agenda as published.

17 And the first item is review and approval
18 of the minutes of the February 24, 2020, regular
19 meeting and the March 18, 2020, special meeting.

20 MS. COE: I move to approve the minutes
21 from the February 24, 2020, regular meeting, and the
22 March 18, 2020, special meeting.

23 MS. EDWARDS: I second.

24 PRESIDENT PETTIGREW: All in favor, say

1 "Aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: They are approved.

4 The next item we have is rule revision
5 request of the Civil Service staff regarding
6 revising Rule VII(E).

7 MS. EMHUFF: Good morning -- or good
8 afternoon, President Pettigrew, Commissioner Edwards
9 and Commissioner Coe. I am Cat Emhuff, personnel
10 analyst with the Commission.

11 On behalf of the Civil Service Commission
12 staff, I am presenting a request for revision of
13 Commission Rule VII(E), regarding veteran's
14 preference.

15 Veteran's preference is the practice of
16 awarding additional points to the passing scores of
17 United States military veterans on open competitive
18 exams. These points act as a boost so that veterans
19 may be considered for hire sooner than they
20 otherwise may have been.

21 Upon your approval of the changes to this
22 rule, we're prepared to update our policies and
23 procedures, applications, fact sheets and
24 communication standards to keep all veterans better

1 informed. As a veteran myself, it's an honor to
2 present these revisions to the Commission today.

3 The Commission partnered with the City
4 Veteran Services Coordinator, Zane Jones, and formed
5 a task force to clarify the definitions and
6 procedures used and how they apply to veteran's
7 preference points.

8 Mr. Jones is present on the panel this
9 afternoon to assist me in answering any questions
10 that you may have. And his camera isn't up. Zane,
11 can you give a wave or -- he's available here.

12 Thanks for joining us, Zane.

13 The task force also included Commission
14 employees who worked directly with veterans -- There
15 he is.

16 MR. JONES: Hello.

17 MS. EMHUFF: -- they worked directly with
18 veterans, including Mike E. Federer and Tricia
19 Emerson.

20 The task force took an in-depth look at
21 each step of our current process. Most of the
22 proposed changes before you are wording and
23 formatting changes that add clarity for applicants
24 and staff. However, it was determined that, with

1 your support, we could go further on two fronts.

2 The first concern is the type of
3 documentation that we'll accept. Each branch of the
4 military and the Veteran's Administration produce
5 unique paperwork that has changed format over time.
6 On any given day, the Commission encounters veterans
7 of every age, with different types of service
8 records. Therefore, we're proposing that we accept
9 more forms of documentation to reduce the appearance
10 of red tape. The revision before you allows us to
11 do this by removing the requirement that service
12 dates must be on proof of eligibility.

13 The other concern resulted in the most
14 significant change to the rule in front of you. It
15 expands our definition of "veteran." The current
16 language of the rules allows those who provide the
17 Commission with acceptable documentation of their
18 service to use their honorable discharge to be
19 eligible for veteran's preference. While this
20 sounds simple enough, in practice, it excludes an
21 important group of people: current active service
22 members who are making plans to leave military
23 service and transition to civilian life.

24 One of the key express purposes of

1 veteran's preference is to assist with that
2 transition. The revisions before you will allow
3 service members who can provide acceptable
4 documentation that they are 180 days from separation
5 from active service to also be considered veterans
6 for the purpose of veteran's preference under our
7 testing.

8 By including these service members, who
9 are expecting to be honorably discharged, as
10 eligible to receive veteran's preference, this may
11 ease their transition back to civilian life and, in
12 turn, we, as a City, gain valuable, contributing
13 residents and employees.

14 It is therefore recommended that the
15 revisions to Rule VII(E) be approved as proposed.

16 Mr. Jones and I are looking forward to
17 answering any questions that you may have.

18 MS. COE: Thank you.

19 Does anyone have any questions before I
20 make a motion?

21 MS. EDWARDS: No.

22 MS. COE: Okay. I move to support the
23 rule revision at the request of the Civil Service
24 Commission staff, to revise Rule VII(E).

1 Thank you.

2 MS. EDWARDS: Second.

3 PRESIDENT PETTIGREW: All in favor, say

4 "Aye."

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: It is approved.

7 Thank you.

8 MS. EDWARDS: Thank you for your service,

9 Cat.

10 MS. COE: Thank you.

11 MS. EMHUFF: And Mr. Jones as well.

12 Zane, did you have anything you wanted to
13 add to my comments? I'm so sorry.

14 MR. JONES: No, not at all.

15 I'd just say thank you very much for
16 everybody making this happen. To the best of my
17 knowledge, there isn't a whole lot of support when
18 it comes to veteran's preference for people who are
19 beginning the process of transitioning.

20 And just for some context, when a service
21 member is leaving the service, they typically do so
22 in sort of a 180-day separation. That's when they
23 start beginning their paperwork. They take
24 transition training, and they start to find or look

1 for a job. But without the rule that we just
2 changed, they're not going to have that magic piece
3 of paper, that E-214, that characterizes their
4 service as honorable or -- under honorable
5 conditions. And that would prevent them from doing
6 the necessary planning to find an occupation,
7 hopefully with the City of Columbus.

8 That's it. Thank you.

9 MS. COE: Thank you so much.

10 PRESIDENT PETTIGREW: For the record, I
11 can indicate that the staff has kept us
12 well-informed on this process from the date of
13 drafting, through the recommendations and
14 presentation today. So we -- Our response may have
15 been short, but it's -- I think it's either the
16 third or fourth time we've addressed the issue.

17 We have no prehearing conference reviews
18 today. No trial board recommendations.

19 The next item is the request of Civil
20 Service Commission staff, on behalf of Columbus City
21 Schools, to extend the current eligible list for
22 Child Care Attendant, for a period of one year, to
23 expire April 2, 2021. That will be joined together
24 with the request to extend the current eligible list

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1 for Intervention Aide for a period of one year, to
2 expire April 2, 2021.

3 MS. LITZY-TAYLOR: Good afternoon. Can
4 you hear me?

5 PRESIDENT PETTIGREW: Yes.

6 MS. LITZY-TAYLOR: Okay. This is Charday
7 Litzy-Taylor, personnel analyst with the Commission.

8 Civil Service Commission staff, on behalf
9 of Columbus City Schools, requests that the eligible
10 list for Child Care Attendant, Job Code 6210; and
11 Intervention Aide, Job Code 6215, be extended for
12 one year. The previous eligible list expired on
13 April 3, 2020. Due to upcoming classification and
14 exam reviews, the district would like to extend the
15 previous eligible list.

16 Commission staff therefore requests that
17 the eligible list for Child Care Attendant and
18 Intervention Aide be extended for one year, to
19 expire on April 2, 2021, if not replaced sooner.

20 MS. COE: Thank you.

21 I move to support the request of the
22 Civil Service Commission staff, on behalf of
23 Columbus City Schools, to extend the current
24 eligible list for Child Care Attendant, Job

1 Code 6210, for a period of one year, to expire on
2 April 2, 2021; as well as the current -- as well as
3 to extend the current eligible list for Intervention
4 Aide, Job Code 6215, for a period of one year, to
5 expire on April 2, 2021.

6 MS. EDWARDS: I second.

7 PRESIDENT PETTIGREW: All in favor, say
8 "Aye."

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: They are approved.

11 Item No. 7 is the request of the Civil
12 Service Commission staff, on behalf of Columbus City
13 Schools, to revise the specification for the
14 classification Public Relations Specialist.

15 MS. LITZY-TAYLOR: This review was
16 requested by Columbus City Schools.

17 The current minimum qualifications
18 require a bachelor's degree and three years of
19 professional experience in journalism, marketing or
20 public relations, as well as a valid motor vehicle
21 license.

22 After reviewing the current
23 specification, it was determined that adding an
24 education substitution would provide a different

1 avenue for potential candidates to qualify, thus
2 increasing the candidate pool.

3 Therefore, it is proposed that additional
4 years of experience be allowed to substitute for the
5 educational requirement, on a year-for-year basis.
6 This would allow applicants without a degree who
7 have seven years of relevant experience to qualify.

8 There are no other changes proposed at
9 this time.

10 MS. COE: Thank you.

11 I move to support the request of the
12 Civil Service Commission staff, on behalf of
13 Columbus City Schools, to revise the specification
14 for the classification Public Relations Specialist.

15 MS. EDWARDS: I second.

16 PRESIDENT PETTIGREW: All in favor, say
17 "Aye."

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PETTIGREW: They are approved.

20 Thank you.

21 Items 8 through 22 will be joined
22 together, as they are items that relate to no
23 revisions.

24 So the -- Item 8 starts with the request

1 of the Civil Service Commission staff to approve the
2 specification review for the classification Housing
3 Division Administrator, with no revisions; as are
4 the following:

5 No. 9, Planning Division Administrator;

6 No. 10, Sealer of Weights and Measures;

7 No. 11, Facilities Management Division
8 Administrator;

9 No. 12, GIS Analyst;

10 No. 13, Contract Compliance Investigator;

11 No. 14, Budget Management Officer;

12 No. 15, Budget Management Specialist;

13 No. 16, Building Plans Examiner

14 Supervisor;

15 No. 17, Construction Manager;

16 No. 18, Storekeeper;

17 No. 19, Dietitian Supervisor;

18 No. 20, Weights and Measures Inspector;

19 No. 21 is Automotive Repair Supervisor;

20 And 22 is Electronic System Technician.

21 MS. COE: Thank you. I move to

22 support -- I'm sorry. I'm out of order.

23 MS. DYKE: This is Beth Dyke, personnel

24 analyst with the Civil Service Commission staff.

1 The review of the classifications for
2 Items 8 through 22 is part of the Civil Service
3 Commission's effort to review all classifications
4 every five years. Based on the feedback received,
5 it was determined that the current specifications
6 still accurately reflect the work being performed.
7 It is recommended that the specifications be
8 approved, with no revisions.

9 MS. COE: Thank you.

10 All right. I move to support the request
11 of the Civil Service Commission staff to approve the
12 specification review for the following
13 classifications, with no revisions: Housing
14 Division Administrator, Planning Division
15 Administrator, Sealer of Weights and Measures,
16 Facilities Management Division Administrator, GIF
17 Analyst, Contract Compliance Investigator, Budget
18 Management Officer, Budget Management Specialist,
19 Building Plans Examiner Supervisor, Construction
20 Manager, Storekeeper, Dietitian Supervisor, Weights
21 and Measures Inspector, Automotive Body Repair
22 Supervisor, Electronic Systems Technician.

23 MS. EDWARDS: I second.

24 PRESIDENT PETTIGREW: All in favor, say

1 "Aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: They are approved.

4 Item No. 23 is the request of the Civil
5 Service Commission staff to revise the specification
6 for the classification Purchasing Expediter.

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

9 A review of this classification was part
10 of the Civil Service Commission's efforts to review
11 all classifications every five years.

12 It is recommended to revise the
13 terminology used for the education and experience
14 requirement within the "Minimum Qualifications"
15 section so that it now reads: "Experience assisting
16 in the purchase of supplies, materials, equipment
17 and services." The proposed revision is made so
18 that the "Minimum Qualifications" statement is
19 presented in an updated and concise format.

20 There are no other revisions proposed at
21 this time.

22 MS. COE: Thank you.

23 I move to support the request of the
24 Civil Service Commission staff to revise the

1 specification for the classification Purchasing
2 Expediter.

3 MS. EDWARDS: I second.

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

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: It is approved.

8 Item No. 24 is the request of the Civil
9 Service Commission staff to revise the specification
10 for the classification Senior Storekeeper.

11 MS. DYKE: A review of this
12 classification is also part of the Civil Service
13 Commission's efforts to review all classifications
14 every five years.

15 It is recommended to add one ability
16 statement within the "Knowledge, Skills and
17 Abilities" section in order to demonstrate the
18 increasing importance of computer knowledge and
19 usage as part of the Senior Storekeeper duties.

20 There are no other revisions proposed at
21 this time.

22 MS. COE: Thank you.

23 I move to support the request of the
24 Civil Service Commission Staff to revise the

1 specification for the classification Senior
2 Storekeeper.

3 MS. EDWARDS: I second.

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

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: It is approved.

8 Item No. 25 is the request of the Civil
9 Service Commission staff to revise the specification
10 for the classification Inventory Control Manager.

11 MS. DYKE: The review of this
12 classification is part of the Civil Service
13 Commission's efforts to review all classifications
14 every five years.

15 There are two recommended revisions
16 within the "Knowledge, Skills and Abilities"
17 section. One proposed revision is to update the
18 level of knowledge from "some" to "general" within
19 the statement discussing knowledge of computers or
20 other electronic data entry devices.

21 An abilities statement is also proposed
22 to be reworded in order to reflect more current
23 language in regards to the use of computers.

24 The proposed revisions are being

1 requested so that the increasing importance of
2 computer knowledge and usage is demonstrated as part
3 of the Inventory Control Manager duties.

4 There are no other revisions proposed at
5 this time.

6 MS. COE: Thank you.

7 I move to support the request of the
8 Civil Service Commission staff to revise the
9 specification for the classification Inventory
10 Control Manager.

11 MS. EDWARDS: I second.

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

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: It is approved.

16 Item No. 26 is the request of the Civil
17 Service Commission staff to revise the specification
18 for the classification Dietitian.

19 MS. DYKE: A review of this
20 classification is also part of the Civil Service
21 Commission's efforts to review all classifications
22 every five years.

23 Within the "Examples of Work" section, it
24 is proposed to remove the statements discussing

1 "menu planning for various contracting agencies" and
2 "providing technical assistance to food service
3 personnel." It was determined that the dietitian no
4 longer completes these duties.

5 Additionally, it is recommended to
6 reorder two Examples of Work statements. During the
7 review process, it was made evident that the
8 statements discussing the assessment, development,
9 design, implementation and evaluation of nutrition
10 care plans and tools to measure nutrition behavior
11 are performed much more frequently than the
12 specification outlines. These two examples of work
13 represent key functions, and so it is proposed that
14 they are relocated to become the second and third
15 statements within the section. All remaining
16 statements thereafter would remain in current order
17 but would also present two lines down from the
18 current location within the section.

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

21 MS. COE: Thank you. I move to support
22 the request of the Civil Service Commission staff to
23 revise the specification for the classification
24 Dietitian.

1 MS. EDWARDS: I second.

2 PRESIDENT PETTIGREW: All in favor, say
3 "Aye."

4 THE COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: It is approved.

6 Item No. 27 is the request of the Civil
7 Service Commission staff to revise the specification
8 for the classification Locksmith.

9 MS. DYKE: A review of this
10 classification is part of the Civil Service
11 Commission's efforts to review all classifications
12 every five years.

13 Within the "Definition," it is proposed
14 that the word "security" of the phrase "security
15 systems" be revised to read "access control systems"
16 in order to provide a more general description of
17 the types of systems the locksmith is performing
18 work on. Therefore, within the section and
19 throughout the entire specification, references to
20 "security systems" have been amended to read "access
21 control systems."

22 In the "Examples of Work" section, it is
23 proposed to add a statement which demonstrates the
24 work completed by the locksmith regarding the

1 installation, service and maintenance of office
2 furniture locks and desk locks.

3 Lastly, it is proposed to add "frames and
4 hinges" to the existing statement describing the
5 "servicing and adjusting of materials and parts
6 maintained by a locksmith."

7 There are no other revisions proposed at
8 this time.

9 MS. COE: Thank you.

10 I move to support the request of the
11 Civil Service Commission staff to revise the
12 specification for the classification Locksmith.

13 MS. EDWARDS: I second.

14 PRESIDENT PETTIGREW: All in favor, say
15 "Aye."

16 THE COMMISSION MEMBERS: Aye.

17 PRESIDENT PETTIGREW: It is approved.

18 Item No. 28 is the request of the Civil
19 Service Commission staff to revise the specification
20 of the classification Maintenance Carpenter.

21 MS. DYKE: The review of this
22 classification is part of the Civil Service
23 Commission's effort to review all classifications
24 every five years.

1 In the "Examples of Work" section, some
2 minor changes are being recommended. It was
3 determined that the Maintenance Carpenter also
4 repairs wallboard and installs and repairs drywall.
5 So it is proposed to add the words "repairs" and
6 "drywall" to an existing statement discussing
7 installation of wallboard.

8 In order to provide clarification
9 regarding the type of lift vehicle which may be used
10 to complete job duties, it is being proposed to
11 update the statement to read: "May operate a
12 variety of non-CDL vehicles and other equipment,
13 such as a bucket/boom lift vehicle or scissor lift,
14 to perform work at heights on the interior and/or
15 exterior of buildings and structures."

16 Of the proposed revisions to the vehicles
17 listed on the specification, none require a
18 commercial driver's license. Therefore, there are
19 no proposed changes to the "Minimum Qualifications"
20 section.

21 Since the last review period, it has been
22 determined that the use of a computer is
23 increasingly important in order to retrieve and
24 complete work orders. It is therefore proposed to

1 add an "Examples of Work" statement regarding the
2 use of a computer or other mobile device to receive
3 and complete work orders.

4 Lastly, in support of the newly proposed
5 "Examples of Work" statement, an ability statement
6 regarding the use of a computer and related software
7 is proposed to be added to the "Knowledge, Skills
8 and Abilities" section.

9 There are no other revisions proposed at
10 this time.

11 MS. COE: I move to support the request
12 of the Civil Service Commission staff to revise the
13 specification of the classification Maintenance
14 Carpenter.

15 MS. EDWARDS: I second.

16 PRESIDENT PETTIGREW: All in favor, say
17 "Aye."

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PETTIGREW: It is approved.

20 Item No. 29 is the request of the Civil
21 Service Commission staff to revise the specification
22 for the classification Maintenance Painter.

23 MS. DYKE: Thank you.

24 The review of this classification is part

1 of the Civil Service Commission's effort to review
2 all classifications every five years.

3 Within the "Examples of Work" section,
4 two minor changes are being recommended.

5 It is proposed to add "properly disposes
6 of materials related to maintenance painting" to an
7 existing statement discussing the cleaning and
8 maintaining of brushes and rollers.

9 It has been determined that proper
10 disposal of waste is an important duty previously
11 omitted from the specification.

12 In order to provide clarification
13 regarding the type of lift vehicle which may be used
14 to complete job duties, it is being proposed to
15 update the statement to read: "May operate a
16 variety of non-CDL vehicles and other equipment,
17 such as a bucket/boom lift vehicle or scissor lift,
18 to perform work at heights on the interior and/or
19 exterior of buildings and structures."

20 Of the proposed revisions to the vehicles
21 listed on the specification, none require a
22 commercial driver's license. Therefore, there are
23 no proposed changes to the "Minimum Qualifications"
24 section.

1 It is also being proposed to add three
2 new statements to the "Knowledge, Skills and
3 Abilities" section.

4 A statement regarding the proper disposal
5 procedures of materials is being added in support of
6 the newly proposed "Examples of Work" statement of
7 the same matter.

8 Based on incumbent responses from the
9 "Physical Demands" section of the Class Review
10 Questionnaires, in order to complete job duties,
11 incumbents may lift and carry 5-gallon buckets full
12 of paint, weighing approximately 56 pounds.
13 Therefore, the statement regarding "the ability to
14 lift and carry at least 50 pounds" is proposed to be
15 added to the section.

16 Lastly, due to e-mail and some work
17 orders being entered and received by way of a
18 computer, the ability to use a computer is
19 increasingly important. And so it is proposed to
20 add an ability statement regarding computer use.

21 There are no other revisions proposed at
22 this time.

23 MS. COE: Thank you.

24 I move to support the request of the

1 Civil Service Commission staff to revise the
2 specification for the classification Maintenance
3 Painter.

4 MS. EDWARDS: I second.

5 PRESIDENT PETTIGREW: All in favor, say
6 "Aye."

7 THE COMMISSION MEMBERS: Aye.

8 PRESIDENT PETTIGREW: It is approved.

9 30 and 31 will be joined together.

10 30 is the request of the Civil Service
11 Commission staff to revise the specification for the
12 classification Cashier I;

13 And 31 is revise the specification for
14 the classification Cashier II.

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

17 The review of these classifications is
18 part of our effort to review all classifications
19 every five years.

20 For the Cashier II, there are proposed
21 updates to "Examples of Work" and the "Minimum
22 Qualifications." Within the "Examples of Work," it
23 is proposed to expand two examples of work to
24 provide more context for the work regarding leading

1 the balancing and closing of cash drawers and
2 overseeing the areas where money is kept.

3 Also within the Cashier II, it is
4 proposed to reduce the years of experience from
5 three years to two years. That is more consistent
6 with movement from one level in a class series to
7 another within our Classification Plan.

8 Within the Cashier I, there are proposed
9 updates to the "Knowledge, Skills and Abilities"
10 section. The ability that refers to "using the
11 fingers of both hands to grasp, place or move small
12 objects" is proposed to be replaced with "the
13 ability to utilize an adding machine and similar
14 devices." This provision, along with other existing
15 abilities, is expected to represent the physical
16 challenges of the use of the hands and fingers.

17 In closing, it is recommended these
18 specifications be approved as proposed.

19 MS. COE: Thank you.

20 I move to support the request of the
21 Civil Service Commission staff to revise the
22 specification for the classification Cashier I, as
23 well as the specification for the classification
24 Cashier II.

1 MS. EDWARDS: I second.

2 PRESIDENT PETTIGREW: All in favor, say

3 "Aye."

4 THE COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: They are approved.

6 Items No. 34 and 35 will be joined

7 together.

8 34 is the request of the Civil Service

9 Commission staff to revise the specification for the

10 classification Automotive Tire Repairer;

11 And, Item 35 is for the classification

12 Automotive Tire Repair Supervisor.

13 MS. LAGEMANN: I can present those, but I

14 think we skipped 32 and 33.

15 PRESIDENT PETTIGREW: Oh, did I? Oh, I

16 did. Right. Okay. Let's back up to 32 and 33.

17 32 is the request of the Civil Service

18 Commission staff to revise the specification for the

19 classification Housing Rehabilitation Technician;

20 And 33 is the request to revise the

21 specification for the classification Housing

22 Rehabilitation Programs Coordinator.

23 MS. LAGEMANN: Thank you.

24 The review of these classifications is

1 also part of the Civil Service Commission's effort
2 to review all classifications every five years.

3 In both classifications, there are some
4 basic wording updates that can include specifying
5 housing inspections in the Coordinator "Minimum
6 Qualifications"; updating the names of federal acts
7 referenced in one of the knowledge statements.

8 And in the Technician classification,
9 spelling out an acronym used in an example of work
10 in referencing programs in a more general way in one
11 of the knowledge statements.

12 For the Coordinator classification, a new
13 ability is proposed regarding accessing all areas of
14 a building without special accommodation to reflect
15 the physical need to be able to supervise or inspect
16 the work of the technician and the work of
17 respective contractors that are completing work
18 covered by housing rehab programs.

19 In both classifications, there are new
20 abilities regarding "ability to read construction
21 plans and drawings" and "ability to develop
22 specifications that convey requirements for
23 rehabilitation or construction."

24 In closing, it is recommended these

1 specifications be approved as proposed.

2 MS. COE: Thank you.

3 I move to support the request of the
4 Civil Service Commission staff to revise the
5 specifications for the classification Housing
6 Rehabilitation Technician, as well as for the
7 classification Housing Rehabilitation Programs
8 Coordinator.

9 MS. EDWARDS: I second.

10 PRESIDENT PETTIGREW: All in favor, say
11 "Aye."

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: They are approved.

14 34 and 35, again, are the request of the
15 Civil Service Commission staff to revise the
16 specifications for the classification Automotive
17 Tire Repairer, 34;

18 And 35 is for the classification
19 Automotive Tire Repair Supervisor.

20 MS. LAGEMANN: These classifications are
21 also up for review in our effort to review all
22 classifications every five years.

23 For Automotive Tire Repairer, a new
24 statement is proposed to the "Examples of Work" to

1 reflect that work orders and parts ordering is
2 performed on a computerized system. And, in tandem
3 to this, a new skill is proposed to reflect the
4 computer work being performed.

5 Within the "Knowledge, Skills and
6 Abilities" sections for both classifications, a new
7 ability statement regarding positioning oneself to
8 perform tire repair work is proposed.

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

11 MS. COE: Thank you.

12 I move to support the request of the
13 Civil Service Commission staff to revise the
14 specification for the classification Automotive Tire
15 Repairer, as well as to revise the specification for
16 the classification Automotive Tire Repairer
17 Supervisor.

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 36 is the request of the Civil Service
24 Commission staff to revise the specification for the

1 classification GIS Manager.

2 MS. LITZY-TAYLOR: The review of the
3 following classifications that I will be presenting
4 are part of the Commission's efforts to review all
5 classifications every four to five years.

6 With GIS being a growing field, and many
7 departments utilizing GIS classifications in
8 multiple sections, it is proposed that the
9 definition be revised to enable departments to be
10 able to utilize "GIS Manager" wherever there is a
11 potential need, instead of restricting the
12 classification to one per department.

13 There are also a couple of minor wording
14 revisions proposed to the "Examples of Work" section
15 to provide clarity moving forward.

16 No other revisions are proposed at this
17 time.

18 MS. COE: Thank you.

19 I move to support the request of the
20 Civil Service Commission staff to revise the
21 specification for the classification GIS Manager.

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. 37 is the request of the Civil
4 Service Commission staff to revise the specification
5 for the classification Administrative Secretary.

6 MS. LITZY-TAYLOR: It is recommended that
7 one statement within the "Examples of Work" section
8 be revised for clarity. It is also recommended that
9 "May track and verify section's employee work
10 schedule details and time-off information" be added.

11 After obtaining feedback from the
12 departments, it was determined that, although typing
13 is an important function of this classification,
14 skill in typing 50 words per minute, as opposed to
15 60 words per minute, is sufficient. It is
16 recommended that a revision be made to the
17 "Knowledge, Skills and Abilities" section reflecting
18 this change.

19 Also, employees serving in this
20 classification must communicate on a regular basis
21 with people of various professional levels.
22 Therefore, it is recommended that "ability to
23 communicate effectively" be added as well.

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 Administrative
4 Secretary.

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. 38 is the request of the Civil
11 Service Commission staff to revise the specification
12 for the classification Criminal Intelligence
13 Analyst.

14 MS. LITZY-TAYLOR: After reviewing the
15 current specification and feedback from current
16 employees, it was determined that some revisions
17 within the "Examples of Work" section are needed to
18 better reflect the work being performed.

19 The current "Minimum Qualifications"
20 require a bachelor's degree and one year of
21 experience analyzing data and investigating criminal
22 activity. A master's degree in criminology, law
23 enforcement or a closely related field may
24 substitute for the one year of required experience.

1 Due to the level and nature of work being performed,
2 it is recommended that the required years of
3 experience be increased to two years and the
4 master's degree be allowed to substitute for one
5 year of the required experience.

6 Changes are proposed to the "Knowledge,
7 Skills and Abilities" section to better reflect the
8 knowledge, skills and abilities necessary to be
9 successful in this classification.

10 No other revisions are proposed.

11 MS. COE: Thank you.

12 I move to support the request of the
13 Civil Service Commission staff to revise the
14 specification for the classification of Criminal
15 Intelligence Analyst.

16 MS. EDWARDS: Second.

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

19 THE COMMISSION MEMBERS: Aye.

20 PRESIDENT PETTIGREW: It is approved.

21 Item No. 39 is the request of the Civil
22 Service Commission staff to revise the specification
23 for the classification for Employee Program
24 Coordinator.

1 MS. LITZY-TAYLOR: Currently, the minimum
2 qualifications require a bachelor's degree in human
3 resources, social science, public administration or
4 a closely related field, and three years of
5 professional experience involving employee
6 relations, recruitment, or a closely related
7 program. It is recommended that the specific
8 degree/field be removed, which would broaden the
9 candidate pool and allow applicants with a degree
10 and relevant experience to qualify. It is also
11 recommended that project management be added as a
12 qualifying experience field.

13 Within the "Knowledge, Skills and
14 Abilities" section, it is proposed that one
15 statement that no longer pertains to this
16 classification be removed and "ability to multitask"
17 be added.

18 No other revisions are proposed.

19 MS. COE: Thank you.

20 I move to support the request of the
21 Civil Service Commission staff to revise the
22 specification for the classification Employee
23 Programs Coordinator.

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 Item No. 40 is a request of the Civil
6 Service Commission staff to revise the specification
7 for the classification Exercise Physiologist.

8 MS. LITZY-TAYLOR: Employees assigned to
9 this classification coordinate and attend various
10 demos, fitness classes and other City of
11 Columbus-sponsored events. They also create and
12 present wellness content geared for specific city
13 groups. It is recommended that the "Examples of
14 Work" section be updated to reflect these duties.

15 No other revisions are proposed at this
16 time.

17 MS. COE: Thank you.

18 I move to support the request of the
19 Civil Service Commission staff to revise the
20 specification for the classification Exercise
21 Physiologist.

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. 41 is the request of the Civil
4 Service Commission staff to revise the specification
5 for the classification Police Evidence Technician,
6 change the probationary period to 365 days, and to
7 amend Rule XI accordingly.

8 MS. LITZY-TAYLOR: It is proposed that
9 language within the description be revised to read
10 "police investigations," instead of "crime scenes,"
11 because not all evidence handled by Police Evidence
12 Techs is associated with crime scenes.

13 There are revisions within the "Examples
14 of Work" and "Knowledge, Skills and Abilities"
15 sections to better reflect the work being performed,
16 as well as the knowledge, skills and abilities
17 necessary for successful performance of those
18 duties.

19 According to the feedback received, the
20 current probationary period does not provide enough
21 time for new hires to learn how to properly perform
22 the duties associated with the classification.
23 Therefore, it is recommended that the probationary
24 period be extended from 180 days to 365 days, which

1 is consistent with the associated learning time.

2 There are no other changes proposed. It
3 is therefore recommended that the Police Evidence
4 Tech be revised, and Rule XI be amended accordingly.

5 MS. COE: Thank you.

6 I moved to support the request of the
7 Civil Service Commission staff to revise the
8 specification for the classification Police Evidence
9 Technician, change the probationary period to 365
10 days, and amend Rule XI accordingly.

11 MS. EDWARDS: I second.

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

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: It is approved.

16 Item No. 42 is the request of the Civil
17 Service Commission staff to revise the specification
18 for the classification Facilities Projects Manager.

19 MS. LITZY-TAYLOR: The review of this
20 classification, again, is part of the Commission's
21 efforts to review all classifications every five
22 years.

23 Employees serving in this classification
24 are responsible for managing and overseeing all

1 phases of construction, maintenance and building
2 renovation projects. They participate in the
3 preparation of legislation for City Council approval
4 and act as the liaison between engineers,
5 architects, design professionals, contractors and
6 stakeholders. It is recommended that reference to
7 these duties be added to the "Examples of Work"
8 section.

9 Changes are proposed to the "Knowledge,
10 Skills and Abilities" section to better reflect the
11 knowledge and abilities necessary for a successful
12 performance in this classification.

13 No other revisions are proposed at this
14 time.

15 MS. COE: Thank you.

16 I move to support the request of the
17 Civil Service Commission staff to revise the
18 specification for the classification Facilities
19 Projects Manager.

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 time.

2 MS. COE: Thank you.

3 I move to support the request of the
4 Civil Service Commission staff to revise the
5 specification for the classification Electronic
6 System Technician Supervisor, as well as to revise
7 the specification for the classification Electronic
8 System Specialist.

9 MS. EDWARDS: I second.

10 PRESIDENT PETTIGREW: All in favor, say
11 "Aye."

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: They are approved.

14 Item No. 45 is the request of the Civil
15 Service Commission staff to revise the specification
16 for the classification Neighborhoods Program
17 Specialist.

18 MR. CHERRY: Good afternoon. Richard
19 Cherry, personnel analyst, with the City of
20 Columbus.

21 First of all, I would like to say that
22 all items that I will be presenting is part of the
23 Civil Service efforts to review all classifications
24 every four to five years.

1 The primary revisions to this
2 specification are to update the "Knowledge, Skills
3 and Abilities" section by adding two statements
4 about the "ability to communicate effectively with
5 communities of varying and diverse cultures" and the
6 "ability to operate a computer and utilize related
7 software."

8 Also, it was recommended to reorder the
9 "Examples of Work" by level of importance.

10 There are no other proposals at this
11 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 Neighborhoods
16 Program Specialist.

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. 46 is the request of the Civil
23 Service Commission staff to revise the specification
24 for the classification for Fiscal Manager.

1 MR. CHERRY: The only recommendation to
2 this classification is to include, in "Examples of
3 Work," the statement "May supervise staff engaged in
4 physical operations."

5 And there are no other proposals at this
6 time.

7 MS. COE: Thank you.

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

11 MS. EDWARDS: I second.

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

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: It is approved.

16 Item No. 47 and 48 will be joined
17 together.

18 47 is the request of the Civil Service
19 Commission staff to revise the specification for the
20 classification Inspector Supervisor;

21 48 is for the classification Inspector
22 Manager.

23 MR. CHERRY: For the Inspector Supervisor
24 classification, it is recommended that we include in

1 the "Examples of Work" section the statement
2 "approves leave requests, recommends disciplinary
3 actions and conducts performance evaluations for
4 staff of an assigned section."

5 It is also recommended that "the ability
6 to operate a computer and utilize related software"
7 be added to the "Knowledge, Skills and Abilities"
8 section.

9 For Inspection Manager, it is recommended
10 that the "Examples of Work" section be updated to
11 include the statement "oversees plan reviews for a
12 specific building trade completed by the inspection
13 team; creates policies and procedures to ensure
14 accuracy and consistency" and "Reviews inspection
15 reports for violations, unsafe conditions, or
16 serious hazards and provides written determinations
17 of noncompliance to be adjudicated."

18 There are no other proposals at this
19 time.

20 MS. COE: Thank you.

21 I move to support the request of the
22 Civil Service Commission staff to revise the
23 specification for the classification Inspection
24 Supervisor, as well as to revise the specification

1 for the classification Inspection Manager.

2 MS. EDWARDS: I second.

3 PRESIDENT PETTIGREW: All in favor, say
4 "Aye."

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: They are approved.

7 Item No. 49 is the request of the Civil
8 Service Commission staff to revise the specification
9 for the classification Wastewater Chemist III.

10 MR. CHERRY: For this classification, it
11 is recommended that we include in the "Examples of
12 Work" section the statement "operates a computer and
13 utilizes related software to run analyses and
14 prepare periodic and special reports."

15 It is also recommended that "general
16 knowledge of budgeting and procurement principles
17 and practices" be added to the "Knowledge, Skills
18 and Abilities" section.

19 There are no other proposals at this
20 time.

21 MS. COE: Thank you.

22 I move to support the request of the
23 Civil Service Commission staff to revise the
24 specification for the classification Wastewater

1 Chemist III.

2 MS. EDWARDS: I second.

3 PRESIDENT PETTIGREW: All in favor, say
4 "Aye."

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: It is approved.

7 Item No. 50 is the request of the Civil
8 Service Commission staff to revise the specification
9 for the classification Stormwater Investigator.

10 MR. CHERRY: The only recommendation to
11 this classification is to include in the "Examples
12 of Work" section the statement "utilizes GIS
13 software to look up information such as maps,
14 infrastructures, elevations, etc."

15 There are no other proposals at this
16 time.

17 MS. COE: Thank you.

18 I move to support the request of the
19 Civil Service Commission staff to revise the
20 specification for the classification Stormwater
21 Investigator.

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 The remaining item that I have on the
4 agenda is the applicants removed post-examination,
5 but I have a question. Was there a need for an
6 approval for the dismissal of an appeal of Ryan
7 Gaston? That's not an open issue?

8 MS. BRINNON: One second, Grady.

9 MS. COE: I don't think we need to.

10 PRESIDENT PETTIGREW: The approval of a
11 dismissal of the appeal of Ryan Gaston, G-a-s-t-o-n.

12 MS. BRINNON: So can you check the
13 administrative jurisdictional reviews and see if
14 that was his?

15 PRESIDENT PETTIGREW: Oh, I'm not sure
16 how to get to that.

17 You're saying that might be in the book?

18 MS. BRINNON: It would be on the separate
19 sheet that I sent today. It was a Word document.

20 PRESIDENT PETTIGREW: Yeah, it is, under
21 "Administrative and Jurisdictional Reviews."
22 "Item A, Ryan A. Gaston, Appeal No. 20-BA-001."
23 "Review and approval of the dismissal of the appeal
24 filed February 20, 2020, regarding a rejection of an

1 application for Substation Maintenance Supervisor.
2 Applicant didn't meet minimum qualifications and
3 changed job title duties on resumé after application
4 closed."

5 So that's what I was raising.

6 So can I have a motion on -- We just
7 accept the dismissal; is that right? Is everyone in
8 agreement on that?

9 MS. COE: I move to accept -- Oh, go
10 ahead, somebody.

11 MS. EDWARDS: No, you go.

12 MS. COE: Okay. I move to accept the
13 approval of the dismissal of the appeal filed
14 February 20, 2020, regarding the rejection of an
15 application for Substation Maintenance Supervisor.
16 "Applicant didn't meet the minimum qualifications
17 and changed job title duties on his resumé after the
18 application closed." That's appeal 20-BA-001.

19 MS. EDWARDS: I second.

20 PRESIDENT PETTIGREW: All in favor, say
21 "Aye."

22 THE COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: It is approved.

24 The applicants removed post-exam are the

50

1 remaining items. And I guess, Stefanie, you had --
2 Commissioner Coe, you had an issue or comments
3 regarding Cray and Story. That's Zachary -- No,
4 that's --

5 MS. COE: Alicia. Alicia Cray and Xavier
6 Story.

7 PRESIDENT PETTIGREW: Xavier Story.
8 Do you want to deal with those two?

9 MS. COE: I don't think Brenda is --
10 Sure.

11 Is Brenda on this meeting?

12 MS. BRINNON: She is not, but I can get
13 her to join real quick.

14 MS. COE: Well, my only question was: I
15 agree with all of the recommendations as indicated.
16 I just wanted to confirm that, in the situation of
17 both those two parties, that that's consistently
18 what the Commission has done.

19 Ms. Cray indicated that she had a
20 prescription for pain medication. But she also
21 identified that she used illegal substances. So I
22 would assume that identification was what causes her
23 to be not reinstated. And I'm fine with that. I
24 just wanted to confirm that was consistent.

1 And also, on Xavier Story, his juvenile
2 conviction had been sealed, but I'm assuming we
3 consistently have looked at the time guidelines
4 versus that sealing. I just wanted confirmation of
5 that.

6 MS. BRINNON: Amy can probably help us
7 with that. Give me one moment, please.

8 MS. COE: Sure. Thank you.

9 MS. DE LONG: Yes. Those are consistent
10 with how we've operated in the past, especially on
11 the sealed records. They do get opened and
12 reviewed, just like any other time frame, depending
13 on severity and other things that's happened since
14 then.

15 MS. COE: That's what I assumed. I just
16 wanted to confirm. So I'm supportive of all of the
17 recommendations as listed.

18 PRESIDENT PETTIGREW: All right. Then
19 we'll go through the recommendations on the
20 applicants removed post-examination.

21 Zachery Hardie, do not reinstate.

22 James Broadright, do not reinstate.

23 Jordan McLoughlin, do not reinstate.

24 Nathan Maiken, do not reinstate.

1 Devon Boyd, do not reinstate.

2 Travis Broskie, reinstate.

3 Shamar Islam, do not reinstate.

4 Zachary Bowers [sic], do not reinstate.

5 Alicia Cray, do not reinstate.

6 Xavier Story, do not reinstate.

7 Mark Stewart, reinstate.

8 MS. COE: I believe Number -- or Letter H
9 was Zachary Sowers, not Bowers. I just want to make
10 sure that's clear.

11 PRESIDENT PETTIGREW: I can't even read
12 my own handwriting. I'm sorry.

13 MS. COE: I figured.

14 PRESIDENT PETTIGREW: I see that.
15 Zachary Sowers, yes. And that's do not reinstate.

16 Any other items before we have completed
17 this agenda for today?

18 MS. COE: I don't have any.

19 MS. EDWARDS: Nope.

20 PRESIDENT PETTIGREW: All right. If not,
21 then we are adjourned until next month, or whenever
22 the virus lets us go.

23 Thank you.

24 MS. COE: Thank you, everyone, for your

1 hard work in these crazy times.

2 MS. EDWARDS: Thank you.

3 - - -

4 And, thereupon, the meeting was
5 concluded at approximately 1:26 p.m.

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

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I do hereby certify that the foregoing is a

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true, correct and complete written transcript of the

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proceedings in this matter, taken by me on the

10

26th day of May, 2020, and transcribed from my

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stenographic notes.

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13

TRACI E. PEOPLES
Professional Reporter and
Notary Public in and for
the State of Ohio

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My Commission Expires: July 15, 2024

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The Commissioners adjourned the special meeting at 1:26 p.m.

* * *

Grady L. Pettigrew, Jr., President

Date