

1 COMMISSION MEMBERS PRESENT:

2 Grady L. Pettigrew, President
3 Stefanie L. Coe
4 Delena Edwards

5 PRESENTERS:

6 Beth Dyke
7 Charday Litzy-Taylor

8 ALSO PRESENT:

9 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION
2 July 27, 2020
3 12:35 p.m.

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

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7 BE IT REMEMBERED THAT, on the 27th day of
8 July, 2020, this cause came on for hearing, by
9 videoconference, Grady L. Pettigrew, President.
10 And, the parties appearing by videoconference and/or
11 by counsel, as hereinafter set forth, the following
12 proceedings were had:

13 - - -

14 PRESIDENT PETTIGREW: We'll call to order
15 the July regular meeting of the Municipal Civil
16 Service Commission of Columbus, Ohio. We will be
17 following the published agenda.

18 And the first item is review and approval
19 of the minutes of the June 29, 2020, regular
20 meeting.

21 MS. COE: I move to approve the minutes
22 from the June 29, 2020, regular meeting.

23 MS. EDWARDS: I second.

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

1 COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: The minutes are
3 approved.

4 No. 2, no prehearing conferences.

5 No. 3, no Trial Board recommendations.

6 No. 4 is the request of the Civil Service
7 Commission staff, on behalf of Columbus City
8 Schools, to create the specification for the
9 classification School Program Assistant, assign a
10 probationary period of 180 days, and designate the
11 examination type as noncompetitive.

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

14 This action was initiated at the request
15 of Columbus City Schools. In discussion with
16 district representatives, it was determined that
17 there is a need for a classification that would
18 perform clerical duties associated with grant-funded
19 programs.

20 Federal guidelines stipulate that the
21 district is not permitted to utilize clerical
22 positions to perform duties associated with
23 grant-funded programs unless 100 percent of the
24 duties being performed are permitted under the

1 grant.

2 So, by definition, the proposed School
3 Program Assistant classification, working under
4 general supervision, would be responsible for
5 assisting in the coordination and implementation of
6 grant-funded programs within an assigned school.

7 The proposed "Examples of Work" section
8 was developed to include those responsibilities
9 identified as important for the classification.

10 It is recommended that a "Guidelines for
11 Class Use" section be added stating that, due to
12 specialized funding restrictions, this
13 classification exists to perform clerical-related
14 duties associated with various grant-funded programs
15 within an assigned school.

16 This classification will also serve as a
17 feeder classification into other district clerical
18 classes.

19 The distinct envisions hiring or being
20 able to hire recent graduates with little to no
21 experience. Therefore, the proposed "Minimum
22 Qualifications" required is completion of the 12th
23 school grade.

24 The proposed "Knowledge, Skills and

1 Abilities" section was developed to include
2 knowledge, skills and abilities expected of
3 successful employees.

4 Noting the level of education and
5 experience required, it is recommended that the
6 examination type be designated as noncompetitive.

7 Per Commission policy, it is further
8 recommended that the probationary period be assigned
9 as 180 days, which is consistent with the associated
10 learning time.

11 The proposed classification will help
12 keep the district in compliance with federal
13 guidelines. It is therefore recommended that the
14 classification School Program Assistant be created
15 as proposed.

16 MS. COE: Thank you. I moved to supposed
17 the request of the Civil Service Commission staff,
18 on behalf of Columbus City Schools, to create the
19 specification for the classification School Program
20 Assistant, assign a probationary period of 180 days,
21 and designate the examination type as
22 noncompetitive.

23 MS. EDWARDS: I second.

24 PRESIDENT PETTIGREW: Delena, a second?

1 MS. EDWARDS: Yes, second. I said it.

2 PRESIDENT PETTIGREW: Oh, I didn't hear.

3 MS. EDWARDS: Can you hear me?

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

6 COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: It is approved.

8 Items 5 through 10 are presented
9 together. They are all items of no revision.

10 And Item No, 5, request of Civil Service
11 Commission staff to approve the specification review
12 for the classification Field Services Dispatcher,
13 with no revisions.

14 No. 6 is the request to approve the
15 specification classification Public Health Program
16 Manager II, with no revision.

17 7 is Public Health Program Manager III,
18 RN, no revision.

19 8 is Public Health Program Manager IV,
20 with no revision.

21 9 is Graphics Technician, with no
22 revision.

23 And 10 is Fingerprint Technician
24 Specialist, with no revision.

1 MS. COE: You're still muted, Beth.

2 MS. DYKE: Beth Dyke, personnel analyst.

3 If I could, No. 6 and 8 are Program --
4 Public Health Program Managers II and IV, RN. That
5 was not said. I just want to clarify that.

6 And the review of these classifications
7 is part of the Civil Service Commission staff's
8 effort to review all classifications every five
9 years.

10 Based on feedback received, it was
11 determined that the current specification still
12 accurately reflects the work being performed. And
13 it is recommended that the specifications be
14 approved, with no revision.

15 MS. COE: Thank you.

16 I move to support the request of the
17 Civil Service Commission staff to approve the
18 specification review for the classifications Field
19 Services Dispatcher; as well as Public Health
20 Program Manager II, RN; as well as Public Health
21 Program Manager III, RN; Public Health Program
22 Manager IV, RN; Graphics Technician; and Fingerprint
23 Technician Specialist -- I think it's AFIS,
24 A-F-I-S -- with no revisions.

1 MS. EDWARDS: Second.

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

4 COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: They are approved.

6 Item No. 11 is the request of the Civil
7 Service Commission staff to revise the specification
8 for the classification Public Health Administrator.

9 MS. DYKE: Beth Dyke, personnel analyst
10 with Civil Service Commission staff.

11 And this, again, if I would, the
12 "Population Health" after "Public Health
13 Administrator" is part of the title. I just want to
14 clarify that.

15 But the review of this classification is
16 part of the Civil Service staff's effort to review
17 all classifications every five years.

18 It is recommended to revise several
19 statements by removing the titles of programs, plans
20 or processes that are no longer implemented by or
21 applicable to the population health section of
22 Columbus Public Health. Within those statements,
23 the names of current health plans are proposed to be
24 added and with reference to the maintenance and

1 revision of such plans.

2 It is proposed to remove the statement
3 that references providing leadership and direction
4 in public health emergencies and replace it with a
5 more detailed statement describing the duties of
6 leading, implementation of emergency operations in
7 response to public health emergencies.

8 Additionally, it is proposed to remove
9 the statement that discussed the incumbent
10 overseeing public health compliance with Ohio
11 Department of Health and national performance
12 standards and the facilitation of the enforcement of
13 public health laws and regulations, as it was agreed
14 these duties are no longer performed within the
15 scope of this classification.

16 Lastly, it is being recommended to add a
17 statement to demonstrate the duties of managing
18 supervisors who oversee the daily operation of
19 various population health programs.

20 There are no other proposed revisions 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 Public Health
2 Administrator - Population Health.

3 MS. EDWARDS: I second.

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

6 COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: It is approved.

8 Item No. 12 is the request of the Civil
9 Service Commission staff to revise the specification
10 for the classification Network Analyst.

11 MS. DYKE: Again, Beth Dyke.

12 This request is in response to a formal
13 request from the Department of Technology to revise
14 the minimum qualifications as a result of the exam
15 referenced on this specification being revoked.

16 In February of this year, Cisco Systems
17 revamped many paths to certification and their
18 accompanying examinations. In doing so, the Cisco
19 Certified Network Associate path to certification
20 and examination was retired, causing the minimum
21 qualification requirement, as it is currently
22 stated, to become null.

23 The recommended applicable replacement of
24 the retired content is now covered by the Cisco

1 Certified Network Professional Collaboration
2 certification and accompanying examination.

3 Lastly, in order to maintain effective
4 minimum qualifications, it is important to recognize
5 that other similarly comparable examination pathways
6 may be deemed appropriate to meeting this
7 requirement.

8 The proposed addition of this statement
9 offers the department more flexibility in
10 determining accessible pathways to certification,
11 therefore creating a larger applicant pool.

12 There are no other proposed revisions at
13 this time.

14 MS. COE: Thank you.

15 I move to support the request of the
16 Civil Service Commission staff to revise the
17 specification for the classification Network
18 Analyst.

19 MS. EDWARDS: Second.

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

22 COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: It is approved.

24 Item No. 13 is the request of the Civil

1 Service Commission staff to revise the specification
2 for the classification Disease Intervention
3 Specialist I.

4 MS. DYKE: Again, Beth Dyke.

5 This request is in response to a formal
6 request from Columbus Public Health to revise the
7 "Minimum Qualifications" to meet the current
8 recruitment demands in relation to the COVID-19
9 pandemic, as well as to assist with long-term
10 recruitment needs.

11 The department recently hired
12 approximately 34 incumbents into the classification
13 in a temporary capacity to assist with the contact
14 tracing in response to the COVID-19 pandemic. This
15 work is likely to have a longer duration than
16 originally anticipated, and many of these recently
17 hired employees are being considered for a longer
18 term of employment. As such, the minimum
19 qualifications for Disease Intervention Specialist I
20 classification are proving to be too narrowly
21 construed for this particular use. Most often,
22 applicants have either the physical sciences or the
23 social sciences coursework, not the required
24 combination of both.

1 It is also agreed that the four-course
2 requirement of the substitution does not equate to
3 two years of experience, and it is more suitably
4 represented by one year of experience.

5 Therefore, it is proposed that the
6 "Minimum Qualifications" would require completion of
7 the 12th school grade and one year of experience
8 interviewing and counseling individuals on issues or
9 topics of infectious disease, sexual health or other
10 closely related area.

11 Lastly, the substitution would be revised
12 so that four college courses in a physical, natural,
13 social or behavioral science may be substituted for
14 the required experience.

15 A certificate of high school equivalent
16 will remain acceptable in lieu of a high school
17 diploma.

18 There are no proposed revisions 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 Disease
24 Intervention Specialist I.

1 MS. EDWARDS: I second.

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

4 COMMISSION MEMBERS: Aye.

5 PRESIDENT PETTIGREW: It is approved.

6 Item No. 14 is the request of the Civil
7 Service Commission staff to revise the specification
8 for the classification Graphic Designer.

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

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

14 Based on feedback received, minor wording
15 revisions are proposed to the "Examples of Work"
16 section to better reflect the work being performed.

17 And it is recommended that one statement
18 be broadened within the "Knowledge, Skills and
19 Abilities" section.

20 There are no other changes 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 Graphic
2 Designer.

3 MS. EDWARDS: I second.

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

6 COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: It is approved.

8 Item No. 15 is the request of the Civil
9 Service Commission staff to revise the specification
10 for the classification Cultural Arts and Events
11 Specialist, retitle it to read "Event Coordination
12 Specialist," and amend Rule XI accordingly.

13 MS. LITZY-TAYLOR: Can we do No. 15 and
14 16 together?

15 PRESIDENT PETTIGREW: I'm sorry. 16
16 also.

17 16 is the request of the Civil Service
18 Commission staff to revise the specification for the
19 classification Cultural Arts and Events Manager,
20 retitle it to read "Event Coordination Manager," and
21 amend Rule XI accordingly.

22 MS. LITZY-TAYLOR: The review of Cultural
23 Arts and Events Specialist was initiated by
24 Recreation and Parks. The review of Cultural Arts

1 and Events Manager is part our five-year class
2 review.

3 Due to the move into formal venue
4 rentals, the department has a need to create an
5 Event Coordination Specialist position, which will
6 be responsible for marketing and promoting the
7 facilities and coordinating the event details for
8 clients.

9 After reviewing the Cultural Arts and
10 Events Specialist classification, it was determined
11 that the proposed positions would be performing the
12 same type of duties in a broader scope, as opposed
13 to performing those duties in support of cultural
14 arts events only. Therefore, there are some minor
15 wording revisions proposed for both specifications
16 to broaden the language, maintain consistency within
17 the series and better reflect the work moving
18 forward.

19 It is proposed that these classifications
20 be retitled Event Coordination Specialist and Event
21 Coordination Manager, respectively. The proposed
22 titles better reflect the work being performed
23 moving forward.

24 There are no more changes proposed at

1 this time. It is therefore recommend that these
2 classifications be revised and retitled accordingly
3 and Rule XI be amended.

4 MS. COE: Thank you.

5 I move to support the request of the
6 Civil Service Commission staff to revise the
7 specification for the classification Cultural Arts
8 and Events Specialist, retitle to read "Event
9 Coordination Specialist," and amend Rule XI
10 accordingly; as well as the specification for the
11 classification Cultural Arts and Events Manager,
12 retitle it to read "Event Coordination Manager," and
13 amend Rule XI accordingly.

14 MS. EDWARDS: I second.

15 PRESIDENT PETTIGREW: All in favor, say
16 "aye."

17 COMMISSION MEMBERS: Aye.

18 PRESIDENT PETTIGREW: They are approved.

19 Item Nos. 17 and 18 are joined together.

20 Item No. 17 is the request of the Civil
21 Service Commission staff to create the specification
22 for the classification Maintenance Apprentice -
23 Electrical/Electronic, assign a probationary period
24 of 365 days, designate the examination type as

1 noncompetitive, and amend Rule XI accordingly.

2 Item No. 18 is to create the
3 specification for the classification Maintenance
4 Apprentice - Mechanical, assign a probationary
5 period of 365 days, designate the examination type
6 as noncompetitive, and amend Rule XI accordingly.

7 MS. LITZY-TAYLOR: Civil Service
8 Commission staff received the request to create
9 these specifications from the Department of Public
10 Utilities.

11 In discussions with the department
12 representatives, it was noted that the department
13 has had issues filling positions within the higher
14 Plant Maintenance Electrician I, Electronic System
15 Technician and Plant Maintenance Mechanic
16 classifications. As employees in these classes
17 retire or move into other professions, there is a
18 growing need for employees with these very specific
19 trade skills.

20 By definition, the proposed Maintenance
21 Apprentice - Electrical/Electronic, working under
22 immediate supervision, will be responsible for
23 learning to install, troubleshoot, repair and
24 maintain electrical and/or electronic equipment,

1 wiring systems and accessories.

2 By definition, the proposed Maintenance
3 Apprentice - Mechanical, working under immediate
4 supervision, is responsible for learning to install,
5 repair and maintain industrial mechanical equipment.

6 The "Examples of Work" sections for both
7 classes were developed to include responsibilities
8 identified as important. Since these are learning
9 classifications and not intended for long-term
10 assignment, it is recommended that a "Guideline for
11 Class Use" be included, explaining that these
12 classes exist to enable incumbents to gain hands-on
13 experience and prepare incumbents to advance into
14 the higher classifications. Individuals appointed
15 to these apprenticeship classes serve for a limited
16 period of time, not to exceed four years.

17 The "Minimum Qualifications" require
18 completion of the 12th school grade and completion
19 of a vocational training program. Six months of
20 related experience may substitute for the vocational
21 requirement, and a GED will be accepted in lieu of a
22 12th grade school diploma. Vocational programs as
23 part of a high school curriculum can be used as
24 qualifying education as well.

1 The "Knowledge, Skills and Abilities"
2 section was developed to include the knowledge,
3 skills and abilities expected of a successful
4 employee.

5 Noting the level of education and
6 experience required, it is recommended that the
7 examination type for both classes be designated as
8 noncompetitive.

9 It is further recommended that the
10 probationary period be assigned as 365 days, which
11 is consistent with the associated learning time and
12 in accordance with Commission guidelines for
13 classifications designated as noncompetitive.

14 As proposed, the creation of the
15 classifications Maintenance Apprentice -
16 Electrical/Electronic and Maintenance
17 Apprentice - Mechanical will enable the City to
18 train employees in-house and promote those employees
19 into trade positions that have been difficult to
20 fill and require a specific skill set.

21 It is therefore recommended that the
22 classifications Maintenance Apprentice -
23 Electrical/Electronic and Maintenance Apprentice -
24 Mechanical be created as proposed, and Rule XI

1 amended accordingly.

2 MS. COE: Thank you.

3 I move to support the request of the
4 Civil Service Commission staff to create the
5 specifications for the classifications Maintenance
6 Apprentice - Electrical/Electronic, assign a
7 probationary period of 365 days, designate the
8 examination type as noncompetitive, and amend
9 Rule XI accordingly; as well as to create the
10 specification for the classification Maintenance
11 Apprentice - Mechanical, assign a probationary
12 period of 365 days, designate the examination type
13 as noncompetitive and amend Rule XI accordingly.

14 MS. EDWARDS: I second.

15 PRESIDENT PETTIGREW: All in favor, say
16 "aye."

17 COMMISSION MEMBERS: Aye.

18 PRESIDENT PETTIGREW: They are proved.

19 We have no residency hearing reviews.

20 And the background removals, we have:

21 James Neal, reinstate;

22 Phillip Parente, reinstate;

23 Winslow Choina, reinstate;

24 Andrew Scordato, do not reinstate;

1 Heath Steele, reinstate;

2 Jacob Vaughan, reinstate;

3 Leshun Holmes, do not reinstate;

4 Brittiny Morgan, do not reinstate;

5 Abdulazeez Sanat, do not reinstate;

6 Blake Murphy, do not reinstate;

7 And Andrew O'Neil, do not reinstate.

8 And, with that, we have completed the
9 agenda for today, and the meeting is adjourned.

10 MS. EDWARDS: Thank you.

11 MS. COE: Thanks, everybody.

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13 And, thereupon, the meeting was
14 concluded at approximately 12:55 p.m.

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

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 27th day of July, 2020, and transcribed from my stenographic notes.

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

My Commission Expires: July 15, 2024

The Commissioners adjourned the special meeting at 12:55 p.m.

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Grady L. Pettigrew, Jr., President

Date