

1                                   BEFORE THE CITY OF COLUMBUS  
2                                   MUNICIPAL CIVIL SERVICE COMMISSION

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5       In the Matter of:

6   Regular Meeting

7   - - -

8   Grady L. Pettigrew

9   President, Presiding

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11                                   TRANSCRIPT OF VIDEOCONFERENCE PROCEEDINGS

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13

14   Monday, November 16, 2020  
15   12:35 p.m.  
  (Via WebEx)

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18   TRACI E. PEOPLES  
  PROFESSIONAL COURT REPORTER

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1 COMMISSION MEMBERS PRESENT:

2 Grady L. Pettigrew, President  
3 Larry Price

4 PRESENTERS:

5 Beth Dyke  
6 Jennifer Hutchinson  
7 Carol Lagemann  
8 Charday Litzy-Taylor

9 ALSO PRESENT:

10 Wendy Brinnon  
11 Jaasiel Rubeck

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1 MONDAY AFTERNOON SESSION  
2 November 16, 2020  
3 12:35 p.m.

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

6 - - -

7 BE IT REMEMBERED THAT, on the 16th day of  
8 November, 2020, the Municipal Civil Service  
9 Commission came for a regular meeting, Grady L.  
10 Pettigrew, President. And, the parties appearing in  
11 person and/or by counsel, as hereinafter set forth,  
12 the following proceedings were had:

13 - - -

14 PRESIDENT PETTIGREW: Thank you. I'll  
15 call to order the City of Columbus, Ohio, Municipal  
16 Civil Service Commission regular meeting for  
17 November 2020. We will be following the printed and  
18 distributed agenda.

19 The first item on the agenda is the  
20 review and approval of the minutes of the  
21 October 26, 2020, regular meeting.

22 Your motion, Commissioner Price?

23 MR. PRICE: I was muted.

24 Can everyone hear me now?

PRESIDENT PETTIGREW: Yes.

1 MR. PRICE: Okay. All right. I'm sorry.

2 I move that we approve the minutes from  
3 the October 26, 2020, regular meeting.

4 PRESIDENT PETTIGREW: Second.

5 All in favor, say "aye."

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: They are approved.

8 Item 4 is the request of the Civil  
9 Service Commission staff to extend the current  
10 eligible list for 16 classifications, as identified  
11 in the attached listing.

12 MS. HUTCHINSON: Jennifer Hutchinson,  
13 Personnel Administrative Manager.

14 Good afternoon.

15 Civil Service Commission testing, like  
16 everything else this year, was impacted by the  
17 COVID 19 pandemic. Testing was temporarily  
18 suspended, and many examinations were canceled.  
19 Testing has resumed, but with new procedures and  
20 limited capacity in the test center.

21 In order to continue to serve departments  
22 across the city in a safe and timely manner, we are  
23 requesting that 16 identified classifications be  
24 extended. Most of these classifications have large

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1 candidate pools and still have a large number on the  
2 eligible list or eligible candidates on the current  
3 list.

4 We are requesting the 2019 firefighter  
5 eligible list be extended one year, to August 24,  
6 2022.

7 We are requesting that 15 eligible lists  
8 be extended to December 31, 2021. These include:  
9 311 Service Representative I, Crane Operator,  
10 Customer Service Representative I, Fiscal Assistant  
11 I, Fiscal Assistant II, Human Resources  
12 Representative, Income Tax Auditor I, License  
13 Officer, Operator-in-Training, Property Maintenance  
14 Inspection Trainee, Crime Analyst, Desktop Support  
15 Technician, Fingerprint Technician Trainee, Parking  
16 Enforcement Officer, and Public Relations  
17 Specialist I.

18 We are requesting that those 16 lists be  
19 extended.

20 MS. BRINNON: Mr. Price, I think you are  
21 muted.

22 MR. PRICE: I apologize. I'm sorry.  
23 I'll get this yet.

24 I move to extent the current eligible

1 list of 16 classifications, as identified on the  
2 attached listing.

3 PRESIDENT PETTIGREW: Second.

4 All in favor, say "aye."

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: They are approved.

7 Item No. 5 is the request of the Civil  
8 Service Commission staff, on behalf of the Columbus  
9 City Schools, to create the specification for the  
10 classification HR Data Analytic Specialist, assign a  
11 probationary period of 365 days, and designate the  
12 examination type as noncompetitive.

13 MS. LITZY-TAYLOR: I'm Charday  
14 Litzy-Taylor, Personnel Analyst with the Commission.

15 This action was initiated at the request  
16 of the Columbus City Schools, based on the results  
17 of an external audit within the District. The  
18 proposed classification would provide a single  
19 classification that would be responsible for  
20 developing, tracking, analyzing and interpreting  
21 employee capital metrics that would serve to inform,  
22 support and drive employee-specific decisions.

23 This could close the gap between the  
24 technical analytic tasks which are performed by the

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1 information technology group and the human  
2 resources-related tasks which are performed by HR  
3 staff.

4 As proposed, the HR Data Analytic  
5 Specialist, working under general direction, would  
6 be responsible for collaborating with the District's  
7 HR leadership to identify, prioritize and execute  
8 human resources analytics needs.

9 The proposed "Examples of Work" section  
10 was developed to include those responsibilities  
11 identified as important for the classification, as  
12 well as the knowledge, skills and abilities needed  
13 for successful performance of those duties.

14 Due to the type and level of duties being  
15 performed, the "Minimum Qualifications" require a  
16 bachelor's degree and three years of experience  
17 using data analytics tools or report development  
18 from a relational database. Additional experience  
19 using human resources information systems, analytic  
20 tools, data visualization tools and/or data pipeline  
21 tools may substitute for the required education on a  
22 year-for-year basis.

23 Due to the education and experience  
24 required, it is recommended that the examination

1 type be designated as noncompetitive, which is  
2 fairly consistent with other similar classifications  
3 under the Columbus City Schools Class Plan Index.

4           It is further recommended that the  
5 probationary period be assigned as 365 days, which  
6 is consistent with the associated learning time and  
7 in accordance with the Commission guidelines for  
8 classifications designated as noncompetitive.

9           It is also recommended that this  
10 classification be assigned to the Administrative  
11 Professional Job Family within the Human Resources  
12 Group and be assigned to the Administrative Support  
13 EEO job category.

14           As proposed, the creation of the  
15 classification HR Data Analytics Specialist will  
16 provide the District with a classification that can  
17 assist the District's HR leadership with the  
18 execution of their needs.

19           It is therefore recommended that the  
20 classification HR Data Analytics Specialist be  
21 created as proposed.

22           MR. PRICE: I move, on behalf of Columbus  
23 City Schools, to create the specification for the  
24 classification HR Data Analytics Specialist, assign



1 a -- create the specification for the  
2 classification -- okay -- HR Data Analytics  
3 Specialist, assign a probationary period -- I'm  
4 sorry -- assign a probationary period of 365 days,  
5 and designate the examination type as  
6 noncompetitive.

7 PRESIDENT PETTIGREW: Second.

8 All in favor, say "aye."

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: It is approved.

11 Agenda Items 6 through 16 will be joined  
12 together, as they are all actions that require no  
13 revisions.

14 Item No. 6, request of the Civil Service  
15 Commission staff to approve the specification review  
16 for the classification Automative Parts Keeper, with  
17 no revision;

18 Item No. 7, the classification Automotive  
19 Parts Keeper Supervisor, with no revisions;

20 8, the classification Development Program  
21 Manager, with no revisions;

22 9, the classification Legal Secretary,  
23 with no revisions;

24 10, the classification IT Operations

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1 Manager, with no revisions;

2 11, the classification Law Clerk, with no  
3 revisions;

4 Item 12, the classification Legal Intern,  
5 with no revisions;

6 13, the classification Legal Intake  
7 Counselor, with no revisions;

8 Item 14, the classification Legal  
9 Advocate, with no revisions;

10 Item 15, the classification Real Estate  
11 Specialist, with no revisions;

12 And 16, the classification Legal  
13 Investigator/Paralegal, with no revisions.

14 MS. LAGEMANN: Hello. This is Carol  
15 Lagemann, Personnel Analyst with the Civil Service  
16 Commission.

17 The review of these classifications was  
18 completed as part of the Civil Service Commission's  
19 efforts to review all classifications every five  
20 years.

21 After reviewing the specifications,  
22 incumbent questionnaires, and/or discussions with  
23 department representatives, it was decided the  
24 current specifications adequately describe the work.

1                   It is therefore recommended that the  
2 review of the specification for the classifications  
3 on Agenda Items 6 through 16 be approved, with no  
4 revisions.

5                   MR. PRICE: I move to approve the  
6 specification review for the classifications  
7 Automatic Parts Keeper, with no revisions, No. 6.

8                   No. 7, I move to approve the  
9 specification review for the classification  
10 Automotive Parts Keeper Supervisor, with no  
11 revisions.

12                  No. 8, I move to approve the  
13 specification review for the classification  
14 Development Program Manager, with no revisions.

15                  No. 9, I move to approve the  
16 specification review for the classification Legal  
17 Secretary, Unclassified, with no revisions.

18                  No. 10, I move to approve the  
19 specification review for the classification IT  
20 Operations Manager, with no revisions.

21                  No. 11, I move to approve the  
22 specification review for the classification Law  
23 Clerk, Unclassified, with no revisions.

24                  No. 12, I move to approve the

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1 specification review for the classification Legal  
2 Intern, Unclassified, with no revisions.

3 No. 13, I move to approve the  
4 specification review for the classification Legal  
5 Intake Counselor, Unclassified, with no revisions.

6 No. 14, I move to approve the  
7 specification review for the classification Legal  
8 Advocate, Unclassified, with no revisions.

9 No. 15, I move to approve the  
10 specification review for the classification Real  
11 Estate Specialist, Unclassified, with no revisions.

12 No. 16, I move to approve the  
13 specification review for the classification Legal  
14 Investigator/Paralegal, Unclassified, with no  
15 revisions.

16 PRESIDENT PETTIGREW: Second.

17 All in favor, say "aye."

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PETTIGREW: They are approved.

20 Items 17 through 20 are joined together.

21 Item No. 17, request of the Civil Service  
22 Commission staff to revise the specification for the  
23 classification Engineer I;

24 Item No. 18 is to revise the

1 specification for the classification Engineer II;

2 Item No. 19 is to revise the

3 specification for the classification Engineer III;

4 And Item 20 is to revise the

5 specification for the classification Engineer IV.

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

8 The review of these classifications is  
9 part of our effort to review all classifications  
10 every five years.

11 Within the Engineer series, the proposed  
12 revisions are exclusively within the "Examples of  
13 Work" and "Knowledge, Skills and Abilities" sections  
14 throughout the series.

15 Throughout the series, updates within  
16 both sections were made to reflect communication  
17 responsibilities, such as being a liaison or having  
18 public speaking responsibilities, as appropriate for  
19 their level in the series.

20 In addition, some updates within the  
21 "Examples of Work" are proposed to better describe  
22 aspects of the work, such as with regard to studies,  
23 plan reviews, managing project data or documents,  
24 and evaluating progress.

1           The proposed revisions include updating  
2 language, such as, in the III level, changing  
3 supervisors to managers; and in the III and IV  
4 level, changing the subprofessional to  
5 paraprofessional.

6           In the III level, deletion of a statement  
7 regarding serving as a IV in his/her absence is  
8 proposed to be removed.

9           And in the IV level, it is proposed to  
10 rearrange similar content together in "Examples of  
11 Work," add "development of procedures" to the  
12 supervisory statement, and refine the statements  
13 regarding plans review.

14           It is recommended these specifications be  
15 approved as proposed.

16           MR. PRICE: No. 17, I move to revise the  
17 specification for the classification Engineer I.

18           No. 18, I move to revise the  
19 specification for the classification Engineer II.

20           No. 19, I move to revise the  
21 specification for the classification Engineer III.

22           No. 20, I move to revise the  
23 specification for the classification Engineer IV.

24           PRESIDENT PETTIGREW: Second.

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1 All in favor of those motions, say "aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: They are approved.

4 Item No. 21 is request of the Civil  
5 Service Commission staff to revise the specification  
6 for the classification Business Development  
7 Specialist.

8 MS. DYKE: Beth Dyke, Personnel Analyst  
9 with the Civil Service staff.

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

13 There is one minor recommended revision  
14 within the "Examples of Work" section. It is  
15 proposed to remove the word "developers" from an  
16 existing statement so that the statement reads  
17 clearly.

18 There are no other revisions at this  
19 time, and it is therefore recommended that the  
20 review of Business Development Specialist  
21 classification be approved as proposed.

22 MR. PRICE: No. 21, I move to revise the  
23 specification for the classification Business  
24 Development Specialist.

1 PRESIDENT PETTIGREW: Second.

2 All in favor, say "aye."

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: It is approved.

5 Item No. 22 is request of the Civil  
6 Service Commission staff to revise the specification  
7 for the classification Legal Administrative  
8 Assistant.

9 MS. DYKE: Beth Dyke, again, Personnel  
10 Analyst with the Civil Service staff.

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 Within the "Examples of Work" section, it  
15 is proposed to correct the spelling of the word  
16 "insuring," spelled in the specification currently  
17 with an "i," so that it reads "ensuring," spelled  
18 with the letter "e." This is so that the existing  
19 statement will read correctly, using the appropriate  
20 wording.

21 It is also proposed to add the word "and"  
22 between a serial list referencing the type of  
23 records and evidence that may be collected, for  
24 clarity, in that same example.



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1                   There are no other changes proposed to  
2 this specification at this time. Therefore, it is  
3 recommended that the review of the Legal  
4 Administrative Assistant, Unclassified,  
5 classification be revised as proposed.

6                   MR. PRICE: No. 22, I move to revise the  
7 specification for the classification Legal  
8 Administrative Assistant, Unclassified.

9                   PRESIDENT PETTIGREW: Second.

10                   All in favor, say "aye."

11                   THE COMMISSION MEMBERS: Aye.

12                   PRESIDENT PETTIGREW: It is approved.

13                   Item No. 23 is the request of the Civil  
14 Service Commission staff to revise the specification  
15 for the classification Legal Administrative  
16 Coordinator, Unclassified.

17                   MS. DYKE: Again, Beth Dyke, Personnel  
18 Analyst with the Civil Service staff.

19                   A review of this classification is part  
20 of the Civil Service Commission's effort to review  
21 all classifications every five years.

22                   Within the "Examples of Work" section, it  
23 is proposed to add the word "action" to an existing  
24 statement discussing the receiving and evaluating of

1 complaints regarding a specific program or unit, so  
2 that the statement reads clearly.

3           There are no other proposed -- changes  
4 proposed to the specification at this time, and it  
5 is therefore recommended that the review of the  
6 Legal Administrative Coordinator, Unclassified,  
7 classification be approved as proposed.

8           MR. PRICE: No. 23, I move to revise the  
9 specification for the classification Legal  
10 Administrative Coordinator, Unclassified.

11           PRESIDENT PETTIGREW: Second.

12           All in favor, say "aye."

13           THE COMMISSION MEMBERS: Aye.

14           PRESIDENT PETTIGREW: It is approved.

15           Item No. 24 is the request of the Civil  
16 Service Commission staff to revise the specification  
17 for the classification Chief of Administration to  
18 the City Attorney, Unclassified.

19           MS. DYKE: Again, Beth Dyke, Personnel  
20 Analyst with the Civil Service staff.

21           The review of this classification is part  
22 of the Civil Service Commission's efforts to review  
23 all classifications every five years.

24           Within the "Examples of Work" section, it

1 is proposed to remove an existing statement that  
2 discusses developing, implementing, publishing and  
3 advising city attorneys regarding policies and  
4 programs relating to administration and office  
5 management, as it is a redundant statement.

6           There are no other changes proposed to  
7 the specification at this time, and it is therefore  
8 recommended that the review of the Chief of  
9 Administration to the City Attorney, Unclassified,  
10 classification be approved as proposed.

11           MR. PRICE: No. 24, I move to revise the  
12 specification for the classification Chief of  
13 Administration to the City Attorney, Unclassified.

14           PRESIDENT PETTIGREW: Second.

15           All in favor, say "aye."

16           THE COMMISSION MEMBERS: Aye.

17           PRESIDENT PETTIGREW: It is approved.

18           Item Nos. 25 and 26 are joined together.

19           Item No. 25 is the request of the Civil  
20 Service Commission staff to revise the specification  
21 for the classification Employee Benefits/Risk  
22 Management Supervisor, retitle it to read "Employee  
23 Benefits and Wellness Supervisor," and amend Rule XI  
24 accordingly.

1                   Item No. 26 is to revise the  
2                   specification for the classification Employee  
3                   Benefits and Risk Manager, retitle it to read  
4                   "Employee Benefits and Wellness Manager," and amend  
5                   Rule XI accordingly.

6                   MS. LITZY-TAYLOR: Charday Litzy-Taylor,  
7                   Personnel Analyst with the Commission.

8                   During the October Commission Meeting,  
9                   staff presented a proposal to revise and retitle the  
10                  Employee Benefit/Risk Management Supervisor to read  
11                  "Employee Benefits and Wellness Supervisor" and  
12                  revise and retitle Employee Benefits and Risk  
13                  Manager to read "Employee Benefits and Wellness  
14                  Manager."

15                  These actions were approved; however, due  
16                  to a typo within the report, the language included  
17                  with these actions incorrectly referenced the Civil  
18                  Service Rule that needed to be amended in order to  
19                  reflect the title charges.

20                  It is therefore requested that Rule XI be  
21                  amended in order to correctly reflect the  
22                  classification titles Employee Benefits and Wellness  
23                  Supervisor and Employee Benefits and Wellness  
24                  Manager within this group.

1                   MR. PRICE: Item 25, I move to revise the  
2 specification for the classification Employee  
3 Benefits/Risk Management Supervisor, retitle it to  
4 read "Employee Benefits and Wellness Supervisor,"  
5 and amend Rule XI accordingly.

6                   Item 26, I move to revise the  
7 specification for the classification Employee  
8 Benefits and Risk Manager, retitled it to read,  
9 "Employee Benefits and Wellness Manager," and amend  
10 Rule XI accordingly.

11                   PRESIDENT PETTIGREW: Second.

12                   All in favor, say "aye."

13                   THE COMMISSION MEMBERS: Aye.

14                   PRESIDENT PETTIGREW: They are approved.

15                   The next item we have is Item 28,  
16 background removals.

17                   Background removals for this month are  
18 presented on common consent with Commissioner Price.

19 And all of the names submitted this month, (A)  
20 through (I), are do not reinstate.

21                   That is:

22                   A, James Nann, do not reinstate;

23                   B, Seth Duhl, do not reinstate;

24                   C, Mia Berry, do not reinstate;

1 D, Aaron Abercrombie, do not reinstate;

2 E, Parker Hoffler, do not reinstate;

3 F, LaFonda Carson, do not reinstate;

4 G, Corbin Stephens, do not reinstate;

5 H, Bryce Whaley, do not reinstate;

6 I, Kevin Urbansky, do not reinstate;

7 With that item, we have completed our  
8 agenda for today. And, upon completion, we are  
9 adjourned. Thank you.

10 - - -

11 And, thereupon, the meeting was  
12 concluded at approximately 1:00 p.m.

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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

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16th day of November, 2020, and transcribed from my

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stenographic notes.

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\_\_\_\_\_  
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

*The Commissioners adjourned the special meeting at 1:00 p.m.*

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