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BEFORE THE CITY OF COLUMBUS  
MUNICIPAL CIVIL SERVICE COMMISSION

- - -

In the Matter of:

Regular Meeting

- - -

Grady L. Pettigrew

President, Presiding

- - -

TRANSCRIPT OF PROCEEDINGS

- - -

Monday, April 26, 2021  
12:30 p.m.  
Anderson Reporting Services, Inc.  
1421 West Third Avenue  
Columbus, Ohio 43212

- - -

SUSAN L. COOTS, RPR  
REGISTERED PROFESSIONAL REPORTER

- - -

ANDERSON REPORTING SERVICES, INC.  
1421 West Third Avenue  
Columbus, Ohio 43212  
(614) 326-0177

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1 COMMISSION MEMBERS PRESENT VIA ZOOM VIDEOCONFERENCE:

2 Grady L. Pettigrew, President  
3 Larry Price  
4 Jennifer Lynch

5 PRESENTERS:

6 Beth Dyke  
7 Carol Langemann  
8 Charday Litzy-Taylor  
9 Tammy Rollins

10 ALSO PRESENT:

11 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION  
2 April 26, 2021  
3 12:30 p.m.

4 - - -

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

6 - - -

7 BE IT REMEMBERED THAT, on the 26th day of April,  
8 2021, the Municipal Civil Service Commission came for  
9 a regular meeting, Grady L. Pettigrew, President.  
10 And, the parties appearing in person and/or by  
11 counsel, as hereinafter set forth, the following  
12 proceedings were had:

13 - - -

14 MS. BRINNON: The Civil Service Commission  
15 regular meeting is a public meeting and it's being  
16 held virtually in order to comply with guidelines  
17 regarding virtual public meetings. Any person who is  
18 speaking must also be visible on video.

19 To our three Commissioners, please leave  
20 your video on during the entire meeting. To others  
21 attending, if you are presenting, please have your  
22 video on. All others keep your video off until it's  
23 your turn. Anyone else attending who is not  
24 presenting, please continue to keep your video off.

If a technical issue should occur, and

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1 someone who is presenting, if their video goes out,  
2 I will go ahead and interfere or intervene in the  
3 meeting and stop the meeting until that technical  
4 issue is fixed.

5 Commission Pettigrew, you can go ahead and  
6 begin. I think we're having -- Can you hear us,  
7 Grady?

8 PRESIDENT PETTIGREW: (Unintelligible.)

9 MS. BRINNON: You're good to begin.

10 PRESIDENT PETTIGREW: The City of Columbus,  
11 Ohio, Municipal Civil Service Commission's regular  
12 meeting, April 26th, 2021. We'll be following the  
13 printed, published, and distributed agenda for the  
14 day.

15 Item No. 1 is a review and approval of the  
16 minutes from the March 29th (unintelligible.)

17 (Zoom videoconference interruption.)

18 MS. BRINNON: I'm sorry. I've think we're  
19 having you freeze up on our end.

20 Jaasiel is going to call you real quick to  
21 tell you what to do. If everybody else can just give  
22 us a moment, please.

23 (Pause.)

24 MS. BRINNON: Let's begin. Start from the

5

1 beginning, please. You're good to start.

2 PRESIDENT PETTIGREW: I'll call to order the  
3 City of Columbus, Ohio, Municipal Civil Service  
4 Commission Regular Meeting for April 26th, 2021.

5 We will be following the printed and  
6 distributed agenda.

7 The first item on the agenda is a review and  
8 approval of the minutes from the March 29th, 2021,  
9 Regular Meeting.

10 COMMISSIONER PRICE: I move for approval of  
11 the minutes from the March 29th, 2021, regular  
12 meeting.

13 COMMISSIONER LYNCH: I second the motion.

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

16 THE COMMISSION MEMBERS: Aye

17 PRESIDENT PETTIGREW: The minutes are  
18 approved.

19 Item No. 2 is Pre-Hearing Conference Review.

20 The first of them is Brandon Hughes versus  
21 City of Columbus, Network Manager - Termination.  
22 Trial Board schedule to be determined.  
23 Appeal No. 20-CA-0003.

24 MS. SHEA: Thank you. Good afternoon.

6

1 Jennifer Shea, Civil Service Commission  
2 staff.

3 We did have a pre-hearing conference on  
4 Mr. Hughes on April 5th of this year. This is a Trial  
5 Board with Commissioner President Pettigrew assigned,  
6 along with myself and Jennifer Hutchinson from the  
7 Civil Service staff.

8 At this time, this hearing is actually  
9 tentatively scheduled for May 10th. However, counsel  
10 for both parties have indicated that this will be a  
11 two-day hearing and we are attempting to schedule a  
12 second day. So, again, we have a tentative first day  
13 for May 10th; however, it's subject to change  
14 depending on the availability for that second day.

15 Parties have been notified regarding the  
16 submission of evidence and when they are set to submit  
17 that to the Commission's secretary, as well as the  
18 Commission's policies on presentation of evidence  
19 during virtual hearings.

20 That is all.

21 PRESIDENT PETTIGREW: Okay. Thank you.

22 Item No. 3 is the Trial Board Recommendation  
23 for review and approval of findings and recommendation  
24 of the Trial Board hearing held on Monday,

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1 February 1st, 2021, at 10:00 a.m. Chawndalya Tubbs  
2 versus Columbus City Schools; Bus Driver; Discharged.  
3 Appeal No. 20-BA-0001.

4 MS. SHEA: Thank you. Jennifer Shea again  
5 for Civil Service.

6 I believe that the Trial Board report  
7 submitted by this Trial Board has been sent to the  
8 Commissioners prior to today's meeting for review.

9 Again, Ms. Tubbs was a bus driver for  
10 Columbus City Schools. She was discharged for  
11 violating Columbus City Schools' Code of Conduct and  
12 general Work Rules. Based on the information and  
13 evidence presented at the hearing, it is the  
14 Trial Board's recommendation that this Commission  
15 adopt the Columbus City Schools' recommendation of  
16 termination and uphold that.

17 PRESIDENT PETTIGREW: I believe this one has  
18 been circulated. Have all of the Commissioners  
19 expressed their -- Well, the motion will tell that.

20 Commissioner Price, if you'd go ahead with  
21 your motion.

22 COMMISSIONER PRICE: Okay. I move that we  
23 approve the findings and recommendations of the  
24 Trial Board hearing held on Monday, February 1st,

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1 2021, at 10:00 a.m., Chawndalya Tubbs versus Columbus  
2 City Schools; Bus Driver; Discharge.  
3 Appeal No. 20-BA-0001.

4 PRESIDENT PETTIGREW: Because you conducted  
5 that Trial Board, I will move that the recommendations  
6 and findings of the Trial Board be approved. And  
7 Commissioner Lynch, I'll need a second from you.

8 COMMISSIONER LYNCH: I second the motion.

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

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: The Trial Board report  
13 is approved.

14 Item No. 5 is the request of the Civil  
15 Service -- I'm sorry.

16 Item No. 4 is the request of the Civil  
17 Services Commission staff, on behalf of Columbus City  
18 Schools, to establish the specification for the  
19 classification Human Resources Information Systems  
20 Coordinator.

21 MS. BRINNON: Clarification to Item No. 4.  
22 That should be "abolish."

23 PRESIDENT PETTIGREW: Oh, to abolish the  
24 specification. All right.



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1                   Request of the Civil Service Commission  
2   staff, on behalf of Columbus City Schools, to abolish  
3   the specification for the classification Human  
4   Resources Information Systems Coordinator.

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

7                   Civil Service Commission staff, on behalf of  
8   Columbus City Schools, request to abolish the  
9   specification for the classification Human Resources  
10   Information Systems Coordinator, Job Code 5758.

11                  This classification was last reviewed in  
12   June 2018 and is currently vacant. Per discussions  
13   with the district, there is no plan at the present  
14   time, or in the near future, to use this  
15   classification.

16                  With this classification being vacant and no  
17   intention to use this classification, it is  
18   recommended that it be abolished as proposed.

19                  COMMISSIONER PRICE: I move to abolish the  
20   specification for the classification Human Resources  
21   Information System Coordinator.

22                  COMMISSIONER LYNCH: I second the motion.

23                  PRESIDENT PETTIGREW: All in favor, say  
24   "Aye."

10

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: It is approved.

3 Item No. 5 is the request of the Civil  
4 Service Commission staff to approve the specification  
5 review for the classification Building Maintenance  
6 Manager with no revisions.

7 MS. LITZY-TAYLOR: This review a part of the  
8 Civil Service Commission staff's efforts to review all  
9 classifications every four to five years.

10 After reviewing feedback from current  
11 incumbents and department representatives, it was  
12 determined that the current specification accurately  
13 reflects the work as it currently exists. Therefore,  
14 it is recommended that this classification be approved  
15 with no revisions.

16 COMMISSIONER PRICE: I move to approve the  
17 specification review for the classification Building  
18 Maintenance Manager with no revisions.

19 COMMISSIONER LYNCH: I second that motion.

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

22 THE COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: It is approved.

24 Item No. 6 is a request of the Civil Service

11

1 Commission staff to revise the specification for the  
2 classification Network Engineer.

3 MS. LITZY-TAYLOR: This review was initiated  
4 at the request of the department. Network Engineer  
5 was last reviewed and revised in November of 2019.

6 After reviewing the current specifications,  
7 it was determined that no employees assigned to this  
8 class may supervise others. It is not necessary to  
9 make supervision a requirement of the classification.  
10 Therefore, it is recommended that reference to  
11 "supervision" be removed from the definitions.

12 No other revisions are proposed at this  
13 time.

14 COMMISSIONER PRICE: I move to revise the  
15 specification for the classification Network Engineer.

16 COMMISSIONER LYNCH: I second the motion.

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

19 THE COMMISSION MEMBERS: Aye.

20 PRESIDENT PETTIGREW: It is approved.

21 Item No. 7 is request of the Civil Service  
22 Commission staff to revise the specification for the  
23 classification Security Manager.

24 MS. LITZY-TAYLOR: The review of this

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1 classification is also part of the Civil Service  
2 Commission's effort to review all classifications  
3 every four to five years. This classification is  
4 being utilized both by the Department of Finance and  
5 Management and the Department of Public Services.

6 Some revisions are proposed to the "Examples  
7 of Work" section to better reflect the work associated  
8 with the position assigned to the Department of Public  
9 Service. One minor revision is proposed to the  
10 "Knowledge, Skills, and Ability" section. It is  
11 recommended that "ability to conduct investigations"  
12 be revised to read "ability to conduct investigations  
13 and discuss findings with senior management."

14 No other revisions are proposed at this  
15 time.

16 COMMISSIONER PRICE: I move to revise the  
17 specification for the classification Security Manager.

18 COMMISSIONER LYNCH: I second the motion.

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

21 COMMISSIONER LYNCH: I'm sorry. I wasn't  
22 sure if you were done.

23 COMMISSIONER PRICE: I confused myself. Go  
24 ahead.

13

1 PRESIDENT PETTIGREW: So do I have two

2 "Ayes"?

3 COMMISSIONER PRICE: Yes.

4 COMMISSIONER LYNCH: Yes.

5 THE COMMISSION MEMBERS: Aye.

6 PRESIDENT PETTIGREW: It is approved.

7 Item No. 8 is a request of the Civil Service  
8 Commission staff to revise the specification for the  
9 classification Business Manager.

10 MS. LITZY-TAYLOR: Again, the review of this  
11 classification is part of the Civil Service  
12 Commission's efforts to review all classes every four  
13 to five years. Based on feedback received, a couple  
14 of minor revisions are proposed.

15 It's recommended that, "May be expected to  
16 lead and manage special projects, trainings, or  
17 (unintelligible)" be added to the "Examples of Work"  
18 section.

19 Due to the nature of work associated with  
20 the classification, it is recommended that, "Ability  
21 to multitask and prioritize projects," be added to the  
22 "Knowledge, Skills and Ability" section.

23 No other revisions are proposed at this  
24 time.

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1 COMMISSIONER PRICE: I move to revise the  
2 specification for the classification Business Manager.

3 COMMISSIONER LYNCH: I second the motion.

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

6 THE COMMISSION MEMBERS: Aye.

7 PRESIDENT PETTIGREW: It is approved.

8 Items Nos. 9 and 10 will be presented  
9 together.

10 Item No. 9 is a request of the Civil Service  
11 Commission staff to revise the specification for the  
12 classification Parking Meter Collector, retitle it to  
13 read Parking Meter Technician, and amend Rule XI  
14 accordingly.

15 Item No. 10 is to revise the specification  
16 for the classification Parking Meter Collection  
17 Supervisor, retitle it to read Parking Meter  
18 Supervisor, and amend Rule XI accordingly.

19 MS. LITZY-TAYLOR: This review was initiated  
20 at the request of Public Service due to a  
21 reorganization within the division. Due to  
22 advancements in parking meter technology and the move  
23 towards credit card transactions, there's no longer a  
24 need for a dedicated collection series. Due to

15

1 changes in the scope of work, moving forward, it is  
2 recommended that Parking Meter Collector be retitled  
3 to read Parking Meter Technician, and Parking Meter  
4 Collection Supervisor be retitled to read Parking  
5 Meter Supervisor.

6           Minor revisions are proposed to the  
7 definitions for both classes to better reflect the  
8 primary function of the class. Revisions are proposed  
9 to the "Examples of Work" section to provide  
10 clarification as it pertains to the actual work  
11 performed.

12           It is recommended that the minimum  
13 qualification for the supervisor classification be  
14 revised to read, "Two years of experience in parking  
15 meter repair and/or collections, route management, or  
16 bill coin mechanism collection, maintenance or  
17 repair."

18           As proposed, the minimum qualifications will  
19 broaden the candidate pool and provide an avenue for  
20 applicants with experience in route management and  
21 bill coin mechanism maintenance and collections to  
22 qualify.

23           This would include applicants with  
24 experience in vending and bill change machine

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1 maintenance, as well as those with experience  
2 maintaining appliances with bill and coin meter  
3 components.

4           There are a few revisions proposed to the  
5 "Knowledge, Skills, and Abilities" section for both  
6 classifications to better reflect the necessary  
7 knowledge, skill, and abilities for successful  
8 performance of the associated duties.

9           No other revisions are proposed. Therefore,  
10 it is recommended that Parking Meter Collector and  
11 Parking Meter Collection Supervisor be revised and  
12 retitled to read Parking Meter Technician and Parking  
13 Meter Supervisor, respectively, and Rule XI be amended  
14 accordingly.

15           COMMISSIONER PRICE: I move to revise the  
16 specification for the classification Parking Meter  
17 Collector, retitle it to read Parking Meter  
18 Technician, and amend Rule XI accordingly.

19           I also move to revise the specification for  
20 the classification Parking Meter Collections  
21 Supervisor, retitle it to read Parking Meter  
22 Supervisor, and amend Rule XI accordingly.

23           COMMISSIONER LYNCH: I second the motion.

24           PRESIDENT PETTIGREW: All in favor, say



17

1 "Aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: They are approved.

4 Items Nos. 11 and 13 will be presented and  
5 dealt with together.

6 Item No. 12 has been deferred from this  
7 month's actions.

8 Item No. 11 is a request of the Civil  
9 Service Commission staff to revise the specification  
10 for the classification Occupational Safety and Health  
11 Officer.

12 Item No. 13 is a request of the Civil  
13 Service Commission staff to revise the specification  
14 for the classification Safety Manager, retitle it to  
15 read Occupational Safety Manager, and amend Rule XI  
16 accordingly.

17 MS. LITZY-TAYLOR: The review of these  
18 classifications is a part of the Civil Service  
19 Commission's efforts to review all classifications  
20 every four to five years.

21 In maintaining consistency within the class  
22 series and to better communicate the primary purpose  
23 of these classifications to potential applicants, it  
24 is recommended that Safety Manager be revised to read

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1 Occupational Safety Manager.

2 Revisions are proposed to the "Examples of  
3 Work" section for both classes to correct minor  
4 grammatical errors, and/or to better reflect the work  
5 performed. Due to the duties associated with the  
6 series, additions are proposed within the "Knowledge,  
7 Skills, and Abilities" section to better reflects the  
8 knowledge, skills, and abilities necessary for  
9 successful performance of these duties.

10 There are no other changes proposed at this  
11 time. It is, therefore, recommended that the  
12 specification be revised as proposed, Safety Manager  
13 be retitled to read Occupational Health Safety  
14 Manager, and Rule XI be amended accordingly.

15 COMMISSIONER PRICE: I move to revise the  
16 specification for the classification Occupational  
17 Safety and Health Officer.

18 I also move to revise the specification for  
19 the classification Safety Manager, retitle it to read  
20 Occupational Safety Manager, and amend Rule XI  
21 accordingly.

22 COMMISSIONER LYNCH: I second that motion.

23 PRESIDENT PETTIGREW: All in favor, say  
24 "Aye."

19

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: They are approved.

3 Items Nos. 14 and 15 will be presented  
4 together.

5 Item No. 14 is a request of the Civil  
6 Service Commission staff to revise the specification  
7 for the classification Assistant Chief Building  
8 Official.

9 Item No. 15 is the request of the Civil  
10 Service Commission staff to revise the specification  
11 for the classification Chief Building Official.

12 MS. DYKE: Beth Dyke. Personnel analyst  
13 with Civil Service staff.

14 As part of the Civil Service Commission  
15 staff's effort to review all classifications every  
16 five years, it is proposed within the "Examples of  
17 Work" section for the Chief Building Official  
18 specification to update a word choice in one  
19 statement, as well as the title of a specific code in  
20 another statement and throughout the specification.

21 Recommendations are proposed in order to  
22 maintain updated language and code references. It is  
23 proposed to add the title "Director" to two existing  
24 statements to demonstrate the interaction that occurs

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1 between the classifications. It has also been  
2 determined that, since the last review of the  
3 specification, there have been new duties assigned.

4 Therefore, it is proposed to add to the  
5 "Examples of Work" statements highlighting the duties  
6 of overseeing the after-hours Plans Review and the  
7 Master Plans Examiner Training Program.

8 Two additional statements are proposed to be  
9 added to the section that exemplifies the different  
10 commissions and boards the incumbent goes before and  
11 coordinates with on behalf of the department.

12 Lastly, within the "Minimum Qualifications"  
13 section of both the Assistant Chief Building Official  
14 and Chief Building Official specifications, it was  
15 determined, per the Ohio Revised Code, that the  
16 reference to the Chief Building Official and Chief  
17 Residential Official listed within the substitution  
18 statement should be referred to as Building Official  
19 and Residential Building Official. So it is proposed  
20 to remove the word "chief" from such references.

21 There are no other revisions at this time.  
22 It is, therefore, recommended that the revisions for  
23 the specifications be approved as proposed.

24 COMMISSIONER PRICE: I move to revise the

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1 specification for the classification Assistant Chief  
2 Building Official, and also move to revise the  
3 specification for the classification Chief Building  
4 Official.

5 COMMISSIONER LYNCH: I'll second the  
6 motions.

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

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: They are approved.

11 Items Nos. 16 and 17 will be presented  
12 together.

13 Item No. 16 is a request of the Civil  
14 Service Commission staff to revise the specification  
15 for the classification Public Health Administrator  
16 (Environmental Health.)

17 And item 17 is to revise the specification  
18 for the classification Public Health Assistant  
19 Administrator (Environment Health.)

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

24 Within the Definition section for both

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1 specifications, it was noted that the current  
2 preferred vernacular for the department name is  
3 Columbus Public Health. In keeping with this  
4 preference, it is proposed that the Definition section  
5 for each specification be revised to remove the word  
6 "department" from references to Columbus Public  
7 Health, and also within the "Examples of Work" section  
8 of the Public Health Administrator specification.

9           Additionally, within the "Examples of Work"  
10 section of the Public Health Administrator  
11 specification, it is proposed to revise the names of  
12 the Disaster Recovery/Business Resumption Team and  
13 Incident Response Team so that the title reflects the  
14 new name and reads Incident Command System Team.

15           In January 2021, House Bill 442 was signed  
16 into law and requires the professional titles of  
17 Sanitarian-in-Training and Registered Sanitarian to be  
18 revised to Environmental Health Specialist-in-Training  
19 and Registered Environmental Health Specialist  
20 respectively. The required revisions are outlined  
21 within the Ohio Revised Code Chapter 4736.

22           Therefore, it is proposed to make revisions  
23 to the reference of such professional titles within  
24 both of the "Minimum Qualifications" sections for each

23

1 specification.

2           It was determined that all general  
3 references to "sanitarian" should also be revised.  
4 And so within the same section of the Public Health  
5 System Administrator specification, this proposed  
6 revised Public Health Sanitarian be edited to read  
7 Environment Health Specialist.

8           Lastly, there are many revisions proposed to  
9 the "Knowledge, Skills, and Ability" sections of each  
10 specification in order to more accurately demonstrate  
11 the upward progression of required knowledge, skills,  
12 and abilities between a lower classification and a  
13 higher classification within the same series.

14           There are no other proposed revisions at  
15 this time. It is, therefore, recommended that the  
16 revisions for the specifications be approved as  
17 proposed.

18           COMMISSIONER PRICE: I move to revise the  
19 specification for the classification Public Health  
20 Administrator (Environment Health.) I also move to  
21 revise the specification for the classification  
22 Public Health Assistant Administrator (Environment  
23 Health.)

24           COMMISSIONER LYNCH: I second the motions.

24

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

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: They are approved.

5 Item No. 18 is the request of the Civil  
6 Service Commission staff to create the specification  
7 for the classification Community Clinical Counselor,  
8 assign a probationary period of 365 days, designate  
9 the examination type as noncompetitive, and amend  
10 Rule XI accordingly.

11 MS. DYKE: The request to create the  
12 classification Community Clinical Counselor was  
13 initiated through a correspondence received from the  
14 Columbus Public Health Commissioner,  
15 Dr. Mysheika Roberts.

16 The request comes as Columbus Public Health  
17 is reorganizing the neighborhood social services  
18 section. The reorganization is occurring, in part, as  
19 the City continues efforts to manage and reduce  
20 violent crime. Currently, the Neighborhood Social  
21 Services section consists of two units; the CARE,  
22 C-A-R-E, Coalition Team, and the Neighborhood Social  
23 Work Team.

24 With the reorganization, a third unit is



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1 being added to the section called the Alternate Public  
2 Safety Unit. The Alternate Public Safety Unit will  
3 consist of six separate teams established to address  
4 trauma associated with violent crime will be  
5 supervised by a Public Health Program Manager III.  
6 The proposed classification, Community Clinical  
7 Counselor, will be housed within the Alternate Public  
8 Safety Unit.

9 The incumbent will work directly with Public  
10 Safety in the community performing a variety of  
11 counseling duties, including addiction and mental  
12 health counseling. In consideration of creating the  
13 new classification, the City's classification plan was  
14 reviewed, and it was determined that a classification  
15 currently does not exist that requires the credentials  
16 needed to perform the various counseling duties.

17 By definition, the proposed Community  
18 Clinical Counselor, under general supervision, is  
19 responsible for providing psychological assessment,  
20 crisis intervention, and social services linkage in  
21 the community setting and as part of a Public Safety  
22 Response Team.

23 To maintain consistency, many of the  
24 "Examples of Work" were created to exemplify the

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1 various counseling duties the incumbent is expected to  
2 perform.

3           The proposed minimum qualifications would  
4 require possession of a valid State of Ohio licensure  
5 by the Counselor Social Worker and Marriage and Family  
6 Therapist Board as a Licensed Professional Clinical  
7 Counselor, a Licensed Professional Counselor, a  
8 Licensed Social Worker, or a Licensed Independent  
9 Social Worker, and also one year of experience  
10 providing counseling service.

11           Due to the need for the incumbent to drive  
12 to various locations, the possession of a valid motor  
13 vehicle operator's license is also included as a  
14 minimum qualification.

15           It is important to note, in regards to the  
16 proposed minimum qualifications, that consideration  
17 was given to the duties to be performed by a Community  
18 Clinical Counselor and the variety of scenarios to  
19 which this class will be used. It was determined that  
20 having professional counselors who are capable of  
21 counseling in multiple disciplines is important. This  
22 also ensures that all employees in this classification  
23 are capable of performing similar duties and  
24 responding to all types of calls. Therefore, the

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1 counselors who possess the licenses listed within the  
2 proposed minimum qualifications are legally able to  
3 counsel across a broad array of disciplines such as  
4 substance abuse and misuse, crisis intervention, and  
5 mental and behavioral health.

6 The "Knowledge, Skills, and Ability" section  
7 was developed to include that which is expected of a  
8 candidate's successful performance in the job of  
9 Community Clinical Counselor.

10 It is recommended that a probationary period  
11 be assigned as 365 days, and that the examination type  
12 be designated as noncompetitive per Commission policy  
13 on classifications that require a special license or  
14 certificate in Public Health Counseling.

15 It is also recommended that this  
16 classification be assigned within the Health and  
17 Social Services job family in the City of Columbus  
18 Class Plan Index and be assigned to the professional  
19 EEO/DOJ job category.

20 Lastly, it is recommended that the  
21 classification Community Clinical Counselor be  
22 recreated as proposed, and Rule XI amended  
23 accordingly.

24 COMMISSIONER PRICE: I move to create the

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1 specification for the classification Community  
2 Clinical Counselor, assign a probationary period of  
3 365 days, designate the examination type as  
4 noncompetitive, and amend Rule XI accordingly.

5 COMMISSIONER LYNCH: I second the motion.

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

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: It is approved.

10 Items Nos. 19 and through 21, are to be  
11 presented together.

12 Item No. 19 is a request of the Civil  
13 Service Commission staff to revise the specification  
14 for the classification Public Health Sanitarian Aide,  
15 retitling it to read Public Health Environmental Health  
16 Specialist Aide, and to amend Rule XI accordingly.

17 No. 20 is to revise the specification for  
18 the classification Public Health  
19 Sanitarian-in-Training, retitling it to read Public  
20 Health Environmental Health Specialist-in-Training,  
21 and amend Rule XI accordingly.

22 Item 21 is to revise the specification for  
23 the classification Public Health Sanitarian I, retitling  
24 it to read Public Health Environmental Health

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1 Specialist I, and amend Rule XI accordingly.

2 MS. DYKE: In conjunction with the Civil  
3 Service Commission staff's effort to review all  
4 classifications every five years, revisions are also  
5 being proposed in response to requirements established  
6 by Ohio House Bill 442 that was signed into law in  
7 January of 2021.

8 The bill requires the professional titles of  
9 Sanitarian-in-Training and Registered Sanitarian to be  
10 revised to Environmental Health  
11 Specialist-in-Training, and Registered Environment  
12 Health Specialist. The required revisions are  
13 outlined within Ohio Revised Code Section 4736. It  
14 was also determined that that all general references  
15 to "sanitarian" should be revised well. Therefore, it  
16 is proposed to retitle each classification  
17 respectively, as well as make such provision where  
18 applicable throughout all sections of each  
19 specification.

20 Through communications with department  
21 representatives, it has been determined that  
22 incumbents in all three classifications will be  
23 utilizing a new DIS software which will allow the  
24 driver to control and operate the amount of fogging

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1 equipment individually. This new software will also  
2 establish the spraying route for the driver and  
3 monitor the ratios of insecticide combinations.  
4 As such, it is proposed to add a statement to the  
5 "Examples of Work" section for each classification.

6 There are no other revisions proposed at  
7 this time. Therefore, it is recommended that each  
8 classification be revised as proposed, and Rule XI  
9 amended accordingly.

10 COMMISSIONER PRICE: I move to request the  
11 specification for the classification Public Health  
12 Sanitarian Aide, retitle it to read Public Health  
13 Environmental Health Specialist Aide, and amend Rule  
14 XI accordingly.

15 I also move to revise the specification for  
16 the classification Public Health  
17 Sanitarian-in-Training, retitle it to read Public  
18 Health Environment Health Specialist-in-Training, and  
19 amend Rule XI accordingly.

20 I also move to revise the specification for  
21 the classification Public Health Sanitarian I, retitle  
22 it to read Public Health Environmental Health  
23 Specialist I, and amend Rule XI accordingly.

24 COMMISSIONER LYNCH: I second the motions.

31

1 PRESIDENT PETTIGREW: All in favor, say

2 "Aye."

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: They are approved.

5 Items Nos. 22 through 24 will be presented  
6 together.

7 Item 22 is a request of the Civil Service  
8 Commission staff to revise the specification for the  
9 classification Public Health Sanitarian II, retitle it  
10 to read Public Health Environmental Health Specialist  
11 II, and amend Rule XI accordingly.

12 Item No. 23, is to revise the specification  
13 for the classification Public Health Sanitarian III,  
14 retitle it to read Public Health Environmental Health  
15 Specialist III, and amend Rule XI accordingly.

16 Item No. 24 is to revise the specification  
17 for the classification Public Health Sanitarian IV,  
18 retitle it to read Public Health Environmental Health  
19 Specialist IV, and amend Rule XI accordingly.

20 MS. DYKE: The request to revise and retitle  
21 these classifications is, again, in response to  
22 requirements established by Ohio House Bill 442 which  
23 was signed into law on January 2021.

24 As previously mentioned, the Bill requires

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1 the professional titles of Sanitarian-in-Training and  
2 Registered Sanitarian to be revised to Environmental  
3 Health Specialist-in-Training and Registered  
4 Environmental Health Specialist. Required revisions  
5 are outlined within the Ohio Revised Code Chapter  
6 4736. It was also determined that all general  
7 references to "sanitarian" should be revised as well.

8           Therefore, it is proposed to retitle each  
9 classification respectively, as well as make such  
10 revisions where applicable throughout all sections of  
11 each specification. In conjunction to the revisions  
12 recommended per Ohio House Bill 442, it was decided to  
13 fully review each of the classifications and make any  
14 necessary changes.

15           Therefore, within the "Examples of Work"  
16 section for Public Health Sanitarian II and Public  
17 Health Sanitarian III, it is proposed to revise an  
18 existing statement by removing mobile home parks and  
19 adding landfills and licensed compost facilities in  
20 order to update the sites where inspections are  
21 performed.

22           In regard to the Public Health Sanitarian  
23 IV classification, it was determined through  
24 discussions with department representatives that a



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1 Public Health Sanitarian IV may need to serve as the  
2 Public Health Assistant Administrator or Public Health  
3 Administrator within the Environmental Health section  
4 in his or her absence. It is proposed to add an  
5 "Examples of Work" statement to the specification  
6 exemplifying such need.

7 There are no other revisions proposed at  
8 this time. Therefore, it is recommended that each  
9 classification be revised as proposed, and Rule XI be  
10 amended accordingly.

11 COMMISSIONER PRICE: I move to revise the  
12 specification for the classification Public Health  
13 Sanitarian II, retitle it to read Public Health  
14 Environmental Health Specialist II, and amend Rule XI  
15 accordingly.

16 I also move to revise the specification for  
17 the classification Public Health Sanitarian III,  
18 retitled it to read Public Health Environmental Health  
19 Specialist III, and amend Rule XI accordingly.

20 I also move to revise the specification for  
21 the classification Public Health Sanitarian IV,  
22 retitle it to read Public Health Environmental Health  
23 Specialist IV, and amend Rule XI accordingly.

24 COMMISSIONER LYNCH: I second the motions.

34

1 PRESIDENT PETTIGREW: All in favor, say

2 "Aye."

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: They are approved.

5 Items 25 and 26 will be presented together.

6 Item No. 25 is the request of the Civil  
7 Service Commission staff to revise the specification  
8 for the classification Industrial Hygienist, and  
9 Item No. 26 is to revise the specification for the  
10 classification Public Health Veterinarian.

11 MS. DYKE: The request to revise and  
12 retitle -- I'm sorry.

13 The request to revise these classifications  
14 is in response to the requirements established by Ohio  
15 House Bill 442, signed into law in January of 2021.

16 As previously mentioned, the Bill requires  
17 the professional titles of Sanitarian-in-Training and  
18 Registered Sanitarian be revised to  
19 Environmental Health Specialist-in-Training, and  
20 Registered Environmental Health Specialist. The  
21 required revisions are outlined within the Ohio  
22 Revised Code Chapter 4736. It was also determined  
23 that all general reference to "sanitarian" be revised  
24 as well. Therefore, it is proposed to make such

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1 revisions where applicable to these title references  
2 throughout all sections of each specification.

3 There are no other revisions proposed at  
4 this time. Therefore, it is recommended that both  
5 classifications be revised as proposed.

6 COMMISSIONER PRICE: I move to revise the  
7 specification for the classification Industrial  
8 Hygienist. I also move to revise the specification  
9 for the classification Public Health Veterinarian.

10 COMMISSIONER LYNCH: I second the motions.

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

13 THE COMMISSION MEMBERS: Aye.

14 PRESIDENT PETTIGREW: They are approved.

15 Item No. 27 is the request of the Civil  
16 Service Commission staff to abolish the specification  
17 for the classification Plant Operation and Maintenance  
18 Training Coordinator, and amend Rule XI accordingly.

19 MS. LANGEMANN: Hi, there. Carol Langemann,  
20 personnel analyst with the Civil Service Commission.

21 The Plant Operation and Maintenance Training  
22 Coordinator was reviewed as part of our efforts to  
23 review all classes every five years. This  
24 classification has been vacant for more than ten

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1 years, and the department has indicated they do not  
2 expect the work of this classification to be performed  
3 in the future. It is, therefore, recommended that  
4 this classification be abolished as proposed.

5 COMMISSIONER PRICE: I move to abolish the  
6 specification for the classification Plant Operation  
7 and Maintenance Training Coordinator and amend  
8 Rule XI accordingly.

9 COMMISSIONER LYNCH: I second the motion.

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

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: It is approved.

14 Item No. 28 is a request of the Civil  
15 Service Commission staff to revise the specification  
16 for the classification Ethics and Campaign Finance  
17 Administrator.

18 MS. ROLLINS: Tammy Rollins, Commission  
19 staff.

20 This is a request we received from  
21 City Council. The proposed changes are intended to  
22 better describe the work as they need it to be  
23 performed. This is in preparation for an upcoming  
24 recruitment, and they will be using the specification

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1 as one of their recruitment tools.

2 There are no other proposed changes to the  
3 spec at this time, just those Examples of Work" and  
4 one "Knowledge, Skill, and Ability" revision.

5 COMMISSIONER PRICE: I move to revise the  
6 specification for the classification Ethics and  
7 Campaign Finance Administrator.

8 COMMISSIONER LYNCH: I second the motion.

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

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: It is approved.

13 We have no Residency Hearing Reviews this  
14 month.

15 On the Background Removals, we have five  
16 names, and the action of the Commission is based on  
17 the consensus of the Commissioners.

18 For Ezekiel Brock, do not remove (sic).

19 Lonnie Stuckey, do not reinstatement.

20 Joseph Cooper, Sr., do not reinstate.

21 For Jacob Sturges, reinstate.

22 And for Bryan Turner, do not reinstate.

23 MS. BRINNON: Clarification on Ezekiel

24 Brock, was the Commission decision do not reinstate?

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1                   PRESIDENT PETTIGREW: Yes. Do not  
2   reinstate.

3                   MS. BRINNON: Thank you.

4                   PRESIDENT PETTIGREW: Item No. 31 is Other  
5   Administrative/Jurisdictional Reviews. We have on  
6   that the letter concerning the Tyrone Berger appeal  
7   of his -- appeal versus Columbus City Schools.

8                   The Commission has been informed that that  
9   case has been settled. The attorneys and the parties  
10   have provided that. And, therefore, the action of the  
11   Commission is dismiss the appeal.

12                   Are there any other items for consideration  
13   by the Commission this month?

14                   (No response.)

15                   PRESIDENT PETTIGREW: Hearing none, I think  
16   we are adjourned.

17                   MS. BRINNON: Thank you, everyone.

18                   PRESIDENT PETTIGREW: Thank you.

19   - - -

20                   And, thereupon, the proceedings were  
21   concluded at 1:42 p.m.

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24

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

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3 I do hereby certify that the foregoing is a  
4 true, correct and complete written transcript of the  
5 proceedings in this matter, taken by me on the 26th  
6 day of April, 2021, and transcribed from my  
7 stenographic notes.

8

9

10 \_\_\_\_\_  
11 SUSAN L. COOTS, RPR  
12 Registered Professional  
13 Reporter and Notary Public in  
14 and for the State of Ohio.

12

13 My Commission Expires: January 10, 2025

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\_\_\_\_\_  
Grady L. Pettigrew, President

\_\_\_\_\_  
Date