

1 COMMISSION MEMBERS PRESENT:

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

4 PRESENTERS:

5 Beth Dyke
6 Carol Lagemann
7 Charday Litzy-Taylor

7 ALSO PRESENT:

8 Amy DeLong, Executive Director
9 Wendy Brinnon
10 Brittany Price

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1 MONDAY AFTERNOON SESSION
2 October 25, 2021
3 12:38 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 25th day of
8 October, 2021, 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:

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14 PRESIDENT PETTIGREW: We'll call to order
15 the Columbus Ohio Municipal Civil Service Commission
16 regular meeting for October 25, 2021. And we will
17 be following the printed agenda.

18 And the first item on the agenda is
19 review and approval of the minutes of the
20 September 27, 2021 regular meeting.

21 MR. PRICE: I move for the approval of
22 the minutes of the September 27, 2021, regular
23 meeting.

24 MS. LYNCH: Second the motion.

PRESIDENT PETTIGREW: All in favor, say

1 "aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PETTIGREW: It is approved.

4 There are no prehearing conference
5 reviews or Trial Board recommendations.

6 Item No. 4 is Personnel Action -- City of
7 Columbus, request of the Civil Service Commission
8 staff to reallocate two positions currently
9 classified as Engineering Associate II to Utilities
10 Permits Specialist, and to allow the affected
11 employees to retain their current classification
12 status and seniority.

13 MS. LAGEMANN: Carol Lagemann, Personnel
14 Analyst II with the Civil Service Commission.

15 With pay and bargaining unit being
16 assigned to the newly created Utilities Permits
17 Specialist classification, it is proposed to
18 reallocate two employees that are currently
19 performing work that is best allocated to the new
20 classification. The current employees are John
21 Christman and Beth Bricker. It is proposed that
22 they retain their current classification status and
23 seniority since the assigned work duties are not
24 changing, only the classification title.

1 MR. PRICE: I move to reallocate two
2 positions currently classified as Engineering
3 Associate II to Utilities Permits Specialist and to
4 allow the affected employees to retain their current
5 classification status and seniority.

6 MS. LYNCH: Second.

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

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: It is approved.

11 Item No. 5 is the proposed 2021 Civil
12 Service Commission Hearing/Trial Board meeting
13 calendar. I guess --

14 MR. PRICE: 2022.

15 PRESIDENT PETTIGREW: Did I say -- 2022
16 Hearing/Trial Board Meeting Calendar.

17 MR. PRICE: I move for approval of the
18 2022 Civil Service Commission Hearing/Trial Board
19 Meeting Calendar.

20 MS. LYNCH: Second.

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

23 THE COMMISSION MEMBERS: Aye.

24 PRESIDENT PETTIGREW: It is approved.

1 Item No. 6, 7 and 8 -- or numbers 6, 7
2 and 8 will be joined on the basis that they are
3 no-revision items.

4 Item No. 6 is the request of the Civil
5 Service Commission staff to approve the
6 specification review for the classification
7 Information Services Division Administrator, with no
8 revisions.

9 Item No. 7 is to approve the
10 specification review for the classification
11 Personnel Administrative Manager, with no revisions.

12 And Item No. 8 is to approve the
13 specification review for the classification
14 Polygraphist, with no revision.

15 MS. DYKE: Thank you. Beth Dyke,
16 Personnel Analyst with the Civil Service staff.

17 The review of the classifications for
18 Items 6 through 8 is part of the Civil Service
19 Commission staff's effort to review all
20 classifications every four to five years.

21 Based on feedback received, it was
22 determined that the current classifications still
23 accurately reflect the work being performed.

24 It is recommended that the specifications

1 be approved, with no revisions.

2 MR. PRICE: I move to approve the
3 specification review for the classification
4 Information Services Division Administrator, with no
5 revisions.

6 I also move to approve the specification
7 review for the classification Personnel
8 Administrative Manager, with no revision.

9 I also move to approve the specification
10 review for the classification Polygraphist, with no
11 revision.

12 MS. LYNCH: Second.

13 PRESIDENT PETTIGREW: All in favor of
14 the -- to approve the Item No. 8, the Information
15 Services Division Administration; No. 9, the
16 Personnel Administrative Manager, and No. 10, the
17 Polygraphist, with no revision --

18 MR. PRICE: 6, 7 and 8.

19 PRESIDENT PETTIGREW: 6, 7, 8.
20 Information Services Administrator, Personnel
21 Administrative Manager and Polygraphist.

22 All in favor, say "aye."

23 THE COMMISSION MEMBERS: Aye.

24 PRESIDENT PETTIGREW: They are approved.

1 Items No. 9 and 10 are -- 9 is the
2 request -- they will be joined.

3 Item No. 9 is request of the Civil
4 Service Commission staff to revise the specification
5 for the classification Senior Procurement
6 Specialist.

7 And Item No. 10 is to revise the
8 specification for the classification Procurement
9 Administrative Officer.

10 MS. DYKE: Thank you. Beth Dyke, again,
11 Personnel Analyst with the Civil Service Commission
12 staff.

13 Civil Service staff received a request
14 from the Department of Finance and Management to
15 review and revise minimum qualifications for some of
16 the classifications within the procurement
17 classification series.

18 After review, it was agreed that the
19 minimum qualifications have become too narrow over
20 the years, especially when looking at progression
21 within the series.

22 Representatives from the department also
23 expressed efforts to establish additional pathways
24 for employment within the series.

1 With regards to the minimum
2 qualifications for the Senior Procurement Specialist
3 Classification, it is proposed to remove specific
4 reference to the Procurement Specialist
5 classification and replace it with experience gained
6 through work in finance, budgeting, supply chain
7 management, procurement or purchasing.

8 In order to maintain consistency within
9 the classification series, it is proposed to revise
10 the "Minimum Qualifications" of the Procurement
11 Administrative Officer classification so that a
12 bachelor's degree and five years of experience in
13 finance, budgeting, supply chain management,
14 procurement or purchasing is required.

15 Additionally, it is proposed to revise
16 the current certification requirement so that it is
17 now a substitution for the proposed education
18 requirement.

19 It was also agreed that the education
20 and/or experience requirements associated with
21 obtaining a valid certified Procurement Professional
22 certification from the National Institute of
23 Governmental Purchasing rises to the level required
24 in order to be a viable substitution for a

1 bachelor's degree requirement. And so it is
2 proposed to be added to the list of acceptable
3 certifications within both specifications.

4 A substitution in which additional
5 qualifying experience may substitute for the
6 education requirement on a year-per-year basis is
7 also proposed to be added to both specifications.

8 It is also standard practice for the
9 master's degree to substitute for one year of
10 experience, and so it is proposed to revise such
11 statement within the section for the Procurement
12 Administrative Officer specification.

13 In consideration of existing
14 substitutions within the series, it is proposed to
15 add a substitution to the Senior Procurement
16 Specialist classification, for which possession of a
17 master's degree in one of the administrative
18 sciences may substitute for one year of the required
19 experience.

20 Lastly, it is proposed to make one minor
21 revision within the "Examples of Work" section of
22 the Procurement Administrative Officer specification
23 in order to correct the statement so that it reads
24 effectively.

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1 There are no other changes proposed to
2 the specifications at this time, and it is therefore
3 recommended that the specifications be approved as
4 proposed.

5 MR. PRICE: All right. Items 9 and 10.
6 I move to revise the specification for the
7 classification Senior Procurement Specialist.

8 I also move to revise the specification
9 for the classification Procurement Administrative
10 Officer.

11 MS. LYNCH: Second the motion.

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

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: They are approved.

16 Items No. 11 and 12 will be joined
17 together.

18 Item 11, request of the Civil Service
19 Commission staff to revise the specification for the
20 classification Personnel Analyst I.

21 And Item No. 12 is the request of the
22 staff to revise the specification for the
23 classification Personnel Analyst II.

24 MS. LITZY-TAYLOR: Good afternoon.

1 Charday Litzy-Taylor, Personnel Analyst with the
2 Civil Service Commission staff.

3 The review of these classifications is
4 part of Civil Service Commission's efforts to review
5 all classifications every four to five years.

6 Based on feedback received, there are
7 some proposed revisions.

8 Additions are proposed within the
9 "Examples of Work" section for both Personnel
10 Analyst I and Personnel Analyst II to better reflect
11 the work being performed.

12 One statement has been revised within the
13 "Knowledge, Skills and Abilities" section for
14 Personnel Analyst II. Due to the nature of the work
15 performed, it is recommend that "ability to maintain
16 confidentiality when dealing with sensitive issues
17 and data" and "ability to establish and maintain
18 cooperative working relationships with City
19 officials, employees, subject matter experts and the
20 public" be added to the "Knowledge, Skills and
21 Abilities" section for both classifications.

22 There are no other changes proposed to
23 these classification at this time.

24 MR. PRICE: Items No. 11 and 12.

1 I move to revise the specification for
2 the classification Personnel Analyst I.

3 I also move to revise the specification
4 for the classification Personnel Analyst II.

5 MS. LYNCH: Second the motion.

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

8 THE COMMISSION MEMBERS: Aye.

9 PRESIDENT PETTIGREW: They are approved.

10 Item No. 13 is the request of the Civil
11 Service Commission staff to revise the specification
12 for the classification Laboratory Assistant.

13 MS. LAGEMANN: Carol Lagemann, Personnel
14 Analyst II with the Civil Service Commission.

15 The review of this classification is part
16 of our effort to review all classifications every
17 five years.

18 Revisions are proposed to the "Minimum
19 Qualifications" to clarify the education
20 substitution for laboratory experience.

21 And within the "Examples of Work" and
22 "Knowledge, Skills and Abilities" section, revisions
23 to the statements are proposed to better reflect the
24 work currently performed in the classification.

1 It is recommended that this
2 classification be approved as proposed.

3 MR. PRICE: Item 13.

4 I move to revise the specification for
5 the classification Laboratory Assistant.

6 MS. LYNCH: Second the motion.

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

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: It is approved.

11 Item No. 14, we have no residency hearing
12 reviews.

13 Item No. 15, background removals. We --
14 As to the removal, pre-examination, of Sean
15 Williams, reinstate.

16 The other administrative and
17 jurisdictional reviews, the letter and approval to
18 dismiss the appeal filed October 21, 2021, regarding
19 a denied request from Richard Schirtzinger, Appeal
20 No. 21-CA-0005. The letter is approved as
21 submitted.

22 MR. PRICE: I move to approve the letter
23 to Richard Schirtzinger, as written.

24 MS. LYNCH: Second the motion.

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

3 THE COMMISSION MEMBERS: Aye.

4 PRESIDENT PETTIGREW: It is approved.

5 The last item for today's meeting is to
6 recognize Commissioner Price concerning the
7 background removal standards and the work of the
8 Civil Service Commission staff.

9 MR. PRICE: Thank you, Commissioner.

10 I just wanted to go on record. I have
11 had the pleasure -- I guess you can call it
12 pleasure -- of sitting in on a lot of community
13 meetings concerning background standards. And I
14 just want to commend, not only Director DeLong, but
15 also her staff. I thought it was excellent. The
16 type of people that showed up at the meetings were
17 diverse. A variety of folks showed up, and they
18 gave a variety of input. Some of the things that I
19 have been questioning as a new commissioner, even as
20 a commissioner. So I was glad to see that. And our
21 last one had some very, very good input.

22 So I'm looking forward to the report.
23 But I just wanted the record to reflect that I, as a
24 commissioner, along with the other commissioners, am

1 very, very proud of this staff and what they've
2 done. Because these standards affect people on a
3 daily basis. So, again, you are to be commended.

4 Thank you, Commissioner.

5 PRESIDENT PETTIGREW: Thank you for that
6 presentation.

7 We are joined in recognizing that work
8 and appreciate your giving the report, not just to
9 the Commission, but also now to the public.

10 And, with that, we are adjourned.

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12 And, thereupon, the meeting was
13 concluded at approximately 12:50 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 25th day of October, 2021, 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

Grady L. Pettigrew, President

Date