

1 COMMISSION MEMBERS PRESENT:

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

5 PRESENTERS:

6 Beth Dyke
7 Tammy Rollins
8 Carol Lagemann
9 Jennifer Shea
10 Liz Reed

11 ALSO PRESENT:

12 Wendy Brinnon

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

2 BE IT REMEMBERED THAT, on the 29th day of
3 November, 2021, the Municipal Civil Service
4 Commission came for a regular meeting, Grady L.
5 Pettigrew, President. And the parties appearing in
6 person and/or by counsel, as hereinafter set forth,
7 the following proceedings were had:

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9 PRESIDENT PETTIGREW: I will call to order
10 the City of Columbus, Ohio, Municipal Civil Service
11 Commission regular meeting for November 2021. We
12 will be following the printed agenda. And the first
13 item is review and approval of the minutes of the
14 October 25, 2021, regular meeting.

15 MR. PRICE: I move for the approval of the
16 minutes from the October 25, 2021, regular meeting.

17 MS. LYNCH: Second.

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

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PETTIGREW: They are approved.
22 No prehearing conferences. The next item we have,
23 actually item 3A and B. 3A is review and approval of
24 the findings and recommendation of the trial board

1 hearing held on Monday, September 20, 2021, Jennifer
2 McCray versus Columbus City Schools, Secretary II.
3 She was appealing the discharge, and it was Appeal
4 No. 21-BA-0001.

5 And based on certainly participating in
6 the trial board, the recommendation is that the
7 discharge of Ms. McCray be approved and upheld.

8 The -- Why don't we go ahead and do that
9 one.

10 MR. PRICE: I move the approval of the
11 findings and recommendation of the trial board
12 hearing held on Monday, September 20, '21,
13 10:00 a.m., Jennifer McCray versus Columbus City
14 Schools, Secretary II, discharge Appeal No.
15 21-BA-0001 be upheld.

16 MS. LYNCH: Second.

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

19 THE COMMISSION MEMBERS: Aye.

20 PRESIDENT PETTIGREW: It is approved.

21 The second trial board recommendation is
22 in the review and approval of the findings and
23 recommendation of the trial board hearing held on
24 Tuesday, October 21, 2021, David Creighton versus

1 Columbus City Schools, Creighton, a bus driver who
2 was discharged, Appeal No. 21-BA-0003. And the fact
3 is that Columbus City Schools proved their case in
4 this particular trial board.

5 MR. PRICE: I move the approval of the
6 findings and recommendation of the trial board
7 hearing held on Thursday, October 21, 2021, at
8 10:00 a.m., David Creighton versus Columbus City
9 Schools, bus driver, discharged, Appeal No.
10 21-BA-0003 be upheld.

11 MS. LYNCH: Second.

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

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PETTIGREW: It is approved.

16 MS. BRINNON: Just clarification for the
17 reporter. Commissioner Pettigrew, you stated it was
18 Tuesday, October 21, and it was Thursday.

19 MR. PRICE: It was Thursday.

20 PRESIDENT PETTIGREW: Okay. Oh, I said
21 Tuesday, and it's actually Thursday. All right.
22 Well, thank you.

23 Item No. 4 is a request of the Civil
24 Service Commission staff to amend Rule VIII(A)(1) to

1 add language authorizing a requirement to submit
2 supplementary materials when identified for an exam
3 before an eligible's name can be included on a
4 forthcoming or existing eligible list.

5 MS. REED: Good afternoon, commissioners.
6 I'm Liz Reed. I'm the Civil Service Executive
7 Assistant Director responsible for the testing unit.
8 And staff is proposing this recommendation to Rule
9 VIII(A)(1). It actually stems from -- this request
10 stems from the audit for the police officer selection
11 process. The audit recommends requesting
12 and accepting personal history summaries or
13 questionnaires before an eligible list is
14 established.

15 This accomplishes several things. First,
16 it reduces the time in the selection process by
17 saving time that it takes to send those personal
18 history questionnaires out and the time it takes for
19 them, the candidates, then to complete those and turn
20 those in. Instead, when the eligible list is
21 established, those personal history questionnaires
22 will already be to the Commission or to the City, and
23 they can begin the background -- or the background
24 review process immediately upon the establishment of

1 the eligible list.

2 Second, it keeps the list uncluttered with
3 names of candidates who do not opt to submit those
4 summaries. And then, three, it provides more time
5 for candidates to submit the summaries as they can
6 complete those as we are testing and scoring. The
7 Civil Service staff see the benefit of having this
8 option for classifications outside of police officer,
9 such as firefighter and 911 call taker, which also
10 have thorough background investigations as part of
11 the selection process. The CSC staff request your
12 approval of this change to Rule VIII(A) (1).

13 Do you have any questions?

14 MR. PRICE: Can you send me that list,
15 that compilation that you just did for me just so I
16 have it?

17 MS. REED: I'm sorry?

18 MR. PRICE: The background that you just
19 said in terms of the reasoning why it was requested.
20 I just wanted it because I was trying to write some
21 of it down.

22 PRESIDENT PETTIGREW: A copy of what she
23 said?

24 MR. PRICE: Yes.

1 MS. REED: Oh, yeah. Sure.

2 MR. PRICE: Yes. Sorry. A copy of what
3 she said.

4 I move to amend Rule VIII(A)(1) to add
5 language authorizing a requirement to submit
6 supplementary materials when identified for an exam
7 before an eligible's name can be included on a
8 forthcoming or existing eligible list.

9 MS. LYNCH: Second.

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

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PETTIGREW: It's approved.

14 Thank you.

15 The next item on the agenda 5 through 10
16 are with no revisions. Item No. 5: Request of the
17 Civil Service Commission staff to approve the
18 specification review for the classification Tree
19 Trimmer Supervisor with no revisions. No. 6 is for
20 the classification Arborist with no revision. No. 7
21 is for the classification Water Maintenance
22 Supervisor II with no revisions. And No. 8 is Water
23 Maintenance Assistant Coordinator with no revision.
24 No. 9 is Water Maintenance Coordinator with no

1 revision. And No. 10 is Water Maintenance Manager
2 with no revisions.

3 MS. DYKE: Hello. Beth Dyke, personnel
4 analyst for the Civil Service staff.

5 The review of classifications for items 5
6 through 10 is part of the Civil Service Commission
7 staff's effort to review all classifications every
8 four to five years. Based on feedback received, it
9 was determined that the current specifications still
10 accurately reflects the work being performed. It is
11 recommended that the specifications be approved with
12 no revisions.

13 MR. PRICE: I move to -- Item 5, I move to
14 approve the specification review for the
15 classification Tree Trimmer Supervisor with no
16 revisions. I also move to approve the specification
17 review for the classification Arborist with no
18 revisions. No. 7, I also move to approve the
19 specification review for the classification Water
20 Maintenance Supervisor II with no revisions. No. 8,
21 I also move to approve the specification review for
22 the classification Water Maintenance Assistant
23 Coordinator with no revisions. No. 9, I also move to
24 approve the specification review for the

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1 classification Water Maintenance Coordinator with no
2 revisions. And No. 10, I also move to approve the
3 specification review for the classification Water
4 Maintenance Manager with no revisions.

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 Items No. 11 and 12 are joined together.

11 Item No. 11 is request of the Civil Service
12 Commission staff to revise the specification for the
13 classification Information Systems Technician. Item
14 No. 12 is to revise the specification for the
15 classification Information Systems Manager.

16 MS. DYKE: The review of these
17 classifications is part of the Civil Service
18 Commission's effort to review every classification
19 every five years with regards to the Minimum
20 Qualifications Section for Information Systems
21 Technician. Consideration was given to other recent
22 classification reviews with similar minimum
23 qualification requirements. And so it is proposed
24 that the completion of a recognized high school or

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1 post secondary vocational program in a related
2 computer technology program be added as a
3 substitution for the experience requirement. Adding
4 such substitution will likely create a larger, more
5 diverse applicant pool, aiding the department with
6 recruitment.

7 Lastly, it is proposed to remove the word
8 contemporary throughout both specifications as it was
9 agreed that the term is dated and no longer
10 effective. There are no other revisions proposed at
11 this time, and it is recommended that the
12 specifications be revised as proposed.

13 MR. PRICE: I move -- No. 11, I move to
14 revise the specification for the classification
15 Information Systems Technician. No. 12, I move to
16 revise the specification for the classification
17 Information Systems Manager.

18 MS. LYNCH: Second the motion.

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

21 THE COMMISSION MEMBERS: Aye.

22 PRESIDENT PETTIGREW: They are approved.

23 Items No. 13 and 14 have been deferred.

24 Item No. 15 is the request of the Civil Service

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1 Commission staff to revise the specification for the
2 classification Tree Trimmer.

3 MS. DYKE: Yes. The review of this
4 classification is part of the Civil Service
5 Commission's effort to review all classifications
6 every five years. While several forester-related
7 classification reviews were scheduled for this year,
8 the City's first strategic plan to invest long-term
9 in Columbus trees was approved by Columbus City
10 Council in April of 2021. In response to this
11 approval, there are many anticipated organizational
12 changes within the forester section of the Recreation
13 and Parks Department.

14 With forthcoming organizational changes,
15 it is agreed that only one minor revision be proposed
16 at this time. Within the minimum qualification
17 section it is proposed to revise the reference to the
18 National Arborist Association within the substitution
19 portion of the section as the association is now
20 recognized as the Tree Care Industry Association.
21 There are no other revisions proposed at this time,
22 and it is recommended that the specification be
23 revised as proposed.

24 MR. PRICE: I move to -- Item 15, I move

1 to revise the specification for the classification
2 Tree Trimmer.

3 PRESIDENT PETTIGREW: Let me ask about
4 that. I'm sorry. Go ahead.

5 MS. LYNCH: No. Go ahead.

6 PRESIDENT PETTIGREW: Get your second
7 first.

8 MS. LYNCH: Sure. I second the motion.

9 PRESIDENT PETTIGREW: The National
10 Arborist organization, is that a nonprofit
11 professional organization?

12 MS. DYKE: I'm not certain if it's a
13 profit or nonprofit.

14 PRESIDENT PETTIGREW: It is recognized as
15 the organization for credentials for arborists?

16 MS. DYKE: Yes.

17 PRESIDENT PETTIGREW: And you said in
18 April of 2021 there was a recognition that was by
19 city council of the plan for saving trees in
20 Columbus?

21 MS. DYKE: It's the Master Urban Forestry
22 Plan.

23 PRESIDENT PETTIGREW: Master Urban
24 Forestry Plan.

1 MS. DYKE: Yes. It's more highlighted
2 within the report for this revision. I just kind of
3 narrowed it down a little bit for the presentation.
4 But it is mentioned within the report for that
5 revision for Tree Trimmer.

6 PRESIDENT PETTIGREW: All right. Thank
7 you.

8 All in favor?

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PETTIGREW: They are approved.

11 Item No. 16 is a request of the Civil
12 Service Commission staff to revise the specification
13 for the classification Community Relations
14 Representative.

15 MS. ROLLINS: Good morning. I'm Tammy
16 Rollins. I'll be presenting the next couple items
17 for Charday Litzy-Taylor. The proposed revision to
18 the Community Relations Representative classification
19 is -- was part of a request that we received from the
20 Department of Public Service. The primary purpose
21 for today's revisions are to better communicate the
22 expectations associated with this classification. To
23 that end, the department has requested some minor
24 additions to the specification within the Examples of

1 Work Section and within the Knowledge, Skill and
2 Abilities Section.

3 And there were no other revisions. Just
4 those small revisions to the body of the stack.

5 MR. PRICE: I move to -- Item 16, I move
6 to revise the specification for the classification
7 Community Relations Representative.

8 MS. LYNCH: Second the motion.

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

11 THE COMMISSION MEMBERS: Aye.

12 PRESIDENT PETTIGREW: It is approved.

13 Items No. 17 and 18 are joined together.
14 No. 17 is the request of the Civil Service Commission
15 staff to revise the specification for the
16 classification Equipment Operator I under the
17 probationary period of 365 days, designate the
18 examination type as noncompetitive and amend Rule XI
19 accordingly. No. 18 is the request to revise the
20 specification for the classification Equipment
21 Operator II and designate the examination type as
22 noncompetitive.

23 MS. ROLLINS: These reviews were initiated
24 at the request of the Department of Public Service

1 due to recruitment issues within the Equipment
2 Operator series. Due to the competitive nature of
3 commercial driving jobs, both Equipment Operator I
4 and II have been historically difficult
5 classifications for recruitment. We've experienced
6 lower application rates, high no-show rates for the
7 exam that have led to the need for multiple
8 administrations of the exam each year. For example,
9 in the last eight years, we've had to administer
10 these exams twelve times for lists that are generally
11 supposed to be two years.

12 Equipment Operator I is the entry level
13 classification to the Equipment Operator series.
14 Currently the minimum qualifications for this
15 classification require a commercial motor vehicle
16 operator's license and one year of experience
17 operating or assisting in the operation of a
18 commercial motor vehicle. It is proposed that the
19 one year of experience be removed. However, it's
20 also important to note that current minimum
21 qualifications do not require that one year of
22 experience be driving a CDL vehicle, simply that that
23 experience be assisting in the operation and being
24 familiar with CDL vehicles, but not necessarily

1 driving the vehicle.

2 The removal of this one year of
3 experience, keeping the CDL requirement would allow
4 the department to recruit directly from CDL programs
5 and into the Equipment Operator I classification
6 where from that point they could provide the hands-on
7 training in-house on the specific vehicles that the
8 employee would be operating while in employment with
9 the City.

10 Additionally, due to the staffing and the
11 equipment required to administer the exam and the
12 fact that the equipment operated during the exam may
13 or may not be the equipment actually operated in the
14 position, it's been determined that it's no longer
15 practical to test for this classification.
16 Therefore, it's recommended that the examination type
17 for Equipment Operator I be changed to noncompetitive
18 and the probationary period increased to 365 days.

19 Within the Equipment Operator II
20 classification, the minimum qualifications currently
21 require two years of experience, again, operating or
22 assisting in the operation of the CDL vehicle and the
23 CDL requirement. It is proposed that the assisting
24 in the operation part of the in cue be removed so

1 that the end cues are strictly two years of
2 experience operating a commercial motor vehicle.
3 This would allow individuals to come in at the
4 Equipment Operator I, have the experience in the
5 specific vehicle and then possibly move up to the
6 Equipment Operator II classification.

7 At the Equipment Operator II level, in the
8 City, employees at this level can be expected to
9 operate a wide variety of equipment, from dump truck,
10 pick-up truck, roller, Thermo-Lay, flusher, street
11 sweeper, grader, semi truck, sledge hauler, paving
12 box, front end loader, skid steer, plow truck and so
13 forth. And it's never been feasible to test on these
14 different pieces of equipment, so we've tested on one
15 piece of equipment to provide an aptitude.

16 And then once the individual is in the
17 employment of the City, they learn the different
18 vehicles as their position continues with the City.
19 But it's the hiring department that is responsible
20 for making sure that the employee is properly trained
21 and has the ability to use the equipment that's
22 determined necessary for the specific position.

23 Again, due to the staffing and equipment
24 required to administer the exam, the number of

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1 administrations needed each year has been challenging
2 and the fact that the Equipment Operator during the
3 exam may or may not even be the equipment that will
4 be operated once employed with the City, it, again,
5 has been determined that it's no longer practical to
6 test for this classification.

7 It is recommended that the examination
8 type be changed to noncompetitive. The current
9 probationary period for this class is already 365
10 days, so no change is needed with that.

11 MR. PRICE: Item 17, I move to revise the
12 specification for the classification Equipment
13 Operator I, update the probationary period to 365
14 days, designate the examination type as
15 noncompetitive and amend Rule XI accordingly. Item
16 18, I also move to revise the specification for the
17 classification Equipment Operator II and designate
18 the examination type as noncompetitive.

19 MS. LYNCH: Second the motion.

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

22 THE COMMISSION MEMBERS: Aye.

23 PRESIDENT PETTIGREW: They are approved.
24 Thank you.

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1 Items No. 19, 20, 21, 22, 23 and 24 will
2 be joined together. Item No. 19 is request of the
3 Civil Service Commission staff to revise the
4 specification for the classification Aging Programs
5 Administrator. No. 20 is to revise the specification
6 for the classification Aging Principal Programs
7 Assistant Administrator. And 21 is to revise the
8 specification for the classification Aging Programs
9 Manager. 22 is to revise the specification for the
10 classification Aging Programs Case Management
11 Supervisor II. 23 is to revise the specification for
12 the classification Aging Programs Case Management
13 Supervisor I. And No. 24 is to revise the
14 specification for the classification Aging Programs
15 Provider Relations Specialist.

16 MS. LAGEMANN: Carol Lagemann, Personnel
17 Analyst II at the Civil Service Commission. The
18 review of these classifications is part of our effort
19 to review all classifications every five years.
20 Throughout the series, there were areas where the
21 abbreviation or the written description for the
22 Central Ohio Area Agency on Aging, COAAA, needed
23 updated. In addition, several classifications needed
24 to have their existing Knowledge, Skills and

1 Abilities reordered from highest knowledge to lowest
2 knowledge or from knowledge skill to abilities.

3 Within the Aging Programs Administrator
4 classification, the minimum qualifications are
5 proposed to be revised to focus on the three
6 components that are most essential to the work with
7 implementing, managing and/or evaluating programs
8 pertaining to aging, health and human services.

9 Within the Aging Programs Assistant
10 Administrator class, the proposed statement regarding
11 running an independent IT office is included in the
12 Examples of Work and the Knowledge, Skills and
13 Abilities Section to include the proposed statement
14 for grant management knowledge. Within Aging
15 Programs Manager, there's an update to the Known
16 Qualifications Section proposed to move the long-term
17 qualifier on health programs and to revise the target
18 audience as consumers instead of just "older adults."

19 Within the Aging Programs Manager, Aging
20 Programs Case Management Supervisor II, Aging
21 Programs Case Management Supervisor I and Aging
22 Programs Supervisor Relations Specialist
23 classifications, updates are proposed to the Examples
24 of Work, Knowledge, Skills and Abilities Sections to

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1 include testimony, preparation, wording updates
2 and/or inclusion of the other individuals with a high
3 level of health and service needs as needed.

4 In addition, knowledge of legislation and
5 responses to audit results were included in the
6 Supervisor II. It's recommended these
7 classifications be approved as proposed.

8 MR. PRICE: Item 19, I move to revise the
9 specification for the classification Aging Programs
10 Administrator. Item 20, I also move to revise the
11 specification for the classification Aging Programs
12 Assistant Administrator. Item 21, I also move to
13 revise the specification for the classification Aging
14 Programs Manager. Item 22, I also move to revise the
15 specification for the classification Aging Programs
16 Case Management Supervisor II. Item 23, I also move
17 to revise the specification for the classification
18 Aging Programs Case Management Supervisor I. Item
19 24, I also move to revise the specification for the
20 classification Aging Programs Provider Relations
21 Specialist.

22 MS. LYNCH: I second the motions.

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

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: They are approved.

3 Item No. 25 is a request of the Civil
4 Service Commission staff to revise the specification
5 for the classification Property Maintenance
6 Inspection Manager.

7 MS. LAGEMANN: Carol Lagemann. Again, the
8 review of this classification is by request of the
9 Department of Building and Zoning Services. It's
10 proposed to revise the current specification to
11 remove the guidelines for Class Use Section that
12 limits this class to only one incumbent. The
13 Department of Building and Zoning Services recently
14 acquired the code enforcement provision from the
15 Department of Development. And by removing this
16 restriction, the work at the department could be
17 allocated more effectively. It's recommended this
18 classification be approved as proposed.

19 MR. PRICE: Item 25, I move to revise the
20 specification for the classification Property
21 Maintenance Inspection Manager.

22 MS. LYNCH: I second the motion.

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

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: It is approved.

3 Item No. 26, this is a request of the
4 Civil Service Commission staff to revise the
5 specification for the classification Public Safety
6 Director.

7 MS. ROLLINS: This classification was
8 scheduled for review as part of the Commission's
9 effort to review all classifications at least once
10 every five years. Based on this review, there is one
11 proposed revision to the Examples of Work Section,
12 which is to include that the activities and staffing
13 of the 911 emergency communications center are
14 reflected under the Support Services Division rather
15 than the police division. This was a reorganization
16 that took place earlier this year, so the proposed
17 revision is simply to reflect the current
18 organizational structure for Public Safety.

19 MR. PRICE: Item 26, I move to revise the
20 specification for the classification Public Safety
21 Director unclassified.

22 MS. LYNCH: I second the motion.

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

1 THE COMMISSION MEMBERS: Aye.

2 PRESIDENT PETTIGREW: It is approved.

3 Item No. 27 is deferred. Item No. 28 is
4 the request of the Civil Service Commission staff to
5 create the specification for the classification
6 Public Relations Advisor to the Police Chief, assign
7 a probationary period of 365 days, designate the
8 examination type as noncompetitive and amend Rule XI
9 accordingly.

10 MS. ROLLINS: Efforts to reimagine the
11 police division continue. Much effort is being
12 placed to ensure that the police chief has the
13 staffing resources available to her to run the
14 division effectively and in fulfillment of the City's
15 goals and objectives. As such, the Public Safety
16 Director has requested the creation of a new
17 classification to meet the public relations needs for
18 the division.

19 So as the public relations unit is
20 restructured, it's necessary to have a classification
21 available to serve as the primary advisor to the
22 Police Chief on matters related to media and public
23 relations and also have this classification capable
24 of supervising a professional public relations team.

1 In the past, this role has been most often served by
2 sworn personnel. However, in the last few years, a
3 growing trend has emerged suggesting the dedicated
4 use of civilian staff in the role of public relations
5 over more traditionally utilized sworn staff.

6 Further evidence has shown that having
7 this position -- position very close to the police
8 chief or in any reporting relationship to the police
9 chief is of the utmost importance. A review of the
10 City's class plan reveals that we have no existing
11 classification to fulfill this specific need. It is
12 therefore proposed that the new classification Public
13 Relations Advisor to the Police Chief be created to
14 meet this need within the police division.

15 By definition, the proposed classification
16 would be responsible for advising the police chief on
17 matters relating to media and public relations for
18 the Division of Police. This would be a single
19 position classification used specifically,
20 exclusively within the Division of Police. And the
21 minimum qualifications would be built upon the
22 current Public Relations Specialist II
23 classification, which would be a staff level position
24 of this one. And so it would be two years additional

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1 experience, which would basically make the minimum
2 qualifications a bachelor's degree and five years of
3 professional experience in media, journalism,
4 marketing or public relations with a substitution for
5 a master's degree. It is recommended that the
6 probationary period be assigned 365 days and that the
7 examination type be designated as noncompetitive.

8 PRESIDENT PETTIGREW: And to amend Rule
9 XI.

10 MS. ROLLINS: And to amend Rule XI.

11 MR. PRICE: Item 28, I move to create the
12 specification for the classification Public Relations
13 Advisor to the Police Chief, assign a probationary
14 period of 365 days, designate the examination type as
15 noncompetitive and amend Rule XI accordingly.

16 MS. 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 Thank you.

22 Item No. 29 is request of the Civil
23 Service Commission staff to revise the specification
24 for the classification Police Officer.

1 MS. REED: Hello again. Liz Reed with the
2 Civil Service Commission, Civil Service Commission
3 Executive Assistant Director responsible for testing.
4 On behalf of the Civil Service Commission staff, I am
5 pleased to request the revision of the specification
6 for the classification of Police Officer.

7 The adjusted revisions are a culmination
8 of a great deal of work. We considered information
9 gained through the Columbus Community Safety Advisory
10 Commission, the cultural sensitivity reviews, the
11 police officer selection process audit and the 2021
12 police officer job analysis.

13 The most notable changes reflect showing
14 the importance of a service orientation as indicated
15 in the proposed change to the definition. Also the
16 impact of the job analysis results which resulted in
17 post chances to the task statements and the
18 Knowledge, Skills and Abilities statements.

19 We propose adding language to the
20 guidelines to class use to include the clarification
21 that the probationary period conclude 365 days after
22 being sworn in. Finally, we propose changes to the
23 minimum qualifications to allow the driver's license
24 to be required at the time of hire. Currently it is

1 at the time of application and for the minimum
2 qualification to allow candidates to be 21 years of
3 age at the time of being sworn in.

4 Both changes open access to the job and
5 remove unnecessary delays to employment. Typically
6 for changes to the minimum qualifications --
7 typically for changes in the minimum qualifications
8 they take effect prospectively. However, for the
9 proposed change to the age requirement, the Civil
10 Service Commission proposes this change take place
11 for the current police officer eligible list. The
12 age requirement remains 20 at time of application.
13 Making this -- making this effective immediately
14 would only result in removing a delay for otherwise
15 eligible candidates.

16 MR. PRICE: I have a question.

17 PRESIDENT PETTIGREW: Go ahead.

18 MR. PRICE: Thank you, Commissioner. And
19 I guess this question might be to Amy, might be to
20 Amy.

21 Is this some of the things that we heard
22 in community meetings that we're now reflecting in
23 this? Okay. Well, I would say again on behalf of
24 the commission it's good, because this is some of the

1 things we heard in our community meetings, some
2 suggestions from regular folk in the community. So
3 I'm glad to see that we're making a move to make
4 those changes. Thank you.

5 Item 29, I move to revise the
6 specification for the classification Police Officer.

7 MS. LYNCH: Second the motion.

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

10 THE COMMISSION MEMBERS: Aye.

11 PRESIDENT PETTIGREW: It is approved.

12 Item 30, we have no residency hearing
13 reviews this month. Item 31, on background removals,
14 the commissioners have agreed upon the following:
15 For Joshua Bryan, reinstate; for Dane Heughebart, do
16 not reinstate; for Douglas Barber, II, reinstate; for
17 Ryan McGinty, reinstate; for Lydell Smith, reinstate;
18 for John Penfield, reinstate; for Jalen Glenn, do not
19 reinstate.

20 The remaining item on the agenda is the
21 other administrative and jurisdictional reviews.
22 After having reviewed the letter, the review and
23 approval of the decision regarding the appeal filed
24 October 8, 2021, regarding a denied request for

1 review for Curtis Marshall, Appeal No. 21-CA-0004 is
2 approved as written; and the director is authorized
3 to distribute that letter.

4 With that, we have completed the agenda,
5 and we are adjourned.

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7 And, thereupon, the hearing was adjourned
8 at 1:06 p.m.

9 - - -

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

5
6 I do hereby certify that the foregoing is
7 a true, correct and complete written transcript of
8 the proceedings in this matter, taken by me on the
9 29th day of November, 2021, and transcribed from my
10 stenographic notes.

11

12

13

14 _____
MARILYN K. MARTIN
15 Notary Public in and for the State of Ohio
and Registered Professional Reporter.

16

17 My Commission Expires October 16, 2026.

Grady L. Pettigrew, President

Date