

1 BEFORE THE CITY OF COLUMBUS
2 MUNICIPAL CIVIL SERVICE COMMISSION

3 - - -

4 In the Matter of:

5 Regular Meeting

6 - - -

7 Larry Price

8 President, Presiding

9 - - -

10 TRANSCRIPT OF AUDIOTAPED PROCEEDINGS

11 - - -

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13 Monday, March 28, 2022
14 12:35 p.m.
15 City of Columbus
16 Civil Service Commission
17 77 North Front Street
18 Columbus, Ohio 43215

17 - - -

18 CHRISTY M. HEANEY

19 PROFESSIONAL REPORTER

20 - - -

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22 ANDERSON REPORTING SERVICES, INC.
23 3040 Riverside Drive, Suite 125
24 Columbus, Ohio 43221
 (614) 326-0177

1 COMMISSION MEMBERS PRESENT:

2 Larry Price, President
3 Jennifer Lynch

4 PRESENTERS:

5 Charday Litzy-Taylor
6 Carol Lagemann

7 ALSO PRESENT:

8 Wendy Brinnon
9 Brittany Price

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1 MONDAY AFTERNOON SESSION
2 March 28, 2022
3 12:35 p.m.

4 - - -

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

6 - - -

7 BE IT REMEMBERED THAT, on the 28th day of
8 March, 2022, the Municipal Civil Service
9 Commission came on for regular meeting, Larry
10 Price, President. And the parties appearing in
11 person and/or by counsel, as hereinafter set
12 forth, the following proceedings were had:

13 - - -

14 PRESIDENT PRICE: Good afternoon. I'll
15 call to order the City of Columbus, Ohio,
16 Municipal Civil Service Commission regular meeting
17 for March 2022. We will be following the printed
18 agenda.

19 The first item is the review and approval
20 of the minutes of the February 28, 2022, regular
21 meeting.

22 MS. LYNCH: I move for the approval of
23 the minutes from the February 28, 2022, regular
24 meeting.

PRESIDENT PRICE: I second. All in favor

1 say "aye."

2 MS. LYNCH: Aye.

3 PRESIDENT PRICE: They are approved.

4 Next is the Item No. 2, prehearing
5 conference reviews. There are none submitted.

6 Next, Items 3, 4, 5 and 6 will be
7 presented together.

8 Item 3: Request of the Civil Service
9 Commission staff to approve the specification
10 review for the classification Design and
11 Construction Division Assistant Administrator with
12 no revisions.

13 Item 4: Request of the Civil Service
14 Commission staff to approve the specification
15 review for the classification Training Coordinator
16 with no revisions.

17 Item 5: Request of the Civil Service
18 Commission staff to approve the specification
19 review for the classification Emergency
20 Preparedness Chief with no revisions.

21 Item 6: Request of the Civil Service
22 Commission staff to approve the specification
23 review for the classification and Prequalification
24 Manager with no revisions.

1 MS. LITZY-TAYLOR: Good afternoon.

2 PRESIDENT PRICE: Good afternoon.

3 MS. LITZY-TAYLOR: Charday Litzy-Taylor,
4 Personnel Analyst with the Civil Service
5 Commission.

6 These reviews were conducted as part of
7 the Civil Service Commission's efforts to review
8 all classifications every four to five years.

9 After reviewing feedback from current
10 incumbents and department representatives, it was
11 determined that the current specifications
12 adequately reflect the work as it is intended;
13 therefore, no revisions are recommended at this
14 time.

15 PRESIDENT PRICE: Thank you, Charday.

16 MS. LYNCH: Are we -- Am I moving to
17 approve --

18 PRESIDENT PRICE: All of them.

19 MS. LYNCH: -- these three? Okay.
20 Great. Great.

21 PRESIDENT PRICE: 3 to 6.

22 MS. LYNCH: Yup. Okay.

23 I move to approve the specification
24 review for the classification Design and

6

1 Construction Division Assistant Administrator with
2 no revisions, Job Code 0228.

3 PRESIDENT PRICE: And?

4 MS. LYNCH: And I move to approve the
5 specification review for the classification
6 Training Coordinator with no revisions, Job Code
7 0884.

8 And I move to approve the specification
9 review for the classification Emergency
10 Preparedness Chief with no revisions, Job Code
11 1748.

12 PRESIDENT PRICE: 6.

13 MS. LYNCH: 6. And I move to approve the
14 specification review for the classification
15 Prequalification Manager with no revisions, Job
16 Code 0791.

17 PRESIDENT PRICE: I second. All in favor
18 say "aye."

19 MS. LYNCH: Aye.

20 PRESIDENT PRICE: They are approved.

21 Next, No. 7: Request of the Civil
22 Service Commission staff to revise the
23 specification for the classification Employee
24 Wellness Coordinator.

1 MS. LITZY-TAYLOR: This review was also
2 conducted as part of the Commission's efforts to
3 review all classifications every four to five
4 years.

5 This classification is responsible for
6 collaborating with benefits and wellness staff to
7 produce a citywide weekly email publication on
8 consumer health and wellness literacy and
9 promoting employee health and wellness programs,
10 which involves overseeing and creating content for
11 the City's Employee Wellness social media
12 accounts.

13 Statements are proposed to the
14 specification to reflect these duties. One
15 statement has been revised for clarification
16 purposes due to the nature of the work associated
17 with the Employee Wellness Coordinator's
18 classification.

19 It is recommended that ability to work
20 collaboratively with internal and external
21 partners be added to the knowledge, skills and
22 abilities section.

23 There are no other changes proposed to
24 this specification at this time.

1 PRESIDENT PRICE: Thank you, Charday.

2 MS. LYNCH: I move to approve the
3 specification for the classification Employee
4 Wellness Coordinator, Job Code 0827.

5 PRESIDENT PRICE: I second. All in favor
6 say "aye."

7 MS. LYNCH: Aye.

8 PRESIDENT PRICE: It is approved.

9 No. 8: Request of the Civil Service
10 Commission staff to revise the specification for
11 the classification Training Manager.

12 MS. LITZY-TAYLOR: Again, this is part of
13 the Civil Service Commission's five-year review
14 plan.

15 Based on the scope of work and the
16 expectations of the Training Manager class, some
17 additions are proposed within the knowledge,
18 skills and abilities section to better reflect the
19 knowledges and abilities necessary for successful
20 performance of the associated work duties.

21 No other changes are proposed at this
22 time.

23 PRESIDENT PRICE: Thank you, Charday.

24 MS. LYNCH: I move to approve the

1 specification for the classification Training
2 Manager.

3 PRESIDENT PRICE: I second. All in favor
4 say "aye."

5 MS. LYNCH: Aye.

6 PRESIDENT PRICE: It is approved.

7 No. 9 and 10 will be presented together.

8 Item 9: Request of the Civil Service
9 Commission staff to revise the specification for
10 the classification Wastewater Chemist I.

11 Item 10: Request of the Civil Service
12 Commission staff to revise the specification for
13 the classification Wastewater Chemist II.

14 MS. LITZY-TAYLOR: Within the minimum
15 qualification sections for both classifications,
16 it is recommended that language referencing motor
17 vehicle operator's license be reworded to driver's
18 license to provide clarification for applicants
19 moving forward.

20 It is also recommended that the specific
21 Wastewater Chemist I class title be removed from
22 the minimum qualifications for the Wastewater
23 Chemist II class. The type of experience,
24 however, will remain unchanged.

10

1 Based on the scope of work, the
2 expectations of these classifications -- Based on
3 the scope of work and the expectations of these
4 classifications, some additions are proposed
5 within the knowledge, skills and abilities
6 sections for both classes.

7 A physical ability statement on the
8 Wastewater Chemist I specification has been
9 revised for accuracy and also to make consistency
10 with the Wastewater Chemist II class.

11 There are no other changes proposed at
12 this time.

13 PRESIDENT PRICE: Thank you, Charday.

14 MS. LYNCH: I move to revise the
15 specification for the classification Wastewater
16 Chemist I and move to revise the specification for
17 the classification Wastewater Chemist II.

18 PRESIDENT PRICE: I second. All in favor
19 say "aye."

20 MS. LYNCH: Aye.

21 PRESIDENT PRICE: It is approved.

22 No. 11: Request of the Civil Service
23 Commission staff to revise the specification for
24 the classification Composting Facility Supervisor.

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1 MS. LITZY-TAYLOR: There are minor
2 revisions recommended to this classification. For
3 clarification purposes, as with the other class,
4 it is recommended that the motor vehicle
5 operator's license be revised to read driver's
6 license. That's within the minimum qualifications
7 section.

8 It is also recommended that general
9 knowledge of gases associated with the composting
10 process be added to the knowledge, skills and
11 abilities section.

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

14 MS. LYNCH: I move -- I'm sorry.

15 PRESIDENT PRICE: No problem.

16 Thank you, Charday.

17 MS. LYNCH: I move to revise the
18 specification for the classification Wastewater
19 Chemist II.

20 PRESIDENT PRICE: I second. All --

21 MS. LYNCH: Oh, wait.

22 PRESIDENT PRICE: No. 11.

23 MS. LYNCH: We already did that one.

24 Sorry.

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1 PRESIDENT PRICE: No. 11.

2 MS. LYNCH: That's where I need to put on
3 my glasses.

4 PRESIDENT PRICE: No problem.

5 MS. LYNCH: I move to revise the
6 specification for the classification Composting
7 Facility Supervisor.

8 PRESIDENT PRICE: I second. All in favor
9 say "aye."

10 MS. LYNCH: Aye.

11 PRESIDENT PRICE: It is approved.

12 No. 12: Request of the Civil Service
13 Commission staff to revise the specification for
14 the classification community -- I'm sorry --
15 Communication Systems Management.

16 MS. LITZY-TAYLOR: Positions assigned to
17 this classification are expected to make sure that
18 remote locations are secure, develop and implement
19 cybersecurity initiatives, and maintain applicable
20 FCC and FAA licensure as required.

21 It is recommended that language be added
22 to the examples of work section reflecting these
23 duties. In order to maintain consistency within
24 the classification plan and to better communicate

1 the requirements to external candidates, it is
2 recommended that the specific classification title
3 be removed from the minimum qualifications and the
4 minimum qualifications be reworded to read five
5 years of experience installing, repairing and/or
6 maintaining complex communication systems.

7 For clarification purposes, again, it's
8 recommended that the valid motor vehicle
9 operator's license be revised to read possession
10 of a valid driver's license.

11 As Communication Systems evolve and
12 incorporate more computer technology, general
13 knowledge of network management and the
14 fundamentals of cybersecurity are important to
15 this role; therefore, it is recommended that
16 language pertaining to this be added to the
17 knowledge, skills and abilities.

18 There are no other changes proposed at
19 this time.

20 PRESIDENT PRICE: Thank you, Charday.

21 MS. LYNCH: I move to revise the
22 specification for the classification Communication
23 Systems Manager.

24 PRESIDENT PRICE: I second. All in favor

1 say "aye."

2 MS. LYNCH: Aye.

3 PRESIDENT PRICE: It is approved.

4 No. 13: Request of the Civil Service
5 Commission staff to revise the specification for
6 the classification Golf Assistant Professional.

7 MS. LAGEMANN: Carol Lagemann, Personnel
8 Analyst, Civil Service Commission.

9 The review of the specification for the
10 classification Golf Assistant Professional is by
11 class-action request of the Department of
12 Recreation and Parks. We were interested in
13 broadening the applicant pool for Golf Assistant
14 Professional to facilitate recruitment for open
15 vacancies in a tighter labor market.

16 The proposed minimum qualifications allow
17 for equitable hurdles within the Professional Golf
18 Association and its respective Ladies Professional
19 Golf Association to be passed but not to have
20 completely attained the Class A member --
21 professional membership card.

22 A special note is also proposed to be
23 added to clarify that this will allow these
24 individuals that have demonstrated commitment to

1 the golf profession by having passed that first
2 level of hurdles in pursuit of the PGA and/or LPGA
3 Class A membership.

4 There are no other changes proposed.

5 PRESIDENT PRICE: Thank you, Carol.

6 MS. LYNCH: I move to revise the
7 specification for the classification Golf
8 Assistant Professional.

9 PRESIDENT PRICE: I second. All in favor
10 say "aye."

11 MS. LYNCH: Aye.

12 PRESIDENT PRICE: It is approved.

13 No. 14: Request of the Civil Service
14 Commission staff to create the specification for
15 the classification Building and Zoning
16 Administrative Coordinator, assign a probationary
17 period of 365 days, designate the examination type
18 as noncompetitive and amend Rule XI accordingly.

19 MS. LAGEMANN: This action also arose out
20 of a classification action request from the
21 Department of Building and Zoning. The proposed
22 creation titled the Building and Zoning
23 Administrative Coordinator was designed to fill a
24 leadership need within the Department of Building

1 and Zoning.

2 The definition and guidelines for class
3 use sections are constructed to indicate that
4 incumbents in this classification will be
5 performing work that is outside the work of the
6 chief officials in the department, the building
7 plans and zoning, and are also over unique
8 business functions to the Department of Building
9 and Zoning services.

10 Incumbents will report to either the
11 director or a deputy director.

12 The classification will be expected to
13 perform managerial work and, therefore, is
14 proposed to have a 365-day probationary period.
15 The examples of work in Case A sections were
16 designed to be illustrative of the types of work
17 and the knowledge, skills and abilities needed for
18 the job. The minimum qualifications, again, were
19 developed to reflect qualifications necessary for
20 successful performance of the job.

21 It is further recommended the exam type
22 be designated as noncompetitive per Commission
23 policy on classifications that supervise and that
24 a professional EEO/DOJ job category be assigned.

1 Within the classification plan, it's
2 proposed that the Building and Zoning
3 Administrative Coordinator be in a single
4 classification series and assigned the
5 administrative job, family and general
6 administrative group.

7 It is, therefore, recommended that the
8 classification Building and Zoning Administrative
9 Coordinator be created as proposed and Rule XI
10 amended accordingly.

11 PRESIDENT PRICE: Thank you, Carol.

12 MS. LYNCH: I move to create the
13 specification for the classification Building and
14 Zoning Administrative Coordinator, assign a
15 probationary period of 365 days, designate the --
16 the examination type as noncompetitive, and amend
17 Rule XI accordingly.

18 PRESIDENT PRICE: I second. All in favor
19 say "aye."

20 MS. LYNCH: Aye.

21 PRESIDENT PRICE: It is approved.

22 No. 15: We have no residential hearings.

23 No. 16 on the background removals with
24 the consensus of the Commission.

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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 audiotaped proceedings in this matter and transcribed by me to the best of my ability on the 11th day of April, 2022.

Christy M. Heaney
Professional Reporter
Notary Public in and for
the State of Ohio.

My Commission Expires: March 25, 2026.

Larry Price, President

04/25/2022
Date