

1 COMMISSION MEMBERS PRESENT:

2 Larry Price, President
3 Jennifer Lynch, Member

4 PRESENTERS:

5 Carol Lagemann
6 Beth Dyke
7 Maggie Bier

8 ALSO PRESENT:

9 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION
2 April 25, 2022
3 12:35 p.m.

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5 PROCEEDINGS

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7 BE IT REMEMBERED THAT, on the 25th day of
8 April, 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:

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14 MR. PRICE: I call to order the City of
15 Columbus, Ohio Municipal Civil Service Commission
16 regular meeting for April 25, 2022.

17 Our first item is the review and approval
18 of the minutes from March 28, 2022, regular
19 meeting.

20 MS. LYNCH: I move to approve the minutes
21 from the March 28, 2022, regular meeting.

22 MR. PRICE: I second. All in favor.

23 MS. LYNCH: Aye.

24 MR. PRICE: Aye.

They are approved.

1 There are no prehearing conference
2 reviews, none submitted.

3 Our third item will be the request of the
4 Civil Service Commission staff on behalf of
5 Columbus City Schools to revise the specification
6 for the classification Truck Driver and change the
7 examination type to noncompetitive, Job Code 6652.

8 MS. LAGEMANN: Yes. Carol Lagemann from
9 Civil Service, presenting on behalf of Charday
10 Litzy-Taylor.

11 This review was initiated by the Columbus
12 City Schools due to a hiring need and inability to
13 develop and administer a practical exam for this
14 classification.

15 After reviewing the classification and
16 having discussions with district representatives,
17 it was determined that revisions are necessary to
18 clearly illustrate the primary function of this
19 class, as well as aid in the recruitment of
20 qualified candidates.

21 Revisions are proposed to the definition
22 to include truck operation. And revisions are
23 proposed to the examples of work, minimum
24 qualifications and knowledge, skills, ability

1 sections to better reflect the work performed and
2 applicable skills.

3 To be considered for hire in this
4 classification, a Class B CDL is necessary, which
5 requires the candidate to pass a knowledge and
6 skills test on a commercial vehicle. And since the
7 district does not have the means to develop and
8 administer a valid exam for the Truck Driver class
9 and a majority of the assigned duties are
10 unskilled, it's recommended the exam type be
11 revised.

12 Therefore, it's recommended that the exam
13 type be changed from competitive to noncompetitive,
14 which is consistent with Civil Service Commission
15 guidelines and similar classifications within the
16 Columbus City Schools class plan index.

17 Changing the exam type to noncompetitive
18 will broaden the -- the candidate pool and give the
19 district more discretion when recruiting for
20 different truck driver positions.

21 MR. PRICE: Thank you, Carol.

22 MS. LYNCH: I'm moving.

23 I move to revise the specification for
24 the classification Truck Driver and change the

1 examination type to noncompetitive.

2 MR. PRICE: I second. All in favor.

3 MS. LYNCH: Aye.

4 MR. PRICE: Aye.

5 It is approved.

6 Can you throw me a notepad -- a notepad?

7 MS. LYNCH: I may have one here.

8 Actually, I do not.

9 MR. PRICE: Thank you.

10 MS. LYNCH: Nope, I am good. Thank you.

11 MR. PRICE: I'm just used to having one.

12 Item No. 4: Request of the Civil Service

13 Commission staff to approve the specification

14 review for the classification GIS Technician with

15 no revisions, Job Code 0545.

16 MS. LAGEMANN: The review of this

17 classification was completed as part of the Civil

18 Service Commission's effort to review all

19 classifications every five years.

20 After reviewing the specification,

21 incumbent questionnaires and discussion with

22 department representatives, it was decided the

23 current specification adequately describes the

24 work.

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1 It's therefore recommended that the
2 review of the specification for Item No. 4, GIS
3 Technician, be approved with no revisions.

4 MS. LYNCH: I move to --

5 MR. PRICE: Thank you, Carol.

6 MS. LYNCH: Sorry, did you have a
7 question? Oh, sorry.

8 I move to approve the specification
9 review for the classification GIS Technician with
10 no revisions.

11 MR. PRICE: I second. All in favor.

12 MS. LYNCH: Aye.

13 MR. PRICE: Aye.

14 It is approved.

15 Item No. 5: Request of the Civil Service
16 Commission staff to revise the specification for
17 the classification Public Safety Analyst, Job Code
18 3043.

19 MS. LAGEMANN: And that can be combined
20 with No. 6, if --

21 MR. PRICE: I'm sorry, 5 and 6.

22 And No. 6 is: Request of the Civil
23 Service Commission staff to revise the
24 specification for the classification Public Safety

1 Manager, Job Code 3049.

2 Thank you.

3 MS. LAGEMANN: Uh-huh.

4 Carol Lagemann, Personnel Analyst to the
5 Civil Service Commission.

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

9 Within both classifications, the Analyst
10 and Manager class, references to the department are
11 updated to Department of Public Safety and the
12 Motor Vehicle Operator's License requirement is
13 updated to driver's license.

14 Within the Analyst classification,
15 updates are proposed to the minimum qualifications
16 to help with clarity on the sworn experience
17 required.

18 It's recommended the classification
19 revisions be approved as proposed.

20 MR. PRICE: Thank you, Carol.

21 MS. LYNCH: I move to revise the
22 specification for the classification Public Safety
23 Analyst and move to revise the specification for
24 the classification Public Safety Manager.

1 MR. PRICE: I second. All in favor.

2 MS. LYNCH: Aye.

3 MR. PRICE: Aye.

4 They are approved.

5 Items 7, 8, 9, 10 and 11 will be
6 combined.

7 Item 7: Request of the Civil Service
8 Commission staff to revise the specification for
9 the classification Tree Trimmer, retitle it to read
10 Forestry Technician I, and amend Rule XI
11 accordingly, Job Code 3760.

12 Item 8: Request of the Civil Service
13 Commission staff to revise the specification for
14 the classification Tree Trimmer Supervisor, retitle
15 it to read Forestry Technician II and amend Rule XI
16 accordingly, Job Code 3761.

17 Item 9: Request of the Civil Service
18 Commission staff to create the specification for
19 the classification Forestry Technician Trainee,
20 assign a probationary period of 365 days, designate
21 the examination type as noncompetitive and amend
22 Rule XI accordingly.

23 Item 11: Request of the Civil Service
24 Commission staff to create the specification for

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1 the classification Assistant City Forester, assign
2 a probationary period of 365 days, designate the
3 examination type as noncompetitive, and amend Rule
4 XI accordingly.

5 Item 11: Request of the Civil Service
6 Commission staff to revise the specification for
7 the classification City Forester, Job Code 1530.

8 MS. DYKE: Yes, thank you.

9 Beth Dyke, Personnel Analyst with the
10 Civil Service staff.

11 I'll do my best to try to keep this
12 brief. This was a -- a long project, a lot of
13 months of research, so bear with me. Thanks.

14 The Recreation and Parks Department had
15 an extensive study completed regarding the state of
16 Columbus' Urban Forest. As a result of the study,
17 the City's first strategic forestry plan, the
18 Columbus Urban Forestry Master Plan was created to
19 invest long term in Columbus' trees.

20 The plan was approved by Columbus City
21 Council in April of 2021. Since that time there
22 have been several discussions between Civil Service
23 staff and the Recreation and Parks Department,
24 Human Resources and Management staff outlining the

1 organizational needs of the department with regards
2 to the implementation of Forestry Master Plan.

3 As such, a formal classification action
4 request was submitted by the Recreation and Parks
5 Department to address the reorganization of the
6 operational structure within the forestry section.

7 As a result, there are proposed revisions
8 to existing classification -- classifications as
9 well as proposals to create two new
10 classifications.

11 With regards to the Tree Trimmer and Tree
12 Trimmer Supervisor classifications, it is proposed
13 to retitle the classifications to read Forestry
14 Technician I and Forestry Technician II
15 respectively and revise each specification
16 throughout in order to capture and expand upon the
17 broader forestry-related duties currently being
18 performed, as well as to incorporate those duties
19 related to the implementation of the Urban Forestry
20 Master Plan.

21 Proposed revisions of particular note
22 include exemplifying the expect -- inspection work
23 related to staff and contractors engaged in tree
24 pruning and planning, more directly so within the

1 Tree Trimmer Supervisor classification. Within
2 this classification, it was agreed that there may
3 be working supervisors, as well as supervisors who
4 focus more on the inspection component of the work.

5 The minimum qualification sections are
6 proposed to be revised in a manner to maintain
7 proper progression within a classification series,
8 as well as broaden each section by incorporating
9 substitutions where applicable, in turn creating
10 multiple pathways to employment.

11 Due to newly established regulations with
12 regards to obtaining a commercial driver's license,
13 individuals are having difficulty in obtaining such
14 licensure in a timely manner. To have that
15 completed by a probationary period is getting more
16 difficult.

17 It was agreed that not all incumbents
18 within the classifications would necessarily need
19 to operate vehicles requiring a commercial driver's
20 license in order to perform the job duties.

21 Therefore, it is proposed to revise the
22 current requirement statement discussing possession
23 of a valid Class A or B commercial motor vehicle
24 operator's license so that some positions may

1 require such licensure.

2 The incumbents will be required to drive
3 noncommercial vehicles at the time of hire, and so
4 it is proposed to add the possession of valid
5 driver's license statement to both specifications.

6 After further discussions with the
7 department, it was agreed that having a learning
8 classification within the series would allow the
9 department to recruit and hire those candidates who
10 may have had specialized classroom training, but
11 may not possess the work experience.

12 It is important to note that there are
13 regional education and/or training programs that
14 support the need for such a classification. As
15 such, it is proposed to create the classification
16 Forestry Technician Trainee. And by definition, an
17 incumbent in this classification would be under
18 immediate supervision and responsible for learning
19 to prune trees on and remove trees from City
20 property.

21 The examples of work in knowledge,
22 skills, and abilities are written to exemplify such
23 learning of related duties. Because the
24 classification would be used as a learning

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1 classification, a guideline for Class U section is
2 recommended in order to limit the length of time an
3 employee may remain within the classification.

4 Such time would not exceed two years.

5 The minimum qualifications are written to
6 allow six months of experience pruning and/or
7 removing trees using a rope-and-saddle method for
8 tree climbing, or successful completion of
9 postsecondary coursework equaling nine semester
10 hours or 12 quarter hours in forestry, tree care or
11 related coursework, or successful completion of a
12 vocational program in natural resources, forestry
13 or closely related field. The incumbent would be
14 required to drive throughout the City, so
15 possession of a valid driver's license would be
16 required.

17 It is recommended that the probationary
18 period be assigned 365 days and the examination
19 type be designated as noncompetitive, which is
20 consistent with other learning classification
21 within the City.

22 It is further recommended that this
23 classification be assigned to the service
24 maintenance EEO/DOJ job category.

1 Due to anticipated expansion of the
2 forestry section, the acquisition of additional
3 Regional Operational Facilities is also
4 anticipated. In order for the City Forester to
5 have the necessary management for such operations
6 throughout the City, it is proposed to create an
7 Assistant City Forester classification.

8 By definition, the Assistant City
9 Forester would work under general direction and be
10 responsible for assisting the City Forester and
11 managing the City forestry section. The examples
12 of work and knowledge, skills and abilities are
13 written to exemplify such support.

14 The minimum qualifications are written so
15 that the possession of a bachelor's degree and five
16 years of experience planting and caring for trees
17 and plants, in tree care, landscaping or nursery
18 operations will qualify an applicant. It is also
19 proposed to allow master's degree in forestry,
20 urban forestry or closely related field to
21 substitute for one year of the required experience.

22 An arborist certificate or arborist
23 municipal specialist certificate issued by the ISA
24 would be required by completion of the probationary

1 period and possession of a valid driver's license
2 would be required at the time of hire.

3 It is recommended that the probationary
4 period be assigned 365 days, the examination type
5 be designated as noncompetitive, which is
6 consistent with similar classifications within the
7 City's classification plan.

8 It is further recommended that the
9 classification be assigned the professional EEO/DOJ
10 job category.

11 With regards to the City Forester
12 classification, it is proposed to revise the
13 definition and several examples of work statements
14 in order to reflect the adjacently proposed
15 creation of the Assistant City Forester
16 classification and with the section's newly
17 organ -- organizational needs.

18 Therefore, it is recommended that the
19 Tree Trimmer classification be revised as proposed,
20 retitled to read Forestry Technician I and Rule XI
21 amended accordingly.

22 The Tree Trimmer Supervisor
23 classification be revised as proposed, retitled to
24 read Forestry Technician II and Rule XI amended

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1 accordingly.

2 The classification Forestry Technician
3 Trainee be created as proposed, Rule XI amended
4 accordingly.

5 The classification Assistant City
6 Forester be created as proposed and Rule XI amended
7 accordingly.

8 And the classification City Forester be
9 revised as proposed.

10 There are no other proposed revisions at
11 this time.

12 MR. PRICE: Thank you.

13 MS. DYKE: Thank you.

14 MR. PRICE: Thank -- Thank you, Beth.

15 Good job, but I'll cut through the weeds,
16 if I may.

17 MS. DYKE: Sure.

18 MR. PRICE: One, the Urban Forest Master
19 Plan is targeted toward the inner city, would that
20 be safe?

21 MS. DYKE: Pardon me?

22 MR. PRICE: Is it targeted toward the
23 inner city?

24 MS. DYKE: Any -- any property of the

1 City, the City owns basically.

2 MR. PRICE: Okay.

3 MS. DYKE: Yeah, so.

4 MR. PRICE: And then the second question
5 is, all of the changes, would it make it easier to
6 hire someone? I mean, I heard several --

7 MS. DYKE: Yes.

8 MR. PRICE: -- statements where you relax
9 some things --

10 MS. DYKE: Yes, well --

11 MR. PRICE: So maybe you can help hire
12 folks, maybe from --

13 MS. DYKE: The purpose of the Forestry
14 Technician Trainee was specifically brought forward
15 by the department.

16 They were missing candidates who, let's
17 say, went to Hocking technical, where they have a
18 full-on educational program, but these students are
19 coming out without the working experience --

20 MR. PRICE: Okay.

21 MS. DYKE: -- so they wanted to capture
22 that market, definitely. Get those people
23 experienced to move in.

24 So in doing that, we kept that pathway as

1 a substitution method for the higher classes within
2 the series, so that they could either come in
3 without the experience --

4 MR. PRICE: Okay.

5 MS. DYKE: -- or if they have the
6 education and some of the experience, they can come
7 in in the middle and so forth and progress through
8 the series that way.

9 In regards to the Assistant City
10 Forester, that was written in a way so that the
11 arborist would qualify and that there would be
12 progression with that kind of experience to move in
13 to that class and also from the Assistant City
14 Forester in to the City Forester, as well.

15 MR. PRICE: Okay. Thank you, Beth.

16 MS. DYKE: Yep.

17 MR. PRICE: Any questions?

18 MS. LYNCH: I do not have any questions.

19 Thank you for your work --

20 MS. DYKE: Yes.

21 MS. LYNCH: -- on this.

22 I move to revise the specification for
23 the classification Tree Trimmer, retitle it to read
24 Forestry -- Forestry Technician I, and amend Rule

20

1 XI accordingly.

2 I move to revise the specification for
3 the classification Tree Trimmer Supervisor, retitle
4 it to read Forestry Technician II, and amend Rule
5 XI accordingly.

6 I move to create the specification for
7 the classification Forestry Technician Trainee,
8 assign a probationary period of 365 days, designate
9 the examination type as noncompetitive and amend
10 Rule XI accordingly.

11 I move to create the specification for
12 the classification Assistant City Forester, assign
13 a probationary period of 365 days, designate the
14 examination type as noncompetitive and amend Rule
15 XI accordingly.

16 And I move to revise the specification
17 for the classification City Forester.

18 MR. PRICE: I second. All in favor.

19 MS. LYNCH: Aye.

20 MR. PRICE: Aye.

21 They are approved.

22 Items 12 and 13 will be combined.

23 Is that a little quicker?

24 Item 12 will be the request of the Civil

1 Service Commission staff to revise the
2 specification for the classification Parks
3 Development Associate, Job Code 1206.

4 Item 13: Request of the Civil Service
5 Commission staff to revise the specification for
6 the classification Land Development Specialist, Job
7 Code 1201.

8 MS. DYKE: Yes. Again, Beth Dyke, Civil
9 Service staff.

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

13 The Land Development Specialist
14 classification was also reviewed in conjunction to
15 the classification action request submitted by
16 Recreation and Parks Department regarding the
17 reorganization of the operational structure within
18 the forestry section.

19 It has been agreed that in order to
20 support the necessary work related to the Columbus
21 Urban Forestry Master Plan implementation, the
22 Recreation and Parks Department would need a
23 classification able to perform plans review of --
24 for forestry projects.

1 After review of the City's classification
2 plan, it was determined that with minor revisions,
3 the Land Development Specialist classification
4 would be suitable classification. As such, it is
5 proposed to revise the definition to include Urban
6 Forestry and where applicable within the examples
7 of work section.

8 It is also proposed to add language to
9 broaden the types of plans' review software that is
10 utilized, and one new statement is proposed to
11 incorporate the preparation of reports and
12 maintenance of records regarding plan reviews,
13 conditional approvals, plan rejections, and other
14 official actions.

15 There are minor revisions proposed to the
16 knowledge, skills and abilities section to
17 incorporate statements and support of the addition
18 of Urban Forestry throughout the specification.

19 Lastly, it is recommended to revise the
20 language for the requirement of a valid driver's
21 license within the minimum qualification section of
22 both specifications.

23 It is therefore recommended that the
24 Parks Development Associate and Land Development

23

1 Specialist specifications be revised as proposed.
2 And there are no -- no other revisions proposed at
3 this time.

4 MR. PRICE: Thank you, Beth.

5 Questions?

6 MS. LYNCH: (Inaudible).

7 I move to revise the specification for
8 the classification Parks Development Associate.

9 And I move to revise the specification
10 for the classification Land Development Specialist.

11 MR. PRICE: I second. All in favor.

12 MS. LYNCH: Aye.

13 MR. PRICE: Aye.

14 They are approved.

15 MS. DYKE: Thank you.

16 MS. LYNCH: Thank you.

17 MR. PRICE: Item 14: Request of the
18 Civil Service Commission staff to revise the
19 specification for the classification Aging Programs
20 Outreach Specialist, Job Code 0877.

21 MS. BIERE: Thank you. Maggie Biere,
22 Personnel Analyst with the Civil Service
23 Commission.

24 The review of the Aging Programs Outreach

1 Specialist classification is part of the Civil
2 Service Commission's efforts to review all
3 classifications every five years.

4 To encompass the expansion of services
5 that the Central Ohio Area Agency on Aging
6 provides, it is proposed to review to -- it is
7 proposed to revise the definition to reflect these
8 changes, as well as update some of the terminology
9 and add a few statements within the examples of
10 work and knowledge, skills and ability sections.

11 In regards to the minimum qualifications
12 section, it is proposed to add: Some positions may
13 require the possession of a valid driver's license
14 as incumbents often have to drive on a weekly to a
15 monthly basis.

16 Currently, the classification is in
17 series with Outreach Worker classification. While
18 the type of work is similar, the complexity and
19 scope of the work differs vastly. In addition, the
20 minimum qualifications are different, which makes
21 progression in the series not possible.

22 Therefore, it is proposed to move Aging
23 Programs Outreach Specialists classification out of
24 series with Outreach Worker into its own single

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1 class series within the Health and Social Services
2 job family, General Health and Social Services
3 group in the City -- City of Columbus class plan
4 index.

5 There are no other changes proposed at
6 this time.

7 MR. PRICE: Thank you, Maggie.

8 Questions?

9 MS. LYNCH: No.

10 Thank you.

11 I move to revise the specification for
12 the classification Land Develop -- or I'm sorry.

13 I move to revise the specification for
14 the classification Aging Programs Outreach
15 Specialist.

16 MR. PRICE: I second. All in favor.

17 MS. LYNCH: Aye.

18 MR. PRICE: It is approved.

19 How could you forget the aging? I mean,
20 I know I'm old, but --

21 MS. LYNCH: I know, maybe that wasn't --

22 MR. PRICE: (Inaudible) aging is for us.

23 Okay. Anyways. There -- there would
24 be -- There's none submitted on the resin --

1 Residency Hearing Reviews.

2 On the Background Removals -- On the
3 Background Removal with the consensus of the
4 commission.

5 Applicants removed pre-exam: Armando
6 Prince, reinstate.

7 Applicants removed post-exam: Aaron
8 Patterson, do not reinstate; Terri Kee, do not
9 reinstate; Sierra Sims, reinstate; Joshua
10 Valentine, reinstate; Collin Remy, do not
11 reinstate.

12 All right. The -- the other
13 Administrative/Jurisdictional Reviews, none
14 submitted.

15 With that we have completed the agenda.

16 We are now adjourned.

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18 (And, thereupon, the meeting was
19 concluded at approximately 12:59 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 audiotaped proceedings in this matter and transcribed by me to the best of my ability on the 9th day of May, 2022.

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

My Commission Expires: March 25, 2026.

Larry Price, President

05/23/2022

Date