

1

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 PROCEEDINGS

11 - - -

12

13 Monday, May 23, 2022
14 12:32 p.m.
15 City of Columbus
16 Civil Service Commission
17 77 North Front Street
18 Columbus, Ohio 43215

19 - - -

20 CHRISTY M. HEANEY

21 PROFESSIONAL REPORTER

22 - - -

23

24 ANDERSON REPORTING SERVICES, INC.
 3040 Riverside Drive, Suite 125
 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 Beth Dyke
8 Maggie Bier

9 ALSO PRESENT:

10 Wendy Brinnon

11

12

- - -

13

14

15

16

17

18

19

20

21

22

23

24

1 MONDAY AFTERNOON SESSION
2 May 23, 2022
3 12:32 p.m.

4 - - -

5 PROCEEDINGS

6 - - -

7 BE IT REMEMBERED THAT, on the 23rd day of
8 May, 2022, the Municipal Civil Service Commission
9 came on for regular meeting, Larry Price,
10 President. And the parties appearing in person
11 and/or by counsel, as hereinafter set forth, the
12 following proceedings were had:

13 - - -

14 PRESIDENT PRICE: I call to order the
15 City of Columbus Municipal Civil Service Commission
16 regular meeting for May 23, 2022. We will follow
17 the agenda as printed.

18 Review and approval of minutes from
19 April 25, 2022, regular meeting.

20 MS. LYNCH: Do I need to move? Do I need
21 to -- Yeah.

22 I move to approve the minutes of the
23 April 25, 2022, regular meeting.

24 PRESIDENT PRICE: I second.

All in favor say "aye."

1 MS. LYNCH: Aye.

2 PRESIDENT PRICE: Aye.

3 Prehearing conference reviews, none
4 submitted.

5 No. 3: Request of the Civil Service
6 Commission staff on behalf of Columbus City Schools
7 to create the specification for the classification
8 Academic Youth Support Advocate, assign a
9 probationary period of 365 days, and designate the
10 examination type as noncompetitive.

11 MS. LITZY-TAYLOR: Can we combine 3 and
12 4?

13 PRESIDENT PRICE: Oh, okay. Thank you,
14 Charday.

15 No. 4 -- We will be combining 3 and 4.

16 No. 4: Request of the Civil Service
17 Commission staff on behalf of Columbus City Schools
18 to create the specification for the classification
19 Student Services Program Coordinator, assign a
20 probationary period of 365 days, and designate the
21 examination type as noncompetitive.

22 MS. LITZY-TAYLOR: Good afternoon.
23 Charday Litzy-Taylor, Personnel Analyst with the
24 Commission.

1 The duties associated with the proposed
2 classifications are currently being performed by
3 individuals employed as teachers. This has been --
4 become problematic for the district because these
5 employees are not licensed teachers and, therefore,
6 should not be employed as such.

7 Currently, there is no classification
8 responsible for helping youth dealing with various
9 social and socioeconomic issues, such as
10 homelessness, foster care, neglect, or the judicial
11 system.

12 If -- There's no classification in place
13 to help them obtain support services to address
14 educational barriers, nor does the district have a
15 classification to coordinate these programs.
16 Therefore, to properly classify current employees
17 and maintain compliance in accordance with the
18 ESSA, Every Student Succeeds Act, the district has
19 requested the creation of two new classifications:
20 Academic Youth Support Advocate and Student
21 Services Program Coordinator.

22 By definition, the proposed Academic
23 Youth Support Advocate, working under general
24 supervision, will be responsible for collaborating

1 with families, community partners, and district
2 professionals to identify and provide social and
3 supportive care services to target student groups.

4 The proposed Student Services Program
5 Coordinator, working under general direction, will
6 be responsible for coordinating the planning,
7 development and implementation of programs for
8 Columbus City Schools.

9 The proposed examples of work sections
10 for both classes were developed to include those
11 responsibilities identified as important to each
12 class; and the knowledge, skills and ability
13 sections were developed to include the KSA's
14 expected of successful employees.

15 Due to the scope of work, the minimum
16 qualifications for Academic Youth Support Advocate
17 require a bachelor's degree and two years of
18 experience assisting individuals with accessing
19 health, social, behavioral or personal care
20 services.

21 The minimum qualifications for Student
22 Services Program Coordinator require a bachelor's
23 degree and four years of experience conducting,
24 promoting or coordinating social, health and/or

1 educational services.

2 Additional years of experience may
3 substitute for the educational requirement on a
4 year-for-year basis for both classes. And
5 possession of a valid driver's license may be
6 required for some positions.

7 Noting the level of education and
8 experience required, it is recommended that the
9 examination types be designated as
10 noncompetitive -- noncompetitive. It is further
11 recommended that the probationary period be
12 assigned as 365 days, which is consistent with the
13 associated learning period and in accordance with
14 Civil Service Commission guidelines for
15 classifications designated as noncompetitive.

16 It is also recommended that the
17 classifications be assigned to the Student Services
18 job family within the student welfare group and
19 also be assigned to the other professional staff
20 EEO job category.

21 As proposed, the creation of the
22 classifications Academic Youth Support Advocate and
23 Support Services Program Coordinator will provide
24 the district with a class -- with classification

8

1 that can perform the student support and advocacy
2 necessary to ensure that all students have equal
3 access to education and a classification that can
4 oversee the work of employees providing these --
5 these services, as well as plan, coordinate and
6 implement other student service programs in the
7 future.

8 Therefore, it is recommended that
9 Academic Youth Support Advocate and Student Support
10 Services -- sorry -- Student Services Program
11 Coordinator be created as proposed.

12 PRESIDENT PRICE: Thank you, Charday.
13 Questions?

14 MS. LYNCH: No.

15 PRESIDENT PRICE: I have one, and I might
16 have missed the first one. You said that in lieu
17 of the BA that they could have extensive
18 experience --

19 MS. LITZY-TAYLOR: Yeah. Additional
20 years.

21 PRESIDENT PRICE: -- for both -- both --

22 MS. LITZY-TAYLOR: For both
23 classifications, yeah.

24 PRESIDENT PRICE: Okay. All right.

1 Go move.

2 MS. LYNCH: Okay. I move to approve the
3 request of the Civil Service Commission staff on
4 behalf of Columbus City Schools to create the
5 specification for the classification Academic Youth
6 Support Advocate, assign a probationary period of
7 365 days, and designate the examination type as
8 noncompetitive.

9 I also move to request -- I also move to
10 approve the request of the Civil Service Commission
11 staff on behalf of Columbus City Schools to create
12 the specification for the classification Student
13 Services Program Coordinator, assign a probationary
14 period of 365 days, and designate the examination
15 type as noncompetitive.

16 PRESIDENT PRICE: I second.

17 All in favor.

18 MS. LYNCH: Aye.

19 PRESIDENT PRICE: Aye.

20 They are passed.

21 Nos. 5 through -- Charday, I'm surprised
22 you don't have water with you for this next few.

23 MS. LITZY-TAYLOR: I know.

24 MS. LYNCH: I was just thinking that.

10

1 PRESIDENT PRICE: We're going to have to
2 bring Charday some water.

3 MS. LYNCH: Oh, my goodness.

4 PRESIDENT PRICE: 5 through -- And then
5 bring me some water. I have to read it first.

6 5 through 14, we will combine.

7 And 5 is: Request of the Civil Service
8 Commission staff to approve the specification
9 review for the classification Office Support Clerk
10 with no revisions.

11 No. 6: Request of the Civil Service
12 Commission staff to approve the specification
13 review for the classification Office Assistant I
14 with no revisions.

15 No. 7: Request of the Civil Service
16 Commission staff to approve the specification
17 review for the classification Office Assistant II.

18 No. 8: Request of the Civil Service
19 Commission staff to approve the specification
20 review for the classification Information Architect
21 with no revisions.

22 No. 9: Request of the Civil Service
23 Commission staff to approve the specification
24 review for the classification Administrative

1 Secretary with no revisions.

2 No. 10: Request of the Civil Service
3 Commission staff to approve the specification
4 review for the classification Executive Secretary I
5 with no revisions.

6 No. 11: Request of the Civil Service
7 Commission staff to approve specification review
8 for the classification Executive Secretary II.

9 No. 12: Request of the Civil Service
10 Commission staff to approve the specification
11 review for the classification Legislative Aide to
12 City Council with no revisions.

13 No. 13: Request of the Civil Service
14 Commission staff to approve the specification
15 review for the classification Chief of Staff to the
16 City Council President with no revision --
17 revisions.

18 No. 14: Request of the Civil Service
19 Commission staff to approve the specification
20 review for the classification Excavator with no
21 revisions.

22 MS. LITZY-TAYLOR: These reviews were
23 conducted as part of the Civil Service Commission's
24 efforts to review all classifications every four to

1 five years.

2 After reviewing feedback from current
3 incumbents and department representatives, it was
4 determined that the current specifications
5 adequately reflect the work as it is intended.

6 Therefore, no revisions are recommended
7 at this time.

8 MS. LYNCH: Okay. Great.

9 PRESIDENT PRICE: Questions?

10 MS. LYNCH: No.

11 I move to approve the request of the
12 Civil Service Commission staff to approve the
13 specification review for the classification Office
14 Support Clerk with no revisions.

15 I move to approve the request of the
16 Civil Service Commission staff to approve the
17 specification review for the classification Office
18 Assistant I with no revisions.

19 I move to approve the request of the
20 civil -- civil -- I -- I move to approve the
21 request of the Civil Service Commission staff to
22 approve the specification review for the
23 classification Office Assistant II with no
24 revisions.

1 I move to approve the request of the
2 Civil Service Commission staff to approve the
3 specification review for the classification
4 Information Architect with no revisions.

5 I move to request -- I move to approve
6 the request of the Civil Service Commission staff
7 to approve the specification review for
8 classification Administrative Secretary with no
9 revisions.

10 I move to approve the request of the
11 Civil Service Commission staff to approve the
12 specification review for the classification
13 Executive Secretary I with no revisions.

14 I move to approve the request of the
15 Civil Service Commission staff to approve the
16 specification review for -- for the classification
17 Executive Secretary II with no revisions.

18 I move to approve the request of the
19 Civil Service Commission staff to approve the
20 specification review for the classification
21 Legislative Aide to City Council with no revisions.

22 I move to approve the request of the
23 Civil Service Commission staff to approve the
24 specification review for classification Chief of

14

1 Staff to the City -- to the City Council President
2 with no revisions.

3 And I move to approve the request of the
4 Civil Service Commission staff to approve the
5 specification review for the classification
6 Excavator with no revisions.

7 PRESIDENT PRICE: I second.

8 All in favor.

9 MS. LYNCH: Aye.

10 PRESIDENT PRICE: Aye.

11 So approved.

12 No. 15: Request of the Civil Service
13 Commission staff to revise the specification for
14 the classification Community Relations Coordinator.

15 MS. LITZY-TAYLOR: The review of this
16 classification is also part of the Civil Service
17 Commission's efforts to review all classifications
18 every five years.

19 Per new Commission policy, it is
20 recommended that reference to motor vehicle
21 operator's license within the minimum qualification
22 section be updated to read driver's license. There
23 are no other revisions proposed at this time.

24 Therefore, it is recommended that the

15

1 review of the specification for the classification
2 Community Relations Coordinator be approved as
3 proposed.

4 PRESIDENT PRICE: Questions?

5 MS. LYNCH: No.

6 I move to approve the request of the
7 Civil Service Commission staff to revise the
8 specification for the classification Community
9 Relations Coordinator.

10 PRESIDENT PRICE: I second.

11 All in favor.

12 MS. LYNCH: Aye.

13 PRESIDENT PRICE: Aye.

14 So approved.

15 Items 16 and 17 will be combined.

16 Item 16: Request of the Civil Service
17 Commission staff to revise the specification for
18 the classification Office Assistant III.

19 No. 17: Request of the Civil Service
20 Commission staff to revise the specification for
21 the classification Office Manager.

22 MS. LITZY-TAYLOR: These reviews are also
23 part of the Civil Service Commission's efforts to
24 review all classes every four to five years.

1 It is recommended that ability statements
2 be added to the knowledge, skills and ability
3 sections to better reflect the abilities needed for
4 successful performance of the duties within both
5 classes.

6 With regards to the Office -- Office
7 Manager class, it is recommended that language --
8 that the language possession of a valid motor
9 vehicle operator's license be revised to read some
10 positions may require possession of a valid
11 driver's license.

12 Based on the feedback received from
13 incumbents and department representatives, not all
14 positions require the employee to operate a vehicle
15 as part of their regular duties.

16 There are no other revisions proposed to
17 these classifications at this time.

18 PRESIDENT PRICE: Thank you, Charday.

19 Questions?

20 MS. LYNCH: No.

21 I move to approve the request of the
22 Civil Service Commission staff to revise the
23 specification for the classification Office
24 Assistant III.

17

1 And I move to approve the request of the
2 Civil Service Commission staff to revise the
3 specification for the classification Office
4 Manager.

5 PRESIDENT PRICE: I second.

6 All in favor.

7 MS. LYNCH: Aye.

8 PRESIDENT PRICE: Aye.

9 So approved.

10 Items 18 and 19: Request of the Civil
11 Service Commission staff to revise the
12 specification for the classification Refuse
13 Collection Vehicle Operator (Automated), update the
14 probationary period to 365 days, designate the
15 examination type as noncompetitive, and amend Rule
16 XI accordingly.

17 Item 19: Request of the Civil Service
18 Commission staff to revise the specification for
19 the classification Refuse Collector, update the
20 probationary period to 365 days, and amend Rule XI
21 accordingly.

22 MS. LITZY-TAYLOR: Recent attempts to
23 fill positions in the Refuse Collection Vehicle
24 Operated (Automated) classification have proven

1 difficult for the department as the eligible list
2 for this class have been exhausted prior to new
3 test administrations on multiple occasions, forcing
4 the department to fill positions provisionally.

5 Public Service initially proposed to have
6 the years of experience within the minimum
7 qualifications section removed and the examination
8 type changed to noncompetitive to address
9 recruitment concerns.

10 Similar jobs in other jurisdictions and
11 in the private sector had either had requirements
12 that were similar or offered a paid comprehensive
13 training program to assist in recruiting
14 individuals with little to no experience.

15 The probationary terminations for this
16 particular class were also reviewed. It is
17 important to note that the classification has a
18 higher than normal probationary termination rate
19 due to job related performance issues.

20 The available information does not
21 support both removing the years of experience
22 completely and removing the performance exam at the
23 same time.

24 So to address recruitment and training

1 concerns, the department intends to hire
2 individuals into the Refuse Collector
3 classification, which only requires a driver's
4 license, and provide the training and mentorship
5 necessary for employees to acquire their CDL and
6 advance into the Refuse Collection Vehicle
7 Operated -- Operator (Automated) classification.

8 As written currently, experience as a
9 Refuse Collector would not be considered qualifying
10 experience. Therefore, to address this concern, it
11 is recommended that the minimum qualifications for
12 Refuse Collection Vehicle Operator (Automated) be
13 revised to read two years of experience operating a
14 commercial motor vehicle or six months of
15 experience driving a refuse vehicle or six months'
16 experience as a Refuse Collector with the City of
17 Columbus.

18 Possession of a valid Class B commercial
19 driver's license with an air brake endorsement is
20 still required. It is also recommended that the
21 examination type be changed from competitive to
22 noncompetitive.

23 These proposed changes will aid the
24 department with their recruitment initiatives by

20

1 attracting applicants with specific refuse vehicles
2 operation ex -- operation experience, enabling the
3 department to provide in-house training and
4 providing a career path for employees in the Refuse
5 Collector classification.

6 The minimum qualifications are revised to
7 align with those of the Equipment Operator II
8 classification, which requires two years of
9 experience, is designated as noncompetitive and
10 shares the same pay grade as the Refuse Collection
11 Vehicle Operator.

12 Additionally, it is proposed that the
13 probationary period be extended to 365 days, which
14 is consistent with the associated learning time for
15 the class and provides adequate time for the
16 department to assess new hires and employees to
17 learn important aspects of the job.

18 Lastly, it is also recommended that a
19 guideline for class use be added to the Refuse
20 Collector class stating this classification may be
21 used as a learning classification to prepare
22 incumbent for advancement into the Refuse
23 Collection Vehicle Operator (Automated) class.

24 For those training positions, this

21

1 classification is not intended for long-term
2 assignment; and successful completion of the City's
3 Refuse Collection Vehicle Operator training program
4 is required within 24 months of the date of hire.

5 Also per new Commission policy, it is
6 recommended that reference to motor vehicle
7 operator license be revised to read driver's
8 license within the minimum qualifications section.

9 Additionally, it is proposed that the
10 probationary period for Refuse Collector also be
11 extended to 365 days.

12 There are no other changes proposed to
13 these specifications at this time. Therefore, it
14 is recommended that the revisions be approved as
15 prop -- as proposed and Rule XI be amended
16 accordingly.

17 PRESIDENT PRICE: Thank you, Charday.

18 Questions?

19 MS. LYNCH: No.

20 I move to approve the request of the
21 Civil Service Commission staff to revise the
22 specification for the classification Offices --
23 Office Assistant III.

24 And I move to approve the request of the

22

1 Civil Service Commission staff to revise the
2 specification for the classification Office
3 Manager.

4 PRESIDENT PRICE: Oh.

5 MS. LITZY-TAYLOR: Two more down.

6 MS. LYNCH: Oh, I have two more.

7 MS. LITZY-TAYLOR: 18 and 19.

8 PRESIDENT PRICE: 18 and 19.

9 MS. LYNCH: I do. I have those.

10 I move to approve the request of the
11 Civil Service Commission staff to revise the
12 specification for the classification Refuse
13 Collection Vehicle Operator, update the
14 probationary period to 365 days, designate the
15 examination type as noncompetitive, and amend Rule
16 XI accordingly.

17 And I move to approve the request of the
18 civil -- Civil Service Commission staff to revise
19 the specification for the classification Refuse --
20 Refuse Collector, update the probationary period to
21 365 days, and amend Rule XI accordingly.

22 PRESIDENT PRICE: I second.

23 All in favor.

24 MS. LYNCH: Aye.

1 PRESIDENT PRICE: Aye.

2 It is so approved.

3 You had me confused. I was focused on
4 refuge the whole -- refuse --

5 MS. LYNCH: Refuse, refuge, refuse. I
6 know. I know. It's a word. Yeah.

7 PRESIDENT PRICE: Trust me. I know.

8 MS. LYNCH: I did the same thing.

9 PRESIDENT PRICE: Thank you.

10 Carol.

11 Okay. Thank you.

12 MS. LYNCH: Thank you.

13 PRESIDENT PRICE: Carol.

14 No. 20: Request of the Civil Service
15 Commission staff to create the specification for
16 the classification Public Health Assistant
17 Commissioner, assign a probationary period of 365
18 days, designate the examination type as
19 noncompetitive, and amend Rule XI accordingly.

20 MS. LAGEMANN: Okay. Carol Lagemann,
21 Personnel Analyst with Civil Service Commission.

22 The request for the Civil Service
23 Commission staff to create the classification for
24 Public Health Assistant Commissioner was initiated

1 by class action requests from the Columbus Public
2 Health as they evaluated how best to utilize this
3 level of work.

4 Currently, the department has four
5 classifications dedicated to Assistant Health
6 Commissioner role, each having a specific focus:
7 One in administrative services, another in external
8 affairs, nursing, and then also in medical.

9 The three specific areas of
10 administrative services, external affairs and
11 nursing are proposed to be combined into one
12 classification. The new, more broadly written
13 classification would provide greater flexibility
14 should the work need divided into other specific
15 focus areas going forward.

16 The medical area of specialization does
17 need to remain its own as the State of Ohio license
18 to practice medicine is essential to the work of
19 that classification.

20 So by definition, the proposed Public
21 Health Assistant Commissioner will be under
22 administrative direction of the City Health
23 Commissioner and responsible for assisting in
24 operations and administrative management of

1 Columbus Public Health.

2 Incumbents will report to the City Health
3 Commissioner, who -- who is the appointing
4 authority for Columbus Public Health.

5 The examples of work and knowledge,
6 skills and ability sections were developed to
7 include those statements that were identified as
8 important for a new, more generalized
9 classification.

10 The minimum qualification section was
11 developed to reflect qualifications necessary for
12 successful performance of the job.

13 It is proposed that at least five years
14 of total managerial experience within business
15 administration, public administration, public
16 health, or health care will provide a baseline
17 level of needed experience. And additionally,
18 since this is a leadership role of Columbus Public
19 Health, it's proposed for there to be at least
20 three years of experience managing public health or
21 managing health care.

22 In addition, as incumbents will be
23 leading large sections of the department, having
24 two years of supervisory experience in any field is

1 proposed.

2 It's recommended that the probationary
3 period be assigned 365 days, which is consistent
4 with other classifications responsible for
5 supervisory and leadership work in the department.

6 It's further recommended that the exam
7 type be designated as noncompetitive, which is
8 consistent within the class plan for
9 classifications performing at this level and scope.

10 It is also recommended that the
11 classification be assigned within the executive job
12 family within the class plan, and the official
13 administrator EEO Department of Justice job
14 category is proposed to be assigned.

15 It's, therefore, recommended that the
16 classification Public Health Assistant Commissioner
17 be created as proposed and Rule XI amended
18 accordingly.

19 PRESIDENT PRICE: Thank you, Carol.

20 Questions?

21 MS. LYNCH: No.

22 I move to approve the request of the
23 Civil Service Commission staff to create the
24 specification for the classification Public Health

27

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

5 PRESIDENT PRICE: I second.

6 All in favor.

7 MS. LYNCH: Aye.

8 PRESIDENT PRICE: Aye.

9 Passed accordingly.

10 No. 21: Request of the Civil Service
11 Commission staff to revise the specification for
12 the classification Water Division Assistant
13 Administrator.

14 MS. LAGEMANN: This review was part of
15 our effort to review all classifications every five
16 years.

17 Water Division Assistant Administrator
18 has proposed updates within the examples of work to
19 better reflect the scope of responsibilities. And
20 in addition, a proposed update within the minimum
21 qualifications is to remove degree fields from the
22 bachelor's degree.

23 It's recommended the classification be
24 revised as proposed.

1 PRESIDENT PRICE: Okay. Questions?

2 MS. LYNCH: No.

3 PRESIDENT PRICE: Thank you, Carol.

4 MS. LYNCH: I move to approve the request
5 of the Civil Service Commission staff to revise the
6 specification for the classification Water Division
7 Assistant Administrator.

8 PRESIDENT PRICE: I second.

9 All in favor.

10 MS. LYNCH: Aye.

11 PRESIDENT PRICE: Aye.

12 Passed accordingly.

13 No. 22 and 23 will be combined.

14 No. 22: Request of the Civil Service
15 Commission staff to revise the specification for
16 the classification Procurement Manager.

17 23: Request of the Civil Service
18 Commission staff to revise the specification for
19 the classification Procurement Specialist.

20 MS. DYKE: Beth Dyke, Personnel Analyst
21 of the Civil Service staff.

22 The review of these classifications is
23 part of the Civil Service Commission's effort to
24 review all classifications every five years.

1 Consideration has been given to recent
2 revisions made to the minimum qualification
3 sections for classifications within the same class
4 series. As such, it is proposed to make revisions
5 within the section for both specifications.

6 With regards to the Procurement
7 Specialist classification, it is proposed to update
8 the list of qualifying experience so that the
9 language used within the section is similar to
10 language used for other classifications within the
11 series.

12 In order to provide additional clarity
13 with regard to qualifying experience, it is
14 proposed to revise government administration to
15 read public administration.

16 To further broaden the section, it is
17 proposed to generalize the master's degree or law
18 degree requirement with -- within the substitution.

19 With regards to the Procurement Manager
20 classification, it is proposed to increase the
21 required years of qualifying experience from five
22 to seven as this allows proper upward progression
23 between classifications within the same series.

24 It is proposed to revise the list of

30

1 qualifying experience to better clarify and align
2 the language used within the classification series.

3 For consistency within the class series
4 and to broaden the requirements, it is further
5 proposed to expand the list of qualifying
6 substitutions so that certain professional
7 certifications may substitute for the bachelor's
8 degree requirement and so that additional
9 qualifying experience will substitute for the
10 education on a year-for-year basis.

11 It is further proposed to generalize the
12 master's degree or law degree requirement within
13 the substitution. And lastly, there are minor
14 revisions proposed to two examples of work
15 statements to update the language.

16 There are no other revisions proposed at
17 this time, and it is recommended that the
18 specifications be approved as proposed.

19 PRESIDENT PRICE: Thank you, Beth.

20 Questions?

21 MS. LYNCH: No.

22 I move to approve the request of the
23 Civil Service Commission staff to revise the
24 specification for the classification Procurement

1 Manager.

2 And I move to approve the request of the
3 Civil Service Commission staff to revise the
4 specification for the classification Procurement
5 Specialist.

6 PRESIDENT PRICE: I second.

7 All in favor.

8 MS. LYNCH: Aye.

9 PRESIDENT PRICE: Aye.

10 So approved.

11 Item 24: Request of the Civil Service
12 Commission staff to revise the specification for
13 the classification Technology Service Desk
14 Representative.

15 MS. DYKE: Yes. The review of this
16 classification is part of the Civil Service
17 Commission's effort to review all classifications
18 every five years.

19 There are minor revisions proposed to
20 update several existing statements within the
21 examples of work section. Consideration has been
22 given to recent revisions made to the minimum
23 qualification section for classifications within
24 the same class series. As such, it is proposed to

1 broaden the minimum qualifications by removing
2 specific coursework requirements from the associate
3 degree qualification.

4 It is further proposed to simplify the
5 existing language for experience substitution.

6 Lastly, it is proposed to make minor
7 revisions to update the language used within the
8 knowledge, skills and ability section by deleting
9 some dated language within existing statements.

10 There are no other revisions proposed at
11 this time, and it is recommended the specification
12 be approved as proposed.

13 PRESIDENT PRICE: Thank you, Beth.

14 Questions?

15 MS. LYNCH: No.

16 I move to approve the request of the
17 Civil Service Commission staff to revise the
18 specification for the classification Technology
19 Service Desk Representative.

20 PRESIDENT PRICE: I second.

21 All in favor.

22 MS. LYNCH: Aye.

23 PRESIDENT PRICE: Aye.

24 So approved.

1 Items 25 and 26 shall be combined.

2 Item 25: Request of the Civil Service
3 Commission staff to revise the specification for
4 the classification Lifeguard Seasonal.

5 No. 26: Request of the Civil Service
6 Commission staff to revise the specification for
7 the classification Aquatics Supervisor Seasonal.

8 MS. DYKE: Yes. These classifications,
9 again, were reviewed as a result of the
10 Commission's efforts to review all classifications
11 at least once every five years.

12 It is proposed to make minor formatting
13 revisions to the minimum qualification sections of
14 both specifications in order to improve the clarity
15 and readability of the section.

16 There are no other revisions proposed at
17 this time, and it is recommended the specification
18 be approved as proposed.

19 PRESIDENT PRICE: Thank you, Beth.

20 Questions?

21 MS. LYNCH: No.

22 I move to approve the request of the
23 Civil Service Commission staff to revise the
24 specification for the classification -- Where am I

1 at here?

2 PRESIDENT PRICE: 25.

3 MS. LYNCH: I'm at 25. Okay. Sorry.

4 PRESIDENT PRICE: You're fine.

5 MS. LYNCH: After I put on my glasses.

6 I move -- I move to approve the request
7 of the Civil Service Commission staff to revise the
8 specification for the classification Lifeguard.

9 And I move to approve the request of the
10 Civil Service Commission staff to revise the
11 specification for the classification Aquatic
12 Supervisor.

13 PRESIDENT PRICE: I second.

14 All in favor.

15 MS. LYNCH: Aye.

16 PRESIDENT PRICE: Aye.

17 So approved.

18 Items 27 and 28 will be combined.

19 Item 27: Request of the Civil Service
20 Commission staff to revise the specification for
21 the classification Care Coordination Assistant.

22 Item 28: Request of the Civil Service
23 Commission staff to revise the specification for
24 the classification Outreach Worker.

1 MS. BIERE: Thank you. Maggie Biere,
2 Personnel Analyst with the Civil Service
3 Commission.

4 The review of the Outreach Worker
5 Classification is part of the Civil Service
6 Commission's efforts to review all classifications
7 every five years.

8 In conjunction with this classification
9 review and the concerns regarding hiring and
10 retention issues within Celebrate I, the Civil
11 Service Commission initiated the review in the
12 revision of the Care Coordination Assistant
13 classification.

14 Within the Care Coordination Assistant
15 classification, it is proposed to revise the
16 definition to make it broader for the expected use
17 in multiple departments. Celebrate I and Columbus
18 Public Health now anticipates using the Care
19 Coordination Assistant classification for the
20 positions with more short-term case management
21 duties rather than relying on the Outreach Worker
22 classification.

23 Within both classifications it is
24 proposed to add several statements and revise

1 several statements to better encompass the scope of
2 work and duties that are performed in the examples
3 of work and knowledge, skills and ability sections.

4 Regarding the minimum qualifications, it
5 is proposed within both classifications to revise
6 the language regarding the possession of a valid
7 driver -- a valid motor vehicle operator's license
8 to a valid driver's license.

9 Within the Care Coordination Assistant
10 classification, it is also proposed to add some
11 positions may require certification as community
12 health worker by the State of Ohio Board of
13 Nursing, as some State funding and grants require
14 incumbents to have the certification.

15 There are no other changes proposed at
16 this time.

17 PRESIDENT PRICE: Thank you, Maggie.

18 Questions?

19 MS. LYNCH: No.

20 I move to approve the request of the
21 Civil Service Commission staff to revise the
22 specification for the classification Care
23 Coordination Assistant.

24 And I move to approve the request of the

37

1 Civil Service Commission staff to revise the
2 specification for the classification Outreach
3 Worker.

4 PRESIDENT PRICE: I second.

5 All in favor.

6 MS. LYNCH: Aye.

7 PRESIDENT PRICE: Aye.

8 So approved.

9 Item 29: There is no -- there is no
10 Residency Hearing Reviews. None submitted.

11 Background Removals. Applicants removed
12 post exam:

13 Shane Dyes, police officer, do not
14 reinstate.

15 Shannon Wertman, police officer, do not
16 reinstate.

17 Other Administrative Judicial Reviews:

18 Cynthia Strader, review and approval to
19 dismiss the appeal filed January 19, 2022,
20 regarding the suspension imposed by Columbus City
21 Schools of Appeal No. 22-BA-0001 for Cynthia
22 Strader.

23 Civil Service received their request to
24 withdraw the appeal due to a settlement agreement

1 being reached by both parties.

2 With that, we have completed the agenda
3 for the day, and we are now adjourned.

4 - - -

5 And, thereupon, the meeting was
6 concluded at approximately 1:04 p.m.

7 - - -

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

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 digitally recorded proceedings in this matter and transcribed by me to the best of my ability on the 7th day of June, 2022.

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

My Commission Expires: March 25, 2026.

Larry Price, President

06/27/2022
Date