

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                                  - - -

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13                                   Monday, June 27, 2022  
14                                   12:44 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 Dawn Tyler Lee  
4 Jennifer Lynch

5 PRESENTERS:

6 Carol Lagemann  
7 Beth Dyke  
8 Charday Litzy-Taylor  
9 Maggie Bier  
10 Tammy Rollins

11 ALSO PRESENT:

12 Wendy Brinnon

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1 MONDAY AFTERNOON SESSION  
2 July 27, 2022  
3 12:44 p.m.

4 - - -

5 PROCEEDINGS

6 - - -

7 BE IT REMEMBERED THAT, on the 27th day of  
8 July, 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: Good afternoon.

15 Okay. You can speak. It's all right.  
16 We're all right. I know I'm changing a few things.

17 But good afternoon. Before I begin --  
18 and, Amy, tell me if I'm out of order -- I would  
19 like for our new commissioner, Commissioner Dawn  
20 Tyler Lee, just to have a few words; and we welcome  
21 you to the group. We've missed you.

22 MS. TYLER LEE: Thank you.

23 Good afternoon, everyone. It's a  
24 pleasure to be here with you. I look forward to  
serving in this new capacity as Civil Service

1 Commissioner; and because I'm new just pull my  
2 coattail if there's something that I need to know  
3 that I don't know. But happy to be in this  
4 capacity serving with these two very able  
5 Commissioners. So thank you. I look forward to  
6 working with everybody.

7 PRESIDENT PRICE: With that, I call to  
8 order the City of Columbus Ohio Municipal Civil  
9 Service Commission regular meeting, June 27, 2022.  
10 We will follow the agenda as printed.

11 The first item is to review and approval  
12 of the minutes from the May 23, 2022, regular  
13 meeting.

14 MS. LYNCH: Move to approve.

15 MS. TYLER LEE: Second.

16 PRESIDENT PRICE: All in favor.

17 MS. LYNCH: Aye.

18 MS. TYLER LEE: Aye.

19 PRESIDENT PRICE: They are approved.

20 There's no pre-hearing conference  
21 reviews.

22 Item 3: Personnel Action - City of  
23 Columbus. Request of the Civil Service Commission  
24 staff to reallocate two positions currently

1 classified as Public Health Assistant Commissioner  
2 (Administrative Services) (0257) and Public Health  
3 Assistant Commissioner (Nursing) (0265) to Public  
4 Health Assistant Commissioner (Job Code 0271) and  
5 to allow the affected employees to retain their  
6 current classification status and seniority.

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

9 We request to reallocate two positions  
10 that are currently classified as the Public Health  
11 Assistant Commissioner (Administrative Services)  
12 and Public Health Assistant Commissioner of Nursing  
13 to the newly created Public Health Assistant  
14 Commissioner classification.

15 With the pay and bargaining unit being  
16 assigned to the new classification, Public Health  
17 Assistant Commissioner, it's proposed to reallocate  
18 these two employees currently performing the work  
19 that is best allocated to the new classification.

20 Current employees are Anita Clark  
21 (phonetic) and Tiffany Krause (phonetic). It is  
22 proposed that they will retain their current  
23 classification status and seniority since the  
24 assigned work duties are not changing, only the

1 classification title.

2 PRESIDENT PRICE: Any questions?

3 MS. LYNCH: I move to approve the  
4 reallocation of two positions currently classified  
5 as Public Health Assistant Commissioner  
6 (Administrative Services) (0257) and Public Health  
7 Assistant Commissioner (Nursing) (0265) to Public  
8 Health Assistant Commissioner (Job Code 0271) and  
9 to allow the affected employees to retain their  
10 current classification status and -- and seniority.

11 MS. TYLER LEE: Second.

12 PRESIDENT PRICE: All in favor.

13 Aye.

14 MS. LYNCH: Aye.

15 MS. TYLER LEE: Aye.

16 PRESIDENT PRICE: They are approved.

17 Items 4, 5 and 6 will be taken together.

18 Item 4: Request of the Civil Service  
19 Commission staff to approve the specification  
20 review for the classification Citywide GIS Manager  
21 with no revisions.

22 Item 5: Request of the Civil Service  
23 Commission staff to approve the specification  
24 review for the classification Equal Employment

7

1 Resource Manager with no revisions.

2 Item 6: Request of the Civil Service  
3 Commission staff to approve the specification  
4 review for the classification Deputy Chief of  
5 Administration (City Attorney's Office) (U) with no  
6 revisions.

7 MS. DYKE: Thank you.

8 Beth Dyke, Personnel Analyst With Civil  
9 Service staff.

10 The review of the classifications for  
11 Items 4 through 6 is part of the Civil Service  
12 Commission staff's effort to review all  
13 classifications every four to five years.

14 Based on feedback received, it was  
15 determined that the current specification still  
16 accurately reflects the work being performed.

17 It is recommended that the specifications  
18 be approved with no revisions.

19 PRESIDENT PRICE: Any questions?

20 Okay. No questions.

21 MS. LYNCH: Great. I move to approve the  
22 specification review for the classification  
23 Citywide GIS Manager with no revisions.

24 Also move to approve the specification

8

1 review for the classification Equal Employment  
2 Resources Manager with no revisions.

3 And I also move to approve the  
4 specification review for the classification Deputy  
5 Chief Administration (City Attorney's Office) with  
6 no revisions.

7 PRESIDENT PRICE: Let me -- let me make a  
8 quick change --

9 MS. LYNCH: Sure.

10 PRESIDENT PRICE: -- because it -- it --  
11 it changes sometimes. I guess it's on me to catch  
12 it.

13 Beth -- And let me say thank you, Carol,  
14 by the way, for yours.

15 Beth, when we do 4, 5 and 6 together, if  
16 you would present 4, 5 and 6, then we would have  
17 just one vote.

18 Is that appropriate, Amy? Or do we --  
19 That's how we've been doing it, I think, in the  
20 past.

21 MS. DYKE: I think so.

22 MS. LYNCH: Did I just jump right in --

23 PRESIDENT PRICE: Now, that's -- that's  
24 fine.



1 MS. LYNCH: -- and she only did one?

2 PRESIDENT PRICE: Yeah. She only did  
3 one. So we'll do --

4 MS. DYKE: I -- I did all four -- I did  
5 all three.

6 PRESIDENT PRICE: Oh, you did all three?  
7 That was the shortest three.

8 MS. DYKE: I'm sorry. I said Items 4  
9 through 6.

10 PRESIDENT PRICE: Okay. I'm sorry.

11 MS. LYNCH: And I thought maybe I didn't  
12 have enough coffee this morning.

13 PRESIDENT PRICE: Maybe I didn't have  
14 enough. That was the shortest three that I've  
15 heard.

16 MS. LYNCH: I was like --

17 PRESIDENT PRICE: Okay. Then it -- it is  
18 appropriate.

19 MS. DYKE: There's no revisions. That's  
20 the --

21 PRESIDENT PRICE: Okay. So she cut  
22 them --

23 MS. LYNCH: Efficiency.

24 PRESIDENT PRICE: Stuck them together.

10

1 MS. LYNCH: Efficiency.

2 PRESIDENT PRICE: Okay. I missed that  
3 one. So it is appropriate for your motion then.

4 MS. LYNCH: There you are.

5 MS. TYLER LEE: Second.

6 PRESIDENT PRICE: All in favor.

7 MS. LYNCH: Aye.

8 MS. TYLER LEE: Aye.

9 PRESIDENT PRICE: They are approved, 4, 5  
10 and 6.

11 Item 7 and 8.

12 Request of the Civil Service Commission  
13 staff to abolish the specification for the  
14 classification Assistant Director.

15 Item 8: Request of the Civil Service  
16 Commission staff to revise the specification for  
17 the classification Assistant Director  
18 (Sustainability) (U) retitle it to read Assistant  
19 Director (Sustainability/Regulatory Compliance) (U)  
20 (Job Code 0060).

21 MS. DYKE: May I make one correction --

22 PRESIDENT PRICE: Yes.

23 MS. DYKE: -- to Item 7?

24 It is specific to the Regulatory

1 Compliance --

2 PRESIDENT PRICE: Okay.

3 MS. DYKE: -- Assistant Director. Okay.

4 PRESIDENT PRICE: Thank you.

5 MS. DYKE: Beth Dyke, again.

6 The Assistant Director Regulatory

7 Compliance unclassified classification became  
8 vacant in January of 2021. Since that time, the  
9 classification has fallen out of use as many of the  
10 duties have since been assigned to the Assistant  
11 Director (Sustainability) unclassified  
12 classification.

13 Through discussions with department  
14 representatives and due to this organizational  
15 transition, it was agreed and it is proposed to  
16 abolish the Assistant Director Regulatory  
17 Compliance unclassified classification.

18 With regards to the Assistant Director  
19 (Sustainability) unclassified classification, it is  
20 proposed to retitle the classification to read  
21 Assistant Director (Sustainability/Regulatory  
22 Compliance) unclassified and revise an existing  
23 example of work statement to incorporate additional  
24 programs the incumbent implements.

12

1           It is further proposed to add two new  
2 statements to the section to highlight the  
3 regulatory compliance duties currently performed by  
4 the incumbent.

5           Therefore, it is recommended that the  
6 specification for the classification Assistant  
7 Director (Sustainability) unclassified be revised  
8 and retitled as proposed.

9           There are no other recommendations  
10 proposed at this time.

11           PRESIDENT PRICE: Thank you, Beth.

12           Any questions?

13           MS. LYNCH: No.

14           I move to abolish the specification for  
15 the classification Assistant Director (Regulatory  
16 Compliance) (U) (Job Code 0058).

17           And I also move to revise the  
18 specification for the classification Assistant  
19 Director (Sustainability) (U), retitle it to read  
20 Assistant Director (Sustainability/Regulatory  
21 Compliance) (U) (Job Code 0060).

22           MS. TYLER LEE: Second.

23           PRESIDENT PRICE: All in favor.

24           MS. LYNCH: Aye.

1 MS. TYLER LEE: Aye.

2 PRESIDENT PRICE: They are approved.

3 Items 9 and 10.

4 Item 9 -- I'm sorry.

5 MS. DYKE: Yes. Just 9.

6 PRESIDENT PRICE: Just 9. Okay.

7 So I'm not doing 10.

8 Item 9: Request of the Civil Service  
9 Commission staff to revise the specification for  
10 the classification Enterprise Architect.

11 MS. DYKE: Yes. The review of this  
12 classification is part of the Civil Service  
13 Commission's effort to review all classifications  
14 every five years.

15 The existing examples of work statements  
16 have been reordered to better reflect the work  
17 incumbents currently perform.

18 It is proposed to revise an existing  
19 example of work statement to include product  
20 renewals as the incumbents are also responsible for  
21 reviewing and coordinating requests for major  
22 hardware and software renewals.

23 It is also proposed to add an example of  
24 work statement to exemplify duties performed by

14

1 current incumbents with regard to the improvement  
2 of technologies within the City's information  
3 infrastructure.

4 There are no other changes -- changes --  
5 there are no other changes proposed at this time.

6 And it is, therefore, recommended that  
7 the specification for the classification be  
8 approved as proposed.

9 PRESIDENT PRICE: Any questions?

10 MS. LYNCH: No.

11 I move to revise the specification for  
12 the classification Enterprise Architect --  
13 Architect (Job Code 0565).

14 MS. TYLER LEE: Second.

15 PRESIDENT PRICE: All those in favor.

16 Aye.

17 MS. LYNCH: Aye.

18 MS. TYLER LEE: Aye.

19 PRESIDENT PRICE: It is approved.

20 Items 11 through 14.

21 MS. BRINNON: You skipped 10.

22 PRESIDENT PRICE: 10.

23 MS. LAGEMANN: 10 on its own.

24 PRESIDENT PRICE: Okay. I guess I didn't

1 have my coffee this morning. So 10 --

2 MS. LYNCH: You're good. You're good.

3 PRESIDENT PRICE: Item 10: Request of  
4 the Civil Service Commission staff to revise the  
5 specification for the classification Assistant  
6 Auditor V unclassified.

7 MS. DYKE: Yes. The request to revise  
8 the specification was initiated through  
9 correspondence received by the City Auditor's  
10 Office. Discussions occurred with a department  
11 representative regarding the need for an additional  
12 Assistant Auditor V unclassified to operate under  
13 the working title Director of Financial Reporting.

14 The work intended for this position is  
15 considered highly technical and requires equivalent  
16 education, experience and continued professional  
17 training as does the current two Assistant Auditor  
18 V unclassified positions within the City Auditor's  
19 Office.

20 Therefore, in -- in order for the  
21 department to fill an employment need, it is  
22 proposed to revise the guidelines for class use  
23 section by increasing the number of positions that  
24 may be allocated to the classification from two

1 positions to three positions.

2           Additionally, given the scope of  
3 responsibility and use of this classification  
4 within the organizational structure, the level of  
5 supervision within the definition would be more  
6 appropriately identified as under general  
7 direction. And it is recommended to revise the  
8 definition as such.

9           Lastly, there is one revision proposed  
10 within the examples of work section to update the  
11 language used within an existing statement.

12           There are no other changes proposed at  
13 this time; and it is, therefore, recommended that  
14 the specification for the classification be  
15 approved as proposed.

16           PRESIDENT PRICE: Thank you, Beth.

17           Any questions?

18           MS. LYNCH: I move to revise the  
19 specification for the classification Assistant  
20 Auditor V (U) (Job Code 0658).

21           PRESIDENT PRICE: All in favor.

22           MS. LYNCH: Aye.

23           MS. TYLER LEE: Aye.

24           PRESIDENT PRICE: Aye.



17

1           It is approved.

2           We're going to do better with Charday,  
3 right?

4           MS. LYNCH: Just warming up.

5           PRESIDENT PRICE: Items 11, 12, 13 and 14  
6 will be combined.

7           Item 11: Request of the Civil Service  
8 Commission staff to revise the specification for  
9 the classification Parks Maintenance Worker.

10          Item 12: Request of the Civil Service  
11 Commission staff to revise the specification for  
12 the classification Parks Maintenance Supervisor.

13          Item 13: Request of the Civil Service  
14 Commission staff to revise the specification for  
15 the classification Parks Maintenance Assistant  
16 Manager.

17          Item 14: Request of the Civil Service  
18 Commission staff to revise the specification for  
19 the classification Parks Maintenance Manager.

20          MS. LITZY-TAYLOR: Good afternoon.

21          PRESIDENT PRICE: Good afternoon.

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

24          The review of these four classifications

1 is part of the Civil Service Commission's effort to  
2 review all classes every five years.

3           Minor wording revisions are proposed to  
4 the examples of work and knowledge, skills and  
5 ability sections for all four classifications to  
6 better represent the work being performed and the  
7 abilities necessary for successful performance of  
8 those duties.

9           Per new Commission policy, it is also  
10 recommended that motor vehicle operator's license  
11 be revised to read driver's license within the  
12 minimum qualifications sections.

13           Currently, the minimum qualifications for  
14 Parks Maintenance Worker requires two years of  
15 experience operating a tractor mower; and the  
16 Maintenance Supervisor classification requires one  
17 year of experience performing landscaping or  
18 grounds maintenance work.

19           For progression and consistency within  
20 the series, it is recommended that the years of  
21 experience be revised so that the entry level  
22 worker classification requires one year of  
23 experience and the supervisor class, which is the  
24 next level within the series, require two years of

1 experience.

2 No other revisions are proposed to these  
3 classifications at this time.

4 PRESIDENT PRICE: Thank you, Charday.

5 Any questions?

6 MS. LYNCH: I move to revise the  
7 specification for the classification Parks  
8 Maintenance Worker (Job Code 3770).

9 And I move to revise the specification  
10 for the classification Parks Maintenance Supervisor  
11 (Job Code 3772).

12 Also move to revise the specification for  
13 the classification Parks Maintenance Assistant  
14 Manager (Job Code 3773).

15 And move to revise specification for the  
16 classification Parks Maintenance Manager (Job Code  
17 3778).

18 PRESIDENT PRICE: All in favor.

19 MS. TYLER LEE: Second.

20 PRESIDENT PRICE: I'm sorry.

21 All in favor.

22 MS. LYNCH: Aye.

23 MS. TYLER LEE: Aye.

24 PRESIDENT PRICE: They are approved.

20

1                   Item 15: Request of the Civil Service  
2 Commission staff to revise the specification for  
3 the classification Parks Management Coordinator.

4                   MS. LITZY-TAYLOR: Again, the review of  
5 this classification is part of the Civil Service  
6 Commission's efforts to review all classes every  
7 five years.

8                   One minor wording revision is proposed to  
9 the examples of work section. Per new policy, it  
10 is also recommended that motor vehicle operator's  
11 license be revised to read driver's license within  
12 the minimum qualifications section.

13                   No other revisions are proposed at this  
14 time.

15                   PRESIDENT PRICE: Thank you, Charday.

16                   Any questions?

17                   MS. LYNCH: I move to revise the  
18 specification for the classification Parks  
19 Maintenance Coordinator (Job Code 3780).

20                   MS. TYLER LEE: Second.

21                   PRESIDENT PRICE: All in favor.

22                   MS. LYNCH: Aye.

23                   MS. TYLER LEE: Aye.

24                   PRESIDENT PRICE: Aye.

1                   Item 16: Request of the Civil Service  
2 Commission staff to revise the specification for  
3 the classification Police Records Technician.

4                   MS. BIERE: Can we please combine 16 and  
5 17?

6                   PRESIDENT PRICE: I guess we can. They  
7 nodded their heads. That's the only reason I said  
8 that.

9                   16 and 17. So, again, Item 16 and  
10 Item -- I'm sorry. Item 15 and 16 will be  
11 combined.

12                   MS. BIERE: 16 and 17.

13                   MS. LYNCH: Maggie's.

14                   PRESIDENT PRICE: I got you now.

15                   MS. BIERE: Thank you.

16                   PRESIDENT PRICE: Items 16 and 17 will be  
17 combined.

18                   Again, Item 16: Request of the Civil  
19 Service Commission staff to revise this  
20 specification for the classification Police Records  
21 Technician.

22                   Item 17: Request the Civil Service  
23 Commission staff to revise the specification for  
24 the classification Police Records Technician

1 Supervisor.

2 MS. BIERE: Thank you.

3 PRESIDENT PRICE: You're welcome.

4 MS. BIERE: Maggie Biere, Personnel

5 Analyst with the Civil Service Commission.

6 A review of these classifications is part  
7 of the Civil Service Commission's efforts to review  
8 all classifications every five years.

9 For the Police Records Technician  
10 classification, it is recommended to add two  
11 statements in the examples of work section: One  
12 statement regarding communication with other  
13 government agencies and offices, and one statement  
14 regarding communications with individuals who may  
15 have limited English language skills.

16 For the Police Records Technician  
17 Supervisor classification, it is recommended to add  
18 a statement regarding monitoring equipment and  
19 scheduling maintenance and repairs and to remove a  
20 statement that is no longer performed within the  
21 examples of work section.

22 Within the knowledge, skills and ability  
23 section, it is recommended to add several ability  
24 statements in both classifications to better

1 reflect the duties that are being performed.

2 There are no other changes proposed at  
3 this time.

4 PRESIDENT PRICE: Thank you, Maggie.

5 Any questions?

6 MS. LYNCH: No.

7 I move to revise the specification for  
8 the classification Police Records Technician  
9 Supervisor (Job Code 0446).

10 And -- Oh. And move -- I went -- I  
11 did -- anyways.

12 MS. BIERE: 16.

13 PRESIDENT PRICE: Yeah, 16.

14 MS. LYNCH: Starting with 16, I move to  
15 revise the specification for the classification  
16 Police Records Technician (Job Code 0445).

17 And move to revise the specification for  
18 the classification Police Records Technician  
19 Supervisor (Job Code 0446).

20 MS. TYLER LEE: Second.

21 PRESIDENT PRICE: All those in favor.

22 MS. LYNCH: Aye.

23 MS. TYLER LEE: Aye.

24 PRESIDENT PRICE: Aye.

1                   They are approved.

2                   Now, Tammy, we're going to get this right  
3 with you.

4                   Item 18: Request of the Civil Service  
5 Commission staff to revise the classification of  
6 Community Relations Coordinator.

7                   MS. ROLLINS: Tammy Rollins with Civil  
8 Service.

9                   The Community Relations Coordinator  
10 classification is part of a two-level  
11 classification series that consists with a  
12 Community Relations Representative as the entry  
13 level and then the Community Relations Coordinator  
14 as the more advanced level within the series.

15                   Ideally, classifications in this series  
16 are structured so that it's only time served in a  
17 lower class that prepares one to be ready for the  
18 second-level classification in the series.

19                   In looking back at the community  
20 relations series, that structure does not exist;  
21 and while the class was recently revised, we feel  
22 that it's important today to make the revision that  
23 would allow the Community Relations Representative  
24 incumbents be able to advance to the Community



25

1 Relations Coordinator based on experience alone.

2 So before you is a proposal to the  
3 minimal qualifications that would allow an  
4 experienced substitution, which already exists  
5 within the Community Relations Representative  
6 classification.

7 PRESIDENT PRICE: Okay. Any questions?

8 MS. TYLER LEE: I do have a question,  
9 Mr. Chair.

10 Tammy, I apologize if I missed it in the  
11 packet, but in what departments would this position  
12 be found?

13 PRESIDENT PRICE: That was mine.

14 MS. ROLLINS: This classification is used  
15 in -- It could be used in any -- any department.

16 MS. TYLER LEE: Okay.

17 MS. ROLLINS: Specifically, this -- what  
18 kind of brought this to our attention is there's a  
19 new position being added to public safety, but most  
20 often this classification --

21 PRESIDENT PRICE: Okay.

22 MS. ROLLINS: -- is probably more often  
23 used in the development department and the health  
24 department.

26

1 MS. TYLER LEE: Okay. Thank you.

2 MS. ROLLINS: And maybe public utilities.

3 PRESIDENT PRICE: And that was actually  
4 my question. Thank you, Commissioner. That was  
5 actually my question. Both of us coming from the  
6 Mayor's office at least have a familiarity with the  
7 Community Relations Coordinator.

8 So you're saying right now public safety  
9 is probably going to have this position.

10 MS. ROLLINS: Public safety is looking to  
11 add this --

12 PRESIDENT PRICE: Add this.

13 MS. ROLLINS: -- this position, and it's  
14 currently in place in development, the health  
15 department, and I think there may be one or two  
16 also in public utilities.

17 MS. TYLER LEE: Would it be in  
18 neighborhoods or no?

19 MS. ROLLINS: Possibly in neighborhoods  
20 as well.

21 MS. TYLER LEE: Okay.

22 MS. ROLLINS: They also have a  
23 neighborhood relations but very easily could also  
24 be in neighborhood.

27

1 MS. TYLER LEE: Thank you.

2 PRESIDENT PRICE: Okay. Very good.

3 MS. LYNCH: I move to revise the  
4 classification of Community Relations Coordinator  
5 (Job Code 0796).

6 MS. TYLER LEE: Second.

7 PRESIDENT PRICE: All those in favor.

8 MS. LYNCH: Aye.

9 MS. TYLER LEE: Aye.

10 PRESIDENT PRICE: Aye.

11 It is approved.

12 Item 19: Request of the Civil Service  
13 Commission staff to create the classification of  
14 Personnel Analyst III, assign a probationary period  
15 of 365 days, designate the examination type as  
16 noncompetitive and amend Rule XI accordingly.

17 MS. ROLLINS: The proposed classification  
18 would represent the third level within a personnel  
19 analyst series that currently consists of a  
20 learning level, which is our Personnel Analyst I;  
21 the advanced fully skill level, Personal Analyst  
22 II; and then we currently have a managerial level.

23 The proposed classification would  
24 introduce a third level, which would be a

1 supervisory level. The work assigned to this  
2 series is very specialized within the human  
3 resources field and is performed exclusively within  
4 the Civil Service Commission.

5           Because this work is so specialized and  
6 not performed elsewhere in the City, it's important  
7 that we have -- the Civil Service Commission has  
8 the ability to develop and train employees within  
9 this series so that they are ready to be promoted  
10 to the next level.

11           It's also important that the Civil  
12 Service Commission has all the different working  
13 levels; and at this point, we do not have a  
14 supervisory level, which would be a key to being  
15 able to prepare employees to advance to the next  
16 level, which is the managerial level.

17           The proposed definition would be that the  
18 Personnel Analyst III would be responsible for  
19 participating and supervising a small team of  
20 personnel analysts.

21           The examples of work are largely taken  
22 from the work that we have in-house and -- and that  
23 we -- and it's work that we would expect the  
24 supervisory level to also review. It's expected

1 that this classification could be assigned to any  
2 of our teams that has personnel analysts assigned  
3 to it.

4 A guideline for class use is proposed  
5 that will clarify that this classification, like  
6 the others in its series, is restricted to the  
7 Civil Service Commission and that the supervisory  
8 requirement would entail supervision of at least  
9 two full-time personnel analysts.

10 The proposed minimum -- minimum  
11 qualifications kind of are, you know, positioned  
12 within the series so that it's more years of  
13 experience than the PA II, but less than the  
14 manager, which comes in at a bachelor's degree and  
15 four years of experience performing the personnel  
16 analyst work.

17 It is proposed that the probationary  
18 period be 365 days and that the examination type be  
19 designated as noncompetitive.

20 PRESIDENT PRICE: Thank you, Tammy.

21 Any questions?

22 MS. LYNCH: I move to create the  
23 classification of Personnel Analyst III, assign a  
24 probationary period of 365 days, designate the

1 examination type as noncompetitive and amend Rule  
2 XI accordingly.

3 MS. TYLER LEE: Second.

4 PRESIDENT PRICE: All in favor.

5 MS. LYNCH: Aye.

6 MS. TYLER LEE: Aye.

7 PRESIDENT PRICE: Aye.

8 It is approved.

9 Item 20: Request of the Civil Service  
10 Commission staff to create the specification for  
11 the classification Parking Services Division  
12 Administrator, assign a 365 day-probationary  
13 period, designate the examination type as  
14 noncompetitive and amend Rule XI accordingly.

15 MS. ROLLINS: So in late 2018 the Parking  
16 Services Division was officially established by  
17 City ordinance. In anticipation of this ordinance  
18 being passed, the Commission approved the creation  
19 of an unclassified Assistant Director specification  
20 to serve as the Division's administrative head.

21 Notably, this is not the typical  
22 hierarchy that is used throughout the City where --  
23 where division administrators without work is  
24 typically housed.

1                   It was more recently decided by the  
2 Department of Public Service that they would like  
3 to treat the Parking Services Division  
4 Administrator similarly as the other divisions  
5 within the department and also across the City.

6                   So, essentially, it is proposed to create  
7 a Parking Services Division Administrator  
8 classification. The proposed classification would  
9 be in the classified service and would be housed  
10 within the division in which the work is located  
11 and that authorized strength for that division  
12 would encompass the Division Administrator within  
13 that division.

14                   The current classification that's on the  
15 books, the Unclassified Assistant Director, will be  
16 abolished once that classification is vacated; and  
17 this classification, if approved, has a pay and  
18 bargaining unit assigned to it.

19                   As far as the work, largely -- it was  
20 largely taken from the -- the unclassified  
21 position, those duties that are basically  
22 administering the division. Minimal qualifications  
23 for Division Administrators are pretty solidly at a  
24 bachelor's degree and five years of administrative

1 or managerial experience, and the department was  
2 very welcoming to have these minimum qualifications  
3 on the proposed classification.

4 Like other Division Administrators, it's  
5 proposed that the probationary period be 365 days  
6 and the exam type designated as noncompetitive.

7 PRESIDENT PRICE: Thank you, Tammy.

8 Any questions?

9 MS. LYNCH: I move to create the  
10 specification for the classification Parking  
11 Services Division Administrator, assign a 365  
12 day-probationary period, designate the examination  
13 type as noncompetitive and amend Rule XI  
14 accordingly.

15 MS. TYLER LEE: Second.

16 PRESIDENT PRICE: All those in favor.

17 Aye.

18 MS. LYNCH: Aye.

19 MS. TYLER LEE: Aye.

20 PRESIDENT PRICE: It is approved.

21 MS. ROLLINS: Thank you.

22 PRESIDENT PRICE: Thank you, Tammy.

23 There's no residency hearing reviews.

24 Background removals will be as follows.



1 Applicants removed pre-exam:  
2 Karim DoBosu, police officer, reinstate.  
3 Tamia Brown, police officer, reinstate.  
4 Jorden Thompson, police officer,  
5 reinstate.

6 Applicants removed post-exam:  
7 Gabriela -- I hope I'm pronouncing that  
8 properly -- Lopez, police officer, do not  
9 reinstate.

10 Other Administrative Jurisdictional

11 Reviews:

12 Suzette Wainwright, Michael Hurd, Sarah  
13 Hevener, Lizzibeth Baker, Richard Bingmer will be  
14 approved for dismissal. The director may  
15 distribute the letters as written to the  
16 candidates.

17 And with that, that will conclude the  
18 business of the Commission for the day.

19 Thank you.

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21 And, thereupon, the meeting was  
22 concluded at approximately 1:13.

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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 digitally recorded proceedings in this matter and transcribed by me to the best of my ability on the 12th day of July, 2022.

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

My Commission Expires: March 25, 2026.

\_\_\_\_\_  
Larry Price, President

07/25/2022  
Date