

1 COMMISSION MEMBERS PRESENT:

2 Larry Price, President
3 Jennifer Lynch
4 Dawn Tyler Lee

5 PRESENTERS:

6 Jennifer Shea
7 Liz Reed
8 Maggie Bier
9 Beth Dyke
10 Carol Lagemann

11 ALSO PRESENT:

12 Wendy Brinnon

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

- - -

1 MONDAY MORNING SESSION
2 September 26, 2022
3 9:06 a.m.

4 - - -

5 PROCEEDINGS

6 - - -

7 BE IT REMEMBERED THAT, on the 26th day of
8 September, 2022, the Municipal Civil Service
9 Commission came on for regular meeting, Larry
10 Price, President. And the parties appearing in
11 person and/or by counsel, as hereinafter set
12 forth, the following proceedings were had:

13 - - -

14 PRESIDENT PRICE: Okay.

15 I'll call to order the City of Columbus,
16 Ohio, Municipal Civil Service Commission regular
17 meeting, September 26, 2022. We are following the
18 printed agenda.

19 No. 1: Review and approval of the
20 minutes from the August 29, 2022, regular meeting.

21 Motions? The motion?

22 MS. LYNCH: Oh, excuse me.

23 Motion to approve the minutes of the
24 August 20 -- August 29, 2022, regular meeting.

MS. TYLER LEE: Second.

1 PRESIDENT PRICE: All in favor say "aye."

2 MS. LYNCH: Aye.

3 MS. TYLER LEE: Aye.

4 PRESIDENT PRICE: Aye. So approved.

5 No. 2: Pre-hearing conference reviews.

6 Tonia Zimmerman versus Columbus City

7 Schools, bus driver termination. Trial board

8 scheduled for October 17, 2022, at 10 a.m., Appeal

9 No. 22-BA-0010.

10 Good morning, Jen.

11 MS. SHEA: Good morning. Thank you.

12 Jennifer Shea, Civil Service Commission staff.

13 I had a pre-hearing conference with the

14 attorneys on Ms. Zimmerman's case on September 16

15 at 10 a.m. This is a trial board hearing that is

16 presided -- or Commissioner Price is presiding

17 over, and myself and another member of civil

18 service staff will be sitting as the other two

19 trial board members.

20 The parties were notified of the trial

21 board date and time. There's no objection, if you

22 will, to change the ten o'clock start time.

23 They're good to start at that time. Each side

24 indicated that they would need about 60 to 90

1 minutes to present their cases.

2 The City of Columbus has listed four
3 witnesses -- or I'm sorry, Columbus City Schools
4 has listed four witnesses, but has indicated that
5 one of those witnesses may not be needed. So we're
6 looking at about three to four witnesses on that
7 side.

8 And the appellant has submitted a witness
9 list of two witnesses plus possibly her own
10 testimony as well.

11 PRESIDENT PRICE: Okay. Thank you.
12 Information only.

13 No. 3: Trail board recommendation, none
14 submitted.

15 No. 4: Background removal standards.

16 Request of the Civil Service Commission
17 staff to revise the background removal standards
18 for Police Officers, 911 Emergency Communications
19 Employees and Firefighters and be retroactive for
20 all current and relevant eligible lists.

21 Liz, good morning.

22 MS. REED: Good morning.

23 Good morning, Commissioner -- I'm sorry,
24 Commission President Price and Commission Members

1 Lynch and Lee -- Tyler Lee or --

2 MS. TYLER LEE: Tyler Lee is fine.

3 MS. REED: Thank you.

4 MS. TYLER LEE: Thank you.

5 MS. REED: And so the commission staff is
6 recommending the adoption of the revisions for the
7 background removal standards for Police Officer,
8 911 Emergency Communications and Firefighter
9 candidates and for such change to be retroactive
10 for all current and relevant eligible lists.

11 These standards were designed and
12 continue to be an objective list of disqualifying
13 characteristics in which applicants for these jobs
14 will be removed from the selection process by the
15 Civil Service Commission with no exceptions.

16 Based on feedback from City leaders,
17 civil service staff, and leadership and community
18 stakeholders, Standard G1 is recommended to revert
19 back to the standards as it read before December,
20 2021.

21 Specifically, Standard G reads: Illegal
22 substances - Applicants will be removed from the
23 eligible list for any of the following reasons:

24 1, The use or purchase of drugs of abuse,

7

1 (except marijuana) within -- it currently reads
2 five years, and we're proposing it to be changed to
3 three years before the application. Drugs of abuse
4 include chemical agents/solvent-based substances
5 and prescription drugs taken for reasons other than
6 intended use, in more than one incident and without
7 a prescription, specifically, Schedule I, Schedule
8 II and Schedule III drugs (excluding marijuana).

9 In the firefighter and police officer
10 selection processes, a handful of candidates were
11 removed due to the use of these drugs between three
12 and five years. Many of these were due to one-time
13 use.

14 If approved these otherwise eligible
15 candidates who were removed as a result of this
16 change may be reestablished on their respective
17 eligible list and be reconsidered. For the
18 foregoing reasons contained within this -- the
19 report that was presented, staff is recommending
20 the change of G1 -- the G1 background standard as
21 proposed effective immediately and for any current
22 and relevant eligible lists.

23 PRESIDENT PRICE: Thank you.

24 Any questions?

1 MS. TYLER LEE: Just a comment if I may,
2 Chair Price.

3 PRESIDENT PRICE: Yeah. You can.

4 MS. TYLER LEE: I just appreciate this
5 going back to five years. I think it's a fine line
6 between, obviously, being very careful about how we
7 bring people in, police, fire, other first
8 responders, fine line between that and giving
9 people second chances to serve our community.

10 So I appreciate this adjustment and being
11 able to open it up to some folks who maybe had been
12 removed before but would still be able to serve our
13 community. So thank you to the staff for making
14 the -- the adjustment.

15 PRESIDENT PRICE: And I echo those
16 sentiments as well. You know, as -- as we go
17 through this month by month, you know, we, with
18 purpose, remove some folks; and they should be. We
19 want to make sure that we're not removing folks who
20 have the potential to be firefighters and policemen
21 here in the City of Columbus. So I, too, echo
22 Commissioner Dawn's sentiments in terms; and thank
23 you for that.

24 In that the Chair will entertain a

1 motion.

2 MS. LYNCH: Great.

3 I move to revise the background -- the
4 background removal standards for Police Officers,
5 911 Emergency Communications Employees and
6 Firefighters and to be retroactive for all current
7 and relevant eligible lists.

8 PRESIDENT PRICE: All in favor say "aye."

9 MS. LYNCH: Aye.

10 PRESIDENT PRICE: Aye.

11 MS. TYLER LEE: I need to put a second on
12 the table.

13 PRESIDENT PRICE: I'm sorry.

14 MS. TYLER LEE: Second.

15 PRESIDENT PRICE: Second.

16 MS. TYLER LEE: It's the one role I
17 have --

18 PRESIDENT PRICE: So I guess we're not
19 going to be doing nine o'clock.

20 MS. LYNCH: You need some more coffee.

21 PRESIDENT PRICE: Right, coffee. Thank
22 you.

23 It's been properly moved and seconded.

24 All in favor.

1 MS. TYLER LEE: Aye.

2 MS. LYNCH: Aye.

3 PRESIDENT PRICE: Aye.

4 Motion carries.

5 Item 5: Request of the Civil Service
6 Commission staff on behalf of Columbus City Schools
7 to revise the specification for the classification
8 Payroll Clerk.

9 MS. LAGEMANN: Good morning. Carol
10 Lagemann, Personnel Analyst, presenting --

11 PRESIDENT PRICE: Good morning, Carol.

12 MS. LAGEMANN: Thank you.

13 -- presenting on behalf of Charday

14 Litzy-Taylor, Personnel Analyst with the
15 commission.

16 This review was initiated at the request
17 of Columbus City Schools. One minor revision is
18 proposed within the minimum qualifications section
19 so that a substitution can be added allowing a
20 certificate of high school equivalence, or GED, to
21 be accepted in lieu of the twelfth grade
22 requirement.

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

1 PRESIDENT PRICE: Thank you.

2 Any questions?

3 Now the Chair will entertain a motion.

4 MS. LYNCH: I move to revise the
5 specification for the classification Payroll Clerk,
6 Job Code 6455.

7 MS. TYLER LEE: Second.

8 PRESIDENT PRICE: It's been properly
9 moved and seconded.

10 All in favor say "aye."

11 MS. TYLER LEE: Aye.

12 MS. LYNCH: Aye.

13 PRESIDENT PRICE: Aye.

14 Motion carries.

15 Item 6: Request of the Civil Service
16 Commission staff to revise the specification for
17 the classification Employee Wellness Coordinator.

18 Good morning, Carol.

19 MS. LAGEMANN: Good morning.

20 Again, presenting on behalf of Charday
21 Litzy-Taylor.

22 The review of this classification is by
23 request of our Department of Human Resources.

24 The department anticipates utilizing a

12

1 second position in this classification that would
2 not supervise and, therefore, request that the
3 example of work be updated to a "may" statement
4 with regard to supervision in the classification.

5 There's no other revisions proposed.

6 PRESIDENT PRICE: Thank you.

7 Any questions?

8 There will be no questions.

9 The Chair will entertain a motion.

10 MS. LYNCH: I move to revise the
11 specification for the classification Employee
12 Wellness Coordinator, Job Code 0827.

13 MS. TYLER LEE: Second.

14 PRESIDENT PRICE: Been properly moved and
15 seconded.

16 All in favor say "aye."

17 MS. TYLER LEE: Aye.

18 MS. LYNCH: Aye.

19 PRESIDENT PRICE: Aye.

20 Motion carries.

21 Item 7: Request of the Civil Service
22 Commission staff to revise the specification for
23 the classification Police Property Clerk.

24 Good morning. Good morning, Maggie.

1 MS. BIERE: Good morning.

2 Maggie Biere, Personnel Analyst with the
3 Civil Service Commission.

4 The review of this classification is part
5 of the Civil Service Commission's effort to review
6 all classifications every five years.

7 In the example of work section, several
8 revisions are proposed. It is recommended to
9 remove one statement and add an addendum to another
10 statement as incumbents no longer produce paper
11 inventory cards and use computer software for
12 inventory data instead.

13 In addition it is recommended to add a
14 statement regarding the -- assisting with the
15 unclaimed property auction.

16 In the minimum qualification section for
17 clarification purposes, it is recommended that the
18 language "possession of a valid motor vehicle
19 operator's license" be revised to read "possession
20 of a valid driver's license."

21 Lastly, within the knowledge, skills and
22 abilities sections, revisions are proposed. It is
23 recommended to add general to several knowledge
24 statements to indicate the particular level or

14

1 degree needed to perform effectively as a Police
2 Property Clerk. It is also recommended to add
3 arithmetic to one knowledge statement for
4 clarification purposes.

5 There are no other revisions.

6 PRESIDENT PRICE: Thank you, Maggie.

7 Questions?

8 There are no questions.

9 The Chair will entertain a motion.

10 MS. LYNCH: I move to revise the
11 specification for the classification Police
12 Property Clerk, Job Code 1345.

13 MS. TYLER LEE: Second.

14 PRESIDENT PRICE: Been properly moved and
15 seconded.

16 All those in favor say "aye."

17 MS. TYLER LEE: Aye.

18 MS. LYNCH: Aye.

19 PRESIDENT PRICE: Aye.

20 Motion carries.

21 Item 8: Request of the Civil Service
22 Commission staff to revise the specification for
23 the classification Alcohol and Drug Abuse
24 Prevention Coordinator, retitle it to read Alcohol

1 and Drug Addiction Prevention Coordinator and amend
2 Rule XI accordingly.

3 MS. BIERE: Thank you. Maggie Biere,
4 again, Personnel Analyst with the Civil Service
5 Commission.

6 The review of this classification is part
7 of Civil Service Commission's efforts to review all
8 classifications every five years.

9 It is proposed that the classification be
10 retitled in order to better reflect the
11 nomenclature used within the department. Within
12 the definition section, it is proposed to make a
13 minor revision to the wording in order to remain
14 consistent with the -- with the updated language
15 used in Columbus Public Health.

16 In the examples of work, two new
17 statements are proposed in order to better reflect
18 the work that is being done. It is also
19 recommended to update the language regarding the
20 incident command team.

21 Regarding the minimum qualifications, it
22 is recommended to revise licensure to certification
23 in reference to the registered applicant
24 certification to fit the language used in the Ohio

1 Administrative Code.

2 In addition, underneath the Ohio
3 Administrative Code, Chapter 4758-6, a school
4 education or -- educationer license is not listed
5 as a qualifying licensure or a certification that
6 is able to perform these duties.

7 Therefore, it's recommend to remove the
8 educationer license from the minimum
9 qualifications. For clarification, it is also
10 recommended to update the language regarding
11 "possession of a valid motor vehicle operator's
12 license" to read "possession of a valid driver's
13 license."

14 Lastly, a minor -- Minor revisions are
15 proposed in the knowledge, skills and abilities
16 section. It is recommended to add misuse to the
17 knowledge and ability statements discussing drug
18 abuse. Due to the duties associated with Alcohol
19 and Drug Abuse Prevention Coordinator
20 classification, it is proposed that the -- proposed
21 that ability to communicate and build trust within
22 a diverse cultural community be added.

23 There are no other revisions proposed at
24 this time; therefore, it's recommend -- recommended

17

1 that Alcohol and Drug Abuse Prevention Coordinator
2 be retitled to read Alcohol and Drug Addiction
3 Prevention Coordinator as proposed and amend
4 Rule XI accordingly.

5 PRESIDENT PRICE: Thank you, Maggie.

6 Any questions?

7 No questions.

8 Chair will entertain a motion.

9 MS. LYNCH: I move to revise the
10 specification for the classification Alcohol and
11 Drug Abuse Prevention Coordinator, retitle it to
12 read Alcohol and Drug Addiction Prevention
13 Coordinator and amend Rule XI accordingly, Job Code
14 1561.

15 MS. TYLER LEE: Second.

16 PRESIDENT PRICE: It's been properly
17 moved and seconded.

18 All those in favor.

19 MS. TYLER LEE: Aye.

20 MS. LYNCH: Aye.

21 PRESIDENT PRICE: Aye.

22 Motion carries.

23 Item 9: Request of the Civil Service
24 Commission staff to create the specification for

1 the classification Advanced Practice Registered
2 Nurse Supervisor, assign a probationary period of
3 365 days, designate the examination type as
4 noncompetitive and amend Rule XI accordingly.

5 MS. BIERE: Perfect. Thank you. Maggie
6 Biere, again.

7 The request for the Civil Service
8 Commission to create the classification Advanced
9 Practice Registered Nurse Supervisor was initiated
10 by a class-action request from Columbus Public
11 Health.

12 Through discussions with representatives
13 from Columbus Public Health, it was determined that
14 there was a need for a supervisory level
15 classification that can supervise advanced practice
16 registered nurses and other clinical staff within
17 clinical programs without having program management
18 responsibilities.

19 By definition the proposed Advanced
20 Practice Registered Nurse Supervisor under general
21 direction is responsible for supervising clinical
22 staff in the provisions of patient care, including
23 advanced practice nursing care.

24 The examples of work and knowledge,

1 skills and abilities sections are developed -- were
2 developed to include those statements that were
3 identified as important for the proposed
4 classification.

5 A guideline for class use section is
6 proposed to further clarify on the definition on
7 who incumbents in this classification would need to
8 supervise.

9 The minimum qualification section was
10 developed to reflect the qualifications necessary
11 for successful performance of the job. In
12 accordance with the Ohio Revised Code, it is
13 proposed that the process -- possession of a valid
14 advanced practice registered nurse license from the
15 Ohio Board of Nursing is required.

16 In addition it's proposed that two years
17 of experience as a practicing advanced practice
18 registered nurse would provide a baseline level of
19 needed experience as this would allow progression
20 within the classification series.

21 It is recommended that the probationary
22 period be assigned as 365 days, which is consistent
23 with other classifications responsible for
24 supervisory work and leadership of the department.

1 It is further recommended that
2 examination type be designated as noncompetitive.
3 This is consistent with the class plan for
4 classifications performing at this level and scope.

5 It is also recommended that this
6 classification be assigned within the health
7 practitioner group of the health and social
8 services job family within the class plan. The
9 professional EEO/DOJ job category is proposed as
10 well.

11 It is, therefore, recommended that the
12 classification Advanced Practice Registered Nurse
13 Supervisor be created as proposed and amend Rule XI
14 accordingly.

15 PRESIDENT PRICE: Thank you, Maggie.

16 Any questions?

17 No questions.

18 Chair will entertain a motion.

19 MS. LYNCH: I move to create the
20 specification for the classification Advanced
21 Practice Registered Nurse Supervisor, assign a
22 probationary period of 365 days, designate the
23 examination type as noncompetitive and amend
24 Rule XI accordingly.

1 MS. TYLER LEE: Second.

2 PRESIDENT PRICE: Been properly moved and
3 seconded.

4 All those in favor.

5 MS. TYLER LEE: Aye.

6 MS. LYNCH: Aye.

7 PRESIDENT PRICE: Aye.

8 Motion carries.

9 Items 10 and 11 have been deferred.

10 Item 12 -- Item 12 and 13 shall be
11 combined.

12 Morning, Carol.

13 MS. LAGEMANN: Morning.

14 PRESIDENT PRICE: Request of the Civil
15 Service Commission staff to revise the
16 specification for the classification EMS
17 Instructor.

18 Item 13: Request of the Civil Service
19 Commission staff to revise the specification for
20 the classification EMS Instructor II.

21 MS. LAGEMANN: Carol Lagemann, again,
22 Personnel Analyst with the Civil Service
23 Commission.

24 The review of these classifications is

1 part of our effort to review all classifications
2 every five years.

3 The only revisions proposed within both
4 of these specifications are to update the language
5 used for the basic life support certification in
6 the minimum qualifications and to remove references
7 to outdated audiovisual equipment.

8 It's recommended these classifications be
9 approved as proposed.

10 PRESIDENT PRICE: Thank you.

11 Any questions?

12 No questions.

13 Chair will entertain a motion.

14 MS. LYNCH: I move to revise the
15 specification for the classification EMS
16 Instructor I, Job Code 1626.

17 And I move to revise the specification
18 for the classification EMS Instructor II, Job Code
19 1627.

20 MS. TYLER LEE: Second.

21 PRESIDENT PRICE: Been properly moved and
22 seconded.

23 All those in favor say "aye."

24 MS. TYLER LEE: Aye.

1 MS. LYNCH: Aye.

2 PRESIDENT PRICE: Aye.

3 Motions carry.

4 Item 14: Request of the Civil Service
5 Commission staff to revise the specification for
6 the classification Water Service Technician II.

7 MS. LAGEMANN: Carol Lagemann, personnel
8 Analyst with Civil Service.

9 The proposed revision to this
10 classification was initiated by class action from
11 the Department of Public Utilities.

12 Revisions are proposed to the minimum
13 qualifications so that a broader applicant pool
14 will result. The department believes the drafted
15 experience descriptions will provide applicable
16 skills to successfully learn the specifics of the
17 job within the probationary period.

18 There are no other changes proposed.
19 It's recommended this classification be approved as
20 proposed.

21 PRESIDENT PRICE: Any questions?

22 No questions.

23 Chair will entertain a motion.

24 MS. LYNCH: I move to revise the

1 specification for the classification Water Service
2 Technician II, Job Code 3276.

3 MS. TYLER LEE: Second.

4 PRESIDENT PRICE: Been properly moved and
5 seconded.

6 All those in favor say "aye."

7 MS. TYLER LEE: Aye.

8 MS. LYNCH: Aye.

9 PRESIDENT PRICE: Aye.

10 Motion carries.

11 Item 15: Request of the Civil Service
12 Commission staff to abolish the specification for
13 the classification Assistant Director (Parking
14 Solutions) (Unclassified.)

15 MS. DYKE: Yes. Beth Dyke, Personnel
16 Analyst with Civil Service staff.

17 PRESIDENT PRICE: Morning, Beth. You
18 slipped in there while my head was down.

19 MS. DYKE: I did.

20 The review of this classification is part
21 of the Civil Service Commission's effort to review
22 all classifications every five years.

23 Since the last classification review, and
24 as with many similar divisions across the city,

25

1 Civil Service and the Department of Public Service
2 have agreed that it was good practice to have the
3 administrative head within the division be assigned
4 to that division rather than to the director's
5 office.

6 With the recent creation of the Parking
7 Services Division Administrator classification, it
8 was also agreed that there's no longer a need to
9 maintain the Assistant Director (Parking Solutions)
10 (Unclassified) classification.

11 Therefore, it is recommended that the
12 classification be abolished as proposed.

13 PRESIDENT PRICE: Questions?

14 Chair will entertain a motion.

15 MS. LYNCH: I move to abolish the
16 specification for the classification Assistant
17 Director (Parking Solutions), Job Code 0093.

18 MS. TYLER LEE: Second.

19 PRESIDENT PRICE: Been properly moved and
20 seconded.

21 All those in favor say "aye."

22 MS. TYLER LEE: Aye.

23 MS. LYNCH: Aye.

24 PRESIDENT PRICE: Aye.

1 Motion carries.

2 Item 16: Request of the Civil Service
3 Commission staff to revise the specification for
4 the classification Technology Director/CIO
5 (Unclassified), retitle it to read Chief Technology
6 Officer (CTO) (Unclassified.)

7 MS. DYKE: Yes. The review of this
8 classification is part of the Civil Service
9 Commission's effort to review all classifications
10 every five years.

11 Revisions are proposed to the
12 classification after feedback was received from the
13 incumbent and a department representative. It was
14 agreed that the title of the classification be
15 revised to read Chief Technology Officer (CTO)
16 (Unclassified) as the proposed title is consistent
17 with the title referenced within Columbus City
18 code.

19 A similar revision is proposed within the
20 definition as well as revisions for readability and
21 clarity. Within the examples of work section, it
22 is proposed to revise several existing statements
23 in order to update references to the duties
24 currently performed.

27

1 Additionally, it is proposed to add two
2 new examples of work statements in order to reflect
3 duties being performed that are not referenced
4 within the specification.

5 There are no other changes proposed at
6 this time, and it's recommended that the
7 specification for the classification Technology
8 Director (CIO) (Unclassified) be revised as proposed
9 and retitled to read Chief Technology Officer
10 (CTO) (Unclassified.)

11 PRESIDENT PRICE: Thank you.

12 Questions?

13 The Chair will entertain a motion.

14 MS. LYNCH: I move to revise the
15 specification for the classification Technology
16 Director (CIO) (Unclassified) and retitle it to read
17 Chief Technology Officer (CTO) (Unclassified), Job
18 Code 0100.

19 MS. TYLER LEE: Second.

20 PRESIDENT PRICE: Been properly moved and
21 seconded.

22 All those in favor say "aye."

23 MS. TYLER LEE: Aye.

24 MS. LYNCH: Aye.

1 PRESIDENT PRICE: Aye.

2 Motion carries.

3 Item 17: Request of the Civil Service
4 Commission staff to create the specification for
5 the classification Neighborhoods Administrator,
6 assign a probationary period of 365 days, designate
7 the examination type as noncompetitive and amend
8 Rule XI accordingly.

9 MS. DYKE: Yes. The request for the
10 Civil Service Commission to create the
11 Neighborhoods Administrator classification was
12 initiated through a classification action request
13 received in a correspondence from the Department of
14 Neighborhoods director.

15 Through communications it was agreed that
16 the department lacks a higher level classification
17 for supervision of the development/neighborhoods
18 program coordinators.

19 Currently the department's organizational
20 structures positions so the department Assistant
21 Director (Unclassified) would be responsible for
22 such supervision.

23 However, the Department Assistant
24 Director and the Development Neighborhoods Program

1 Coordinators have equivalent pay-grade assignments,
2 which makes the supervision in this capacity not
3 possible.

4 As such it is proposed to create an
5 administrator classification that is broad enough
6 so that the classification may be utilized for the
7 administration of various sections and for future
8 use within the Department of Neighborhoods.

9 By definition the proposed neighborhoods
10 administrator, under administrative direction,
11 would be responsible for directing the activities
12 of a major section involving programs unique to the
13 Department of Neighborhoods.

14 The examples of work section was
15 developed to include those responsibilities
16 identified as important for the classification
17 while remaining consistent with other administrator
18 classifications within the City's class plan.

19 The minimum qualification section was
20 developed to reflect the qualifications necessary
21 for successful performance of the job to include
22 possession of a bachelor's degree and four years of
23 managerial experience or five years of professional
24 experience in city or regional planning, community

1 or economic development, equal opportunity, social
2 or human services, public administration or a
3 closely related field.

4 Additionally, a master's degree may be
5 substituted for one year of the required managerial
6 or professional experience. A guideline for class
7 use section is proposed in order to clarify that
8 this classification is limited for use only within
9 the Department of Neighborhoods, and incumbents in
10 this classification would be required to supervise
11 at least one Development Neighborhoods Program
12 Coordinator or similar position with comparable
13 level of pay.

14 The knowledge, skills and abilities
15 section was developed to include the knowledge,
16 skills and abilities expected of a candidate's
17 successful performance in the job.

18 It is recommended that the probationary
19 period be assigned 365 days, which is consistent
20 with other classifications responsible for
21 supervisory work and the administrator -- and the
22 administration of a major section.

23 It is further recommended that the
24 examination type be designated as noncompetitive.

1 This is consistent with the class plan for
2 classifications performing at this level and scope.

3 It is also recommended that the
4 classification be assigned within the executive job
5 family and the official administrator EEO/DOJ job
6 category.

7 It is, therefore, recommended the
8 classification Neighborhoods Administrator be
9 created as proposed and Rule XI amended
10 accordingly.

11 PRESIDENT PRICE: Thank you, Beth.

12 Questions?

13 No questions.

14 The Chair will entertain a motion.

15 MS. LYNCH: I move to create the
16 specification for the classification Neighborhoods
17 Administrator, assign a probationary period of 365
18 days, designate the examination type as
19 noncompetitive and amend Rule XI accordingly.

20 MS. TYLER LEE: Second.

21 PRESIDENT PRICE: Been properly moved and
22 seconded.

23 All those in favor say "aye."

24 MS. TYLER LEE: Aye.

1 MS. LYNCH: Aye.

2 PRESIDENT PRICE: Aye.

3 Motion carries.

4 Item 18: Request of the Civil Service
5 Commission staff to revise the specification for
6 the classification Database Administrator.

7 MS. DYKE: Yes. The review of this
8 classification is part of Civil Service
9 Commission's effort to review all classifications
10 every five years.

11 Minor revisions are proposed within the
12 examples of work section by updating duties within
13 an existing statement and by adding a new statement
14 referencing duties related to the utilization of
15 structured query language or SQL.

16 In consideration of revisions made to
17 similar classifications within the class plan, it
18 is proposed to broaden the education requirements
19 within the minimum qualification section by
20 removing the specific coursework requirement
21 related to the bachelor's degree requirement.

22 Additionally, the Microsoft certified
23 solution expert, business intelligence
24 certification was retired in January, 2021. As

1 such it is proposed to delete such reference and
2 update the substitution portion of the section with
3 the most comparable replacement certification
4 Microsoft Certified as your Database Administrator.

5 It is proposed to update the knowledge,
6 skills and abilities section by providing more
7 viable examples of the various database management
8 platforms used to perform the job duties and by
9 removing a dated reference.

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

13 PRESIDENT PRICE: Thank you.

14 Any questions?

15 The Chair will entertain a motion.

16 MS. LYNCH: I move to revise the
17 specification for the classification Database
18 Administrator, Job Code 0572.

19 MS. TYLER LEE: Second.

20 PRESIDENT PRICE: Been properly moved and
21 seconded.

22 All those in favor say "aye."

23 MS. TYLER LEE: Aye.

24 MS. LYNCH: Aye.

1 PRESIDENT PRICE: Aye.

2 Motion carries.

3 Item 19: Request of the Civil Service
4 Commission staff to revise the specification for
5 the classification Disease Intervention Specialist
6 II.

7 MS. DYKE: The review of this
8 classification is, again, a part of the Civil
9 Service Commission's effort to review all
10 classifications every five years.

11 It is proposed to update the statement
12 within the examples of work section to acknowledge
13 that an incumbent working in this classification
14 may be assigned to serve as a member of an Incident
15 Command System team, or an ICS team, or a similar
16 public health response team.

17 Within the minimum qualification section,
18 it is proposed to revise the statement "possession
19 of a valid motor vehicle operator's license" to the
20 now preferred language "possession of a valid
21 driver's license."

22 And there are no other changes proposed
23 at this time, and it is recommended the
24 specification be approved as proposed.

1 PRESIDENT PRICE: Any questions?

2 The Chair will entertain a motion.

3 MS. LYNCH: I move to revise the
4 specification for the classification Disease
5 Intervention Specialist II, Job Code 1825.

6 MS. TYLER LEE: Second.

7 PRESIDENT PRICE: Been properly moved and
8 seconded.

9 All those in favor say "aye."

10 MS. TYLER LEE: Aye.

11 MS. LYNCH: Aye.

12 PRESIDENT PRICE: Aye.

13 Motion carries.

14 This is where -- Beth, you've been up
15 here so long. You need a break?

16 MS. DYKE: I'm good. Thanks.

17 PRESIDENT PRICE: Okay.

18 Item No. 20: Request of the Civil
19 Service Commission staff to revise the
20 specification for the classification Land
21 Management Office Administrator.

22 MS. DYKE: Yes. Again, this review is a
23 classification -- or this classification review is
24 part of the Civil Service Commission's effort to

1 review all classifications every five years.

2 One minor revision is proposed to the
3 existing statement within the examples of work
4 section in order to more clearly incorporate the
5 reference to supervision duties the incumbent
6 performs.

7 There are no other changes proposed at
8 this time, and it is recommended that the
9 specification be approved as proposed.

10 PRESIDENT PRICE: Questions?

11 The Chair will entertain a motion.

12 MS. LYNCH: I move to revise the
13 specification for the classification Land
14 Management Office Administrator, Job Code 2003.

15 MS. TYLER LEE: Second.

16 PRESIDENT PRICE: Been properly moved and
17 seconded.

18 All those in favor say "aye."

19 MS. TYLER LEE: Aye.

20 MS. LYNCH: Aye.

21 PRESIDENT PRICE: Aye.

22 Motion carries.

23 Item 21: Request of the Civil Service
24 Commission staff to revise the specification for

1 the classification Land Redevelopment Division
2 Administrator.

3 MS. DYKE: The review of this
4 classification is part of the Civil Service
5 Commission's effort to review all classifications
6 every five years.

7 One minor revision is proposed within the
8 examples of work section to generalize an existing
9 statement by removing reference to the specific
10 program or initiative names as programs and
11 initiatives can evolve and -- and develop over
12 time.

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

16 PRESIDENT PRICE: Questions?

17 The Chair will entertain a motion.

18 MS. LYNCH: I move to revise the
19 specification for the classification Land
20 Redevelopment Division Administrator, Job Code
21 2005.

22 MS. TYLER LEE: Second.

23 PRESIDENT PRICE: Been properly moved and
24 seconded.

1 All those in favor say "aye."

2 MS. TYLER LEE: Aye.

3 MS. LYNCH: Aye.

4 PRESIDENT PRICE: Aye.

5 Motion carries.

6 Items 22 through 25 will be combined.

7 Item 22: Request of the Civil Service
8 Commission staff to create the specification for
9 the classification Lifeguard (Year-round), assign a
10 probationary period of 365 days, designate the
11 examination type as noncompetitive and amend
12 Rule XI accordingly.

13 Item 23: Request the Civil Service
14 Commission staff to create the specification for
15 the classification Aquatics Supervisor
16 (Year-round), assign a probationary period of 365
17 days, designate the examination type as
18 noncompetitive and amend Rule XI accordingly.

19 Item 24: Request of the Civil Service
20 Commission staff to revise the specification for
21 the classification Lifeguard (Seasonal).

22 Item 25: Request of the Civil Service
23 Commission staff to revise the specification for
24 the classification Aquatics Supervisor (Seasonal).

1 MS. DYKE: Yes. The Civil Service
2 Commission staff received a request from the
3 Recreation and Parks Department expressing a need
4 within the aquatics programs for staff to serve on
5 a year-round basis.

6 Through conversations with department
7 representatives, it was agreed that some aquatics
8 programs and facilities do warrant the need for
9 staff to be assigned on a year-round basis.

10 The Lifeguard (Seasonal) and aquatic
11 supervise -- excuse me, Aquatics Supervisor
12 (Seasonal) classifications currently available for
13 use are both restricted to seasonal-use only.

14 To assist the department with such hiring
15 needs, it is proposed to create a year-round
16 classification for each to be titled Lifeguard
17 (Year-round) and Aquatic Supervisor (Year-round).

18 Both definitions for the proposed
19 classifications are written to clarify that the
20 work performed will be on a year-round basis.
21 Because the duties performed are the same as the
22 seasonal counterpart, the examples of work, minimum
23 qualifications and knowledge, skills and abilities
24 sections were all written to match the

1 specification for each respective classification.

2 It is recommended that the probationary
3 period be assigned 365 days, which is consistent
4 with the aquatics classifications.

5 It is further recommended that the
6 examination type be designated as noncompetitive,
7 and this is consistent with the class plan for
8 classifications requiring a special license or
9 certificate.

10 It is also recommended that the
11 classifications be assigned within the health and
12 social services, recreation job family within the
13 class plan and the service maintenance EEO/DOJ job
14 category.

15 And that is, just to clarify, for both
16 the Lifeguard (Year-round) and the Aquatic
17 Supervisor (Year-round).

18 With regard to the Lifeguard (Seasonal)
19 and the Aquatics Supervisor (Seasonal)
20 classifications, it is proposed to add on a
21 seasonal basis to each definition in support of and
22 to better clarify that each classification is for
23 seasonal-use only.

24 Additionally, it is proposed to delete

1 the guidelines for class use section from the
2 Aquatics Supervisor (Seasonal) specification as it
3 was agreed that such restrictions are no longer
4 needed and should be removed.

5 It is, therefore, recommended that the
6 specifications for the classifications Lifeguard
7 (Seasonal) and Aquatics Supervisor (Seasonal) be
8 revised as proposed.

9 And the classifications Lifeguard
10 (Year-round) and Aquatics Supervisor (Year-round)
11 be created as proposed and Rule XI be amended
12 accordingly.

13 PRESIDENT PRICE: Thank you, Beth.

14 Questions?

15 I have one and you may not be able to
16 answer this, but -- and that's all right.

17 I know that there was a shortage of
18 lifeguards. Does -- does this impact that in terms
19 of trying to hire more?

20 MS. DYKE: It will -- it will impact it
21 in a way that there's a -- another path for
22 retention, possibly --

23 PRESIDENT PRICE: Okay.

24 MS. DYKE: -- to become on a year-round

1 basis.

2 I think they're trying to just help the
3 facilities be fully staffed and especially
4 year-round for those ones that are indoor
5 facilities that they use in the -- the off-season
6 months.

7 PRESIDENT PRICE: Okay.

8 MS. DYKE: So --

9 PRESIDENT PRICE: Thank you.

10 Any other questions?

11 The Chair will entertain a motion.

12 MS. LYNCH: I move to create the
13 specification for the classification Lifeguard
14 (Year-round), assign a probationary period of 365
15 days and designate the examination type as
16 noncompetitive and amend Rule XI accordingly.

17 Also move to create -- also move to
18 create the specification for the classification
19 Aquatics Supervisor (Year-round), assign a
20 probationary period of 365 days, designate the
21 examination type as noncompetitive and amend
22 Rule XI accordingly.

23 I move to revise the specification for
24 the classification Lifeguard (Seasonal), Job Code

1 3183.

2 And move to revise the specification for
3 the classification Aquatics Supervisor (Seasonal),
4 Job Code 3184.

5 MS. TYLER LEE: Second.

6 PRESIDENT PRICE: It's been properly
7 moved and seconded.

8 All those in favor say "aye."

9 MS. TYLER LEE: Aye.

10 MS. LYNCH: Aye.

11 PRESIDENT PRICE: Aye.

12 Motions approved.

13 MS. DYKE: Thank you.

14 PRESIDENT PRICE: Item -- Thank you,
15 Beth.

16 Item 26: Residency hearing reviews, none
17 submitted.

18 Item 27: Background Removals.

19 Applicants removed preexam:

20 Richard Irwin, police officer, reinstate.

21 B: Kerkulah Kidell, police officer,
22 reinstate.

23 Applicants removed postexam:

24 Thomas Abraham, police officer, do not

- 1 reinstate.
- 2 Samantha Buttrick, police officer, do not
- 3 reinstate.
- 4 Selina Finely, police officer, do not
- 5 reinstate.
- 6 Jennifer Grago, police officer, do not
- 7 reinstate.
- 8 Malik Hargrow, police officer, do not
- 9 reinstate.
- 10 Jacob Harris, police officer, do not
- 11 reinstate.
- 12 Michael Hyde, police officer, do not
- 13 reinstate.
- 14 Morris Johnson, police officer, do not
- 15 reinstate.
- 16 Drew Schultheis, firefighter, do not
- 17 reinstate.
- 18 Angelo Skiver, police officer, do not
- 19 reinstate.
- 20 Cory Stewart, police officer, do not
- 21 reinstate.
- 22 Sarah Surina, police officer, do not
- 23 reinstate.
- 24 Jordan Thompson, police officer, do not

1 reinstate.

2 Dimitri Tuzin, police officer, do not

3 reinstate.

4 Nicolas Willeke, firefighter, do not

5 reinstate.

6 Okay. All right.

7 Item 28: Other

8 Administrative/Jurisdictional Reviews:

9 A: 22-CA-0011, review and approval of
10 the appeal filed against -- I'm sorry, filed
11 August 8, 2022, regarding a notice of appeal for
12 David W. Hughes. Nature of appeal: Rejected MAII
13 application. Appeal No: 22-CA-0011.

14 B: 22-CA-0013, review and approval of
15 the appeal filed September 16, 2022, regarding a
16 notice of appeal for Logan Jackson. Nature of
17 appeal: Denied reinstatement to Police Officer.
18 Appeal No: 22-CA-0013.

19 C: 22-CA-0014, review and approval of
20 the appeal filed September 19, 2022, regarding a
21 notice of appeal for Joseph Evers. Nature of
22 appeal: Denied reinstatement to firefighter.
23 Appeal No: 22-CA-0014.

24 In the matters of David Hughes, Logan

1 Jackson, Joseph Evers, the commission approves the
2 dismissal of the appeal; and the letters are
3 approved as written to be distributed by the
4 Executive Director.

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

7 MS. BRINNON: Wait.

8 PRESIDENT PRICE: Did I miss something?

9 MS. BRINNON: I have a point of
10 clarification.

11 PRESIDENT PRICE: Yes.

12 MS. BRINNON: On the
13 administrative/jurisdictional reviews, the David
14 Hughes' application remains rejected; on Logan
15 Jackson and Joseph Evers re -- reinstatement
16 remains rejected.

17 PRESIDENT PRICE: It says do not --

18 MS. BRINNON: All appeals are denied.

19 PRESIDENT PRICE: All appeals are denied.

20 MS. BRINNON: Yes.

21 PRESIDENT PRICE: Okay. Do -- do I need
22 to clarify that, or you're fine?

23 MS. BRINNON: I think we're on the
24 record.

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 10th day of October, 2022.

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

My Commission Expires: March 25, 2026.

Larry Price, President

10/31/2022
Date