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1 BEFORE THE CITY OF COLUMBUS
2 MUNICIPAL CIVIL SERVICE COMMISSION

3 - - -

4

5 In the matter of:
6 - - -

7 Regular Meeting

8 - - -

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10 Larry Price,
11 President, Presiding

12 - - -

13 TRANSCRIPT OF PROCEEDINGS

14 - - -

15 Monday, November 20, 2023
16 12:30 p.m.
17 City of Columbus
18 Civil Service Commission
19 77 North Front Street
20 Columbus, Ohio 43215

21 - - -

22

23 MARILYN K. MARTIN, RPR
24 REGISTERED PROFESSIONAL REPORTER

25 - - -

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1 COMMISSION MEMBERS PRESENT:
2 Larry Price, President
3 Dawn Tyler Lee
4 Mark Hatch

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

11 ALSO PRESENT:
12 Wendy Brinnon
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1 P R O C E E D I N G S

2 BE IT REMEMBERED THAT, on the 20th day of
3 November, 2023, the Municipal Civil Service
4 Commission came for a regular meeting, Larry Price,
5 President; and the parties appearing in person and/or
6 by counsel, as hereinafter set forth, the following
7 proceedings were had:

8 - - -

9 PRESIDENT PRICE: Good afternoon. I'll
10 call to order the City of Columbus, Ohio, Municipal
11 Civil Service Commission Regular Meeting, November
12 20, 2023. We are following the printed agenda. Item
13 1: Review and approval of the minutes from the
14 October 30, 2023, regular meeting. Chair will
15 entertain a motion.

16 MS. LEE: I move approval of the minutes
17 from the October 30, 2023, regular meeting.

18 MR. HATCH: Second.

19 PRESIDENT PRICE: It's been properly moved
20 and seconded. All those in favor say, "aye."

21 THE COMMISSION MEMBERS: Aye.

22 PRESIDENT PRICE: All those opposed?

23 Motion pass.

24 Item 2: Prehearing conference reviews.

1 None submitted.

2 Item 3: Trial board recommendations.

3 None submitted.

4 Item 4: Review and approval of the 2024

5 Civil Service Commission regular meeting schedule.

6 The chair will entertain a motion.

7 MS. LEE: I move approval of the 2024

8 Civil Service Commission regular meeting schedule.

9 MR. HATCH: Second.

10 PRESIDENT PRICE: It's been properly moved

11 and seconded. All those in favor say, "aye."

12 THE COMMISSION MEMBERS: Aye.

13 PRESIDENT PRICE: All those opposed?

14 Motion passes.

15 Items 5 through 8 will be combined.

16 Good afternoon. Item 5: Request of the
17 Civil Service Commission staff on behalf of Columbus
18 City Schools to approve the specification review for
19 the classification Business Systems Analyst with no
20 revisions.

21 MS. TAYLOR: You want to do the --

22 PRESIDENT PRICE: I'm sorry. Item 6:

23 Request of the Civil Service Commission staff on
24 behalf of Columbus City Schools to approve the

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1 specification review for the classification IT
2 Service Desk Representative with no revisions; item
3 7: Request of the Civil Service Commission staff on
4 behalf of the Columbus City Schools to approval the
5 specification review for the classification Desktop
6 Support Technician with no revisions; item 8:
7 Request of the Civil Service Commission staff on
8 behalf of Columbus City Schools to approve the
9 specification review for the classification Technical
10 Support Analyst with no revisions. Thank you,
11 Charday.

12 MS. TAYLOR: Good afternoon. Charday
13 Litzy-Taylor, personnel analyst with the Civil
14 Service Commission staff. The review of these
15 classifications is part of the Civil Service
16 Commission's efforts to review all Columbus City
17 Schools classifications on a regular schedule.

18 Based on feedback received, it was decided
19 that the current specifications adequately describe
20 the work as intended; therefore, it is recommended
21 that the before mentioned classification
22 specifications be approved with no revisions.

23 PRESIDENT PRICE: Questions from
24 commission? Hearing none, the chair will entertain a

1 motion.

2 MS. LEE: I move approval of agenda item
3 No. 5: Request of the Civil Service Commission staff
4 on behalf of Columbus City Schools to approve the
5 specification review for the classification Business
6 Systems Analyst; agenda item 6: IT Service Desk
7 Representative; agenda item 7: Desktop Support
8 Technician; agenda item No. 8: Technical Support
9 Analyst with no revisions.

10 MR. HATCH: Second the motions.

11 PRESIDENT PRICE: It's been properly moved
12 and seconded. All those in favor say, "aye."

13 THE COMMISSION MEMBERS: Aye.

14 PRESIDENT PRICE: Opposed?

15 Motion passes.

16 Item 9: Request of the Civil Service
17 Commission staff on behalf of Columbus City Schools
18 to revise the specification for the classification
19 Agile Project Manager.

20 MS. TAYLOR: This one should be Network
21 Analyst for Columbus City Schools, No. 9.

22 PRESIDENT PRICE: That's No. 9?

23 MS. TAYLOR: Yep. Because No. 9 through
24 13 should be together.

7

1 PRESIDENT PRICE: Okay.

2 MS. BRINNON: I have no idea.

3 (Discussion held off the record.)

4 PRESIDENT PRICE: So we're doing 9
5 standalone?

6 MS. TAYLOR: Yeah.

7 PRESIDENT PRICE: Item 9 again: Request
8 of the Civil Service Commission staff on behalf of
9 Columbus City Schools to revise the specification for
10 the classification Agile Project Manager.

11 MS. TAYLOR: This review is also part of
12 Civil Service Commission's efforts to review all
13 Columbus City Schools classifications on a regular
14 schedule. This classification is currently vacant.
15 After reviewing the current specification and
16 requesting feedback from District HR Administrative
17 Team, some minor grammatical revisions are proposed
18 within the Examples of Work section. No other
19 revisions are proposed at this time.

20 PRESIDENT PRICE: Questions from
21 commission?

22 MR. HATCH: One question. What is an
23 Agile Project Manager?

24 MS. TAYLOR: That's a good question. So

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1 they're responsible for designing, researching and
2 managing information technology projects.

3 MR. HATCH: Thank you.

4 PRESIDENT PRICE: All right. The chair
5 will entertain a motion.

6 MS. LEE: I move approval of agenda item
7 9: Request of the Civil Service Commission staff on
8 behalf of Columbus City Schools to revise the
9 specification for the classification Agile Project
10 Manager.

11 MR. HATCH: Second.

12 PRESIDENT PRICE: It's been properly moved
13 and seconded. All those in favor say, "aye."

14 THE COMMISSION MEMBERS: Aye.

15 PRESIDENT PRICE: All those opposed?

16 Motion passes. 10 through 14?

17 MS. TAYLOR: Yes.

18 PRESIDENT PRICE: Correct us if something
19 is out of line.

20 Item 10: Request of the Civil Service
21 Commission staff on behalf of Columbus City Schools
22 to revise the specification for the classification
23 Network Analyst; item 11: Request of the Civil
24 Service Commission staff on behalf of Columbus City

9

1 Schools to revise the specification for the
2 classification Network Administrator; item 12:
3 Request of the Civil Service Commission staff on
4 behalf of Columbus City Schools to revise the
5 specification for the classification Network Manager;
6 item 13: Request of the Civil Service Commission
7 staff on behalf of the Columbus City Schools to
8 revise the specification for the classification Data
9 Communications Technician II and retitle it to read:
10 Network Communications Technician II; item 14:
11 Request of the Civil Service Commission staff on
12 behalf of Columbus City Schools to revise the
13 specification for the classification Data
14 Communications Technician I and retitle it to read:
15 Network Communications Technician I.

16 MS. TAYLOR: All right. So the review of
17 these classifications also is part of Civil Service
18 Commission's efforts to review all Columbus City
19 Schools classification on a regular schedule. It is
20 recommended that revisions be made within the Minimum
21 Qualifications sections of the before mentioned
22 specifications to provide more consistency as you
23 progress through the series and allow for alternative
24 pathways for applicants to qualify.

10

1 It is recommended that specific coursework
2 requirements be removed, as this limits the
3 qualifying applicant pool. Due to work-related
4 travel expectations, it's recommended that possession
5 of a valid driver's license be added to the Minimum
6 Qualifications for Network Manager. It is also
7 recommended that the minimum qualifications -- Sorry.
8 It is also recommended that the requirement to obtain
9 the Cisco Certified Network Associate, CCNA 210-060,
10 certification by the end of the probationary period
11 be removed from the Network Analyst classification.
12 This certification tends to change quite frequently
13 due to rapid technological advances. By removing it,
14 it gives the district the ability to determine the
15 preferred requirements when filling vacancies.

16 Lastly, it's recommended that Data
17 Communications Technician I and Data Communications
18 Technician II be retitled to read Network
19 Communications Technician I and Network
20 Communications Technician II. The proposed titles
21 are more reflective of the work performed and
22 consistent with the other classifications within the
23 series. No other revisions are proposed within the
24 series at this time.

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1 PRESIDENT PRICE: Questions from
2 commission? Hearing none, the chair will entertain a
3 motion.

4 MS. LEE: I move approval of agenda item
5 No. 10: Request of the Civil Service Commission
6 staff on behalf of Columbus City Schools to revise
7 the specification for the classification Network
8 Analyst; agenda item No. 11: Network Administrator;
9 agenda item No. 12: Network Manager; agenda item
10 No. 13: Data Communications Technician II and
11 retitle it to read: Network Communications
12 Technician II; agenda item 14: Data Communications
13 Technician I and retitle it to read: Network
14 Communications Technician I.

15 MR. HATCH: Second.

16 PRESIDENT PRICE: It's been properly moved
17 and seconded. All those in favor say, "aye."

18 THE COMMISSION MEMBERS: Aye.

19 All those opposed?

20 Motions passes. Thank you. Good
21 afternoon.

22 MS. BIERE: Good afternoon.

23 PRESIDENT PRICE: Items 15 and 16 shall be
24 combined. Item 15: Request of the Civil Service

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1 Commission staff to approve the specification review
2 for the classification Senior Systems Administrator
3 with no revisions; item 16: Request of the Civil
4 Service Commission staff to approve the specification
5 review for the classification Systems Administrator
6 with no revisions.

7 MS. TAYLOR: Thank you. Maggie Biere,
8 personnel analyst with the Civil Service Commission.
9 The review of these classifications is part of the
10 Civil Service Commission's efforts to review all
11 classifications every five years. Currently the
12 Department of Technology is working with commission
13 staff on a large organizational project that is
14 anticipated for 2024 which will likely impact these
15 classifications. The full scope of possible
16 revisions are not clear at this time; therefore, it
17 is recommended to approve the review of the
18 specifications for the classification System
19 Administrator and Senior Systems Administrator with
20 no revisions.

21 PRESIDENT PRICE: Questions from
22 commission? Hearing none, the chair will entertain a
23 motion.

24 MS. LEE: I move approval of agenda item

13

1 15: Request of the Civil Service Commission staff to
2 approve the specification review for the
3 classification Senior Systems Administrator; and
4 agenda item 16: Systems administrator with no
5 revisions.

6 MR. HATCH: Second.

7 PRESIDENT PRICE: It's been properly moved
8 and seconded. All those in favor say, "aye."

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PRICE: All those opposed?

11 Motions passes.

12 Items 17, 18 and 19 shall be combined.

13 Item 17: Request of the Civil Service Commission
14 staff to revise the specification for the
15 classification Horticultural Specialist I; item 18:
16 Request of the Civil Service Commission staff to
17 revise the specification for the classification
18 Horticultural Specialist II; item 19: Request of the
19 Civil Service Commission staff to revise the
20 specification for the classification
21 Horticulturalist.

22 MS. BIERE: Thank you.

23 PRESIDENT PRICE: And pronounce it just
24 like I pronounced it.

14

1 MS. BIERE: Maggie Biere again. The
2 review of these classifications is part of the Civil
3 Service Commission's efforts to review all
4 classifications every five years. Within the Minimum
5 Qualifications section of the Horticulturalist
6 classification, it is recommended to revise the type
7 of qualifying experience from large scale planting
8 and cultivation of flower shops and ornamental bushes
9 to large scale planting and cultivation of ornamental
10 plants, for example, flowers, shrubs or bushes. In
11 addition, it is recommended to remove the field of
12 study from the master's degree within the
13 substitution statement in order to broaden the
14 applicant pool. It is also proposed to add an
15 experienced substitution for the required education
16 on a year for year basis. Further, it is also
17 recommended that incumbents obtain the commercial
18 applicator license upon completion of the
19 probationary period to ensure that external
20 applicants have enough time to obtain the licensure.
21 Lastly, within all three classifications,
22 it is recommended to update the language regarding
23 possession of a valid motor vehicle operator's
24 license to read: Possession of a valid driver's

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1 license. There are no other changes proposed at this
2 time.

3 PRESIDENT PRICE: Questions from
4 commissioners? Hearing none, the chair will
5 entertain a motion.

6 MS. LEE: I move approval of agenda item
7 17: Request of the Civil Service Commission staff to
8 revise the specification for the classification
9 Horticulturalist Specialist I; agenda item No. 18:
10 Horticulturalist Specialist II; and agenda item
11 No. 19: Horticulturalist.

12 MR. HATCH: Second.

13 PRESIDENT PRICE: It's been properly moved
14 and seconded. All those in favor say, "aye."

15 THE COMMISSION MEMBERS: Aye.

16 PRESIDENT PRICE: All those opposed?

17 Motions pass. Thank you.

18 MS. LEE: Mr. Chair, I looked at my plants
19 this morning. And I could use a horticulturist.

20 (Discussion held off the record.)

21 PRESIDENT PRICE: Items 20 and 21 will be
22 combined. Request of the Civil Service Commission
23 staff to revise the specification for the
24 classification Construction Inspector I; item 21:

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1 Request of the Civil Service Commission staff to
2 revise the specification for the classification
3 Construction Inspector II.

4 MS. DYKE: Beth Dyke, personnel analyst
5 with Civil Service staff. The review of Construction
6 Inspector I and II classifications is part of the
7 Civil Service Commission staff's effort to review all
8 classifications every five years. There is one minor
9 revision proposed to the same statement within the
10 Minimum Qualifications section for each
11 specification.

12 In order to update the specifications with
13 the currently preferred language regarding possession
14 of a valid motor vehicle operator's license, it is
15 proposed to revise the statement so that it now
16 reads: Possession of a valid driver's license.
17 Therefore, it is recommended that each specification
18 be revised as proposed. And there are no other
19 revisions proposed at this time.

20 PRESIDENT PRICE: Questions from
21 commissioners? Hearing none, the chair will
22 entertain a motion.

23 MS. LEE: I move approval of agenda item
24 No. 20: Request of the Civil Service Commission

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1 staff to revise the specification for the
2 classification Construction Inspector I; and agenda
3 item 21: Construction Inspector II.

4 MR. HATCH: Second.

5 PRESIDENT PRICE: It's been properly moved
6 and seconded. All those in favor say, "aye."

7 THE COMMISSION MEMBERS: Aye.

8 PRESIDENT PRICE: All those opposed?

9 Motions passes. Items 22, 23, 24, 25, 26
10 and 27 shall be combined.

11 MS. DYKE: No. 22 through 24, please.

12 PRESIDENT PRICE: Items 22 and 23 and 24
13 shall be combined. Item 22: Request of the Civil
14 Service Commission staff to revise the specification
15 for the classification Equipment Operator I; item 23:
16 Request of the Civil Service Commission staff to
17 abolish the specification for the classification
18 Crane Operator and amend Rule XI accordingly; item
19 24: Request of the Civil Service Commission staff to
20 impose a hiring moratorium on the specification for
21 the classification Excavator.

22 MS. DYKE: Beth Dyke, personnel analyst
23 with Civil Service staff. Civil Service Commission
24 staff request to revise the specification for the

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1 classification Equipment Operator I, impose a hiring
2 moratorium on the Excavator classification and
3 abolish the Crane Operator classification. The
4 recommended request followed discussions which
5 occurred with a representative from the Department of
6 Public Utilities. The department agrees that the
7 minimum qualifications and duties associated with
8 both the Crane Operator and the Excavator
9 classifications are similar to those of the Equipment
10 Operator I classification and fit within the scope of
11 the Equipment Operator I class.

12 Additionally, and most importantly, due to
13 the recent increase in pay range for the Equipment
14 Operator I classification, now at AFSCME range 23 to
15 26, there is no longer a need to maintain the Crane
16 Operator classification as a separate classification,
17 as the Crane Operator classification is at an AFSCME
18 pay range 24 and is within the pay range of the
19 Equipment Operator I classification. Similarly, the
20 Excavator classification at AFSCME pay range 21 to 24
21 overlaps with the pay range of the Equipment Operator
22 I classification. As such, it is proposed to revise
23 the Equipment Operator I specification by adding
24 three new statements within the Examples of Work

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1 section to incorporate those duties associated with
2 crane operation and excavation. It is also proposed
3 to revise an existing statement to include
4 transporting of equipment. Within the Knowledge,
5 Skills, and Abilities section, it is proposed to add
6 two new statements highlighting the knowledge and
7 abilities as related to the safety principles
8 associated with the work of the class. It is
9 therefore recommended that the Equipment Operator I
10 classification be revised as proposed, a hiring
11 moratorium be imposed on the Excavator classification
12 and the Crane Operator classification be abolished
13 and Rule XI amended accordingly. There are no other
14 recommendations at this time.

15 PRESIDENT PRICE: Questions from
16 commissioners?

17 MS. LEE: I do. Just for my own
18 education, am I correct to assume that we abolish a
19 position when we feel like we won't need it anymore,
20 and then we put a moratorium on a position when we
21 may need it again?

22 MS. DYKE: Somewhat, yes. The abolishment
23 of a classification is basically either fallen out of
24 use or, like you say, we don't feel that there's a

20

1 need. In this case, it fits within another
2 classification, pay range and duty-wise. And the
3 moratorium is usually in place when we're looking
4 forward to when that classification becomes vacant,
5 that it will also be abolished if those duties fit
6 within another classification as well.

7 MS. LEE: Thank you.

8 PRESIDENT PRICE: Just a follow-up
9 question. But in the -- While it's in the process of
10 being in moratorium, it is a potential that it could
11 come back? I mean, it could come back without going
12 through any --

13 MS. DYKE: Abolishment?

14 PRESIDENT PRICE: Yes.

15 MS. DYKE: It could, yes. Typically
16 that's not the pattern.

17 PRESIDENT PRICE: But that's not the
18 pattern?

19 MS. DYKE: Yeah.

20 PRESIDENT PRICE: All right. The chair
21 will entertain a motion.

22 MS. LEE: I move approval of agenda item
23 22: Request of the Civil Service Commission staff to
24 revise the specification for the classification

21

1 Equipment Operator I; agenda item 23: To abolish the
2 specification for the classification Crane Operator
3 and amend Rule XI accordingly; and agenda item 24:
4 Impose a hiring moratorium on the specification for
5 the classification Excavator.

6 MR. HATCH: Second.

7 PRESIDENT PRICE: It's been properly moved
8 and seconded. All those in favor say, "aye."

9 THE COMMISSION MEMBERS: Aye.

10 PRESIDENT PRICE: All those opposed?

11 Motions pass.

12 Good afternoon, Carol. Items 25, 26 and
13 27 will be combined. Item 25: Request of the Civil
14 Service Commission staff to revise the specification
15 for the classification Legislative Assistant I and
16 retitle it to read: Legislative Assistant; item 26:
17 Request of the Civil Service Commission staff to
18 abolish the specification for the classification
19 Legislative Assistant II; item 27: Request of the
20 Civil Service Commission staff to revise the
21 specification for the classification Senior
22 Legislative Analyst.

23 MS. LAGEMANN: Carol Lagemann, personnel
24 analyst with the Civil Service Commission. A review

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1 of these classifications is part of our effort to
2 review all classifications every five years. All
3 three of these classifications are unclassified and
4 are used solely by the Columbus City Council. It is
5 proposed to abolish the Legislative Assistant II
6 level of the two clerical classifications, as it was
7 determined that only one level is necessary for
8 clerical support. With the abolish, a retitle of the
9 Legislative Assistant I level is proposed to remove
10 the Roman numeral and be titled Legislative
11 Assistant.

12 In addition, several examples of work are
13 proposed to be revised to better describe duties
14 performed in the Legislative Assistant and the Senior
15 Legislative Assistant -- Senior Legislative Analyst
16 classifications; therefore, it is recommended the
17 specifications for the classifications on agenda
18 items 25 through 27 be revised as processed.

19 PRESIDENT PRICE: Questions from
20 commissioners?

21 Hearing none, the chair will entertain a
22 motion.

23 MS. LEE: I move approval of agenda item
24 25: Request of the Civil Service Commission staff to

23

1 review the specification for the classification
2 Legislative Analyst I and retitle it to read:
3 Legislative Analyst; agenda item No. 26: Request of
4 the Civil Service Commission staff to abolish the
5 specification for the classification Legislative
6 Assistant II; and agenda No. 7: Revise the
7 specification for the classification Senior
8 Legislative Analyst.

9 PRESIDENT PRICE: 27.

10 MS. LEE: Agenda item 27. Thank you.

11 MS. LAGEMANN: And 25 is Legislative
12 Assistant. I think you said analyst on that one.

13 MS. LEE: You need me to do it all over?

14 MS. BRINNON: We're good.

15 MR. HATCH: Second.

16 (Discussion held off the record.)

17 PRESIDENT PRICE: 25, 26 and 27. It's
18 been properly moved and seconded.

19 All those in favor say, "aye."

20 THE COMMISSION MEMBERS: Aye.

21 PRESIDENT PRICE: All those opposed?

22 Motions pass.

23 Item 28: Request of the Civil Service
24 Commission staff to revise the specification for the

24

1 classification Vehicle Impounding Specialist.

2 MS. LAGEMANN: Again, Carol Lagemann,
3 personnel analyst with Civil Service. The review of
4 this classification was by class action request of
5 the Department of Public Safety. The only proposed
6 changes are within the minimum qualifications. The
7 department proposed expanding the required
8 qualifications to be broader than just law
9 enforcement experience; therefore, the proposed
10 qualifications include some technical experience in a
11 law enforcement agency or investigating or enforcing
12 code or regulations. There are no other changes
13 proposed; therefore, it's recommended the
14 specification for Vehicle Impounding Specialist be
15 revised as proposed.

16 PRESIDENT PRICE: Questions from
17 commissioners? Hearing none, the chair will
18 entertain a motion.

19 MS. LEE: I move approval of agenda item
20 28: Request of the Civil Service Commission staff to
21 revise the specification for the classification
22 Vehicle Impounding Specialist.

23 MR. HATCH: Second.

24 PRESIDENT PRICE: It's been properly moved

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1 and seconded. All those in favor say, "aye."

2 THE COMMISSION MEMBERS: Aye.

3 PRESIDENT PRICE: All those opposed?

4 Motion passes.

5 Items 29, 30, 31 and 32 shall be combined.

6 Item 29: Request of the Civil Service Commission

7 staff to revise the specification for the

8 classification Income Tax Auditor I; item 30:

9 Request of the Civil Service Commission staff to

10 revise the specification for the classification

11 Income Tax Auditor II; item 31: Request of the Civil

12 Service Commission staff to revise the specification

13 for the classification Income Tax Auditor Supervisor

14 and change the examination type to noncompetitive;

15 item 32: Request of the Civil Service Commission

16 staff to revise the specification for the

17 classification Income Tax Auditor Specialist.

18 MS. LAGEMANN: Carol Lagemann, personnel

19 analyst with Civil Service. The review of these

20 classifications was part of our effort to review all

21 classifications every five years. Examples of work

22 are proposed to be updated throughout the income tax

23 series and the driver's license language, and the

24 minimum qualifications is proposed to be updated.

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1 The Income Tax Supervisor classification, it is
2 proposed to update the examination type to
3 noncompetitive. The duties warrant the change; and
4 additionally, it's positioned between two
5 noncompetitive classifications. When this happens in
6 a series, it is logical for the noncompetitive
7 designation to carry through. The supervisor
8 classifications definition is proposed to be updated
9 to indicate more independence in the work or under
10 direction, and it's proposed to update from
11 supervising a section to supervising professional
12 auditors and/or professional analysts assigned to the
13 Income Tax Division of the City Auditor's Office.

14 The Income Tax Specialist classification,
15 it is proposed to elevate the definition's
16 description of assisting and policy development to
17 participating, as this level of the series is
18 actively participating in the development and
19 implementation of policies and procedures. And
20 finally, a knowledge statement in the Knowledge,
21 Skills, and Abilities, it is proposed to be deleted,
22 as it's redundant with another. Therefore, it is
23 recommended that the specifications for the
24 classifications for items 29 to 32 be revised as

27

1 proposed.

2 PRESIDENT PRICE: Questions from
3 commissioners? Hearing none, the chair will
4 entertain a motion.

5 MS. LEE: I move approval of agenda item
6 29: Request of the Civil Service Commission staff to
7 revise the specification for the classification
8 Income Tax Auditor; agenda item 30 -- I'm sorry --
9 Income Tax Auditor I; agenda item 30: Income Tax
10 Auditor II; and agenda item 31: Income Tax Auditor
11 Supervisor and change the examination type to
12 noncompetitive; and 32: Request of the Civil Service
13 Commission staff to revise the specification for the
14 classification Income Tax Auditor Specialist.

15 MR. HATCH: Second.

16 PRESIDENT PRICE: It's been properly moved
17 and seconded. All those in favor say, "aye."

18 THE COMMISSION MEMBERS: Aye.

19 PRESIDENT PRICE: All those opposed?

20 Motions pass.

21 Items 33 and 34 are combined. Item 33:
22 Request of the Civil Service Commission staff to
23 revise the specification for the classification
24 Traffic Sign Shop Supervisor; item 34: Request of

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1 the Civil Service Commission staff to revise the
2 specification for the classification Sign Fabricator.

3 MS. LAGEMANN: Carol Lagemann, personnel
4 analyst with Civil Service. The review of these
5 classifications was part of our effort to review all
6 classifications every five years. Proposed
7 classifications, the Knowledge, Skills, and Abilities
8 statements are proposed to be revised to better
9 reflect needed competencies. For the Sign
10 Fabricator, the minimum qualifications are proposed
11 to be expanded from the assisting in the fabrication
12 of signs to include related work and traffic sign
13 installation or maintenance. This will allow more
14 potential for internal movement as well as broaden
15 opportunities for qualification of external
16 applicants.

17 For the Traffic Sign Shop Supervisor,
18 there is also an update to the classification
19 referenced in the specification to its current title
20 of Sign Fabricator; therefore it's recommended that
21 the specifications for the classifications in agenda
22 33 and 34 be revised as proposed.

23 PRESIDENT PRICE: Questions from
24 commissioners? Hearing none, the chair will

29

1 entertain a motion.

2 MS. LEE: I move approval of agenda item
3 33: Request of the Civil Service Commission staff to
4 revise the specification for the classification
5 Traffic Sign Shop Supervisor; and agenda item No. 34:
6 Sign Fabricator.

7 MR. HATCH: Second.

8 PRESIDENT PRICE: It's been properly moved
9 and seconded. All those in favor say, "aye."

10 THE COMMISSION MEMBERS: Aye.

11 PRESIDENT PRICE: All those opposed?

12 Motions pass. Thank you.

13 Good afternoon, Tammy. Item 35: Request
14 of the Civil Service Commission staff to revise the
15 specification for the classification Equal Employment
16 Opportunity Specialist.

17 MS. ROLLINS: This is a request that we
18 received from the Department of Public Safety. In
19 the request, the department requested that the
20 minimum qualifications for the Equal Employment
21 Opportunity Specialist Public Safety classification
22 be revised. This is a relatively new classification
23 that was just created last year. And the department
24 has had a terrible time trying to find candidates to

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1 fill their vacancies and at this time has only been
2 able to fill one of their vacancies.

3 In discussing this with the department,
4 there is a concern that the four-year experience
5 requirement may be too high for the assigned level of
6 pay that was placed on this classification. In
7 reviewing the class plan and looking at comparable
8 classifications, it is proposed that the experience
9 requirement be reduced to two years, which would be
10 much more consistent with the class plan or similar
11 jobs with similar pay, while it's also recommended
12 that the experience requirement be broadened to
13 include civil, criminal or factual investigations
14 into matters of noncompliance to policy rule or law.
15 Currently the experience requirement is also written
16 to be much more specialized, so reducing the
17 experience requirement and then also broadening what
18 we're looking for will hopefully provide an applicant
19 pool where they can fill the rest of their vacancies.

20 While looking at the class specification,
21 it's also requested that the examples of work section
22 be revised to more closely mirror the protections
23 offered by the EEOC with regards to employment
24 discrimination and also to add a duty statement

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1 pertaining to interviewing complainants, witnesses
2 and others as part of the investigative process.
3 There are no other proposed revisions at this time.

4 PRESIDENT PRICE: Questions from
5 commissioners? Hearing none, the chair will
6 entertain a motion.

7 MS. LEE: I'm sorry, Mr. Chair. I think I
8 do have one. But --

9 PRESIDENT PRICE: I thought you did.

10 MS. LEE: I'm trying to shape it in my
11 mind, and I'm not sure if it's for Tammy more so than
12 the department. But I'm just trying to think
13 about -- I understand we need to get people in the
14 positions. But I'm trying to think about if lowering
15 the years of qualifications jeopardizes the quality
16 of applicant that could potentially do the job.
17 And I don't know if that's a fair question for you or
18 not.

19 MS. ROLLINS: I think the complication is
20 the level of pay that was assigned to this job. So I
21 think when the classification was created, maybe
22 thought it would be higher level pay, but right now
23 the pay that's assigned to the classification is not
24 commensurate with the level of experience.

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1 MS. LEE: So this -- this is probably
2 going to make you all cringe. But what does it look
3 like if we keep the four? And maybe it's not for
4 this role, but to think about going forward, if we
5 were to keep the four years experience and look at
6 elevated pay to meet what we need in the role.

7 MS. ROLLINS: So the pay is not the
8 jurisdiction of the Civil Service Commission. So
9 that leaves our office --

10 MS. LEE: That's HR.

11 MS. ROLLINS: And it may end up going that
12 route. But right now with the level of pay and we're
13 trying to make the MQs equate to the compensation.
14 Should the compensation go up, the MQs would go up.
15 We just want to make sure that the two are connected.

16 MS. DELONG: We're also in the midst of a
17 total compensation study at the City right now. So
18 hopefully that will tell us some information as well.

19 MS. LEE: I guess I just want to go on
20 record as saying I understand the need to get people
21 in roles, but I also want to be careful that we're
22 not reducing the qualifications and then jeopardizing
23 the work that needs to be done in the role. That's
24 all.

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1 PRESIDENT PRICE: Okay. And I share those
2 sentiments. I was trying to figure out too,
3 Commissioner, how to approach this because we always
4 want to make sure that there's opportunity, and
5 sometimes there's not. And that's the reality of it,
6 that door shuts. So we want to make sure we can open
7 that door to provide opportunities, but we also want
8 to make sure that the job does what the job is
9 supposed to do and that the person is qualified to do
10 the job. So I echo those sentiments with the
11 commissioner. We'll be looking at that down the
12 line. Having said that, the chair will entertain a
13 motion.

14 MS. LEE: I move approval of agenda item
15 35: Request of the Civil Service Commission staff to
16 revise the specification for the classification Equal
17 Employment Opportunity Specialist in Public Safety.

18 MR. HATCH: Second.

19 PRESIDENT PRICE: It's been properly moved
20 and seconded. All those in favor say, "aye."

21 THE COMMISSION MEMBERS: Aye.

22 PRESIDENT PRICE: All those opposed?

23 Motion passes.

24 Item 36: Background removals: Applicants

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1 removed pre-exam: Sudeep Sapkota, 911 Emergency
2 Dispatcher, reinstate. Applicants removed post exam:
3 Alex Daugherty, Police Officer, do not reinstate;
4 Keenan King, police officer, do not reinstate.

5 Item 37: Other Administrative/judicial
6 Reviews: A: 23-CA-0010: Review of the notice of
7 appeal filed October 11, 2023, for Sean Fraley.
8 Nature of appeal: Denied request for review,
9 Building Maintenance Worker. In the matter of Sean
10 Fraley, the commission approves the application for
11 Building Maintenance Worker and permits the candidate
12 to take the examination. The decision letter is
13 approved as written. The executive director is
14 authorized to distribute the notification letter to
15 the candidate.

16 With that, we have completed the agenda.
17 And I just want to say before we adjourn, I wish the
18 fellow commissioners a very, very happy Thanksgiving.
19 And we look forward to meeting again.

20 MS. LEE: I echo that. In this season of
21 gratitude, I just want to express my gratitude for
22 this team. You all come in here, and you read
23 through your agenda items; and it doesn't really show
24 the amount of work that goes on behind the scenes to

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1 get things to the commission. So I just want to
2 acknowledge and express gratitude for that, not just
3 you all who attend the meetings, but the rest of the
4 department.

5 And hopefully you'll take a little time
6 off sometime between now and the end of the year to
7 refresh, recharge, rejuvenate. And just know that we
8 are grateful for all that you do because the work
9 that you do ensures that the positions get the right
10 folks in it, to ultimately serve the residents of the
11 City of Columbus.

12 So as they say in the Donatos world, every
13 piece is important. So thank you for your piece.

14 (Discussion held off the record.)

15 PRESIDENT PRICE: With that again, we are
16 adjourned. Thank you.

17 - - -

18 And, thereupon, the meeting was adjourned
19 at 1:09 p.m.

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C-E-R-T-I-F-I-C-A-T-E

I do hereby certify that the foregoing is
a true, correct and complete written transcript of
the proceedings in this matter, taken by me on the
20th day of November, 2023, and transcribed from my
stenographic notes.

MARILYN K. MARTIN
Notary Public in and for the State of Ohio
and Registered Professional Reporter.

My Commission Expires October 16, 2026.

_____ Larry Price, President	_____ 12/11/2023 Date
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