

Regular Meeting

April 27, 2015  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, April 27, 2015, at 12:38 p.m. with Grady Pettigrew, Jr. and Jeff Porter in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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*RE: Review and approval of the Minutes from the March 30, 2015 Regular Meeting.*

A motion to approve the minutes was made, seconded, and approved unanimously.

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*RE: Pre-Hearing Conference Reviews.*

*a. Tory Wilson vs. Columbus City Schools; Bus Driver; Discharge. Trial Board Hearing scheduled for May 18, 2015; Appeal Number 15-BA-0004.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Tory Wilson, a Bus Driver, who was discharged from Columbus City Schools. Columbus City Schools will have three witnesses and the Appellant will have one witness. Both Columbus City Schools and the Appellant's counsel believe the hearing can be heard in an afternoon.

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*RE: Rule Revisions.*

No Rule revisions were submitted this month.

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*Re: Columbus City School Classification Actions.*

No Columbus City School classification actions were submitted this month.

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Construction Material Analysis Coordinator with no revisions (Job Code 1024).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Accountant I with no revisions (Job Code 1234).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Accountant II with no revisions (Job Code 1235).*

Carol Lagemann presented these requests to approve the specification reviews for the classifications Construction Material Analysis Coordinator, Accountant I, and Accountant II with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Based on a review of the specifications, questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, there were no revisions at this time.

A motion to approve these requests was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Regulatory Compliance Advisor (Job Code 1161).*

Carol Lagemann presented this request to revise the specification for the classification Regulatory Compliance Advisor as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in September 2010. There are four incumbents within this classification and is designated for use only by the Department of Public Utilities, Director's Office.

Based upon a review of the specification, questionnaires received from the incumbents, and feedback from department representatives, there were some proposed revisions. A statement within the examples of work section was modified to include reference to assisting the department in developing a response to draft or proposed legislation. A new statement was added and reads, "Performs audits of environmental compliance and prepares reports; assesses operational practices at facilities and makes recommendations; monitors implementation of resolutions to bring operational practices into compliance."

Several statements within the knowledge, skills, and abilities section were added and read, "considerable knowledge of environmental protection laws and regulations; ability to analyze legal information; ability to evaluate processes and make appropriate recommendations; ability to gather, analyze and evaluate facts and draw logical conclusions;" and "ability to operate a computer and related software." There were no revisions to the definition section, the guidelines for class use section, the minimum qualifications section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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*RE: Personnel Actions.*

No personnel actions were submitted this month.

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*RE: Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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*RE: Background Removals - Pre-Exam.*

	Name of Applicant	Position Applied For
1.	Larinda Owusu	911 Emergency Call Taker
2.	Arnold Bautista-Hernandez	911 Emergency Call Taker

After reviewing the file of Larinda Owusu, the Commissioners decided her name would be reinstated to the 911 Emergency Call Taker testing process.

After reviewing the file of Arnold Bautista-Hernandez, the Commissioners decided his name would not be reinstated to the 911 Emergency Call Taker testing process.

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*RE: Background Removals – Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Marie Rhine	Police Communications Technician	15-BR-011
2.	Meccah Ali-McDaniel	Police Communications Technician	15-BR-012
3.	Zadaya Johnson	Police Communications Technician	15-BR-013

After reviewing the file of Marie Rhine, the Commissioners decided her name would be reinstated to the Police Communication Technician eligible list.

After reviewing the files of Meccah Ali-McDaniel and Zadaya Johnson, the Commissioners decided their names would not be reinstated to the Police communications Technician eligible list.

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*RE: Other Administrative/Jurisdictional Reviews.*

There were no administrative/jurisdictional reviews submitted this month

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The Commissioners adjourned their regular meeting at 12:42 p.m.

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Grady L. Pettigrew, Jr., President

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Date