

Regular Meeting

July 27, 2015
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, July 27, 2015, at 12:34 p.m. with Grady Pettigrew and Jr., 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 June 29, 2015 Regular Meeting.

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

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RE: Pre-Hearing Conference Reviews.

No pre-hearing conference reviews were submitted this month.

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RE: Rule Revisions.

No Rule revisions were submitted this month.

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RE: Request of Appellant, Tory Wilson, to withdraw the appeal she filed March 17, 2015, regarding her termination from the position of Bus Driver with Columbus City Schools - Appeal Number 15-BA-0004.

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

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RE: Request of the Columbus City Schools' staff to revise the specification for the classification Administrative Assistant and to modify the examination type from noncompetitive to qualifying noncompetitive.

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to revise the specification for the classification of Administrative Assistant in response to the Human Resources Department's need to amend the definition. The Administrative Assistant classification at the District has had its use restricted by linking it to various job titles. The specification was last revised in October 2007 to add the title Senior Executive, Capital Improvements to the list of positions to which an Administrative Assistant can be assigned. Since that time, the District has both undergone some reorganization and has changed a number of job titles. As such, the revision to the class specification brings the links to positions in the definition up-to-date with job titles currently in use at the District. Additionally, it was determined that Executive Directors at the District will be assigned an Administrative Secretary rather than to use the Administrative Assistant class.

The second portion of this request related to the fact that the Administrative Assistant class at the District currently filled strictly on a noncompetitive basis. As such, an applicant who might fail the competitive test for Secretary I or Secretary II could nonetheless be deemed qualified to serve in the higher classification of Administrative Assistant based strictly on years of experience. Likewise, a current employee might fail the Secretary II test being given on a promotional basis, yet still be promoted into the

higher Administrative Assistant class, simply on the basis of years of experience. To eliminate this issue and to ensure that the District hires and promotes qualified applicants, the qualifying examination was added to this noncompetitive specification.

The definition section now reads, "Under direction from one of the following: Chief Academic Officer; Chief of Communications and External Affairs; Chief of Staff; Chief Operating Officer, Business and Operations; Senior Executive, Business and Operations; Senior Executive, Human Resources; Supervisor, Policy and Government Affairs, is responsible for performing difficult and complex secretarial, confidential, and administrative tasks; performs related duties as required."

There were no changes to the examples of work section, the minimum qualifications section, the knowledge, skills, and abilities section, or the probationary period. The examination type was changed to qualifying noncompetitive.

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

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RE: Amendment to the Receipt of Rationale and Supporting Documentation from the Columbus City Schools for the Layoff of a Classified Civil Service Employee effective July 31, 2015.

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented the amendment to the receipt of rationale and supporting documentation from the Columbus City Schools for the layoff of a classified civil service employee (Administrative Assistant), effective July 31, 2015.

The reason for the amendment is the Administrative Assistant position in question is linked to a job title not identified in the definition of the current Administrative Assistant specification. Further, the District does not plan in the future to use Administrative Assistants to provide support for its Executive Directors.

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

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RE: Trial Board Recommendations.

No trial board recommendations were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Tire Repairer with no revisions (Job Code 3452).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to approve the specification review for the classification Automotive Tire Repairer with no revisions in response to a letter submitted by Chip Moore, President of AFSCME Local 1632, requesting a review of the classification. It was last reviewed in August 2013. There are currently two employees serving in this classification within the Fleet Management Division of the Department of Finance and Management.

After a review of the questionnaires completed by the incumbents and communication with department representatives, it was determined that the current specification adequately describes the work as it is currently performed.

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

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- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Firing Range Assistant with no revisions (Job Code 3025).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Latent Print Examiner Trainee with no revisions (Job Code 3009).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Latent Print Examiner with no revisions (Job Code 3010).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Latent Print Supervisor with no revisions (Job Code 3011).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Storekeeper with no revisions (Job Code 1329).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Senior Storekeeper with no revisions (Job Code 1330).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Inventory Control Manager with no revisions (Job Code 1335).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Budget Management Officer with no revisions (Job Code 0856).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Employee Programs Coordinator with no revisions (Job Code 0868).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Executive Assistant I (U) with no revisions (Job Code 0106).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Executive Assistant II (U) with no revisions (Job Code 1018).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Senior Executive Assistant (U) with no revisions (Job Code 0063).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Executive Assistant to the Mayor (U) with no revisions (Job Code 0110).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented these requests to approve the specification reviews for the classifications firing Range Assistant, Latent Print Examiner Trainee, Latent Print Examiner, Latent Print Supervisor, Storekeeper, Senior Storekeeper, Inventory Control Manager, Budget Management Officer, Employee Programs Coordinator, Executive Assistant I (U), Executive Assistant II (U), Senior Executive Assistant (U), and Executive Assistant to the Mayor (U) 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 GIS Analyst (Job Code 0549).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification GIS Analyst as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2010. There are currently nine employees serving in this classification located in the Department of Building and Zoning, Department of Development, Public Service Department, and Department of Public Utilities.

After a review of the specification and of the questionnaires completed by the incumbents, and feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under direction, is responsible for the analysis of data in relation to geographic information and for development of geographic information database(s); performs related duties as required."

Within the examples of work section, three new statements were added to more pointedly capture the development of GIS data, the spatial analyses that are performed, and the quality assurance and quality control components of their work. One statement was modified to include the creation of "maps" as one of a variety of outputs from the GIS. Several outdated statements were removed as they reference photogrammatic techniques and more manual types of data entry. Another statement was modified to update for data entry into the GIS database using import and export functions. Another new statement was added which refers to staying current with the GIS technology and standards.

The minimum qualifications section was revised to read, "Possession of a bachelor's degree and two years of experience in revising, updating, and/or maintaining geographic information databases. Substitution(s): Possession of a master's degree may be substituted for one year of the required experience. Additional years of experience using GIS software packages such as ESRI ArcGIS for Desktop (ArcView, ArcInfo, ArcEditor, or MapInfo) may be substituted for the educational requirement on a year-for-year basis. (One year of experience is equated to 30 semester hours or 45 quarter hours.) Geographic Information Systems Professional (GISP) certification through the GIS Certification Institute may substitute for the education requirement."

Within the knowledge, skills, and abilities section, three statements were removed and five statements were added. The new statements read, "skill in advanced operations within GIS software packages (such as ESRI ArcGIS for Desktop, or MapInfo); ability to provide technical information in an appropriate format for the target audience, ability to analyze data sources and integrate source information into a geographic framework; ability to read and interpret technical documents which impact land use such as construction plans, real estate deeds, legal descriptions, and legislation details;" and "ability to operate a computer and related software." There were no revisions to the examination type or the probationary period.

A motion to approve the request 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 GIS Manager (Job Code 0243).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification GIS Manager as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2010. There are currently two employees serving in this classification located in the Public Service Department and Department of Public Utilities.

After a review of the specification and of the questionnaires completed by the incumbents, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section. The examples of work section was revised to omit the direct reference to "metadata" within the statement that refers to maintaining responsibility for GIS data.

The minimum qualifications section was revised to read, "Possession of a bachelor's degree and three years of experience developing data and conducting spatial analyses with geographic information systems (GIS) that included some managing or leading GIS projects. Substitution(s): Additional years of experience using GIS software packages such as ESRI ArcGIS for Desktop (ArcView, ArcInfo, ArcEditor), or MapInfo may be substituted for the educational requirement on a year-for-year basis. (One year of experience is equated to 30 semesters, or 45 quarter hours.) Geographic Information Systems Professional (GISP) certification through the GIS Certification Institute may substitute for the education requirement."

Within the knowledge, skills, and abilities section, one statement that references operating automated geographic systems was removed and replaced with a more general statement regarding the "ability to operate a computer and related software." The statements "thorough knowledge of GIS software such as ESRI ArcGIS for Desktop, or MapInfo; thorough knowledge of methods and data quality standards related to integration of GIS databases with non-spatial data;" and the "ability to read and interpret technical documents that impact land use such as construction plans, real estate deeds, legal descriptions, and legislation details" were added to this section. There were no revisions to the examination type or the probationary period.

A motion to approve the request 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 Sealer of Weights and Measures (Job Code 0287).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Sealer of Weights and Measures as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in April 2011. There is currently one employee serving in this classification located in the Department of Public Safety, Support Services Division, within the Weights and Measures section.

After a review of the questionnaire completed by the incumbent, with supervisory review, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section.

Within the minimum qualifications section the requirement to obtain Ohio Training Program Registration through completion of the State of Ohio Weights and Measures Training Program, sponsored by the Ohio Department of Agriculture, within 365 days from the date of hire was revised to require this prior to the completion of the probationary period. There were several statements within the knowledge, skills, and

abilities sections pertaining to physical abilities, specifically with regards to lifting, manual dexterity, and vision that were removed as they are not consistent with the reason the Sealer of Weights and Measures classification exists, the supervision and coordination of the Weights and Measures section. There were no revisions to the examples of work 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: Request of the Civil Service Commission staff to revise the specification for the classification Weights and Measures Inspector (Job Code 1886).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Weights and Measures Inspector as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in April 2011. There are currently five employees serving in this classification located in the Department of Public Safety, Support Services Division, within the Weights and Measures section.

After a review of the questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section. The examples of work section was revised to add language to note responsibility for ensuring conformance with method of sale regulations and preparing and issuing notices of violation. The reference to completion of continuing education training was modified and the reference to the Consumer Protection Commission was revised to a more generic and inclusive reference to consumer protection entities.

The knowledge, skills, and abilities section was revised to modify one statement to read, "ability to work outside in adverse weather conditions and in potentially hazardous surroundings." New statements added read, "ability to utilize appropriate personal protective equipment; ability to pick up and manipulate small objects; ability to see things which are less than two feet away as well as things more than 20 feet away; ability to differentiate colors;" and the "ability to reach, climb, stoop and otherwise maneuver oneself to access various spaces. There were no revisions to 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: Request of the Civil Service Commission staff to revise the specification for the classification Police Communications Technician, retitle it to read 911 Emergency Dispatcher, and amend Rule XI accordingly (Job Code 3004).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Communications Technician Supervisor, retitle it to read 911 Emergency Communications Specialist, and amend Rule XI accordingly (Job Code 3005).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Budget/Management Specialist (Job Code 0857).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Budget/Management Specialist as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in March 2011. There are currently eight employees serving in this classification located in the Department of Finance and Management.

After a review of the questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section. A statement within the examples of work section was revised to remove the reference to the Mayor's Columbus*Stat management meetings.

The knowledge, skills, and abilities section was revised to add the statement, "ability to operate a computer and utilize related software." There were no revisions to the guidelines for class use section, the minimum qualifications section, the examination type, or the probationary period.

A motion to approve the request 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 Purchasing Expeditor (Job Code 0783).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Purchasing Expeditor 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 currently 10 employees serving in this classification located in various City departments.

After a review of the questionnaires completed by a sampling of incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section. The knowledge, skills, and abilities section was revised to remove the statement regarding the ability to prove arithmetic extensions and to add the new statement "ability to perform basic mathematic computations including the calculation of interest and percentages." There were no revisions to the examples of work section, the minimum qualifications section, the examination type, or the probationary period.

A motion to approve the request 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 Automotive Tire Repairer Supervisor (Job Code 3453).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Automotive Tire Repairer Supervisor in response to a letter submitted by Chip Moore, President of AFSCME, Local 1632, requesting a review of the classification. It was last reviewed in April 2012. There is currently one employee serving in this classification located in the Fleet Management Division of the Department of Finance and Management.

After a review of the questionnaire completed by the incumbent and feedback from a department representative, some revisions were proposed. There were no

revisions to the definition section. The knowledge, skills, and abilities section was revised to reflect changes made to the KSA's in this specification in 2013. Knowledge of equipment and general safety practices associated with tire replacement repair was added. The ability to lift tires weighing 50 pounds was increased to 80 pounds based on findings from the 2013 review in which it was determined the 16 inch tire for the police wagons and the F-150 trucks weighs 81 pounds. With the ability to lift approximately 80 pounds, the ability to maneuver greater than 80 pounds was added as well. There were no revisions to the examples of work section, the minimum qualifications section, the examination type, or the probationary period.

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

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RE: Request of the Civil Service Commission staff to merge the specification for the classification Automotive Mechanic (Light) (Job Code 3458) into Automotive Mechanic (Heavy) (Job Code 3459), revise and retitle it to read Automotive Mechanic, and amend Rule XI accordingly (Job Code 3459).

This item was deferred

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Automotive Parts Keeper Supervisor (Job Code 1351).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Automotive Parts Keeper Supervisor in response to a letter submitted by Chip Moore, President of AFSCME, Local 1632, requesting a review of the classification. It was last reviewed in July 2011. There are currently two employees serving in this classification located in the Fleet Management Division of the Department of Finance and Management and the Water Division of the Public Utilities Department.

After a review of the questionnaire completed by one of the incumbents and feedback from a department representative, one minor revision was proposed. There were no revisions to the definition section. One example within the examples of work section was reworded to more clearly state the relationship incumbents have between vendors, City purchasing, and Fleet Management. This statement reads, "Coordinates activities between vendors, City purchasing and the Fleet Management Division; meets with vendors to discuss issues with products or service." There were no revisions to the minimum qualifications section, the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve the 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.	Eric Antunez	Police Officer
2.	Marvin Black	Police Officer
3.	Tia Bryant	Police Officer
4.	Brandon Church	Police Officer
5.	Jerrold Cook	Police Officer

After reviewing the files of Eric Antunez, Marvin Black, Tia Bryant, Brandon Church, Jerrold Cook, the Commissioners decided their names would be reinstated to the Police Officer testing process.

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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 12:51 p.m.

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Grady L. Pettigrew, Jr., President

Date