

Regular Meeting

June 29, 2015
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 29, 2015, at 12:38 p.m. with Grady Pettigrew, Jr., Jeff Porter, and Delena Edwards 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 May 18, 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 the Civil Service Commission staff to extend the eligible list for Customer Service Representative I (Job Code 0434) for one year to expire July 2, 2016.

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson presented this request to extend the eligible list for Customer Service Representative I for one year which was created on July 3, 2013. The list is due to expire July 2, 2015, and 241 applicants remain on the list. Human Resources and Management of the Customer Service Section at Public Utilities requested that the list be extended for one year to expire July 2, 2016.

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

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RE: Request of the Civil Service Commission staff to revise the Background Removal Standards for Police Officers, Police Communications Technicians, and Firefighters.

PRESENT: Mike Eccard, Assistant Executive Director

Mike Eccard presented this request to revise the Background Removal Standards for Police Officers, Police Communications Technicians, and Firefighters based on a request from the Police Officer Selection Committee (POSC) members that we add language back to the standard.

It was recommended that standard C.3 regarding termination from a criminal justice or firefighter or EMS position be revised. Since the background standards were adopted in the 1990's, this standard always included language referring to resignation in lieu of discipline in addition to termination. When the standards were revised in 2014, the language was changed to focus on post-probationary terminations, eliminating the language regarding resignation in lieu of discipline. However, committee members felt that there are times when police agencies allow employees to resign in lieu of termination

even when there is just cause for termination; individuals afforded the "resign in lieu of discipline" option should be treated the same as those having been terminated, hence the needed change. These changes were discussed with the Division of Fire and the Department of Public Safety, along with POSC. Therefore, it was requested that this language be added back to the standard.

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

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RE: 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 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 layoff is lack of work as a result of a job abolishment. Specifically, the reorganization of an Executive Director non-classified position is necessary for the efficient operation of the district; and, as a result, an Administrative Assistant position which supported the Executive Director position is no longer necessary.

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: 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 Canine Master Trainer with no revisions (Job Code 3038).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Security Specialist with no revisions (Job Code 3538).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Security Specialist Supervisor with no revisions (Job Code 3539).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cashier II with no revisions (Job Code 1296).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Grants Management Coordinator with no revisions (Job Code 0752).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Project Manager with no revisions (Job Code 0070).

Matt Wonderly presented these requests to approve the specification reviews for the classifications Canine Master Trainer, Security Specialist, Security Specialist Supervisor, Cashier II, Grants Management Coordinator, and Project Manager 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 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 Plumbing Inspector I (Job Code 1775).

Matt Wonderly presented this request to revise the specification for the classification Plumbing Inspector I as a result of changes within Columbus City Code to remove local jurisdictional authority for the permitting and inspection of medical gas systems which were approved by Columbus City Council on April 27, 2015, and will go into effect May 27, 2015. This classification is used within the Department of Building and Zoning Services. Due to the minimal volume of permit activity related to nonflammable medical gas systems, as well as the high cost of employee training and certification for this specialized function, the most cost effective approach for both applicants and the Department of Building and Zoning Services is to allow the State of Ohio to resume the centralized permitting and inspection of these specialized systems as it currently does for many other areas and jurisdictions. As a result of this change to Columbus City Code, the Medical Gas Inspector certification required by the end of the probationary period may be removed from the specification.

Therefore, the minimum qualifications now read, "Possession of a valid State of Ohio certification as a Plumbing Inspector. Substitution(s): A letter of interim approval as a Plumbing Inspector from the State of Ohio may substitute for the above referenced certification. When the letter of interim approval is substituted, a valid State of Ohio certification as a Plumbing Inspector must be obtained by the end of the probationary period. Possession of a valid motor vehicle operator's license." There were no revisions to the definition section, the examples of work 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: Request of the Civil Service Commission staff to revise the specification for the classification Plumbing Inspector II (Job Code 1776).

Matt Wonderly presented this request to revise the specification for the classification Plumbing Inspector II as a result of changes within Columbus City Code to remove local jurisdictional authority for the permitting and inspection of medical gas systems which were approved by Columbus City Council on April 27, 2015, and will go into effect May 27, 2015. This classification is used within the Department of Building and Zoning Services. Due to the minimal volume of permit activity related to nonflammable medical gas systems, as well as the high cost of employee training and certification for this specialized function, the most cost effective approach for both applicants and the Department of Building and Zoning Services is to allow the State of

Ohio to resume the centralized permitting and inspection of these specialized systems as it currently does for many other areas and jurisdictions. As a result of this change to Columbus City Code, the Medical Gas Inspector certification required by the end of the probationary period may be removed from the specification.

Therefore, the minimum qualifications now read, "Possession of a valid State of Ohio certification as a Plumbing Inspector. Three years of experience conducting inspections of plumbing installations, construction, maintenance, and repair work for conformance with governing codes. Possession of a valid motor vehicle operator's license." There were no revisions to the definition section, the examples of work 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: Request of the Civil Service Commission staff to revise the specification for the classification Cashier I (Job Code 1295).

Matt Wonderly presented this request to revise the specification for the classification Cashier I 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 16 employees serving in this classification located within the Office of the City Treasurer, Columbus Public Health, the Public Service Department, and the Department of Public Utilities.

Based upon questionnaires completed by some of the incumbents, with supervisory review, and feedback from department representatives, some minor revisions were proposed. There were no revisions to the definition section. The examples of work section was revised to delete a reference to CRT (cathode ray tube).

The knowledge, skills, and abilities section was revised to delete the statement, "general knowledge of standard research practices and methods." 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 GIS Analyst (Job Code 0549).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification GIS Manager (Job Code 0243).

This item was deferred.

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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 - Post-Exam.

	Name of Applicant	Position Applied For	BAR #
1.	Jeannie Johnston	Police Officer	15-BR-014
2.	Charles Adams	Police Officer	15-BR-015
3.	Justin Robinson	Firefighter	15-BR-016

After reviewing the files of Jeannie Johnston and Charles Adams, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the file of Justin Robinson, the Commissioners decided his name would not be reinstated to the Firefighter eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Craig Dobos, regarding his denied application for the Refuse Collection District Assistant Manager examination, City of Columbus, Appeal #15-CA-0003.

The Commissioners reviewed the appeal filed by Craig Dobos on May 29, 2015, regarding the rejection of his application for the Refuse Collection District Assistant Manager examination.

In his appeal, Mr. Dobos stated that the Operations Management Trainee job specification includes the statement "performs other duties as required, may include special projects." Mr. Dobos indicated that he was assigned as a manager at Waste Management due to changes in staffing, and that his job title was not changed.

The minimum qualifications for this exam require two years of supervisory experience. Mr. Dobos was given credit for one year and approximately eight months of supervisory experience for his current position as a Commercial Route Manager. He was not given credit for the Operations Management Trainee experience because the job description states that this position has no supervisory responsibility. It was noted that on his application, Mr. Dobos listed "0" under the number of employees supervised for the management trainee position. In addition, Commission policy is that credit is not awarded for job duties performed outside of the job specification. For this reason, the Commission upheld the rejection of Mr. Dobos' application.

After a review of the materials submitted with his appeal and his application, the Commission determined that Mr. Dobos did not have two years of supervisory experience and therefore, did not meet the minimum qualifications for this examination.

Based upon the foregoing the Civil Service Commission upheld the rejection of Mr. Dobos' application for Refuse Collection District Assistant Manager and decided to dismiss his appeal without a hearing pursuant to Rule XIII (G)(1).

Review of the appeal of Lottiea Ealey, regarding her 3^d Step Grievance, Columbus City Schools, Appeal #15-BA-0008.

The Commissioners reviewed the appeal filed by Lottiea Ealey on June 15, 2015, regarding a Step 3 Grievance concerning assignments for bus drivers.

The subjects of seniority, bidding, and management's assigning of work are covered in Sections 7.1, 8.10, and 3.1 of the Agreement between the Columbus School Employees Association and the Columbus Board of Education. The Civil Service Commission determined that this is a contractual matter governed by the bargaining agreement between the CSEA and the Columbus Board of Education. The Commission does not have authority in areas or matters involving work assignments. Therefore, the Commission also determined that it has no jurisdiction over the subject matter of Ms. Ealey's appeal or any grievances related to this matter.

Based upon the foregoing, the Civil Service Commission decided to dismiss Ms. Ealey's appeal without a hearing because of lack of jurisdiction over the appeal.

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The Commissioners adjourned their regular meeting at 12:47 p.m.

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Grady L. Pettigrew, Jr., President

Date