

Regular Meeting

May 18, 2015  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, May 18, 2015, at 12:55 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 April 23, 2015 Special Meeting.*

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

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*RE: Review and approval of the Minutes from the April 27, 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, Dawaunte Britford, to withdraw the appeal he filed August 29, 2014, regarding his termination from the position of Substitute Custodian with Columbus City Schools - Appeal Number 14-BA-0013.*

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 Engineer I with no revisions (Job Code 1046).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Engineer II with no revisions (Job Code 1047).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Engineer III with no revisions (Job Code 1048).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Engineer IV with no revisions (Job Code 1049).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Business Systems Analyst with no revisions (Job Code 0543).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Fleet Administrative Specialist with no revisions (Job Code 1353).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Management Analyst I with no revisions (Job Code 0779).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Management Analyst II with no revisions (Job Code 0780).*

Matt Wonderly presented these requests to approve the specification reviews for the classifications Engineer I, Engineer II, Engineer III, Engineer IV, Business Systems Analyst, Fleet Administrative Specialist, Management Analyst I, and Management Analyst 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 Greenskeeper (Job Code 3712).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Golf Course Superintendent (Job Code 3713).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Golf Courses Maintenance Manager (Job Code 3714).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Golf Assistant Professional (Job Code 3187).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Golf Professional (Job Code 3189).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Golf Program Manager (Job Code 3191).*

Matt Wonderly presented these requests to revise the specifications for the classifications Greenskeeper, Golf Course Superintendent, Golf Courses Maintenance Manager, Golf Assistant Professional, Golf Professional, and Golf Program Manager as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years.

Based upon questionnaires received from the incumbents, with supervisory review, and feedback from department representatives, there was one change proposed within the guidelines for class use sections. The reference to the Golf Division was removed due to the fact that as of January 1, 2015, the Golf Division was dissolved and is now the Golf Section of the Columbus Recreation and Parks Department, rather than its own division. As a result, all references to the Golf Division

were removed. In the Golf Courses Maintenance Manager classification, this reference was also removed from the examples of work section.

There were no revisions to the definition sections, the examples of work sections, the minimum qualifications sections, the knowledge, skills, and abilities sections, the examination types, or the probationary periods.

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 Golf Courses Division Administrator, to retitle it to read Golf Courses Administrator, and to amend Rule XI accordingly (Job Code 0300).*

Matt Wonderly presented this request to revise the specification for the classification Golf Courses Division Administrator and retitle it to read Golf Courses Administrator as a result of the dissolution of the Golf Division within the Columbus Recreation and Parks Department.

As of January 1, 2015, the Golf Division was dissolved and is now the Golf Section of the Columbus Recreation and Parks Department, rather than its own division. As a result, all references to the Golf Division were removed within the definition section and the examples of work section and/or changed to reference the Golf Section. 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: Request of the Civil Service Commission staff to revise the specification for the classification Fiscal Manager (Job Code 1253).*

Suzy Ulry presented this request to revise the specification for the classification Fiscal 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 February 2011. There are currently 15 employees in this classification within various City departments.

Based upon questionnaires received from 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 correctly reference the "Department of Finance and Management" within two duty statements. There were no revisions to the guidelines for class use section, 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: Request of the Civil Service Commission staff to revise the specification for the classification Employee Benefits Analyst I (Job Code 0824).*

*RE: Request of the Civil Service Commission staff to revise the specification for the classification Employee Benefits Analyst II (Job Code 0825).*

Suzy Ulry presented these requests to revise the specifications for the classifications Employee Benefits Analyst I and Employee Benefits Analyst II. Use of this classification series is restricted to the Department of Human Resources.

In a recent recruitment effort it was noted that the requirement of a specific degree major within the minimum qualifications sections unnecessarily limits the pool of qualified applicants. Discussions with department representatives prompted a request from the department to review the minimum qualifications for both the Employee Benefits Analyst I and the Employee Benefits Analyst II classifications.

The minimum qualifications sections were revised to eliminate the requirement for a specified degree major. The alternate path to qualify via a license to practice nursing and relevant experience remains unchanged.

There were no revisions to the definition sections, the examples of work sections, the knowledge, skills, and abilities sections, the examination types, or the probationary periods.

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 Solid Waste Inspector (Job Code 1866).*

Carol Lagemann presented this request to revise the specification for the classification Solid Waste 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 September 2010. There are three incumbents in this classification within the Department of Development and the Department of Public Service.

Based upon a review of the specification, questionnaires received from the incumbents, and feedback from department representatives, there were revisions proposed. There were no revisions to the definition section. Within the examples of work section, the statement regarding monitoring practices to ensure compliance was modified to include reference to utilizing cameras to capture illegal activity.

Within the knowledge, skills, and abilities section, the ability to operate mobile devices and camera equipment relates back to the statement modified in the examples of work section. In addition, the "ability to read maps" was added to this section.

The minimum qualifications section was revised to read "Two (2) years of experience in customer relations, public contact work as an inspector, solid waste collection, or solid waste disposal. Possession of a valid motor vehicle operator's license." 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 create the specification for the classification Health Information Technician, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly.*

Tammy Rollins presented this request to create the specification for the classification Health Information Technician. In an electronic memorandum dated April 24, 2015, Columbus Public Health requested that a classification be created to better service the needs of the department with respect to data abstraction and registry/health database oversight. Staff's review of the Class Plan showed that there was really no current classification responsible for medical records abstractions.

By definition, this classification would be responsible for the assembly and data entry of patient health information into clinical databases and/or registries. Some of the examples of work are, "Contacts hospitals, clinics, physicians, technicians, or other medical personnel to retrieve medical records; Assembles patient health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services; Examines the patient medical records and histories to ensure that they are accurate and complete; once conferred as accurate, enters patient health information into database; Protects the security of medical records to ensure that confidentiality is maintained and government regulations are adhered; Communicates with physicians and other healthcare providers to clarify diagnosis or to obtain additional information;" and "Prepares case summaries and generates reports to share at case review meetings."

The minimum qualifications section reads, "Possession of one of the following: A valid certification as a Registered Health Information Technician (RHIT), a valid certification as a Registered Health Information Administrator (RHIA), a valid certification as a Certified Coding Associate (CCA), a valid certification as a Certified Coding Specialist (CCS), a valid State of Ohio license as a Registered Nurse (RN), or a valid State of Ohio license as a Licensed Practical Nurse (LPN)."

Some of the knowledge, skills and abilities include, "Considerable knowledge of medical terminology and ICD codes; general knowledge of HIPAA; skill to enter data accurately using a keyboard or other device;" and "ability to maintain confidentiality when dealing with sensitive issues and data." This section was developed to support the examples of work and the minimum qualifications. The examination type was designated as noncompetitive and the probationary period was assigned as 365 days.

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.	Stephan Williams	911 Emergency Call Taker

After reviewing the file of Stephan Williams, the Commissioners decided his name would be reinstated to the 911 Emergency Call Taker testing process.

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*RE: Other Administrative/Jurisdictional Reviews.*

*Review of the appeal of Kenneth Sammler, regarding his denied application for the Gardener examination, City of Columbus.*

The Commissioners reviewed the appeal filed by Kenneth Sammler on April 23, 2015, regarding the rejection of his application for the Gardener examination.

In his appeal, Mr. Sammler stated that he felt that he met the minimum qualifications with his experience at Arborturf. He said that he worked five years year-round with this company and that only the last two years were seasonal, at nine months per-year. He also listed that he did some additional work including planting, transplanting, and spraying pesticides.

The minimum qualifications for this examination require two years of nursery, greenhouse, and/or professional gardening experience. Mr. Sammler's application was rejected because it was unclear how much of his experience was seasonal, and because his application did not list actual gardening experience. Information about this company was reviewed to determine the services offered by Arborturf. Since this is a lawn and tree care company, it was not clear whether they would provide services such as greenhouse work, propagation, and cultivation of plants, as well as planting. With that, Mr. Sammler's experience was viewed as consistent with lawn care maintenance. After a review of his appeal, it was determined that his application and other materials submitted did not clearly indicate that he had the required gardening experience for this position, and his application remained rejected.

Based upon the foregoing the Civil Service Commission upheld the rejection of Mr. Sammler's application for Gardener and decided to dismiss his appeal without a hearing pursuant to Rule XIII (G)(1).

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The Commissioners adjourned their regular meeting at 1:12 p.m.

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Grady L. Pettigrew, Jr., President

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Date