

Regular Meeting

April 28, 2014  
9:00 a.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, April 28, 2014, at 9:04 a.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 March 31, 2014 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 Conferences 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 revise the Background Removal Standards for Police Officers and Police Communications Technicians.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented this request to revise the Background Removal Standards for Police Officers and Police Communications Technicians. The Police Officer Selection Committee (POSC) had a retreat in March 2013 whereupon changes were recommended as a result of this retreat and subsequent committee meetings.

Changes were made to Family History, Employment, Traffic, Criminal Activity, and Illegal Substances. The family history section was revised to separate the removals under Federal weapons law in standard B.1. Applicants with a domestic violence related conviction are prohibited from carrying a firearm and are therefore unable to work as police officers. B.4 was revised to combine physical abuse and sexual abuse and to include "as an adult" to avoid removing applicants for fights with siblings and focus more on spouses and significant others. In addition, the language or has an "intimate" relationship was added. Changes to apply the definition of abuse more strictly to these removals was added and included the terms "repeated behavior" so that one-time minor domestic incidents, such as pushing, would not lead to an immediate removal. More severe or violent behavior would be considered for removal.

The employment section was changed to remove candidates for post-probationary terminations rather than the language discharge or resignation in lieu of discipline. Under traffic, the OMVI language was changed to OVI to reflect Ohio Revised Code language and the license suspension standard was deleted. Criminal activity was changed to reflect the current felony level under the ORC, which is \$1,000. The language "as an adult" was deleted under both G.1 and G.2.

The Illegal Substances section was discussed in depth regarding in particular, prescription drug use. While information was provided that use of someone else's prescription, such as pain medication, is a felony, the prosecutor's office stated that they

would not pursue charges based on one incident of illegal use of medication. Therefore, a one-time use of medication for its intended use was added to this section. One incident could involve more than one pill, but should all stem from the same injury. Drugs used for the effect, such as Adderall used to keep awake, or Vicodin used for a high, would not be included in this exception. Other changes made to this section was to use the term drugs of abuse to ensure the standards capture synthetic or chemical forms of drugs. Also prohibited is the manufacture and cultivation of drugs within the specified time limits.

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

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*Re: Review of the Findings and Recommendation of the Trial Board hearing held on January 15, 2014, Marvin O'Daniel vs. Columbus City Schools, Appeal Number 13-BA-0014.*

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Mr. O'Daniel from the position of Bus Driver was made, seconded, and passed unanimously.

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*Re: Review of the Findings and Recommendation of the Trial Board hearing held on March 5, 2014, Denise Busick vs. Columbus City Schools, Appeal Number 13-BA-0006.*

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools laying Ms. Busick off from the position of Maintenance Carpenter Helper was made, seconded, and passed unanimously.

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*Re: Review of the Findings and Recommendation of the Trial Board hearing held on March 19, 2014, Tregenia Walters vs. Columbus City Schools, Appeal Number 13-BA-0022.*

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Ms. Walters from the position of Bus Driver 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 Recreation Program Assistant with no revisions (Job Code 3193).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Recreation Program Specialist with no revisions (Job Code 3196).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Recreation Leader with no revisions (Job Code 3162).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Recreation Administrative Manager with no revisions (Job Code 3165).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

The request to approve the specification reviews for the classifications Recreation Program Assistant, Recreation Program Specialist, Recreation Leader, and Recreation Administrative Manager with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years was proposed by Tammy Rollins.

Based on a review of the specifications, questionnaires completed by incumbents, with supervisory review, and feedback from department representatives, there were no revisions to these classification specifications at this time.

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

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*RE: Request of the Civil Service Commission staff to abolish the specification for the classification Parking Violations Assistant Coordinator, and amend Rule XI accordingly (Job Code 0239).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Parking Violations Assistant Coordinator and amend Rule XI accordingly. This classification is currently vacant and has been so since February 2009. Per the department representative, there is no longer a need to maintain this classification and in anticipation of the departmental reorganization to take effect mid-2014, the Parking Violations Bureau will be reorganized into two major sections with each lead by a coordinator classification. Because of this new structure, the department agrees there will be no need to also have available an assistant coordinator classification.

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 create the specification for the classification Traffic Management Division Administrator, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the specification for the classification Traffic Management Division Administrator based on an electronic memorandum dated March 24, 2014 wherein the Department of Public Service submitted proposed class specifications in preparation for a planned departmental reorganization that is most likely to take effect mid-year (July 1) 2014.

The definition section reads, "Under direction, is responsible for planning, coordinating, and directing the operations and activities of the Traffic Management Division; performs related duties as required."

Some of the examples of work include, "Directs personnel responsible for traffic management operations to include the freeway management system, temporary and special events traffic control, traffic sign fabrication, installation, and maintenance, and traffic signal installation, maintenance, and pavement markings; Directs personnel responsible for traffic engineering to include traffic studies, zoning coordination, community mobility studies, pedestrian safety programs, and other 311 service requests for traffic related matters;" and "Directs personnel responsible for the parking program and parking violations activities to include the enforcement of parking laws,

meter collection and maintenance, receipts of fees/fines, vehicle towing, parking permits, and parking studies."

The minimum qualifications section reads, "Possession of a valid State of Ohio certificate as a registered Professional Engineer (P.E.) and five years of managerial experience in traffic management, transportation planning, project/program development and management, operations or professional engineering work within a transportation or other closely related field. Substitution(s): A master's degree may be substituted for one year of the required experience."

Some of the knowledge, skills, and abilities include, "thorough knowledge of the principles and practices of traffic engineering; thorough knowledge of traffic laws and regulations; general knowledge of City, state, and federal transportation design and construction requirements;" and "ability to organize and conduct large-scale engineering surveys and compile comprehensive reports." The examination type was designated as noncompetitive and the probationary period was assigned 365 days.

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 Parking Violations Coordinator (Violations Clerk) (Job Code 0240).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Parking Violations Coordinator (Violations Clerk). In an electronic memorandum dated March 24, 2014, the Department of Public Service submitted proposed class specifications in preparation for a planned departmental reorganization that is most likely to take effect mid-year (July 1) 2014. The intended reorganization would essentially involve restructuring the transportation related responsibilities of the department into three newly defined divisions (Traffic Management, Infrastructure Management, and Design and Construction) keeping the Refuse Collection Division as the fourth division.

The definition section was revised to read, "Under general direction, is responsible for coordinating and managing the activities and personnel assigned to a major section(s) within the Parking Violations Bureau of the Traffic Management Division; performs related duties as required." The examples of work section was revised to include, "Coordinates the day-to-day activities of a major section(s) within the Parking Violations Bureau; Conducts, reviews, and manages traffic parking studies; meets with private industry to determine parking needs to ensure business success;" and "Develops and implements short and long range plans for the development of parking policies and programs."

The minimum qualifications section was revised to read, "Possession of a bachelor's degree and five years of professional experience in accounting, financial analysis, or the research and analysis of parking related issues. Substitution(s): A master's degree may be substituted for one year of the experience requirement." The knowledge, skills, and abilities section was modified to include a thorough knowledge of regulation pertaining to "parking" and parking violations. There were no revisions to 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 Transportation Operations Coordinator (Job Code 1026).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Transportation Operations Coordinator. In an electronic memorandum dated March 24, 2014, the Department of Public Service submitted proposed class specifications in preparation for a planned departmental reorganization that is most likely to take effect mid-year (July 1) 2014. The intended reorganization would essentially involve restructuring the transportation related responsibilities of the department into three newly defined divisions (Traffic Management, Infrastructure Management, and Design and Construction) keeping the Refuse Collection Division as the fourth division.

The definition section was revised to read, "Under general direction, is responsible for coordinating the overall maintenance and operations activities of the Infrastructure Management Division; performs related duties as required."

The examples of work section was revised in order to accurately identify the work housed within this division after the reorganization. For example, work previously associated with this section such as traffic signals, traffic signs, pavement marking, sign fabrication, and the Traffic Management Center will be housed within the Traffic Management Division. Street Maintenance activities (pothole patching and snow removal) will continue to be a major part of the work associated with this 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 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 Design and Construction Division Administrator (Job Code 0229).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Design and Construction Division Administrator. In an electronic memorandum dated March 24, 2014, the Department of Public Service submitted proposed class specifications in preparation for a planned departmental reorganization that is most likely to take effect mid-year (July 1) 2014. The intended reorganization would essentially involve restructuring the transportation related responsibilities of the department into three newly defined divisions (Traffic Management, Infrastructure Management, and Design and Construction) keeping the Refuse Collection Division as the fourth division.

There were no revisions to the definition section. The revisions to the examples of work section involve the movement of the long-term planning and scoping team to this division. Most notable is that the incumbent of this classification will continue to serve as the City Engineer.

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 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 Planning and Operations Division Administrator, retitle it to read Infrastructure Management Division Administrator, and amend Rule XI accordingly (Job Code 0234).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Planning and Operations Division Administrator, retitle it to read Infrastructure Management Division Administrator, and amend Rule XI accordingly. In an electronic memorandum dated March 24, 2014, the Department of Public Service submitted proposed class specifications in preparation for a planned departmental reorganization that is most likely to take effect mid-year (July 1) 2014. The intended reorganization would essentially involve restructuring the transportation related responsibilities of the department into three newly defined divisions (Traffic Management, Infrastructure Management, and Design and Construction) keeping the Refuse Collection Division as the fourth division.

The definition section was revised to read, "Under administrative direction, is responsible for planning, coordinating, and directing the operations and activities of the Infrastructure Management Division; performs related duties as required." Some of the examples of work were revised to read "Directs personnel responsible for infrastructure planning to include capital improvement planning, bridge program management, pavement program management, thoroughfare planning, right-of-way permits, addressing and mapping, zoning coordination, ADA programs, GIS asset management and other 311 service requests for infrastructure needs; Directs personnel responsible for infrastructure transportation operations to include snow removal/spotting, alley and street maintenance and repair, litter pick-up, mowing, graffiti removal, and guardrail replacement; Directs personnel responsible for preparing resurfacing program and pavement specification standards; Directs personnel responsible for the preparation and monitoring of work orders; creates and manages inventory of assets and asset needs;" and "Implements capital improvement projects as related to pavement, curbs, ADA ramps and bridge infrastructure." One example was deleted from this section.

The minimum qualifications section was revised to read, "Possession of a bachelor's degree and seven years of managerial experience in infrastructure (asset) management, transportation operations, engineering, or other closely related field. Substitution(s): A master's degree may be substituted for one year of the required experience." The knowledge, skills, and abilities section was revised to support the examples of work and the minimum qualifications. There were no revisions to 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 Lifeguard (Seasonal) (Job Code 3183).*

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Lifeguard (Seasonal) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2009. There are currently 140 employees serving in this classification in the Recreation and Parks Department on a part-time, seasonal basis.

There were no revisions to the definition section. The examples of work section was revised to delete one example and to clarify other statements. These include, "Monitors all swimmers abilities to assure they stay in water depths based on their skill levels; Watches for and recognizes a swimmer in distress and reacts to the situation; Remains alert to make rescues and administer first aid and CPR as needed; Collects

glass and debris from the bottom of the pool and walks through various areas to include inside and outside fence, to ensure the areas are free of dangerous debris;" and "Cleans pool, scrubs decks, cleans water filters, scrapes gutters, cleans restrooms, and all areas of bathhouse."

The minimum qualifications were revised to remove the reference to the YMCA and to add, "Possession of a valid American Red Cross Lifeguard Training Certificate which includes Cardiopulmonary Resuscitation for the Professional Rescuer and First Aid Basis" as an alternate to the already stated minimum qualifications.

There were no revisions to the knowledge, skills, and abilities 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 Aquatics Supervisor (Seasonal) (Job Code 3184).*

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Aquatics Supervisor (Seasonal) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2009. There are currently 13 employees serving in this classification in the Recreation and Parks Department on a part-time, seasonal basis.

There were no revisions to the definition section. The minimum qualifications were revised to remove the reference to the YMCA and to add, "Two seasons or six months of experience in aquatics and possession of a valid American Red Cross Lifeguard Training Certificate which includes Cardiopulmonary Resuscitation for the Professional Rescuer and First Aid Basis" as an alternate to the already stated minimum qualifications.

There were no revisions to the examples of work section, the guidelines for class use section, the knowledge, skills, and abilities 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 create the specification for the specification for the classification Damage Prevention Supervisor, designate the examination type as competitive, assign a probationary period of 365 days, and amend Rule XI accordingly.*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Damage Prevention Program Manager (Job Code 4056).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Electricity Distribution Assistant Manager, retitle it to read Power Distribution Assistant Manager, and amend Rule XI accordingly (Job Code 3581).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electricity Distribution Assistant Manager, retitle it to read Power Distribution Assistant Manager, and amend Rule XI accordingly 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 2010. There is one incumbent serving in this classification in the Department of Public Utilities, Division of Power.

Based on feedback from department representatives, some revisions were proposed. Throughout the classification, updates were made to substitute the word, "power" for "electricity" in the title, definition section, and the examples of work section. Within the examples of work section, one statement lists the sections within the purview of this classification but was missing several. Since the description "power distribution" captures all sections, the statement was revised to state, "monitors the work of staff in power distribution which may include substation, storeroom, underground, overhead, dispatching, and street lighting sections to ensure smooth operations." In addition, one statement references the construction and maintenance program being overseen by this incumbent. Therefore, the word "interprets" was replaced with "oversees" for that statement.

The guidelines for class use section was removed because it simply restates the definition. The minimum qualifications were revised to read, "Completion of the 12<sup>th</sup> school grade and two years of experience as a Power Line Worker Supervisor II or Cable Worker Supervisor II or comparable experience. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the 12<sup>th</sup> school grade requirement."

One statement within the knowledge skills, and abilities section was revised to describe the supervisory ability in a more standard format, and the ability to operate a computer and related software was added. There were no revisions to 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 Substation Maintenance Technician (Job Code 3595).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Substation Maintenance Technician 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 2010. There are currently two incumbents serving in this classification in the Department of Public Utilities, Division of Power. Based on questionnaires completed by incumbents and feedback from department representatives, some revisions were proposed.

The definition section was revised to remove the word "electricity" in favor of "electrical power" when describing the distribution equipment. The examples of work section was revised to add "sensors" to a statement regarding the types of items incumbents can inspect and maintain and describing the distribution system as the "power distribution system" was also added in another statement.

A guidelines for class use section was added and reads, "Positions allocated to this classification may work with energized lines and equipment carrying up to 138,000



volts." The minimum qualifications section was revised to allow a substitution for successful completion of a formal classroom or apprenticeship training program in power distribution to substitute for six months of experience. Also, the inclusion of one year of experience in the Lamp Servicer classification was added.

The knowledge, skills, and abilities section was revised to update three knowledge statements to use the terminology "power distribution" instead of "electrical." Added to this section was "general knowledge of environmental guidance on how to handle cleanup of spills or leaks (e.g. oil, SF<sub>6</sub> gas); ability to work in confined spaces; ability to work in all kinds of weather;" 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 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 Energy Programs Coordinator, retitle it to read Energy Manager, and amend Rule XI accordingly (Job Code 0756).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Energy Programs Coordinator, retitle it to read Energy Manager, and amend Rule XI accordingly as a result of a class action request from the Department of Finance and Management. Based on feedback from department representatives, some revisions were proposed.

In order to more succinctly describe the classification, the title of Energy Programs Coordinator was retitled to Energy Manager. In the definition section, supervising the activities of contractors or other employees assigned to energy management projects was removed as it does not define the reason for the classification to exist.

In the examples of work section, two statements were added to reflect the integrative role this classification serves to bring energy efficient programs to the City through coordination with the Mayor's Office of Environmental Stewardship and with City departments, and then to evaluate annual targets as well as to report on the City's progress. Several statements were revised to update wording to be more descriptive. Statements were reordered to organize similar statements or primary functions closer to the top. Statements regarding the more technical types of work that might be more engineering related or procurement related were removed, as well as the statement regarding representing the City at hearings before the Public Utilities Commission of Ohio (PUCO).

The minimum qualifications section was revised to read, "Possession of a bachelor's degree and four years of professional experience in environmental sciences, environmental sustainability, energy planning or closely related field. Substitution(s): Possession of a valid certificate as a Certified Energy Manager (CEM) may be substituted for the required education and experience. Possession of certification as a Leadership in Energy & Environmental Design Accredited Professional (LEED AP) may substitute for one year of the experience. Possession of a Master's degree may substitute for one year of the experience. Possession of a valid motor vehicle operator's license."

The knowledge, skills, and abilities section was revised to remove one knowledge statement that focused on more technical engineering knowledge. The labeling for whom this classification develops and maintains effective working relationships was removed. New statements read, "Considerable knowledge of environmental issues pertaining to sustainability goals; considerable knowledge of current sustainability technologies and their applications; ability to review, analyze and evaluate data objectively and make appropriate recommendations; ability to perform cost benefit

analyses;" and "ability to communicate technical concepts and solutions at a level appropriate to the audience."

There were no revisions to the guidelines for class use 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 Columbus City Schools' staff to revise the specification for the classification Bus Driver Trainee (Class Code 9601).*

PRESENT: Jackie Chapman, Personnel Analyst

Jacquelyn Chapman presented this request to revise the specification for the classification Bus Driver Trainee in response to the Human Resources Department's objective to provide Columbus City Schools with bus driver trainees who have a better educational foundation that will lend itself to trainee classroom success. Revisions were also made in order to bring the specification up to date with the changes in the Ohio Revised Code that pertains to school bus drivers. It was last reviewed October 31, 2011.

The minimum qualification section was revised to read, "Any combination of training and experience equivalent to completion of the 10<sup>th</sup> school grade and five years of experience as a licensed motor vehicle operator. Must possess a valid Ohio Class B (or higher) Commercial Driver's License. Substitution: An Ohio CDL Instruction Permit with the School Bus (S) and Passenger (P) endorsements, and air brake qualification may substitute for the required motor vehicle operator's license. A good driving record - no more than four points in most recent two years, no instances of operating a motor vehicle while under the influence of alcohol or drugs within the past six years, and no current offenses pursuant to 3301-83-23 of the Ohio Revised Code as demonstrated by a State of Ohio Bureau of Motor Vehicle record abstract."

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 this request was made, seconded, and passed unanimously.

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*RE: Request of the Columbus City Schools' staff to revise the specification for the classification Bus Driver (Class Code 9608).*

PRESENT: Jackie Chapman, Personnel Analyst

Jacquelyn Chapman presented this request to revise the specification for the classification Bus Driver in response to the Human Resources Department's objective to provide Columbus City Schools with bus drivers who have a better educational foundation for successful and continuous growth as a bus driver. Revisions were also made in order to bring the specification up to date with the changes in the Ohio Revised Code that pertains to school bus drivers. It was last reviewed October 31, 2011.

The minimum qualification section was revised to read, "Any combination of training and experience equivalent to completion of the 10<sup>th</sup> school grade and five years of experience as a licensed motor vehicle operator. Possession of a valid Ohio Commercial Driver's License, Class B with SP (School Bus Passenger) endorsement and air brake qualification. Possession of a valid certificate of completion for the Pre-Service Driver Training issued by the Ohio Department of Education for school bus drivers. A good driving record - no more than four points in most recent two years, no

instances of conviction of operating a motor vehicle while under the influence of alcohol or drugs within the past six years, and no current offenses pursuant to 3301-83-23 of the Ohio Revised Code as demonstrated by a State of Ohio Bureau of Motor Vehicle record abstract."

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 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.	Collin Anderson	Firefighter
2.	Brandon Anti	Firefighter
3.	James Bailey	Firefighter
4.	Alex Beall	Firefighter
5.	Eric Carter	Firefighter
6.	Kyle Ferguson	Firefighter
7.	Kristen Frederick	Firefighter
8.	Roger Giancarlo Mendoza	Firefighter
9.	Ronald Gleason, Jr.	Firefighter
10.	James Higgins	Firefighter
11.	Michael Jordan	Firefighter
12.	Mary Lawless	Firefighter
13.	Zachary Lynch	Firefighter
14.	Duane Miller	Firefighter
15.	Evan Moody	Firefighter
16.	Andrew Peaks	Firefighter
17.	T'juan Peeples	Firefighter
18.	Jacob Powell	Firefighter
19.	Sam Sprankle	Firefighter

After reviewing the files of Collin Anderson, Brandon Anti, Alex Beall, Eric Carter, Kyle Ferguson, Kristen Frederick, Ronald Gleason, Jr., Michael Jordan, Mary Lawless, Zachary Lynch, and Jacob Powell, the Commissioners decided their names would be reinstated to the Firefighter testing process.

After reviewing the files of James Bailey, Roger Giancarlo Mendoza, James Higgins, Duane Miller, Evan Moody, Andrew Peaks, T'juan Peeples, and Sam Sprankle, the Commissioners decided their names would not be reinstated to the Firefighter testing process.

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RE: *Background Removals – Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Chase Maffe	Police Officer	14-BR-006
2.	Joshua Longood	Police Officer	14-BR-007
3.	Scott Bobo	Police Officer	14-BR-008

After reviewing the file of Scott Bobo, the Commissioners decided his name would be reinstated to the Police Officer eligible list.

After reviewing the files of Chase Maffe and Joshua Longood, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

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RE: *Other Administrative/Jurisdictional Reviews.*

*Review of the appeal of Charles Swords, regarding his denied application for the Sewer Maintenance Supervisor II examination, City of Columbus, Appeal Number 14-CA-0006.*

The Commissioners reviewed the appeal filed by Charles Swords on March 5, 2014 regarding the rejection of his application for the Sewer Maintenance Supervisor II examination.

In his appeal, Mr. Swords stated the he works as a Sewer TV Operator and that he conducts performance appraisals and initiates discipline. He included a copy of an email from Martin Wollenslangel outlining his responsibilities and a copy of his performance appraisal from 2012.

The Commission is required to follow the guidelines of the class plan. The classification specification for Sewer Telemonitoring Operator does not include a reference to supervisory duties in either the definition or examples of work. The specification does indicate that the position acts as a lead worker to oversee and assist with equipment set-up and confined space operations. Commission policy has been that credit is not awarded for job duties performed outside the definition of the job class. For this reason, the Commission upheld the rejection of Mr. Swords' application.

However, as a result of the information provided in Mr. Swords appeal request, and audit for his position will be conducted in order to document the duties he performs and determines if his position is appropriately classified.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Mr. Swords' application for the Sewer Maintenance Supervisor II examination and decided to dismiss his appeal without a hearing pursuant to Rule XIII (G)(1).

*Review of the appeal of Terrence Pegram, regarding his denied application for the Parks Maintenance Supervisor examination, City of Columbus, Appeal Number 14-CA-0007.*

The Commissioners reviewed the appeal filed by Terrence Pegram on March 28, 2014 regarding the rejection of his application for Parks Maintenance Supervisor.

In his appeal, Mr. Pegram stated that he sent the wrong resume and that he has three and a half years of landscaping experience. His appeal indicates that he has experience with the Brickman Group and with Champions Golf Course; however, on his application, Mr. Pegram did not list these two jobs and only listed his work experience as a materials handler for Osburne-Hessey Logistics.

The Commission requires all relevant work experience to be listed on the application and would not have reviewed his resume even if he had attached the

correct resume. In addition, Commission policy does not allow jobs to be added once applications have been reviewed for the minimum qualifications. Therefore, the Commission upheld the rejection of Mr. Pegram's application because he did not list enough work experience to demonstrate that he met the minimum qualifications for this examination.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Mr. Pegram's application for Parks Maintenance Supervisor 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 9:33 a.m.

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Grady L. Pettigrew, Jr., President

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Date