

Regular Meeting

May 19, 2014
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, May 19, 2014, at 1:08 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 28, 2014 Regular Meeting.

A motion to approve the minutes was made, seconded, and passed 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 extend the eligible list for Parks Maintenance Worker (Job Code 3770) for one year to expire July 2, 2015.

PRESENT: Linda Isaac, Personnel Analyst II

Linda Isaac presented this request to extend the eligible list for Parks Maintenance Worker for one year to expire July 2, 2015 since only eight appointments have been made from the list and 15 eligible candidates remain.

This classification is used primarily in the Recreation and Parks Department. The affected department was contacted and was amenable to extending the list.

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

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Re: Request of Appellant, Bydea Harris, to withdraw the appeal she filed April 9, 2014, regarding her denied application for the Transportation Dispatcher examination - Columbus City Schools - Appeal Number 14-BA-0005.

A motion to approve this request was made, seconded, and passed 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 Electricity Consumer Servicer with no revisions (Job Code 3305).

Request of the Civil Service Commission staff to approve the specification review for the classification Property Maintenance Inspection Specialist with no revisions (Job Code 1793).

Request of the Civil Service Commission staff to approve the specification review for the classification Recreation Center Manager with no revisions (Job Code 3164).

Request of the Civil Service Commission staff to approve the specification review for the classification Epidemiologist with no revisions (Job Code 1964).

Request of the Civil Service Commission staff to approve the specification review for the classification Claims Investigator with no revisions (Job Code 0763).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests to approve the specification reviews for the classifications Electricity Consumer Servicer, Property Maintenance Inspection Specialist, Recreation Center Manager, Epidemiologist, and Claims Investigator 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 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 passed unanimously.

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Mobility Options Division Administrator, and amend Rule XI accordingly (Job Code 0232).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Mobility Options Division Administrator and amend Rule XI accordingly. This classification is currently vacant. In anticipation of the departmental reorganization to take effect mid-2014, the Mobility Options Division is being disbanded and a new division structure for the department will be implemented. Given this new structure, the department agrees there will be no need to have available a division administrator classification for a division that will not exist. Based on this information, it was proposed to abolish this 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 revise the specification for the classification Deputy Director (Jobs and Economic Development) (U), and retitle it to read Deputy Director (Policy Planning and Economic Development) (U) (Job Code 0172)

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Deputy Director (Jobs and Economic Development) (U) and retitle it to read Deputy Director (Policy Planning and Economic Development) (U) in anticipation of a reorganization within the Department of Development and the need to have a classification specification and corresponding title that best exemplifies the overall responsibilities and performance expectation.

The definition section was revised to read, "Under administrative direction, is responsible for assisting the Development Director (U) in the development, refinement, and implementation of activities related to policy formation and strategic planning in the Department of Development; performs related duties as required." The examples of work section was revised to best represent the overall responsibilities of this class and to be most reflective of the proposed organizational structure. Some of the examples include, "Develops and implements solutions to complex economic and community development problems; develops strategic plans to attract business and industry to the City of Columbus; develops and maintains relationships with key shareholders within the Columbus community;" and "monitors rule and law development, as well as court decisions, for their relevance to departmental operations."

The guidelines for class use section was revised to stipulate that "no more than two employees may serve in this classification at any one time." There were no other changes made to this classification specification.

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 Recreation Instructor (Job Code 3215).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Recreation Instructor as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in July 2009.

There are currently 249 employees serving in this classification in the Recreation and Parks Department. Based on a review of the specification and feedback from department representatives, a revision was proposed.

There were no revisions to the definition section. In the examples of work section the word "Indian" was changed to "Native American" in order to more clearly define the type of activity specified. 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 Recreation Supervisor (Job Code 3163).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Recreation Supervisor 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 31 employees serving in this classification in the Recreation and Parks Department. After a review of the specification, questionnaires completed by incumbents, and feedback from department representatives, revisions were proposed.

The reference to "overseeing major recreation related programs" in the definition section was modified to eliminate redundancies between the Recreation Supervisor and the Recreation Administrative Manager classes. Additionally, a reference to a "citywide basis" was added to the definition to illustrate that the programs are not limited to recreation centers but are citywide.

The examples of work section was revised to add a citywide reference to one example of work to further illustrate that the work is performed on a citywide basis. 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 Horticultural Specialist I (Job Code 1538).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Horticultural Specialist 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 July 2009. There is currently one employee serving in this classification in the Recreation and Parks Department. Based on a review of the specification, a questionnaire completed by the incumbent, and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. The knowledge, skills, and abilities section was revised to add the "ability to read and interpret maps and survey profiles;" and "ability to operate a computer and utilize related software." 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 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 Horticultural Specialist II (Job Code 1539).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Horticultural Specialist II as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2009. There are currently no employees serving in this classification in the Recreation and Parks Department. Based on a review of the specification and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. The examples of work section was updated to more accurately describe the work as it may be performed with regards to "printed media" and "trainings." The knowledge, skills, and abilities section was revised to add the "ability to operate a computer and utilize related software." 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 Recreation and Parks Assistant Director (Job Code 0085).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Recreation and Parks Assistant Director as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2009. There are currently two employees serving in this classification in the Recreation and Parks Department. Based on a review of the specification, questionnaires completed by the incumbents, and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. The examples of work section was revised to further illustrate the types of programs overseen and coordinated, and more accurately define the work as it currently exists. 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 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 Utility Service Manager, retitle it to read Water Service Manager, and amend Rule XI accordingly (Job Code 3280).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Utility Service 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 two employees serving in this classification in the Department of Public Utilities, Division of Water. Based on questionnaires completed by the

incumbents, with supervisory review, and feedback from department representatives, revisions were proposed.

In 2006, a Utility Service classification series was developed to merge classifications for water meter work and electric meter work into one series. In 2009, the Utility Service merge cancellation served to once again separate water meter work from electric meter work with a restoration of the classes into separate class series. The Utility Service Manager classification was allowed to remain as a merged classification despite the merge cancellation due to an incumbent who was in the Division of Power at the time. Currently, the only incumbents are in the Division of Water. The Division of Power is satisfied that the four classifications in the Electric Meter series capture the work. Therefore, the restoration of this classification for the focus on the Division of Water was proposed.

To effectuate this restoration to the 2006 version, it was proposed to reintroduce "water" as a descriptor instead of the generic "utility" descriptor within the title, definition, examples of work, and knowledge, skills, and abilities sections. In addition, the restoration of reference to backflow when discussing the types of services was restored. Within the Classification Plan, the Utility Service Manager classification will only be in series with the Water Service classifications in the Utility Consumer Services Group and will be removed from the Electric Meter series in the Meter Repair/Installation Group. 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 Water Service Technician I (Job Code 3260).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Service Technician 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 March 2009. There are 19 employees serving in this classification in the Department of Public Utilities, Division of Water. Based on questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. The knowledge, skills, and abilities section was revised to help describe communication in more abstract terms. Instead of "write" and "speak," the terms were changed to "compose" and "communicate." One statement was modified to better describe the walking requirement and make the ability to climb stairs its own ability statement. Two ability statements that were added are, "ability to traverse uneven terrain;" and "ability to work in confined spaces." 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 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 Water Service Technician II (Job Code 3276).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Service Technician II, 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 2009. There are 57 employees serving in this classification in the Department of Public Utilities, Division of Water. Based on questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. Two statements in the examples of work section were revised to reflect that leaks are often a culprit for investigations of water metering systems and incumbents of this classification interact with customers as well as contractors and plumbers.

The knowledge, skills, and abilities section was revised to help describe communication in more abstract terms. Instead of "write" and "speak," the terms were changed to "compose" and "communicate" and "hostile animals" was added to the last ability statement regarding job hazards. One statement was modified to better describe the walking requirement and make the ability to climb stairs its own ability statement. Three ability statements that were added are, "ability to traverse uneven terrain; ability to work in confined spaces;" and "ability to utilize hand and/or power tools." 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 Water Service Supervisor (Job Code 3278).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Service Supervisor, as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2009. There are five employees serving in this classification in the Department of Public Utilities, Division of Water. Based on questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. Two statements in the examples of work section were revised to reflect that incumbents of this classification interact with a variety of individuals to include contractors and plumbers, in addition to consumers, general public, and personnel. Two knowledge statements and one ability statement within the knowledge, skills, and abilities section were removed. Additions to this section read, "considerable knowledge of backflow devices and related Environmental Protection Agency (EPA) codes and regulations; ability to communicate effectively and tactfully with the general public and associates; ability to develop and maintain effective working relationships; ability to maintain records and prepare reports;" and "ability to supervise others." 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 Utility Services Coordinator (Job Code 0863).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Utility Services Coordinator, 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 two employees serving in this classification in the Department

of Public Utilities, Division of Water. Based on questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. The examples of work section was revised to remove the mail room from one statement and to remove the class title of "Utility Revenue Manager" and replace it with "administration" in the example of work that references the class title. One addition of "provides solutions for consideration" was made to round out the statement regarding keeping administration informed. 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 Utility Revenue Manager (Job Code 0866).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Utility Revenue Manager, as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was created in March 2010 and this is its first review. This classification is currently vacant within the Department of Public Utilities. Based on a review of the specification and feedback from department representatives, revisions were proposed.

There were no revisions to the definition section. Within the examples of work section, reference to "making recommendations to the Power and Water Division Administrator" was proposed to be revised to remove the class title. The Power and Water Divisions have historically been separated, merged in 2006, and separated back in to a Division of Power and a Division of Water in 2013. Therefore, the leadership to which this position reports is no longer to a joint Power and Water Division Administrator, yet is still anticipated, when filled, to report at a division administration level. Therefore, "the administrator" that is referenced in another example of work was changed to "administration" in order to keep this consistent. The addition of "provides solutions for consideration" was included to round out the statement regarding keeping the administration informed. 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 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.	Nertky Chhuom	Firefighter
2.	Matthew Fischer	Firefighter
3.	Daniel Fountain	Firefighter
4.	Shad Green	Firefighter
5.	Kimberly Hicks	Firefighter
6.	Zachary Hochuli	Firefighter
7.	Eugene Hogg, Jr.	Firefighter
8.	Joseph Kelly	Firefighter
9.	Charles Lawson	Firefighter
10.	Cole Logan, Jr.	Firefighter
11.	Laura Miller	Firefighter
12.	Kalvin Morrison	Firefighter
13.	Colin Papp	Firefighter
14.	David Sabree	Firefighter
15.	William Scarbrough	Firefighter
16.	Shawn Scott	Firefighter
17.	Patrick Sullivan	Firefighter
18.	Daniel Watkins	Firefighter

After reviewing the files of Nertky Chhuom, Matthew Fischer, Shad Green, Zachary Hochuli, Joseph Kelly, Cole Logan, Jr., Laura Miller, Kalvin Morrison, William Scarbrough, Patrick Sullivan, and Daniel Watkins, the Commissioners decided their names would be reinstated to the Firefighter testing process.

After reviewing the files of Daniel Fountain, Kimberly Hicks, Eugene Hogg, Jr., Charles Lawson, Colin Papp, David Sabree, and Shawn Scott, 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.	Jesse VanBalen	Police Officer	14-BR-009
2.	Neil Grant	Police Officer	14-BR-010

After reviewing the file of Jesse VanBalen, the Commissioners decided his name would not be reinstated to the Police Officer eligible list.

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

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Shekinah Barnett, regarding her denied application for the Transportation Dispatcher examination, Columbus City Schools, Appeal Number 14-BA-0006.

The Commissioners reviewed the appeal filed by Shekinah Barnett regarding the rejection of her application for the Transportation Dispatcher examination with the Columbus City Schools.

In her appeal, Ms. Barnett stated that she covered the dispatch position for more time than the five months determined by the school district and that she believes she met the one year experience requirement in the minimum qualifications for this examination. The Commission does not typically count work performed outside of the

definition of the job class towards the minimum qualifications. However, Columbus City Schools may have a different policy and determined that Ms. Barnett worked out of class for a total of five months. The school district awarded Ms. Barnett credit for that time period towards the one year experience requirement.

The Commission reviewed Ms. Barnett's appeal and upheld the rejection of her application for Transportation Dispatcher because the records of Columbus City Schools showed her official time working out of class to be less than one year. Based upon the foregoing, the Civil Service Commission decided to dismiss Ms. Barnett's appeal without a hearing pursuant to Rule XIII (G)(1).

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The Commissioners adjourned their regular meeting at 1:28 p.m.

Grady L. Pettigrew, Jr., President

Date