

Regular Meeting

June 30, 2014
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 30, 2014, at 12:44 p.m. with Grady Pettigrew, Jr. and Jeff Porter in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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RE: Review and approval of the minutes from the May 19, 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: Receipt of Rationale and Supporting Documentation from the Columbus City Schools for the Layoff of a Classified Civil Service Employee Effective July 14, 2014.

PRESENT: Wanda Lillis, Associate Legal Counsel for Columbus City Schools
Suzy Rhett, Interim Executive Director, HR, Columbus City Schools

Wanda Lillis and Suzy Rhett presented the receipt of rationale and supporting documentation from the Columbus City Schools for the layoff of a classified Civil Service employee effective July 14, 2014. This is the intended layoff of one position, Accountant I. The Commission acknowledged receipt of that stating that it was received as of June 5, 2014, which is 30 days or more prior to the effective day of the layoff, which is announced as July 14, 2014. This receipt, however, was challenged. Commission President Grady Pettigrew stated that the Municipal Civil Service Commission for Columbus provides a forum for the actions of Columbus City Schools and one of those is for the announcement of the layoff of employees. He also stated that it doesn't provide that one can challenge that on the basis that there is a disagreement with what Columbus City Schools is doing or whether there is an ulterior motive until the employee receives an action of Columbus City Schools and if they choose to appeal that action to the Civil Service Commission within 10 days of the receipt of that, the Commission has no jurisdiction over any of the other requirements. Columbus City Schools has met that requirement in this receipt by telling the Commission what they're planning to do.

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

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Re: Request of Appellant, Wilbur Bethel, to withdraw the appeal he filed May 29, 2014, regarding his three-day suspension from the position of Custodian - Columbus City Schools - Appeal Number 14-BA-0007.

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 April 9, 2014, Monique Myles vs. Columbus City Schools, Appeal Number 13-BA-0023.

This item was deferred.

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Re: Review of the Findings and Recommendation of the Trial Board hearing held on May 5, 2014, Larry Votaw vs. Columbus City Schools, Appeal Number 13-BA-0024.

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

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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 Property Maintenance Inspection Manager with no revisions (Job Code 1792).

Request of the Civil Service Commission staff to approve the specification review for the classification Relocation Specialist with no revisions (Job Code 2034).

Request of the Civil Service Commission staff to approve the specification review for the classification Relocation Program Manager with no revisions (Job Code 2036).

Request of the Civil Service Commission staff to approve the specification review for the classification Employee Assistance Counselor with no revisions (Job Code 1765).

Request of the Civil Service Commission staff to approve the specification review for the classification Dietetic Technician with no revisions (Job Code 1486).

Request of the Civil Service Commission staff to approve the specification review for the classification Recreation and Parks Marketing/Fundraising Coordinator with no revisions (Job Code 0786).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Property Maintenance Inspection Manager, Relocation Specialist, Relocation Program Manager, Employee Assistance Counselor, Dietetic Technician, and Recreation and Parks Marketing/Fundraising Coordinator 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 revise the specification for the classification Parking Meter Collector (Job Code 1300).

This Item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collection Supervisor (Job Code 1301).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Parking Meter Collection 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 April 2010. There is currently one incumbent serving in this classification located in the Public Service Department.

Based on a questionnaire completed by the incumbent, with supervisory review, and feedback from department representatives, there were revisions proposed. The Parking Meter Collection Supervisor is assigned to the Parking Violations Bureau, which is currently within the Mobility Options Divisions. In accordance with a pending reorganization, the Parking Violations Bureau will be placed within the new Traffic Management Division.

There were no revisions to the definition section. A revision in the examples of work section was to note responsibility for the preparation of spreadsheets for verification of daily collections and duplication of web-based data. Additionally, one statement was amended to note that the Parking Meter Collection Supervisor is responsible for auditing parking meters using a web-based data management program, which replaces the current reference to a hand-held mobile data collection device which is no longer used.

The ability to operate a computer and utilize related software was added to the knowledge, skills, and abilities section. 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 Parking Meter Repairer (Job Code 3784).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Parking Meter Repairer as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in April 2009. There are currently two incumbents serving in this classification located in the Public Service Department.

Based on questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, there were revisions proposed. The Parking Meter Repairer is assigned to the Parking Violations Bureau, which is currently within the Mobility Options Divisions. In accordance with a pending reorganization, the Parking Violations Bureau will be placed within the new Traffic Management Division.

There were no revisions to the definition section. In the examples of work section one statement was revised to note the use of a diagnostic testing and calibration device. More revisions noted that the Parking Meter Repairer is responsible for the application of parking restriction labels to the meters, and for placing hoods on meters in accordance with occupancy permits and special events, and then removing the hoods when appropriate. "Maintains and repairs bicycle 'fix-it' stations" was added to this section as well.

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 Parking Meter Repairer Supervisor (Job Code 3785).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Parking Meter Repairer 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 April 2009. There is currently one incumbent serving in this classification located in the Public Service Department.

Based on a questionnaire completed by the incumbent, with supervisory review, and feedback from department representatives, there were revisions proposed. The Parking Meter Repairer Supervisor is assigned to the Parking Violations Bureau, which is currently within the Mobility Options Divisions. In accordance with a pending reorganization, the Parking Violations Bureau will be placed within the new Traffic Management Division.

There were no revisions to the definition section. In the examples of work section one statement was amended to note responsibility for instructing employees in the repair, installation, and maintenance of parking meters and the use of diagnostic tools. One statement regarding making recommendations on employee actions such as promotions, demotions, and appointments was removed as this is not a typical responsibility. Additionally, a reference to notifications to law enforcement agencies was removed as this is not done.

The ability to operate a computer and utilize related software was added to the knowledge, skills, and abilities section. 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 Crime Analyst (Job Code 3026).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Crime Analyst as part of the Commission's efforts to ensure that all classifications are

reviewed at least every five years. It was last reviewed in July 2010. There are currently four incumbents serving in this classification located in the Public Safety Department, within the Police Division.

Based on questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, a revision was proposed. There were no revisions to the definition section. The examples of work section was revised to remove a reference to specific software programs currently used. 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 Crime Analyst Supervisor (Job Code 3027).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Crime Analyst 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 July 2010. There are currently no incumbents serving in this classification utilized in the Public Safety Department, within the Police Division.

Based on feedback from department representatives, revisions were proposed. There were no revisions to the definition section. One statement was added to the examples of work section to indicate responsibility for the preparation of special request projects and reports for information/presentation to the Division and the community. Additionally, statements were revised to remove reference to specific software programs currently used.

The knowledge, skills, and abilities section was revised to replace a reference to the use of modern office equipment and specific software programs with a more descriptive statement, "ability to operate a computer and utilize related software for the purpose of retrieving, analyzing, and compiling data into reports." 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 Employee Assistance Program Manager (Job Code 1764).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Employee Assistance Program 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 July 2010. There is currently one incumbent serving in this classification within the Columbus Public Health Department.

Based on a questionnaire completed by the incumbent, 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 include one statement noting responsibility for coordinating consultation and support to critical incident teams and peer assistance teams within the Police and Fire Divisions.

The minimum qualifications section was revised to read, "Possession of certification as a licensed independent social worker (LISW) or licensed professional clinical counselor (LPCC) and four years' experience in counseling, employee assistance, social work, or a related field." 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 Chief Plans Official (Job Code 1052).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Chief Plans Official 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. This is a single position classification used in the Building and Zoning Services Department.

Based on feedback from department representatives, revisions were proposed. The definition section was revised to remove the reference to "public" development because this classification manages the activities of the Engineering Plans Review Section and this section does not handle CIP/public development projects.

The examples of work section was revised to clarify one statement noting that the Chief Plans Official is responsible for developing the tracking system to monitor the status of development plans submitted for review in order to assure compliance with plan review turnaround goals and M.O.U. compliance reports. The guidelines for class use section was revised to make appropriate reference to the Building and Zoning Services Department. 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 Compensation Manager (Job Code 0885).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Compensation 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 July 2009. There is currently one employee serving in this classification within the Human Resources Department.

Based on staff's review and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. One statement in the examples of work section noted participation in the design, development, and administration of individual performance review systems. This was revised to read, "Designs, develops, and administers individual performance management systems." The statement "Works collaboratively with human resources personnel to develop and implement workforce planning and strategic recruitment and retention initiatives," was added to this section as well.

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 Electric Meter Technician, retitle it to read Power Metering Technician, and amend Rule XI accordingly (Job Code 3626).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Electric Metering Supervisor I, retitle it to read Power Metering Supervisor I, and amend Rule XI accordingly (Job Code 3618).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Electric Metering Supervisor II, retitle it to read Power Metering Supervisor II, and amend Rule XI accordingly (Job Code 3619).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Electric Switchboard Operator Trainee, retitle it to read Power Distribution Load Trainee, and amend Rule XI accordingly (Job Code 3587).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electric Switchboard Operator Trainee, retitle it to read Power Distribution Load Trainee, 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 are two incumbents serving in this classification within the Department of Public Utilities, Division of Power. Based on feedback from department representatives, revisions were proposed.

The title was changed based on the fact that with the terminology of "Switchboard" and "Operator" in the classification title, applicants with customer service backgrounds were mistakenly applying. To correct this mistaken identity of telephone switchboard operation, the title was renamed to Power Distribution Load Trainee.

The definition section now reads, "Under immediate supervision, is responsible for learning to operate the power distribution/transmission control system; performs related duties as required." One statement in the examples of work section was revised to fix grammar. "Learns to manually take readings in the field for controls of the distribution/transmission system in order to facilitate emergency operations and when the SCADA system is unavailable; Learns to actively track location of field personnel to serve as central control for the Division's lock-out/tag-out system and to secure safety for crews and others working on or near energized circuits;" and "Enters trouble tickets into computerized work management system" were all added to this section.

The guidelines for class use section was revised to remove the old series title in favor of the new series title. The minimum qualifications section now reads, "One year of experience performing electrical work. Substitution(s): Successful completion of a formal classroom or apprenticeship training program in the general principles of electricity or power distribution may be substituted for six months of the experience. Possession of a valid motor vehicle operator's license."

The "ability to operate a computer and related software" was added to the knowledge, skills, and abilities section. 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 Electric Switchboard Operator, retitle it to read Power Distribution Load Operator, and amend Rule XI accordingly (Job Code 3588).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electric Switchboard Operator, retitle it to read Power Distribution Load Operator, 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 within the Department of Public Utilities, Division of Power. Based on a questionnaire received from the incumbent and feedback from department representatives, revisions were proposed.

The title was changed based on the fact that with the terminology of "Switchboard" and "Operator" in the classification title, applicants with customer service backgrounds were mistakenly applying. To correct this mistaken identity of telephone switchboard operation, the title was renamed to Power Distribution Load Operator.

The definition section now reads, "Under general supervision, is responsible for fully skilled operator of the power distribution/transmission control system; performs related duties as required." "Manually takes readings in the field for controls of the distribution/transmission system in order to facilitate emergency operations and when SCADA is unavailable; may manually operate controls in the field; Actively tracks locations of field personnel to serve as central control for the Division's lock-out/tag-out system and to secure safety for crews and others working on or near energized circuits;" and "Enters trouble tickets into computerized work management system; monitors progress on trouble tickets" were all added to the examples of work section.

The minimum qualifications section was revised to reference the new title in the experience requirement. 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 Electricity Load Dispatcher, retitle it to read Power Distribution Load Dispatcher, and amend Rule XI accordingly (Job Code 3589).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electric Load Dispatcher, retitle it to read Power Distribution Load Dispatcher, 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 August 2009. There are five incumbents serving in this classification within the Department of Public Utilities, Division of Power. Based on questionnaires received from the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed.

The title was to mirror the Power Distribution Load Operator and Power Distribution Load Trainee within the series. The definition section now reads, "Under direction, is responsible for advanced operation of the power distribution/transmission control system; performs related duties as required."

The examples of work section's statements were rearranged to put some of the more primary duties for incumbents of this classification at the top of the list. While other classes may assist with developing switching procedures, this classification holds primary responsibility for creating them for use in routine and emergency situations. Dispatching crews to the location of an outage or emergency repair is also a primary duty of incumbents of this classification. Several statements were revised to remove class titles or make them more descriptive of the type of work being described.

The minimum qualifications section was revised read, "Three years of experience operating an electrical power distribution system, or performing power line distribution or cable distribution work, or other closely related experience. Possession of a valid motor vehicle operator's license." The "ability to operate a computer and related software" was added to the knowledge, skills, and abilities section. 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 Property Maintenance Inspection Trainee (Job Code 1789).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspector (Job Code 1790).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspection Supervisor (Job Code 1796).

This item was deferred.

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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: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Aquatics Supervisor (Seasonal). In April 2014 when the minimum qualifications for this classification were revised, the possession of a valid American Red Cross Water Safety Instructor’s Certificate was not included in the revisions. Therefore, it was proposed to add this requirement to the minimum qualifications section.

There were no revisions to the definition section, 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: 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.	Andrew Joseph	Firefighter
2.	Javon Parker	Firefighter

After reviewing the files of Andrew Joseph and Javon Parker, the Commissioners decided their names would be reinstated to the Firefighter testing process.

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RE: Background Removals – Post-Exam.

	Name of Applicant	Position Applied For	BAR #
1.	Janine Waas	Police Communications Technician	14-BR-011

After reviewing the file of Janine Waas, the Commissioners decided her name would not be reinstated to the Police Communications Technician eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Gina Diggs, regarding the abolishment of her position as Accountant I, Columbus City Schools, Appeal Number 14-BA-0008.

The Commissioners reviewed the appeal filed by Gina Diggs on May 30, 2014, regarding the abolishment of her position as an Accountant I with Columbus City Schools. Ms. Diggs included a copy of the Board of Education Minutes showing the abolishment of an Accountant I position in the Office of Internal Audit.

Civil Service Rules for the Columbus City Schools permit appeals on layoffs; however, Ms. Diggs' appeal was filed prematurely since she had not been given a formal notice. It was noted that once Ms. Diggs receives notice of the abolishment in writing that she may file another appeal with the Civil Service Commission.

Based upon the foregoing, the Civil Service Commission decided to dismiss Ms. Diggs' appeal without a hearing because it was filed prematurely.

Review of the appeal of Wilbur Bethel, regarding his 3rd Step Grievance, Columbus City Schools, Appeal Number 14-BA-0009.

The Commissioners reviewed the appeal filed by Wilbur Bethel on June 4, 2014, regarding his 3rd step grievance for a three day suspension from his position as a Custodian with Columbus City Schools.

Section 124.34 of the Ohio Revised Code, which outlines appeal rights for classified employees, is applicable to school district employees. Appeals are permitted for "a suspension of more than 24 work hours" according to Section 124.34 (B), which is a suspension of four or more work days. A suspension of less than four days is not appealable under this section of the state law. The Commission determined that it does not have jurisdiction over Mr. Bethel's appeal or any related grievances because his appeal was regarding a three day suspension.

Based upon the foregoing, the Civil Service Commission decided to dismiss Mr. Bethel's appeal pursuant to Rule XIII (G)(1) because it does not have jurisdiction over his appeal.

Review of the appeal of Charles Ervin, regarding his denied application for the Sewer Maintenance Supervisor II examination, City of Columbus, Appeal Number 14-CA-0008.

The Commissioners reviewed the appeal filed by Charles Ervin on April 30, 2014 regarding his denied application for the Sewer Maintenance Supervisor II examination. Mr. Ervin's appeal indicated that he missed the application deadline for this exam and he stated that he did not feel that posting job openings online is fair to those employees without internet services.

Mr. Ervin was informed that since the vast majority of applications for the City are submitted through our website, this is the most common way to post exam announcements. In addition, paper copies of vacancies and exams are still posted in our downtown offices. While City departments and divisions may also post announcements, the Commission does not control that process.

Commission rules require all applications to be submitted by the close of the filing period. In order to ensure fair and consistent opportunities for all applicants, the Commission cannot deviate from those procedures. Applicants without internet access often use public computers at their local libraries, so this is an option in order to register on our website, apply for jobs, and submit job interest requests for future exams and vacant positions.

Based upon the foregoing, the Civil Service Commission decided to dismiss Mr. Ervin's appeal without a hearing pursuant to Rule XIII (G)(1).

Review of the appeal of Darryl Buckler, regarding his denied application for the Automotive Supervisor II examination, City of Columbus, Appeal Number 14-CA-0010.

The Commissioners reviewed the appeal filed by Darryl Buckler on May 23, 2014, regarding his Automotive Mechanic Supervisor II examination results.

In his appeal, Mr. Buckler stated that the Training and Experience Evaluation only asked for information on Automotive Mechanic Supervisor II duties. The Training and Experience Evaluation instructions directed Mr. Buckler to complete the experience section with information "about positions that he has held that are most relevant to his ability to perform the duties of an Automotive Mechanic Supervisor II." This includes any work experience that allowed him to meet the minimum qualifications for this position, such as experience as an Automotive Mechanic Supervisor I with the City of Columbus or comparable positions outside of the City.

Although Mr. Buckler may have additional experience, this information was not listed on his Training and Experience Evaluation, and he was not given credit for that experience. In order to ensure fair and consistent procedures for all individuals who took this exam, the Commission cannot allow additional jobs to be added to the Training and Experience Evaluation. Therefore, his final score stands for this exam.

Based upon the foregoing the Civil Service Commission decided to dismiss Mr. Buckler's appeal with a hearing pursuant to Rule XIII (G)(1).

Review of the appeal of Timothy Moore, regarding his denied application for the Computer Operator II examination, City of Columbus, Appeal Number 14-CA-0011.

The Commissioners reviewed the appeal filed by Timothy Moore on June 2, 2014, regarding the rejection of his application for the Computer Operator II examination.

In his appeal, Mr. Moore stated that he was not sure what happened because he took the last Civil Service exam and interviewed for the position in February of this year. He also included a list of relevant work experience.

The minimum qualifications for Computer Operator II requires two years of experience as a Computer Operator I with the City of Columbus, or comparable experience. On his application, Mr. Moore only listed 15 months of relevant experience. The remaining jobs on his application were not comparable to a Computer Operator I with the City and did not meet the minimum qualifications. Commission rules do not allow jobs to be added to the application once it has been reviewed and a determination made as to whether or not the applicant meets the minimum qualifications. Based on the work experience listed on Mr. Moore's application, his application remains rejected.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Mr. Moore's application for the Computer Operator II examination 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.

Grady L. Pettigrew, Jr., President

Date