

Regular Meeting

July 28, 2014
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, July 28, 2014, at 1:14 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 June 30, 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: Request of the Civil Service Commission staff to amend Rule VII(E)(1) to expand and clarify the definition of veteran by eliminating the 181 day service time and campaign badge stipulations and identifying specific character of service designations eligible for preference consideration.

PRESENT: Don White, Personnel Analyst Supervisor

Following a consultation with the City's ADA & Veteran's Affairs Coordinator, Richard A. Isbell, Commission staff proposed the removal of wording that excludes from veteran's preference consideration those members of the armed forces, Reserve, and National Guard personnel who served fewer than 181 days on active military duty, or who did not serve in an event for which a campaign badge was authorized. Rule VII(E)(1) was crafted over two decades ago to address the various military assignments typically employed at that time. This change will provide a necessary update to the Rule to ensure all deserving military assignments now made under our national defense program receive the intended preference consideration.

The current "honorable conditions" language included in the Rule has been clarified by including the specific character of service designations eligible for preference consideration based upon the designations referenced in the Department of Defense Instruction #1336.01 covering Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series) dated August 20, 2009.

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 extend the eligible list for Electric Meter Technician (Job Code 3626) for one year to expire August 15, 2015.

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the request to extend the eligible list for Electric Meter Technician for one year to expire August 15, 2015. The current eligible list was created on August 16, 2012 and is due to expire on August 15, 2014. The Department of Public Utilities has made two appointments from the original 24 eligibles on the list.

The request to extend this list came from Rick Clay, Power Distribution Manager, through Krista McGee and Nicole Pettus, Human Resources Analysts, with the Department of Public Utilities. Therefore, Commission staff requested that the current eligible list be extended for one year to expire August 15, 2015, if not replaced sooner.

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.

A motion to adopt the trial board's recommendation modifying the action of Columbus City Schools discharging Ms. Myles 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 Data Center Supervisor with no revisions (Job Code 0598).

Request of the Civil Service Commission staff to approve the specification review for the classification Prevailing Wage Coordinator with no revisions (Job Code 0767).

Request of the Civil Service Commission staff to approve the specification review for the classification Executive Assistant to the Director with no revisions (Job Code 0069).

Request of the Civil Service Commission staff to approve the specification review for the classification Managing Attorney (U) with no revisions (Job Code 1977).

Request of the Civil Service Commission staff to approve the specification review for the classification Principal Attorney (U) with no revisions (Job Code 1978).

Request of the Civil Service Commission staff to approve the specification review for the classification Senior Attorney (U) with no revisions (Job Code 1979).

Request of the Civil Service Commission staff to approve the specification review for the classification Attorney (U) with no revisions (Job Code 1980).

Request of the Civil Service Commission staff to approve the specification review for the classification Assistant Director (Asset Management) (U) with no revisions (Job Code 0055).

Request of the Civil Service Commission staff to approve the specification review for the classification Deputy City Attorney (U) with no revisions (Job Code 0057).

Request of the Civil Service Commission staff to approve the specification review for the classification Deputy City Auditor (U) with no revisions (Job Code 0163).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests to approve the specification reviews for the classifications Data Center Supervisor, Prevailing Wage Coordinator, Executive Assistant to the Director, Managing Attorney (U), Principal Attorney (U), Senior Attorney

(U), Attorney (U), Assistant Director (Asset Management) (U), Deputy City Attorney (U), and Deputy City Auditor (U) 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 Information Systems Supervisor, and amend Rule XI accordingly (Job Code 0582).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Information Systems Supervisor and amend Rule XI accordingly. This classification is currently vacant. The classifications Data Center Supervisor, Technical Support Supervisor, and IT Systems Supervisor were created in 2010 to replace the Information Systems Supervisor classification. Given this new structure, the department agreed that there will be no need to use this classification in the future. Therefore, Commission staff requested that this classification be abolished.

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 Legislative Aide to City Council (U), and designate it as part of the Unclassified service.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the specification for the classification Legislative Aide to City Council (U) as a result of a request by City Council via an electronic memorandum dated July 16, 2014 to provide support and service to a member of City Council. Currently City Council uses the Legislative Analyst (U) for those employees serving as Legislative Aides to City Council Members. However, this classification is also used to classify a myriad of professional legislative and administrative duties for the offices of City Council and City Clerk. It is believed that the pay grade assignment for the employees assigned as Legislative Aides should indeed be higher than the other positions also classified as Legislative Analysts (U).

The definition section reads, "Under general direction, is responsible for a wide variety of legislative duties in support of a member of City Council; performs related duties as required."

Some of the examples of work include, "Provides extensive support to a Councilmember, including legislative analysis, communications, community affairs, and public relations; Provides constituent services to include handling citizen inquiries, researching information, and assisting with police development;" and "Prepares issue briefs, memoranda and speeches, and assists in the implementation of external communications strategy."

A guidelines for class use section reads, "This classification description is for the unclassified service. Incumbents receive appointments pursuant to City Charter Section 148(1)(d). One position may be allocated to each City Council Member and President."

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 Legislative Analyst (U) (Job Code 0836).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Legislative Analyst (U) in light of City Council's request to create a Legislative Aide to City Council (U) specification to eliminate any redundancies that would exist between this classification and the creation.

The definition section reads, "Under general supervision, is responsible for investigating, analyzing, and preparing reports on matters requiring legislative action or attention of City Council; performs related duties as required."

In the examples of work section, the statement, "Advises Council on operational and media matters" was removed from the definition section and placed in this section. The duty statement, "serves as an advisor on matters related to citizen concerns, business, and non-profit organizations, special interest groups, and other governmental agencies" was removed from this section. There were no revisions to the guidelines for class use section.

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 Plant Maintenance Helper (Job Code 3812).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Plant Maintenance Helper 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 three incumbents within this classification located in the Department of Public Utilities, Division of Water and Division of Sewerage and Drainage.

Based on questionnaires completed by the incumbents and feedback from department representatives, revisions were proposed. By definition, this classification stated "Under general supervision, is responsible for assisting in the installation, maintenance, repair, and removal of industrial mechanical equipment." The proposed change mirrors the definition in the Mechanic specification and changes the activity

described to be action verbs rather than nouns. The revised definition states, "Under general supervision, is responsible for assisting with installing, maintaining, repairing, and removing industrial mechanical equipment." This same grammatical change was proposed in other classification specifications in this series in order to keep the wording consistent and to denote action when defining this classification.

There were no revisions to the examples of work 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: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Mechanic (Job Code 3813).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Plant Maintenance Mechanic 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 55 incumbents within this classification located in the Department of Public Utilities, Division of Water and Division of Sewerage and Drainage.

Based on questionnaires completed by the incumbents and feedback from department representatives, revisions were proposed. There were no revisions to the definition section.

In the examples of work section, one statement was modified regarding monitoring sewer levels through the SCADA system. The statement now reads, "Remotely assesses functionality of equipment via the supervisory control and data acquisition (SCADA) system (e.g. wet wells, tanks, pumps)." This revised wording focuses on equipment rather than sewer levels. One statement regarding replacing "components in low voltage SCADA panels" was modified to become a "may" statement.

In the knowledge, skills, and abilities section the ability to "write" descriptive sentences was changed to "compose" descriptive sentences. 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 Plant Maintenance Supervisor I (Job Code 3814).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Plant Maintenance Supervisor 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 November 2009. There are nine incumbents within this classification located in the Department of Public Utilities, Division of Water and Division of Sewerage and Drainage.

Based on questionnaires completed by the incumbents and feedback from department representatives, revisions were proposed. By definition, this classification stated "Under direction, is responsible for supervising and participating in the

installation, maintenance, and removal of industrial mechanical equipment." The proposed change mirrors the definition in the Mechanic specification and changes the activity described to be action verbs rather than nouns. The revised definition states, "Under general supervision, is responsible for supervising and participating in installing, maintaining, repairing, and removing industrial mechanical equipment." This same grammatical change was proposed in other classification specifications in this series in order to keep the wording consistent and to denote action when defining this classification.

The minimum qualifications section was modified to read, "Completion of the 12th grade and two years of experience installing, maintaining, repairing and/or removing industrial mechanical equipment. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of completion of the 12th school grade; possession of a valid motor vehicle operator's license." There were no revisions to 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 Civil Service Commission staff to revise the specification for the classification Plant Maintenance Supervisor II (Job Code 3815).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Plant Maintenance Supervisor 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 November 2009. There are eight incumbents within this classification located in the Department of Public Utilities, Division of Water and Division of Sewerage and Drainage.

Based on questionnaires completed by the incumbents and feedback from department representatives, revisions were proposed. By definition, this classification stated "Under direction, is responsible for supervising others engaged in the installation, maintenance, and removal of industrial mechanical equipment." The proposed change mirrors the definition in the Mechanic specification and changes the activity described to be action verbs rather than nouns. The revised definition states, "Under general supervision, is responsible for supervising others engaged in installing, maintaining, repairing, and removing industrial mechanical equipment." This same grammatical change was proposed in other classification specifications in this series in order to keep the wording consistent and to denote action when defining this classification.

The examples of work section was revised to remove the word "may" from the beginning of one statement. This statement now reads, "oversees the ordering of stock and parts for equipment." The ability to "interpret drawings and plans" 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 Plant Maintenance Manager (Job Code 3816).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Plant Maintenance 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 six incumbents within this classification located in the Department of Public Utilities, Division of Water and Division of Sewerage and Drainage.

Based on questionnaires completed by the incumbents and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. A statement to reflect the need to work with other personnel when planning maintenance activities was added to the examples of work section.

One statement within the knowledge, skills, and abilities section was modified to fix capitalization that was unnecessary and to add a new statement to reflect the "ability to communicate effectively with contractors, vendors, and plant personnel." 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 Plant Maintenance Assistant Manager (Job Code 3817).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Plant Maintenance Assistant 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 four incumbents within this classification located in the Department of Public Utilities, Division of Water.

Based on questionnaires completed by the incumbents and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. A statement to reflect the need to work with other personnel when planning maintenance activities was added to the examples of work section. The minimum qualifications section was revised to add the possession of a valid motor vehicle operator's license.

One statement within the knowledge, skills, and abilities section was modified to remove the term "blueprints" as "drawings" is a more inclusive term and reflects that same ability. A new statement was added as well to reflect the "ability to communicate effectively with contractors, vendors, and plant personnel." 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).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Property Maintenance Inspection Trainee in an effort to ensure that all classifications are reviewed at least every five years. It was last reviewed in July 2010. There are five incumbents serving in this classification within the Department of Development. Based on questionnaires received from the incumbents and feedback from department representatives, a revision was proposed.

There were no revisions to the definition section. The reference to "35-mm cameras" was removed from the examples of work section as this equipment is no

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

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

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented these requests to revise the specifications for the classifications Property Maintenance Inspector and Property Maintenance Inspection Supervisor in an effort to ensure that all classifications are reviewed at least every five years. They were last reviewed in July 2010. Based on questionnaires received from the incumbents and feedback from department representatives, a revision was proposed.

There were no revisions to the definition sections. One statement in the examples of work sections was revised. The reference to qualifying vacant properties to the "Nuisance Abatement Board" was updated to the "Vacant and Abandoned Properties Initiative." There were no revisions to the minimum qualifications sections, the knowledge, skills, and abilities sections, the examination types, or the probationary periods.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Computer Operator I (Job Code 0538).

RE: Request of the Civil Service Commission staff to revise the specification for the classification Computer Operator II (Job Code 0539).

RE: Request of the Civil Service Commission staff to revise the specification for the classification Computer Operations Supervisor (Job Code 0541).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented these requests to revise the specifications for the classifications Computer Operator I, Computer Operator II, and Computer Operations Supervisor in an effort to ensure that all classifications are reviewed at least every five years. They were last reviewed in March 2009. Based on questionnaires received from the incumbents and feedback from department representatives, revisions were proposed.

There were no revisions to the definition sections. The examples of work sections in the Computer Operator I and Computer Operator II specifications were updated to accurately describe the work as it is currently performed with regards to digital forms and reports and monitoring facility security. There were no revisions to the examples of work section in the Computer Operations Supervisor specification.

The knowledge, skills, and abilities sections were updated to reference the large scale network and database knowledge necessary to be successful working in the Data

Center and Citywide network environment. There were no revisions to the minimum qualifications sections, the examination types, or the probationary periods.

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

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Code Enforcement Division Administrator (Job Code 0154).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Code Enforcement Division Administrator in an effort to ensure that all classifications are reviewed at least every five years. It was last reviewed in January 2010. There is one employee serving in this classification located in the Development Department. Based on feedback from the incumbent and department representatives, a revision was proposed.

There were no revisions to the definition section. The examples of work section was revised to include the statements, "Works with department Public Information Officer to address the requests and inquiries of local media outlets;" and "Provides input to the yearly budget for the Code Enforcement Division." 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: Personnel Actions.

Request of the Civil Service Commission staff to reallocate up to four positions currently classified as Communication Systems Specialist (Job Code 3675) to the Electronic System Specialist classification (Job Code 3670) and to allow the affected incumbents to retain their current classification status and seniority.

PRESENT: Tammy Rollins, Personnel Administrative Officer

In late 2005, after lengthy discussions arising from a CMAGE/CWA Pay Plan Appeals Committee, it was agreed that a need existed for a specialized classification series to be created that would best capture the electronic communication systems work that existed within the Department of Public Safety. The Department was using the Electronic System Specialist classification that, due to its overall breadth, did not adequately address the degree of specialization necessary for these positions in Public Safety and raised concern that the broader class could not pay appropriately for the specialized skills required. It was acknowledged that the skill set required to work on these highly specialized systems was decidedly different and unique enough as to warrant its own classification series that would service the communication needs within the Department of Public Safety. The communications systems covered by the proposed classification series would include two-way radios, mobile terminals, E911, 800 and 900 MHz, PBX, telephones and all other types of electronic communications existing within the department. Many of these systems are truly very specialized and others are not, still employees would be cross-trained and knowledgeable of the vast array of communication systems in use. As recommended, the classifications of Communication Systems Specialist and Communication Systems Manager were approved by the Commission in January 2006. At approximately the same time, a personnel action was approved that served to reallocate identified positions in the Department of Public Safety to the new classification of Communication Systems Specialist (Job Code 3675) from the more generic Electronic System Specialist (Job Code 3670). Also, as part of this personnel action, identified employees would keep their current

classification seniority and status upon reallocation to the recently created and more specialized classification.

In the last few months, discussions had arisen amongst key departments suggesting that telephony communications within the Department of Public Safety, which are not of an emergency or public safety nature, should be housed and maintained by the Department of Technology. To accomplish this, the Department of Technology surmised that they would need four additional employees in order to satisfactorily perform the telephony work that they would ultimately be assuming from the Department of Public Safety should the transfer be completed. Ideally, four employees in the Department of Public Safety, who are already trained and familiar with the service needs and the communications technology, would volunteer to transfer to the Department of Technology as part of this acquisition. However, prior to the Department of Technology asking for volunteers, it was important that the details associated with the reallocation and transfer be known in advance so employees were fully informed prior to making any decisions impacting their employment.

It was recommended that the reverse of the 2006 personnel action be approved, in which employees in the broader-focused Electronic System Specialist classification were reallocated to the newly created Communication Systems Specialist to perform the very specialized communication systems work associated within the Department of Public Safety. The reverse would be that employees now classified as Communication Systems Specialists be reallocated to the Electronic System Specialist classification via personnel action. Similarly, it would also be requested that this group of up to four employees be allowed to keep their current classification seniority and status upon return or reallocation to the Electronic System Specialist classification. In both scenarios, the work performed is largely the same. It is merely the department that is housing the work that is changing.

When approved, a second personnel action will be presented to the Commission once the actual employees have been identified to be reallocated to the Electronic System Specialist classification and then transferred to the Department of Technology.

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

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Background Removals – Post-Exam.

	Name of Applicant	Position Applied For	BAR #
1.	Nicholas Dembinski	Firefighter	14-BR-012
2.	Paul Hill	Firefighter	14-BR-013
3.	Andrew Ross	Firefighter	14-BR-014
4.	Zachary McCandlish	Firefighter	14-BR-015
5.	Scott Bobo	Police Officer	14-BR-016
6.	Brandon Smith	Firefighter	14-BR-017
7.	Brent Powell, Jr.	Firefighter	14-BR-018
8.	Michael Pertz	Police Officer	14-BR-020
9.	Joshua Salley	Firefighter	14-BR-021
10.	Adam Rieser	Firefighter	14-BR-022

After reviewing the files of Scott Bobo and Michael Pertz, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the files of Nicholas Dembinski, Andrew Ross, and Adam Rieser, the Commissioners decided their names would be reinstated to the Firefighter eligible list.

After reviewing the files of Paul Hill, Zachary McCandlish, Brandon Smith, and Brent Powell, Jr., the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing the file of Joshua Salley, the Commissioners decided to defer his decision until they have received further information.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Anthony Bondurant, regarding his discharge from the position of Custodian II, Columbus City Schools, Appeal Number 14-BA-0011.

The Commissioners reviewed the appeal filed by Anthony Bondurant on July 8, 2014, regarding his termination from the position of Custodian II with the Columbus City Schools.

After the disciplinary hearing, the Columbus City Schools notified Mr. Bondurant of the decision to discharge him from his position effective June 23, 2014. That notice was signed by the approving authority on June 25, 2014.

Ohio Revised Code Section 124.34 states that classified school employees may appeal a discharge to the Commission within 10 days. Since the date of the discharge order was effective June 23, 2014, the deadline for submitting an appeal was July 3, 2014. However, Mr. Bondurant did not file his appeal until July 8, 2014, which was too late. Therefore, the Civil Service Commission determined that it has no authority or jurisdiction over Mr. Bondurant's appeal because it was filed too late.

Based on the foregoing, the Civil Service Commission decided to dismiss Mr. Bondurant's appeal without a hearing because of lack of jurisdiction over the appeal.

Review of the appeal of Jarrold Gorden, regarding his final score on the Firefighter examination, City of Columbus, Appeal Number 14-CA-0013.

The Commissioners reviewed the appeal filed by Jarrold Gorden on July 3, 2014, regarding the Firefighter examination with the City of Columbus.

In his appeal, Mr. Gorden stated that many of the test questions were not covered in the study guide for the exam. An example he gave was that the mechanical aptitude sections of the study guide were not on the test. The intent of the study guide provided by the City of Columbus is to provide test taking strategies to applicants and to provide sample types of questions that might be included on the exam. The study guide is not designed to provide all material to be tested on the exam. Mechanical aptitude was defined in the study guide, and each of the test questions on the exam were designed to test knowledge and reasoning in this area.

After a review of Mr. Gorden's review, it was determined that his final score on the Firefighter exam stands. Based on the foregoing, the Commission decided to deny his appeal and dismiss it without a hearing pursuant to Rule XIII (G)(1).

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The Commissioners adjourned their regular meeting at 1:44 p.m.

Grady L. Pettigrew, Jr., President

Date