

Regular Meeting

August 25, 2014
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, August 25, 2014, at 12:31 p.m. with 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 July 28, 2014 Regular Meeting.

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

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RE: Pre-Hearing Conference Reviews.

a. Matthew L. Bailey vs. City of Columbus, Department of Public Safety; Firefighter; Five-Day Suspension. Full Commission Hearing scheduled for September 29, 2014; Appeal Number 14-CA-0009.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Matthew L. Bailey, a Firefighter, who was suspended for five days from the Department of Public Safety, Fire Division. The City will have six witnesses and the Appellant will have four witnesses. The Appellant will be representing himself. This Full Commission Hearing is set for 9:30 a.m. on September 29, 2014 and this should be enough time.

b. Sasaun Lane vs. Columbus City Schools; Student Safety Resource Coordinator; Discharge. Trial Board Hearing scheduled for November 5, 2014; Appeal Number 14-BA-0010.

This Pre-Hearing Conference was deferred.

c. Gina Diggs vs. Columbus City Schools; Accountant I; Abolishment. Trial Board Hearing scheduled for October 8, 2014; Appeal Number 14-BA-0012.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Gina Diggs, an Accountant I, whose job was abolished by Columbus City Schools. Columbus City Schools will have four witnesses and the Appellant will have four witnesses. Counsel requests a start time of 9:00 a.m. because of the number of documents that will be presented at the Trial Board Hearing.

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RE: Rule Revisions

No Rule revisions were submitted this month.

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Re: Trial Board Recommendations

No Trial Board Recommendations were submitted this month.

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Re: Request of the Civil Service Commission staff to extend the eligible list for Health Education Program Planner (Job Code 1743) for one year, to expire October 21, 2015.

PRESENT: Barb Crawford, Personnel Analyst II

Barb Crawford presented this request of the Civil Service Commission staff to extend the eligible list for Health Education Program Planner for one year. The current eligible list was established on October 22, 2012 and is therefore scheduled to expire on October 21, 2014. This classification is used exclusively in the Columbus Public Health Department. At this time, there are 32 names on the current eligible list. Staff is anticipating a request from the department to test for this classification before the end of the year. However, based upon the heaving testing schedule, it is likely that the examination could not be administered prior to the expiration of the list. In order to ensure that the department has a viable list available for use, it was requested that the current list be extended to October 21, 2015, if not replaced sooner. The department was contacted and is amenable to extending the list.

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

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Re: Request of the Columbus City Schools staff to abolish the specification for the 37 current classes reflected below:

<i>Worker's Compensation Coordinator</i>	<i>Class Code 9135</i>
<i>Contract Negotiator</i>	<i>Class Code 9207</i>
<i>Engineering Services Assistant Supervisor</i>	<i>Class Code 9473</i>
<i>Engineering Services Supervisor</i>	<i>Class Code 9474</i>
<i>Facilities Management Manager</i>	<i>Class Code 9588</i>
<i>Inventory Supervisor, Board of Education</i>	<i>Class Code 9161</i>
<i>Prevailing Wage Coordinator</i>	<i>Class Code 9203</i>
<i>Print Services Manager</i>	<i>Class Code 9089</i>
<i>Clerk III</i>	<i>Class Code 9018</i>
<i>Clerk II</i>	<i>Class Code 9017</i>
<i>Clerk I</i>	<i>Class Code 9016</i>
<i>Mail Handler</i>	<i>Class Code 9098</i>
<i>Satellite Program Aide</i>	<i>Class Code 9896</i>
<i>Underwriting Marketing Supervisor</i>	<i>Class Code 9359</i>
<i>Volunteer Specialist</i>	<i>Class Code 9360</i>
<i>Steam Boiler Operator (High Pressure)</i>	<i>Class Code 9425</i>
<i>Steam Boiler Operator (Low Pressure)</i>	<i>Class Code 9430</i>
<i>Steam Boiler Operator Trainee (High Pressure)</i>	<i>Class Code 9424</i>
<i>Plant Maintenance Helper</i>	<i>Class Code 9485</i>
<i>Maintenance Roofer Supervisor</i>	<i>Class Code 9582</i>
<i>Facilities Maintenance Assistant Manager</i>	<i>Class Code 9587</i>
<i>Electronics Repair Supervisor</i>	<i>Class Code 9509</i>
<i>Maintenance Welder</i>	<i>Class Code 9557</i>
<i>Maintenance Welder Helper</i>	<i>Class Code 9556</i>
<i>Cook II, Board of Education</i>	<i>Class Code 9875</i>
<i>Food Service Satellite Manager</i>	<i>Class Code 9867</i>
<i>Food Service Support Specialist</i>	<i>Class Code 9870</i>
<i>Quality Assurance Specialist</i>	<i>Class Code 9893</i>
<i>Clean-In-Place System Operator Helper</i>	<i>Class Code 9860</i>
<i>Parking Lot Attendant (Schools)</i>	<i>Class Code 9830</i>
<i>School Readiness Center Supervisor</i>	<i>Class Code 9336</i>
<i>School Readiness Center Leader</i>	<i>Class Code 9335</i>
<i>Braille Transcriber</i>	<i>Class Code 9010</i>
<i>Physical Therapist Assistant</i>	<i>Class Code 9322</i>
<i>Bus Supervisor</i>	<i>Class Code 9616</i>
<i>Automotive Service Worker II</i>	<i>Class Code 9674</i>
<i>Bus Driver Training Coordinator</i>	<i>Class Code 9620</i>

PRESENT: Sue Messina, Personnel Analyst

Sue Messina presented this request of Columbus City Schools (CCS) staff to abolish the specifications for the 37 current classes listed above as a result of a recent, extensive review and restructuring of the Class Plan for the CCS classified personnel. These classifications are currently vacant and have been vacant (or never used) for a number of years. As part of this review, conversation with representatives of the affected departments was initiated to determine whether or not the need for the classification(s) still existed. In each case, it was agreed there was no further need for the class.

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

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Re: Request of the Columbus City Schools staff to approve the revisions to the Class Plan Index.

PRESENT: Jacquelyn Chapman, Personnel Analyst

Jacquelyn Chapman presented this request of the Columbus City Schools (CCS) staff to approve the revisions to the Class Plan Index as a result of a review of the Class Plan and primarily consist of resolving current inconsistencies, assigning classifications more appropriately to family/group, and defining more clearly the headings for the job families and groups. The Class Plan Index for CCS-HR has not been reviewed for 15 years.

The changes were discussed in depth by CCS-HR staff most familiar with the Class Plan Index and with department leadership for their comments. The Class Plan Index that was proposed for Commission approval is a culmination of all feedback, suggestions, and collaborative reviews.

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 approve the specification review for the classification Electric Meter Technician with no revisions (Job Code 3626).

Request of the Civil Service Commission staff to approve the specification review for the classification Electric Metering Supervisor I with no revisions (Job Code 3618).

Request of the Civil Service Commission staff to approve the specification review for the classification Vehicle Impounding Inspector with no revisions (Job Code 3070).

Request of the Civil Service Commission staff to approve the specification review for the classification Downtown Development Administrative Coordinator with no revisions (Job Code 0328).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented these requests to approve the specification reviews for the classifications Electric Meter Technician, Electric Metering Supervisor I, Vehicle Impounding Inspector, and Downtown Development Administrative 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 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 Metering Supervisor II (Job Code 3619).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electric Metering 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 October 2009. This classification is currently vacant but is located in the Department of Public Utilities, Division of Power.

Updates were proposed to incorporate the word "power" into the definition section, the examples of work section, and the knowledge, skills, and abilities section. As the current division name is the Division of Power and using this term better implies the higher voltages under their purview, updating this classification to use similar terminology was proposed. Also, the description of "meters for electric power" replaces "electric meters" throughout the specification, as the meter itself can be mechanical or electronic as well.

The definition section now reads, "Under direction, is responsible for supervising multiple crews of workers engaged in the installation, testing, and repairing of meters for electric power." The examples of work section had statements revised and statements added. New statements were added to reflect work done to maintain inventory for meters, evaluate data from analytical equipment such as amperage and voltage recorders, and to make recommendations for budget proposals. One "may" statement regarding the installation of transformers was removed as the anticipated frequency with which that would occur renders it unnecessary. Otherwise, some wording was updated to better describe the meaning of the statement. The statement in the examples of work section regarding working on "energized lines as required up to 1,000 volts" was removed in favor of adding a guidelines for class use section. The voltage with which incumbents work is actually closer to 15,000 volts when considering the lines and equipment involved with installing and removing current and potential transformers in primary metering.

A guidelines for class use section was added to mirror other classifications in the Division of Power and to illustrate the voltage with which one may expect to work as an incumbent in the series. This section reads, "Positions allocated to this classification may work with lines and equipment carrying up to 15,000 volts." The minimum qualifications section was revised to read, "Two years' experience as a Power Metering Supervisor I with the City of Columbus or comparable experience; Possession of a valid motor vehicle operator's license."

Within the knowledge, skills, and abilities section, considerable knowledge of the basic principles of "electricity," as well as for meters and transformers was included. One statement regarding knowledge of regulations was made its own statement rather than being part of a previous statement and was expanded to mirror a similar statement in the Electric Metering Supervisor I classification. One statement was expanded to focus on equipment instead of having it be part of an earlier statement. A new statement was proposed regarding the "ability to instruct others" as an incumbent will communicate correct working methods to subordinate employees. The word "power" was also incorporated into this 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 Fingerprint Technician Trainee (Job Code 3012).

Request of the Civil Service Commission staff to revise the specification for the classification Fingerprint Technician (Job Code 3013).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to revise the specifications for the classifications Fingerprint Technician Trainee and Fingerprint Technician as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Based on questionnaires received from incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed.

There were no revisions to the definition sections. One statement was added to the examples of work section in the Fingerprint Technician Trainee specification which states, "Learns to collect and properly handle DNA specimens in accordance with applicable collection and handling procedures." One statement was added to the examples of work section in the Fingerprint Technician specification which states, "Collects DNA specimens in accordance with applicable collection and handling procedures."

The minimum qualifications sections previously noted that applicants must obtain LEADS/BCI certification by the end of the probationary period. This statement in both specifications was revised to read, "Possession of LEADS/BCI certification by the end of probationary period." There were no revisions to 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 Fingerprint Technician Supervisor (Job Code 3014).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Fingerprint Technician 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 2010. There are currently three employees serving in this classification located in the Public Safety Department within the Police Division. Based on questionnaires received from incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed.

There were no revisions to the definition section. One statement was added to the examples of work section and states, "Conducts file audits and records retention reviews in accordance with department policies and court orders." 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 Medical Technologist (Job Code 1952).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Medical Technologist. In December 2013, the Civil Service Commission approved a review with no changes on this classification. At that time, Commission staff noted that the Columbus Public Health Department was considering possible revisions to the classification pursuant to on-going studies. Furthermore, it was indicated that a review of the classification would be revisited if deemed necessary and any proposed revisions would be presented to the Commission for consideration.

Department representatives indicated their intent to move forward with proposed revisions to the classification. They expressed concerns that the work performed by Medical Technologists has changed due to rapid and significant changes in the technology and equipment utilized within the medical laboratory field. In order to ensure that the classification be evaluated properly in an on-going compensation study, they requested revisions to the specification to provide the most accurate and current description of the work that is done, as well as the qualifications and necessary knowledge, skills, and abilities.

There were no revisions to the definition section. Within the examples of work section, several statements were moved up or down in the listing to reflect their relative importance. Statements with outdated terms and procedures were removed and replaced with updated terminology as appropriate. Additions reflect the importance of work done in accordance with appropriate laboratory protocols, quality control measures, and validation of findings and results. Included are procedures related to ensuring accuracy and efficiency in specimen processing, accessioning, results reporting and quality review. Further additions to this section include duties related to the investigation of trends and concerns regarding test controls and problems with tests. A statement was added noting that individuals working in this classification, "may be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations, per the applicable bargaining unit contract."

Within the minimum qualifications section there are four nationally recognized agencies which provide certifications acceptable for qualification to perform the Medical Technologist work. Revisions to this list clarify the names of the certifications as they are currently used and convey the information more concisely. The possession of a valid vehicle operator's license is also included within this section. This was revised to more accurately describe the requirement of a "motor" vehicle operator's license.

Revisions and additions to the knowledge, skills, and abilities section reflects the current technology and methods utilized in the medical laboratory field of work. Medical Technologists must have considerable knowledge of DNA amplification and good laboratory practices. They must be able to interpret laboratory controls and perform duties that require incumbents to engage in activities that involve bending, lifting, and stooping. They must also be able to stand for extended periods of time. 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 Land Management Office Administrator (Job Code 2003).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Land Management Office Administrator 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, one within the Development Department and one within the Finance and Management Department. Based on feedback from department representatives, some revisions were proposed.

There were no revisions to the definition section. The examples of work section includes one statement noting responsibility for administration of the City's property insurance programs for property casualty, boiler and machinery, and aviation risk management. This statement was amended to include liability.

The minimum qualifications section was revised to clarify one area of acceptable experience to read real property asset or land management. 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 Financial Management Division Administrator (Job Code 0142).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Financial Management Division Administrator 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 single position classification is utilized in the Finance and Management Department, within the Financial Management Division. Based on feedback from department representatives, some revisions were proposed.

There were no revisions to the definition section. The examples of work section was revised to remove references to performance management, as this is no longer a function of the Financial Management Division. Purchasing and prequalification have been added as these functions fall within the scope of responsibility. "Coordinates with other divisions in the development of administrative processes, code writing and re-writing, and rule promulgation for matters applicable on a Citywide basis" was added to this section.

The minimum qualifications section was revised to remove performance management from the list of acceptable experience. 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 Department Human Resources Officer (Job Code 0893).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Department Human Resources Officer 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 currently eight employees serving in this classification across the City. Based on feedback from all employees in this classification, some revisions were proposed.

There were no revisions to the definition section. The examples of work section was revised to better illustrate the scope and complexity of human resources work performed in the departments. Some of these examples of work include, "Advises the executive, managerial, and human resources staff for the department and/or division(s) of problems, issues, and matters relating to human resources to include employee/labor relations, organizational development, performance improvement, crisis intervention, staffing, occupational safety, benefits and compensation, payroll and other federal, state, and local laws and regulations; Oversees the administration of employee benefits to include healthcare, short-term disability, injury leave, and workers compensation programs for the department; supervises professional and support staff engaged in performing human resources and labor relations activities;" and "Administers collective bargaining agreements; represents the department in arbitrations, mediations, contract negotiations, and disciplinary proceedings."

The guidelines for class use section was revised to clarify that this classification is restricted to one position per department and must be allocated in the director's office in order to provide departmental oversight for all human resources activities performed in the department. The statement "thorough knowledge of the City's employee benefit programs" 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: Personnel Actions.

Request of the Civil Service Commission staff to reallocate designated 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

Most recently and per direction of the City, it was decided that telephony communications within the Department of Public Safety, which are not of an emergency or public safety nature, would be housed and maintained by the Department of Technology. The Department of Technology estimated that they would need four additional positions allocated to them in order to satisfactorily perform the telephony work that they would be assuming from the Department of Public Safety. Ideally, 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.

Pursuant to the personnel action approved by the Commission in July 2014, which allowed employees to reallocate to a new classification and to retain their current status and seniority, four employees have volunteered to be reallocated to the Electronic System Specialist classification and be transferred to the Department of Technology.

It was therefore requested that these four employees be reallocated from Communication Systems Specialist to Electronic System Specialist and further requested

that the employees occupying these positions retain their classification seniority and status upon reallocation. While their classification title will be changing, the work assigned and performed by these employees will remain the same.

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 – Pre-Exam.

	Name of Applicant	Position Applied For
1.	Jeffrey Hoffman	Police Officer
2.	Germonty Mitchell	Police Officer
3.	LaTrice Morse	Police Communications Technician

After reviewing the files of Jeffrey Hoffman and Germonty Mitchell, the Commissioners decided their names would be reinstated to the Police Officer testing process.

After reviewing the file of LaTrice Morse, the Commissioners decided her name would not be reinstated to the Police Communications Technician testing process.

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RE: Background Removals – Post-Exam.

	Name of Applicant	Position Applied For	BAR #
1.	Philip Richardson	Firefighter	14-BR-019
2.	Joshua Salley	Firefighter	14-BR-021
3.	Nicholas Hetzel	Police Officer	14-BR-023
4.	Laura Bowles	Police Communications Technician	14-BR-024
5.	Brian Sweeny	Police Officer	14-BR-025
6.	Ciara Johnson	Police Communications Technician	14-BR-026
7.	Daniel Alvarez	Police Officer	14-BR-028

After reviewing the files of Philip Richardson and Joshua Salley, the Commissioners decided their names would be reinstated to the Firefighter eligible list.

After reviewing the files of Nicholas Hetzel and Brian Sweeny, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing the files of Laura Bowles and Ciara Johnson, the Commissioners decided their names would not be reinstated to the Police Communications Technician eligible list.

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

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of James Tigner, regarding the Firefighter Mile portion of the Firefighter examination, City of Columbus, Appeal Number 14-CA-0014.

The Commissioners reviewed the appeal filed by James Tigner on August 6, 2014, regarding the Firefighter Mile portion of the Firefighter examination with the City of Columbus.

In his appeal, Mr. Tigner stated that failure to perform CPR properly should not determine a person's ability to do the job. He further stated that he was unable to view the video until the night before the exam. The Civil Service Commission conducted an extensive job analysis to determine the most important knowledge, skills, and abilities required for the job. The test components were developed based on that job analysis. In addition, the study guide and video on our website both provided information on the CPR event. Notices regarding the Firefighter Mile were sent to applicants more than a month prior to the test, which gave a sufficient time period to review the materials, including making arrangements to use a computer at the library or another location if Mr. Tigner had difficulty viewing the video. Optional practice sessions were also offered. On testing days, Columbus Firefighters demonstrated CPR techniques and gave each applicant supervised CPR practice time.

After a review of Mr. Tigner's appeal and the study materials offered on our website, it was determined that Mr. Tigner's score for this exam was appropriate. Based upon the foregoing the Civil Service Commission decided to dismiss Mr. Tigner's appeal without a hearing pursuant to Rule XIII (G)(1).

Review of the appeal of Jacob Jones, regarding the Firefighter Mile portion of the Firefighter examination, City of Columbus, Appeal Number 14-CA-0015.

The Commissioners reviewed the appeal filed by Jacob Jones on August 8, 2014, regarding the Firefighter Mile portion of the Firefighter examination with the City of Columbus.

In his appeal, Mr. Jones stated that he was never given warnings for the tire strike event. For each event in this exam, there were two monitors. There was a traveling monitor and an event monitor who remained at the event to ensure consistent directions and warnings. In this event, the warnings must be given quickly since the duration of the event may be less than one minute. At the end of the event, the two monitors confirm the proper time and the warnings and record them. On the day of Mr. Jones' test, the Civil Service Commission staff confirmed with both monitors that the table was hit three times and that a warning was given each time.

After a review of Mr. Jones' appeal and the determinations made by the testing staff, it was determined that Mr. Jones' exam was properly administered and ended. Based upon the foregoing, the Civil Service Commission decided to dismiss Mr. Jones' appeal without a hearing pursuant to Rule XIII (G)(1).

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The Commissioners adjourned their regular meeting at 1:05 p.m.

Grady L. Pettigrew, Jr., President

Date