

Regular Meeting

October 27, 2014  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 27, 2014, at 12:32 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 September 29, 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. James Hassey vs. City of Columbus, Department of Public Safety, Division of Police; Police Officer; Discharge. Full Commission Hearing scheduled for December 15, 2014; Appeal Number 14-CA-0012.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of James Hassey, a Police Officer, who was discharged from Division of Police, Department of Public Safety, City of Columbus. The City of Columbus will have four witnesses and the Appellant will have 15 witnesses. Counsel believes the hearing will need two full days.

*b. Dawaunte Britford vs. Columbus City Schools; Substitute Custodian; Discharge. Trial Board Hearing scheduled for December 3, 2014; Appeal Number 14-BA-0013.*

This item was deferred.

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*RE: Rule Revisions.*

No Rule revisions were submitted this month.

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*Re: Request of the Civil Service Commission staff to extend the eligible list for Traffic Line Supervisor I (Job Code 4026) for one year to expire November 29, 2015.*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to extend the eligible list for Traffic Line Supervisor I for Don White, Personnel Analyst Supervisor. The current eligible list was created on November 30, 2012, and is therefore due to expire on November 29, 2014. No appointments have been made from the original 10 individuals on the list. This classification is used exclusively in the Department of Public Service.

Lori Wellman, Human Resources Manager for the Department of Public Service, is amenable to extending the list for one year, to expire November 29, 2015.

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

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*Re: Request of the Civil Service Commission staff to extend the eligible list for Fleet Operations Manager (Job Code 0273) for one year to expire December 20, 2015.*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to extend the eligible list for Fleet Operations Manager for Don White, Personnel Analyst Supervisor. The current eligible list was established on December 21, 2012, and is therefore due to expire on December 20<sup>th</sup> of this year. One appointment has been made from the original 27 candidates on the list. This classification is used exclusively by the Fleet Division in the Department of Finance.

Robin Rupp-Mondak, Department Human Resources Officer for the Department of Finance, is amenable to extending the list for one year, to expire on December 20, 2015.

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

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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 approve the specification review for the classification Traffic Line Worker with no revisions (Job Code 4024).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Traffic Line Supervisor I with no revisions (Job Code 4026).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Traffic Line Worker and Traffic Line Supervisor I, with no revisions 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, it was decided that the current specifications should remain as they are due to a grievance within the Traffic Line series in the Traffic Management Division. Once the grievance has been settled, the department and Civil Service staff will determine if any changes are required at that time.

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

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*Request of the Civil Service Commission staff to approve the specification review for the classification Photography Laboratory Manager with no revisions (Job Code 1945).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Communication Systems Coordinator with no revisions (Job Code 3673).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Fire Lieutenant with no revisions (Job Code 3091).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Fire Battalion Chief with no revisions (Job Code 3087).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Fire Captain with no revisions (Job Code 3088).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Water Research Analyst I with no revisions (Job Code 1935).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Photography Laboratory Manager, Communication Systems Coordinator, Fire Lieutenant, Fire Battalion Chief, Fire Captain, and Water Research Analyst I with no revisions 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, there were no revisions to these classification specifications at this time.

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

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*Request of the Civil Service Commission staff to approve the specification review for the classification Engineering Associate III with no revisions (Job Code 1104).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Engineering Associate III with no revisions 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 51 employees serving in this classification located in the Department of Public Utilities and the Department of Public Service.

The Engineering Associate III is the highest level in series with Engineering Associate I and Engineering Associate II. It is also the highest level in series with Electrical Engineering Associate I and Electrical Engineering Associate II. Civil Service staff considered removing Engineering Associate III from the series with the Electrical Engineering Associate I and II due to some uncertainty as to whether appropriate skill sets would be possessed for the electrical classes. However, Doug Sarff, Department Human Resource Officer for the Public Utilities Department, feels that it belongs in series with those classes and there is no issue of transferability of skills for the Engineering Associate III; therefore no changes were made at this time.

Based on a review of the specification, questionnaires received from the incumbents, with supervisory review, and feedback from department representatives, there were no revisions proposed at this time.

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

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*Request of the Civil Service Commission staff to approve the specification review for the classification Police Communications Technician with no revisions (Job Code 3004).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Police Communications Technician Supervisor with no revisions (Job Code 3005).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Police Communications Technician and Police Communications Technician Supervisor with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years.

The Public Safety Department has contracted with the Winbourne Consulting firm to conduct a study and present recommendations regarding the possible civilianization and consolidation of emergency communications and call center operations. This study is currently ongoing. The recommendations of the consulting firm, and ultimately the decisions the department makes regarding the implementation of any changes, could result in the need for revisions to existing classifications and/or the creation of new classifications.

A review of these classifications will be revisited if deemed necessary and any proposed revisions will be presented to the Commission for consideration. At this time, there were no revisions proposed.

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

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*Request of the Civil Service Commission staff to approve the specification review for the classification Fire Deputy Chief with no revisions (Job Code 3085).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Civil Service Commission Deputy Executive Director with no revisions (Job Code 0216).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Fire Deputy Chief and Civil Service Commission Deputy Executive Director 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 and feedback from department representatives, there were no revisions to these classification specifications at this time.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Communication Systems Specialist (Job Code 3675).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Communication Systems Specialist 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 14 employees serving in this classification and in accordance with the stated guidelines for class use, this classification is designated for use only in the Public Safety Department. Therefore, these employees are located in the Support Services Division within the Public Safety Department.

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. The examples of work section was revised to

include the addition of a statement noting responsibility for providing technical support to 911 communications computer-aided dispatching system. Additionally, it was noted that they prepare monthly and ad hoc reports with data compiled from various communication systems.

Several of the required specialized certifications that were listed in the minimum qualifications are now obsolete, therefore the statement referring to these certifications was revised to eliminate the reference to specific certifications and now reads, "Some positions may require specialized certifications in public safety information technology."

Considerable knowledge of computer languages and programming in the knowledge, skills, and abilities section is not necessary for successful job performance; therefore, some knowledge of computer knowledge is sufficient. Reference to the construction of communication systems was removed as knowledge of the operations of such systems is more relevant. It was noted that knowledge of RF systems, instead of 800 MHz is necessary and references to PBX and key systems were deleted as they are no longer relevant. There were no revisions to the guidelines for class use section, the examination type, or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Communication Systems Manager (Job Code 3676).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Communication Systems 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 are currently three employees serving in this classification and in accordance with the stated guidelines for class use, this classification is designated for use only in the Public Safety Department. Therefore, these employees are located in the Support Services Division within the Public Safety Department.

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.

The examples of work section was revised to include the statement, "May oversee the provision of emergency technical support in the event of communication system failures or incidents on a 24/7 basis." The reference to the E911 system was amended to reflect more accurate terminology, simply stated as 911.

The knowledge, skills, and abilities section was revised to include the "general knowledge of internet protocol and computer networking." There were no revisions to the minimum qualifications section, the guidelines for class use section, the examination type, or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Operator I (Job Code 3881).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Plant Operator 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 April 2009. There are currently nine employees serving in this classification located in the Department of Public Utilities, Division of Water.

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.

The examples of work section was modified to include "monitors" with regard to motors, pumps, and/or valves that regulate the flow of water through the plant. A statement was added to reflect the need to follow protocols related to the delivery, unloading, and storage of chemicals and one statement was edited to begin with the word "may" since changing chlorine tanks is no longer done at every water plant.

The minimum qualifications section was revised to read, "Possession of a valid Environmental Protection Agency (EPA) State of Ohio Class I or higher Water Supply Operator certificate for water treatment works; Possession of a valid motor vehicle operator's license; Possession of a valid Environmental Protection Agency (EPA) State of Ohio Laboratory Certificate with operational approval specifically for the assigned water treatment facility by the completion of the probationary period."

The knowledge, skills, and abilities section was revised to add the statements, "some knowledge of environmental management systems as it relates to the water treatment industry; ability to calculate chemical dosages; ability to operate a computer and related software;" and "ability to detect uncharacteristic operating sounds, smells, or other properties of machinery and equipment." The statement "considerable knowledge of laboratory testing analyses and methodology of treating water for drinking purposes" was edited to include the word "treating." 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 Water Plant Operator II (Job Code 3882).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Plant Operator 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 April 2009. There are currently 18 employees serving in this classification located in the Department of Public Utilities, Division of Water.

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.

The examples of work section was revised to add a statement to reflect the maintaining of chemical inventories and the related need to follow protocols with regard to the delivery, unloading, and storage of chemicals. One example in a "such as" statement was removed since it was considered a less indicative example.

The minimum qualifications section was revised to read, "Possession of a valid Environmental Protection Agency (EPA) State of Ohio Class II or higher Water Supply Operator certificate for water treatment works; Possession of a valid motor vehicle operator's license; Possession of a valid Environmental Protection Agency (EPA) State of Ohio Full Laboratory Certificate with full laboratory approval specifically for the assigned water treatment facility by the completion of the probationary period.

The knowledge, skills, and abilities section was revised to add the statements, "general knowledge of environmental management systems as it relates to the water treatment industry; ability to operate a computer and related software; ability to calculate chemical dosages; ability to work in confined spaces and other areas requiring the utilization of personal protective equipment;" and "ability to detect uncharacteristic operating sounds, smells, or other properties of machinery and equipment." The statement "thorough knowledge of laboratory testing analyses and methodology of treating water for drinking purposes" was edited to include the word "treating." 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 Wastewater Plant Operator (Job Code 3873).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Wastewater Plant Operator as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in September 2009. There are currently 58 employees serving in this classification located in the Department of Public Utilities, Division of Sewerage and Drainage.

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.

The examples of work section was revised to modify one statement to reference the autosamplers and the need to monitor their functionality. The statement regarding incinerator operation was modified to be more general as the tasks associated with incineration are more concerned with operations than with maintenance issues. The reference to changing chlorine tanks was removed as this is no longer done and the "may" preface from two statements was removed as incumbents help train other operators and conduct field tests.

The minimum qualifications section was revised to read, "Possession of a valid Environmental Protection Agency (EPA) State of Ohio Class I, II, III, or IV Wastewater Operator certificate for wastewater treatment works; and "Possession of a valid motor vehicle operator's license." Added to this section was a "SPECIAL NOTE: Applicants currently holding an equivalent operator certification in another state and who are eligible to obtain reciprocity from the Ohio EPA will be considered by the Division of Sewerage and Drainage. Successful attainment of the appropriate Ohio EPA operator certificate is required at the time of a Minimum Qualifications review."

The knowledge, skills, and abilities section was revised to add the statements, "some knowledge of environmental management systems as it relates to wastewater industry;" and "ability to detect uncharacteristic operating sounds, smells, or other properties of machinery and equipment." The statement ability to operate personal computers and related software was clarified from "use" to "operate." 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 Wastewater Plant Supervisor I (Job Code 3875).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Wastewater Plant 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 October 2010. There are currently 15 employees serving in this classification located in the Department of Public Utilities, Division of Sewerage and Drainage.

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.

The examples of work section was revised to add a new statement to reflect the need to monitor and react to flow controls and solids operations depending on the demands or operational needs of the system, whether it be with regard to storms, power outages, equipment failures, or maintenance issues. One statement which references chemicals was revised to reflect the need to follow the Chemical Unload Program (CUP), monitor the supply, and change chemicals based on operational needs. One statement which references samplers was revised to reflect the usage of autosamplers and the need to monitor their functionality. A new statement was added that reflects the Wastewater Plant Supervisor I's role in supervising the response to wet weather conditions. One statement was edited regarding lift stations to reflect that there are off-site locations that must be inspected to insure equipment and processes are working properly. One reference to "initially approves leave" was removed as this is done further up the chain of command. Another statement was added that references safety enforcement and maintaining a clean and orderly environment. The word "may" was removed from the training statement as incumbents do train subordinates.

The minimum qualifications section was revised to read, "Possession of a valid Environmental Protection Agency (EPA) State of Ohio Class II, III, or IV Wastewater Operator certificate for wastewater treatment works;" and "Possession of a valid motor vehicle operator's license." Added to this section was a "SPECIAL NOTE: Applicants currently holding an equivalent operator certification in another state and who are eligible to obtain reciprocity from the Ohio EPA will be considered by the Division of Sewerage and Drainage. Successful attainment of the appropriate Ohio EPA operator certificate is required at the time of a Minimum Qualifications review."

The knowledge, skills, and abilities section was revised to add the statements, "general knowledge of environmental management systems as it relates to wastewater industry; ability to detect uncharacteristic operating sounds, smells, or other properties of machinery and equipment;" and "ability to supervise others." The statement ability to compose descriptive sentences was clarified from the word "write" to "compose." 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 Wastewater Plant Supervisor II (Job Code 3876).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Wastewater Plant 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 2010. There are currently nine employees serving in this classification located in the Department of Public Utilities, Division of Sewerage and Drainage.

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.

Within the examples of work section, a correction to the reference of the certification as a "license" instead of a "certification" was proposed. In addition, the word "may" was removed from the statements regarding writing reports, writing maintenance requests, and acting as an incident commander.

The minimum qualifications section was revised to read, "Three years of experience in the operation of a wastewater treatment facility; one year of which must have been as a supervisor over other wastewater plant operators; Possession of a valid Environmental Protection Agency (EPA) State of Ohio Class III or IV Wastewater Operator certificate for wastewater treatment works;" and "Possession of a valid motor vehicle operator's license." Added to this section was a "SPECIAL NOTE: Applicants currently holding an equivalent operator certification in another state and who are eligible to obtain reciprocity from the Ohio EPA will be considered by the Division of Sewerage and Drainage. Successful attainment of the appropriate Ohio EPA operator certificate is required at the time of a Minimum Qualifications review."

The knowledge, skills, and abilities section was revised to add the statement, "considerable knowledge of environmental management systems as it relates to wastewater industry. 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 Water Plant Operations Manager (Job Code 1169).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Plant Operations 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 April 2009. There are currently three employees serving in this classification located in the Department of Public Utilities, Division of Water.

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. Within the examples of work section, the statement "Prepares and/or directs the preparation of appropriate annual and periodic budgets for the Operations Section" was revised to state "Advises upper management regarding operations issues such as budgeting, staffing, planning, and meeting regulatory requirements; monitors expenditures to ensure budgets are followed." A new statement was added that reads, "Collaborates with watershed, distribution, water plant, and laboratory managers to ensure water quality goals and regulations are met."

The minimum qualifications section was revised to add, "Possession of a valid Environmental Protection Agency (EPA) State of Ohio Class III or IV Water Supply Operator certificate for water treatment works." The knowledge, skills, and abilities section was revised to add the statements, "general knowledge of environmental management systems as it relates to the water treatment industry;" and "ability to read and interpret technical drawings, plans, specifications, and documents." The word

"personal" was removed from the statement, "ability to operate a computer and related software." There were no revisions to the examination type or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Manager (Job Code 1170).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Plant 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 April 2009. There are currently three employees serving in this classification located in the Department of Public Utilities, Division of Water.

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. Within the examples of work section, "implements approved plans, as needed" was added to the statement "Develops, and submits for approval, ongoing contingency plans for the continuity of plant operations when adverse conditions exist and recommends modifications as necessary." One statement was updated to state, "Makes recommendations regarding annual and periodic budgets; prepares and/or directs the preparation of periodic status reports." A new statement was added that reads, "Collaborates with watershed, distribution, water plant, and laboratory managers to ensure water quality goals and regulations are met."

The minimum qualifications section was revised to read, "Three years' experience as an operations or maintenance manager or equivalent in a water plant rated Class III or higher OR six years' experience as a Water Plant Operator II with the City of Columbus or comparable experience;" and "Possession of a valid Environmental Protection Agency (EPA) State of Ohio Class IV Water Supply Operator certificate for water treatment works." The knowledge, skills, and abilities section was revised to add the statements, "considerable knowledge of environmental management systems as it relates to the water treatment industry;" and "ability to read and interpret technical drawings, plans, specifications, and documents." The word "personal" was removed from the statement, "ability to operate a computer and related software." There were no revisions to the examination type or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Research Analyst II (Job Code 1936).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Research Analyst 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 April 2009. There are currently four employees serving in this classification located in the Department of Public Utilities, Division of Water.

Based on questionnaires received from 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 add a new statement that reads, "Provides technical expertise to watershed, distribution, and water plant staff to ensure water quality goals and regulations are met." 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 Water Research Laboratory Manager (Job Code 1937).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Water Research Laboratory 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 April 2009. There is currently one employee serving in this classification located in the Department of Public Utilities, Division of Water.

Based on a questionnaire received from the incumbent, with supervisory review, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section.

The examples of work section was revised to add a new statement that illustrates the duty to review routine data and look for any trends that may appear and that may point toward recommendations for different treatment options. Another new statement was added to reflect that the laboratory collaborates with other areas in the Division of Water to ensure water quality and regulatory requirements are met. Two statements were modified to update wording: one references "media" rather than "print and electronic media" and the other removes reference to the "Federal Register" in favor of referring to "state and federal" regulations.

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 Traffic Maintenance Worker (Job Code 4015).*

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Traffic Maintenance Worker as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in March 2010. There are currently nine employees serving in this classification located in the Traffic Management Division of the Public Service Department.

Based on questionnaires received from the incumbents, with supervisory review, and feedback from department representatives, a revision was proposed. There were no revisions to the definition section.

In the minimum qualifications section it was stated that some positions may require a hazardous materials (H) endorsement on their CDL by the end of the probationary period; however, this is no longer the case since the quantities of any hazardous materials on any vehicle which may be driven by a Traffic Maintenance Worker do not meet the minimum requirements for the hazardous materials (H) endorsement. Therefore, this portion of the section was removed.

There were no revisions to the examples of work section, the guidelines for class use section, the knowledge, skills, and abilities section, the examination type, or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Paint and Sign Worker (Job Code 4016).*

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Traffic Paint and Sign Worker as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in March 2010. There are currently nine employees serving in this classification located in the Traffic Management Division of the Public Service Department.

Based on questionnaires received from the incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section.

The examples of work section was revised to add the statement, "May operate a mobile device to view/edit digital work orders and maintain records of materials used and work performed." The knowledge, skills, and abilities section was revised to add the statement, "ability to operate a computer and utilize related software.

There were no revisions to the minimum qualifications section, the examination type, or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Supervisor I (Job Code 4018).*

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Traffic 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 March 2010. There are currently seven employees serving in this classification located in the Traffic Management Division of the Public Service Department.

Based on questionnaires received from the incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section.

One statement in the examples of work section was revised to state, "Operates a mobile device to view/edit digital work orders, prepares and maintains daily records of materials, equipment, and labor so that jobs can be billed properly." The minimum qualifications section was revised to increase the number of years of experience as a Traffic Maintenance Worker from two years to three years. Additionally, it was stated that some positions may require a hazardous materials (H) endorsement on their CDL; however, as this is no longer the case, as the quantities of hazardous materials on any vehicle which may be driven by a Traffic Maintenance Supervisor I do not meet the requirements for the hazardous materials (H) endorsement, this portion was removed from this section.

The knowledge, skills, and abilities section was revised to add the statement, "ability to operate a computer and utilize related software. There were no revisions to the guidelines for class use section, the examination type, or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Photography Technician (Job Code 1944).*

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Photography Technician as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in July 2009. There are currently two employees serving in this classification located in the Fire and Police Divisions of the Public Safety Department.

Based on a questionnaire received from an incumbent, with supervisory review, and 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 floppy disks and traditional cameras as these pieces of equipment are outdated and no longer used by employees serving in this classification. 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 Print Services Supervisor, retitle it to read Print Services Manager, and amend Rule XI accordingly (Job Code 0631).*

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Print Services Supervisor as a result of a class action by the Department of Finance and Management. It was last reviewed in August 2010. There are currently two employees serving in this classification located in the Department of Finance and Management and the Department of Public Safety. Based on feedback with departments, revisions were proposed in order to better reflect managerial duties associated with the performance of the work.

The Department of Finance and Management requested changes due to current and upcoming changes in the way City departments will be required to handle their printed material needs. The City Print Shop, operated by the Department of Finance and Management, currently fulfills many print jobs from the various City departments. The department is seeing an increase in requests for printed materials in the Print Shop due to the Mayor's request for less outsourcing of print services. It is expected that the work load will continue to increase as more departments are required to send various work orders to the Print Shop for completion. With the increased work load and contact with department representatives, the Print Services Supervisor will spend less time performing actual print work and more time on the overall management of the Print Shop itself. Additionally, the changes that have been requested by the Department of Finance and Management will not adversely impact the Print Services Supervisor position allocated in the Division of Police.

Print Services Supervisor was retitled to read Print Services Manager as this will give the classification a more accurate title reflective of the work performed. The definition section was revised to read, "Under general direction, is responsible for management of a duplicating services and print shop; performs related duties as required."

The examples of work section was revised to delete some of the statements based on the work performed by the incumbents. While incumbents will still have supervisory duties over a small staff, less of their time will be spent performing hands-on print work and will focus more on working with department print project coordination, purchasing, outsourcing large print jobs and budgeting. Several statements were added which include, " Supervises staff to include conducting performance evaluations, approving/denying leave requests, and initiating disciplinary recommendations; Oversees daily activities of the print shop to include assigning, monitoring, coordinating and reviewing the work of subordinate staff; Obtains verbal and written quotes from potential suppliers; interprets, evaluates and negotiates contract provisions; makes recommendations on procurement matters; Develops specifications and takes part in the bidding process for the procurement of printed documents; evaluates and makes recommendations regarding bids; Coordinates with vendors to ensure work is performed according to specifications and in a timely fashion; Monitors the inventories of equipment, materials, and supplies; Assists in the preparation of budget estimates including personnel, service, and equipment costs; Designs layouts using computers, scanners, and related software;" and "Prepares written and oral reports and correspondence; maintains records and reports."

The knowledge, skills, and abilities section was revised to include the "general knowledge of contract negotiations, bidding procedures, and specification writing." 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.

\* \* \*

*RE: Request of the Columbus City Schools' staff to abolish the specification for the classification Secretary to the Internal Auditor (Class Code 9034).*

PRESENT: Sue Messina, Personnel Analyst

Sue Messina presented this request to abolish the specification for the classification Secretary to the Internal Auditor due to the desire to change this position to unclassified as allowed in Ohio Revised Code 124.11(A)(8). The Internal Auditor is a District leadership position that reports directly to the Columbus City Schools Board of Education and deals with highly confidential and technical information. It is imperative that the secretary for this position be someone who has the necessary skills and abilities to make independent decisions and who understands that they serve at the pleasure of the Internal Auditor.

After questions from the Commissioners and answers from Ms. Messina as well as Executive Director of Columbus City Schools' Human Resources, Suzy Rhett, the Commissioners decided to table their decision until a later date.

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*RE: Request of the Columbus City Schools' staff to create the specification for the classification Secretary to the Internal Auditor (U) and designate it to be part of the unclassified service (Class Code 9035).*

PRESENT: Sue Messina, Personnel Analyst

Sue Messina presented this request to create the specification for the classification Secretary to the Internal Auditor (U) and designate it to be part of the

unclassified service as a result of a review of the Ohio Revised Code 124.11(A)(8). The Internal Auditor is a District leadership position that reports directly to the Columbus City Schools' Board of Education and deals with highly confidential and technical information. It is imperative that the secretary for this officer be someone who has the necessary skills and abilities to make independent decisions, and who understands that they serve at the pleasure of the Internal Auditor. Ohio Revised Code 124.11(A)(8) allows for up to "four clerical and administrative support employees for other elective officers and each of the principal appointive executive officers, boards, or commissions, except for civil service commissions, that are authorized to appoint such clerical and administrative support employees." The Columbus City Schools currently has two such positions in similar classifications. They are Secretary to the Treasurer (U) and Executive Secretary to the Superintendent (U).

After questions from the Commissioners and answers from Ms. Messina as well as Executive Director of Columbus City Schools' Human Resources, Suzy Rhett, the Commissioners decided to table their decision until a later date.

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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.

\* \* \*

*RE: Background Removals – Pre-Exam.*

	Name of Applicant	Position Applied For
1.	Corbin Rich	Police Officer

After reviewing the file of Corbin Rich, the Commissioners decided his name would not be reinstated to the Police Officer testing process.

\* \* \*

*RE: Background Removals – Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Kyle Peters	Firefighter	14-BR-031
2.	Eric Hayes	Police Officer	14-BR-032
3.	Carmen Bell	Police Officer	14-BR-033

After reviewing the file of Kyle Peters, the Commissioners decided his name would be reinstated to the Firefighter eligible list.

After reviewing the files of Eric Hayes and Carmen Bell, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

\* \* \*

*RE: Other Administrative/Jurisdictional Reviews.*

*Review of the appeal of Clifford Stallworth, regarding the rejection of his application for the Equipment Operator II examination, City of Columbus, Appeal Number 14-CA-0018.*

The Commissioners reviewed the appeal filed by Clifford Stallworth on September 17, 2014, regarding the rejection of his application for the Equipment Operator II examination with the City of Columbus.

In his appeal, Mr. Stallworth stated that he had experience with the operation of heavy equipment with Pepsi America in Toledo, Ohio and that he felt that he met the minimum qualifications for this position. A review of his initial application showed that he listed working for Pepsi as a Merchandiser/Order Specialist. This type of position typically involves ordering products for stores, stocking shelves in grocery stores, and unloading delivery trucks. The staff reviewing applications did not see this as being the same thing as working with heavy equipment that requires a Class A CDL. Therefore, it was determined that Mr. Stallworth did not meet the minimum qualifications for this examination. The Commission reviewed all of the materials submitted with his appeal along with his initial application and submitted work experience and determined that he did not meet the minimum qualifications for this position.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Mr. Stallworth's application for Equipment Operator II and decided to dismiss his appeal without a hearing pursuant to Rule XIII (G)(1).

*Review of the appeal of John Schreck, regarding the rejection of his application for the Parks Maintenance Worker examination, City of Columbus, Appeal Number 14-CA-0019.*

The Commissioners reviewed the appeal filed by John Schreck on September 19, 2014, regarding the rejection of his application for the Parks Maintenance Worker examination with the City of Columbus.

In his appeal, Mr. Schreck stated that he had additional experience the he believed met the minimum qualifications for Parks Maintenance Worker. He stated that he did not see a place to add personal experience on the online application and that he was paid for the farm experience but neglected to add that. In addition, he indicated that he received an email approval for the test. Unfortunately, he received the approval email in error since it was determined that his Recreation and Parks Aide position was seasonal and that he did not have enough hours to total a full year in that position. Commission Rules do not allow jobs to be added to an application once it has been reviewed to determine if the minimum qualifications have been met. The rejection of Mr. Schreck's application stands since he did not include enough information when he applied to show that he met the minimum qualifications.

Based upon the foregoing, the Civil Service Commission upheld the rejection of Mr. Schreck's application and decided to dismiss his appeal without a hearing pursuant to Rule XIII (G)(1).

*Review of the appeal of Chelsy Logan, regarding the Police Communications Technician examination, City of Columbus, Appeal Number 14-CA-0020.*

The Commissioners reviewed the appeal filed by Chelsy Logan on September 30, 2014, regarding the Police Communications Technician examination with the City of Columbus.

In her appeal, Ms. Logan stated that she overslept because she worked third shift and because her alarm did not go off. The Civil Service Commission's policies only allow alternate test dates to be scheduled in a limited number of situations. These involve either previously scheduled commitments, of which we are notified in advance, or emergency situations. Unfortunately, Ms. Logan's situation did not meet the exceptions allowed for rescheduling.



After a review of Ms. Logan's appeal, it was determined that her test cannot be rescheduled according to Commission policy. Based upon the foregoing, the Commission decided to deny her appeal and dismiss it without a hearing pursuant to Rule XIII (G)(1).

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The Commissioners adjourned their regular meeting at 1:02 p.m.

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Grady L. Pettigrew, Jr., President

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Date