

Regular Meeting

November 17, 2014  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, November 17, 2014, at 12:57 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 October 27, 2014 Regular Meeting.*

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

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*RE: Review and approval of the Minutes from the September 24, 2014, September 25, 2014, and October 27, 2014 Full Commission Hearing of Marc Cain, Appeal Number 14-CA-0005.*

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

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*RE: Pre-Hearing Conference Reviews.*

*a. Dawaunte Britford vs. Columbus City Schools; Substitute Custodian; Discharge. Trial Board Hearing scheduled for December 3, 2014; Appeal Number 14-BA-0012.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Dawaunte Britford, a Substitute Custodian, who was discharged from Columbus City Schools. Columbus City Schools will have three witnesses and the Appellant will have one witness. The Appellant will be representing himself. Both Columbus City Schools and the Appellant believe there is no need to expand the time for the hearing.

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*RE: Request of the Civil Service Commission staff to amend Rule VII(E)(1) to amend the definition of veteran by adding language that recognizes those veterans discharged under the now repealed armed forces **Don't Ask Don't Tell Policy** as eligible for preference consideration.*

PRESENT: Michael Eccard, Assistant Executive Director

Michael Eccard presented the request of the Civil Service Commission staff to amend Rule VI(E)(1) to amend the definition of veteran by adding language that recognizes those veterans discharged under the now repealed armed forces *Don't Ask Don't Tell Policy* as eligible for preference consideration.

Following the July 2014 amendment of this Rule, the issue was raised regarding service personnel previously released from the armed forces with a less than honorable character of service designation under the now repealed *Don't Ask Don't Tell Policy* (DADT), and their eligibility for veteran's preference consideration. While many released under the former policy received honorable discharges, many did not. To prohibit these individuals veteran's preference consideration based upon a discharge status associated with a questioned policy, later repealed, subverts the overall objective of the City's veteran's preference effort. As such, the proposed clarification of the

Commission's definition of veteran will ensure those service members with other than honorable character of service designations who can document that their discharge was a result of a violation of the now repealed DADT policy can receive preference consideration if requested.

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 Adopt ACOEM Guidance for the Medical Evaluation of Law Enforcement Officers.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the request of the Civil Service Commission staff to adopt ACOEM Guidance for the Medical Evaluation of Law Enforcement Officers. The Civil Service Commission currently utilizes medical standards for Police Officer applicants that were developed in the 1990s. In order to ensure that we are using the most current and up-to-date standards, the Commission staff proposed the use of the standards developed by the American College of Occupational and Environmental Medicine.

Because the Commission uses a national set of standards for Firefighter applicants developed by the NFPA, there has been an interest in using similar standards for Police Officer applicants. The ACOEM developed these standards for the medical evaluation of law enforcement officers in 2010 after several years of research. The standards are updated and sections are added on a regular basis.

Eric Schaub, M.D., M.P.H., Clinical Director of OSU Occupational Medicine, has been the City's designated Police/Fire Surgeon. Dr. Schaub reviewed these standards and compared them to the City of Columbus' Police Officer medical standards. He believes the standards to be well researched and legally defensible.

The Commission maintains vision standards separate from the NFPA standards for Firefighter applicants and intends to do so for Police Officer applicants as well. However, the ACOEM standards are very similar to our current vision standards. If the ACOEM revises the vision section in the future, the Commission will review that information with an optometry specialist with the Ohio State University or another qualified expert and determine if the City's standards require any revision.

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

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*RE: Request of Appellant, Sasaun Lane, to withdraw the appeal she filed July 2, 2014, regarding her termination from the position of Student Safety Resource Coordinator with the Columbus City Schools - Appeal Number 14-BA-0010.*

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

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*Re: Trial Board Recommendations.*

No Trial Board Recommendations were submitted this month.

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*Re: Columbus City School Classification Actions*

No Columbus City School classification actions were submitted this month.

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Building Maintenance Supervisor I with no revisions (Job Code 3495).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Building Maintenance Supervisor II with no revisions (Job Code 3496).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Fleet Operations Assistant Manager with no revisions (Job Code 0845).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Information Technology systems Supervisor with no revisions (Job code 0568).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented these requests to approve the specification reviews for the classifications Building Maintenance Supervisor I, Building Maintenance Supervisor II, Fleet Operations Assistant Manager, and Information Technology Systems Supervisor, 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 passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Worker (Job Code 3967).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Sewer 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 April 2009. There are currently 41 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 one statement was modified to expand the references to sewer system components that are typically worked on to clean, repair, or maintain the sewer system. A new statement references that Sewer Maintenance Workers may be assigned to work in functional work groups with the purpose of assisting in sewer telemonitoring activities or in activities associated with sewer cleaning equipment (i.e. vacor trucks). The statement that references pulling levels and depressing pedals was removed as the aforementioned new statement covers that type of work. One statement regarding repairs to damaged landscaping was removed in favor of a new statement that references the restoration of an area after having to remove items from it to enact a repair or installation. One statement was updated to remove reference to "run and retract cleaning rods" as the assistance in clearing obstructions is the important aspect of this statement rather than the potential tools used.

The minimum qualifications section was revised to update the sentence "One year of construction, and/or sewer maintenance work including some experience mixing, laying and finishing cement or masonry work" to state "One year of construction, sewer maintenance, and/or other underground utility maintenance work." The "ability to read maps and sewer atlases;" and the "ability to work outside in all kinds of weather" were added to the knowledge, skills, and abilities section. There were no revisions to the examination type or the probationary period.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Supervisor I (Job Code 3968).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Sewer 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 April 2009. 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 one statement was modified to use the verb "completes" instead of "writes" with regard to report creation to reflect the use of computers rather than handwriting. Another statement was modified to include ordering materials and resources. A new statement was added and reads, "Oversees placement of environmental controls for transient impacts on the sewer system such as installing bladders or dispersing deterrents (e.g. lime) to prevent spread of spills of pollutants."

The knowledge, skills, and abilities section was revised by modifying a statement by updating a verb from "write" to "compose" in the "ability to compose compound and complex sentences" and adding sewer atlases to the "ability to read work orders, street guides, maps, sewer atlases, safety procedures, and blueprints." Also added to this section were the "ability to operate a computer and related software" and the "ability to work outside in all kinds of weather."

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 Sewer Maintenance Supervisor II (Job Code 3969).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Sewer 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 April 2009. There are currently three 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. The word "multiple" was removed from the definition section.

Within the examples of work section one statement was added which addresses supervision. A statement regarding coordinating work schedules was modified and the class title for Sewer Maintenance Assistant Manager was removed in favor of simply stating "management" in another statement. One statement regarding the preparation of reports using a personal computer was removed in favor of three statements that reference task statements and include reference to the use of the computerized maintenance management system.

The knowledge, skills, and abilities section was revised by removing the statement, "apply knowledge of safety standards and codes," and converting it to two more standardly worded statements: "considerable knowledge of safety codes, policies, and procedures" and "ability to instruct others." The statement "ability to operate a personal computer and use applicable related software programs" was modified to read, "ability to operate a computer and 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 Sewer Maintenance Manager (Job Code 3971).*

PRESENT: Carol Lagemann, Personnel Analyst II

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

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.

Within the examples of work section one statement regarding personnel that includes the typical supervisory duties of performance appraisals, leave requests, and discipline, was modified. Since the first example of work describes initiatives in the attainment of overall goals, the fourth example of work was updated to refer to "projects," instead of initiatives, to imply action in an operational framework. A new statement regarding the use of the computerized maintenance management system was introduced. The budget preparation statement was updated to read, "Makes recommendations regarding annual and periodic budgets; reviews and approves purchases requested by subordinates."

The minimum qualifications section was updated to mention the Environmental Protection Agency as the sponsoring agency for the operator certification, which is not a "license." One statement within the knowledge, skills, and abilities section was modified to read, "ability to compose technical reports." The "ability to operate a computer and related software" was added to 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 Operator In Training (Job Code 3872).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Operator In Training 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 is currently one employee serving in this classification located in the Department of Public Utilities, Division of Sewerage and Drainage. This classification may also be utilized by the Division of Water within the Department of Public Utilities.

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.

Within the examples of work section one statement was revised regarding incinerator operation. The statement was worded to be more general as the tasks associated with incineration are more concerned with operations than with maintenance issues. In the guidelines for class use section and the minimum qualifications section, wording was modified that relates to obtaining the Class I operator certification. The guidelines for class use section was revised to explain the purpose of this classification as a learning classification, that it is not intended for long-term assignments, and that attainment of an operator certificate is required of incumbents. The minimum qualifications section simply reads, "Possession of a high school diploma or GED;" and "Possession of a valid motor vehicle operator's license."

The knowledge, skills, and abilities section was revised to add "some knowledge of environmental management systems; ability to detect uncharacteristic operating sounds or other properties of machinery and equipment;" and "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 Network Analyst (Job Code 0521).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Network Analyst as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in January 2009. There is currently one employee serving in this classification located in the Department of Technology.

Based on a questionnaire received from the incumbent, with supervisory review, and feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under general supervision, is responsible for performing network infrastructure support activities to maintain integrity, operability, availability and/or security of the City's network infrastructure; performs related duties as required."

Within the examples of work section and the knowledge, skills, and abilities section, using the broader term of "network infrastructure," where warranted, and replacing "computer systems" with "information technology systems" was proposed to update terminology. The knowledge of IPX/SPX was removed from the knowledge, skills, and abilities section as it is no longer relevant.

The minimum qualifications section was revised to update the qualifying post-secondary education to be in, or closely related to, three fields: computer science, management information systems, and telecommunications. A Cisco Certified Network Associate (CCNA) certification or higher/comparable may be substituted for the education. 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 Network Administrator (Job Code 0522).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Network 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 January 2009. There is currently one employee serving in this classification located in the Department of Technology.

Based on a questionnaire received from the incumbent, with supervisory review, and feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under direction, is responsible for the reliable operation, maintenance, installation, design, and development of network infrastructure; performs related duties as required."

Within the examples of work section the first statement describes in more detail what is meant by the "network infrastructure" mentioned in the definition, but also does so using a "such as" statement in order to keep the statement relevant despite technological changes and advancements. The minimum qualifications section was revised to read, "Possession of a bachelor's degree with significant coursework (21 semester hours or 32 quarter hours) in computer science, management information systems, telecommunications, or closely related field and two years of experience in network engineering, analysis, support or administration in a multi-user environment. Substitution(s): Possession of an associate's degree in the above named fields and an additional two years of the experience listed above, or valid certification as a Cisco Certified Network Associate (CCNA) or higher/comparable certification and an additional two years of the experience listed above, or an additional four years of the experience listed above may be substituted for the bachelor's degree."

The knowledge, skills, and abilities section was revised to use the broader term of "network infrastructure" where warranted and replacing "computer systems" with "information technology systems" to update terminology. The knowledge of IPX/SPX was also removed as it is no longer relevant. 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 Network Engineer (Job Code 0523).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Network Engineer as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in January 2009. There are currently three employees serving in this classification located in the Department of Technology.

Based on questionnaires received from incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under general direction, is responsible for the design, development, implementation, and maintenance of the City's network infrastructure and for supervision of network support staff; performs related duties as required."

Within the examples of work section and the knowledge, skills, and abilities section, using the broader term of "network infrastructure," where warranted, and replacing "computer systems" with "information technology systems" was proposed to update terminology. The knowledge of IPX/SPX was removed from the knowledge, skills, and abilities section as it is no longer relevant. The "ability to communicate effectively orally and in writing" was added to the knowledge, skills, and abilities section.

The minimum qualifications section was revised to read, "Possession of a bachelor's degree with significant coursework (21 semester or 32 quarter hours) in telecommunications, computer science, management information systems, or closely related field and four years of experience in dedicated network infrastructure support in a multi-user environment. Substitution(s): Possession of an associate's degree in the above named fields and an additional two years of experience listed above or valid certification as a Cisco Certified Network Associate (CCNA), or higher/comparable certification and an additional two years of the experience listed above, or an additional four years of the experience listed above may be substituted for the bachelor's degree." 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 Network Manager (Job Code 0264).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Network 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 May 2009. There are currently two employees serving in this classification located in the Department of Technology and the Department of Public Safety.

Based on questionnaires received from incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under general direction, is responsible for managing network infrastructure for reliable service delivery; performs related duties as required."

The first example of work statement describes in more detail what is meant by the "network infrastructure" mentioned in the definition but also does so using a "such as" statement in order to keep the statement relevant despite technological changes and advancements. The statement that mentions the police system of Computer Aided dispatching (CAD) was updated to include Voice over Internet Protocol (VoIP) and a more generic description for the mobile devices in the Division of Police, as the referenced Mobile Data Computers (MDC) is limited in its scope. The statement that references the maintenance of the cable television head end facility was removed as ensuring the signal can be carried over our network infrastructure is the primary duty. And using the broader term of "network infrastructure" where warranted and replacing "computer systems" with "information technology systems" was changed to update terminology.

The minimum qualifications section was revised to read, "Possession of a bachelor's degree with significant coursework (21 semester or 32 quarter hours) in



telecommunications, management information systems, computer sciences, or closely related field and three years' experience managing network infrastructure.

Substitution(s): Possession of a valid certification as a Registered Communication Distribution Designer (RCDD) issued by the Building Industry Consulting Services International (BICSI) may be substituted for the required education, or possession of an associate's degree in the above named fields and an additional two years of experience supporting network infrastructure, or a valid certification as a Cisco Certified Network Associate (CCNA) or a higher/comparable certification and two years of additional experience supporting network infrastructure, or an additional four years of experience supporting network infrastructure may be substituted for the bachelor's degree."

The knowledge, "thorough knowledge of the objectives, methods, systems, and applications of telecommunications, especially in the area of fiber optics, coaxial cable, networks services, and CATV" in the knowledge, skills, and abilities section was revised to read, "thorough knowledge of the objectives, methods, systems, and applications of network infrastructure management." The "ability to operate telecommunication systems" was revised to read, "ability to operate network infrastructure." 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 Fleet Operations Manager (Job Code 0273).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Fleet 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 June 2009. There are currently two employees serving in this classification located in the Finance and Management Department, Fleet Management 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 example in the examples of work section was revised to include reference to fueling facilities. In addition to operating satellite vehicle maintenance facilities, the Division operates petroleum and compressed natural gas fueling facilities. The example, "Coordinates the development and implementation of environmental compliance and green-fleet related initiatives" was added to this section as well.

The minimum qualifications section was revised to add "Possession of a valid motor vehicle operator's license." The knowledge, skills, and abilities section was revised to add "general knowledge of environmental regulations applicable to fleet maintenance operations." 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 Public Health Nurse (Job Code 1639).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Nurse 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 45 employees serving in this classification located in the Columbus Public Health Department, within a variety of clinical and programmatic settings.

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 expand the example "Participates in immunization programs" to add "participates in quality improvement assessment and feedback activities to raise immunization coverage levels; facilitates provider education programs to maximize office-based immunizations." One statement was revised to remove references to Homemakers and Home Health Aides, as these classifications have been abolished.

The knowledge, skills, and abilities section was revised to include the "ability to maintain composure and work effectively in a fast-paced and potentially stressful environment." 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 Public Health Nursing Supervisor (Job Code 1645).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Public Health Nursing Supervisor as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2009. There is currently one employee serving in this classification located in the Columbus Public Health Department, Clinical Health Division, within the Sexual Health Clinic.

Based on a questionnaire received from the incumbent, with supervisory review, and feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under direction, is responsible for supervising professional and/or practical nursing staff assigned to a generalized public health nursing or clinical program in a clinic, a large geographical area, or on a Citywide basis; performs related duties as required."

The examples of work section was revised to include the example "Ensures that nursing staff utilize evidence-based best practices as appropriate." Additionally, one statement regarding supervision was revised to include signing performance evaluations, approving leave requests, and recommending disciplinary action since these duties are indicative of supervisory classifications.

The minimum qualifications section was revised to modify the requirement of possessing a valid motor vehicle operator's license to stating that "Some positions may require possession of a valid motor vehicle operator's license." 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 Advanced Practice Registered Nurse (Job Code 1679).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Advanced Practice Registered Nurse 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 seven employees serving in this classification located in the Columbus Public Health 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.

One statement within the examples of work section was revised to read, "Diagnoses and treats selected health problems within the scope of a specialized practice based upon history of present illness, physical exam findings and lab results." Noting the relevance of prevention, it was added to one statement to say that they counsel or instruct patients regarding disease treatment, care and "prevention."

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 Practical Nurse (Job Code 1630).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Practical Nurse 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 located in the Columbus Public Health Department.

Based on questionnaires received from incumbents, with supervisory review, and feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under general supervision, is responsible for performing professional licensed practical nursing functions in public health programs in homes, clinics, and other community settings; performs related duties as required."

One statement within the examples of work section that refers to providing nursing care to acute and chronically ill and disabled persons in their homes was removed because within existing programming of the Columbus Public Health Department, Practical Nurses do not provide this nursing care. The minimum qualifications section was revised to add "Some positions may require possession of a valid motor vehicle operator's license."

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 Fleet Management Division Administrator (Job Code 0272).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Fleet 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 June 2009. This is a single position classification and is utilized within the Finance and Management Department.

Based on feedback from department representatives, some revisions were proposed. The definition section was revised to read, "Under administrative direction, is responsible for the administration and implementation of the maintenance and repair services for motor vehicles and motorized equipment for City departments, and the operation of maintenance and fueling facilities for motor vehicles and motorized equipment; performs related duties as required."

One example in the examples of work section was revised to correct the reference to the Fleet Manager to read Fleet Operations Manager. The statement "Directs the development of policies and procedures related to green-fleet initiatives and environmental best practices" was added to this section as well.

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

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

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*RE: Personnel Actions.*

No personnel actions were submitted this month.

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*RE: Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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*RE: Background Removals.*

No background removals were submitted this month.

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*RE: Other Administrative/Jurisdictional Reviews.*

*Review of the appeal of Michael Carter, regarding his discharge from the position of Facilities Project Manager, Department of Public Utilities, City of Columbus, Appeal Number 14-CA-0021.*

The Commissioners reviewed the appeal filed by Michael Carter on October 28, 2014, regarding his discharge from the position of Facilities Project Manager with the City of Columbus Department of Public Utilities.

A review of Mr. Carter's file indicated that he was still in his probationary period for this position at the time of his discharge. Civil Service Commission Rule XI (D) permits termination during an employee's probationary period by submission of a written report to the Commission. The Rule requires that the department submit the termination report at least ten days prior to the expiration of the probationary period.

The Department of Public Utilities submitted the termination report to the Commission on October 17, 2014, and the expiration of his probationary period is December 8, 2014.

Rule XI (D) (4) states, "There shall be no appeal of any kind from the action of the appointing authority removing an employee during or at the end of the probationary period." A decision to terminate a probationary employee is made by the appointing authority and there are no appeal rights to the Commission under Rule XI.

Therefore, for the foregoing reasons, the Commission has no jurisdiction over Mr. Carter's appeal, and his appeal was dismissed without a hearing.

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The Commissioners adjourned their regular meeting at 1:15 p.m.

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Grady L. Pettigrew, Jr., President

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Date