

Regular Meeting

April 25, 2016
9:30 a.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, April 25, 2016, at 9:27 a.m. with Grady Pettigrew, Jr., Delena Edwards, and Stefanie Coe 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 March 28, 2016 Regular Meeting.

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

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RE: Pre-Hearing Conference Reviews.

Jonathan Garfield vs. Columbus City Schools' Food Service Helper; 10- Day Suspension. Trial Board Hearing Scheduled for May 18, 2016; Appeal Number 15-BA-0006.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Jonathan Garfield, a Food Service Helper, who was suspended for 10 days from Columbus City Schools. Columbus City Schools will have 5 witnesses and the Appellant will have two. Since this appeal was filed, Mr. Garfield has been discharged from his position. Columbus City Schools and Appellant's Counsel would like to wait to go forward with the hearing in the event Mr. Garfield files an appeal for his termination; therefore, both hearings can be combined. In addition, one witness is on leave until June.

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RE: Rule Revisions.

No Rule Revisions were submitted this month.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on February 19, 2016, Cedric King vs. Columbus City Schools, Appeal Number 15-BA-0007.

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Mr. King from the position of Safety/Security Resource Coordinator was made, seconded, and passed unanimously.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on November 4, 2015, Teresa Lorentz vs. Columbus City Schools, Appeal Number 15-BA-0007.

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

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RE: Request of the Columbus City Schools' staff to abolish the specifications for the classifications Architectural Drafter (Class Code 9379); Architectural Intern (Class Code 9384); Audiovisual Processor (Class Code 9171); Custodian I (Class Code 9810); Employee Benefits Risk Manager (Class Code 9141); Exhibits Technician, Fine Arts (Class Code 9337); Exhibits Technician, Math & Science (Class Code 9338); Fiscal Assistant (Class Code 9122); Food Service Inspector (Class Code 9890); Food Service Manager Trainee (Class Code 9876); Maintenance Painter Helper (Class Code 9574); Maintenance Planner Estimator (Mechanical/Piping) (Class Code 9459); Mechanical Engineer (Class Code 9390); Payroll Assistant (Class Code 9124); Payroll Supervisor (Class Code 9126); Personnel Accounting Specialist (Class Code 9131); Personnel Analysis Supervisor (Class Code 9211); Personnel Analyst I (Class Code 9217); Personnel Interviewer (Class Code 9222); Plant Maintenance Helper (Insulation) (Class Code 9484); Public Information Officer (Class Code 9345); Radio Operations Coordinator (Class Code 9352); Radio Program Director (Class Code 9351); Radio/Television Engineer (Class Code 9511); Receiving Clerk (Class Code 9167); Supervising Architect (Class Code 9370); and, Supervisor, Integrator Specialist (Class Code 9452).

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to abolish the specifications for the classifications Architectural Drafter (Class Code 9379); Architectural Intern (Class Code 9384); Audiovisual Processor (Class Code 9171); Custodian I (Class Code 9810); Employee Benefits Risk Manager (Class Code 9141); Exhibits Technician, Fine Arts (Class Code 9337); Exhibits Technician, Math & Science (Class Code 9338); Fiscal Assistant (Class Code 9122); Food Service Inspector (Class Code 9890); Food Service Manager Trainee (Class Code 9876); Maintenance Painter Helper (Class Code 9574); Maintenance Planner Estimator (Mechanical/Piping) (Class Code 9459); Mechanical Engineer (Class Code 9390); Payroll Assistant (Class Code 9124); Payroll Supervisor (Class Code 9126); Personnel Accounting Specialist (Class Code 9131); Personnel Analysis Supervisor (Class Code 9211); Personnel Analyst I (Class Code 9217); Personnel Interviewer (Class Code 9222); Plant Maintenance Helper (Insulation) (Class Code 9484); Public Information Officer (Class Code 9345); Radio Operations Coordinator (Class Code 9352); Radio Program Director (Class Code 9351); Radio/Television Engineer (Class Code 9511); Receiving Clerk (Class Code 9167); Supervising Architect (Class Code 9370); and, Supervisor, Integrator Specialist (Class Code 9452).

The request to abolish these District job classifications was the result of the review of the District's entire class school plan. The classifications which the District requested be abolished have not been used by the District for at least four years. District Directors were notified of the list and were given the opportunity to preserve those classes which may be used again in the foreseeable future. A few classes were removed from the initial list as a result of this input.

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

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RE: Request of the Columbus City Schools' staff to retitle the specification for the classification Custodian II to read Custodian (Job Code 9811).

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to retitle the specification for the classification Custodian II to read Custodian.

The Columbus City Schools district requested the Commission abolish the classification of Custodian I, along with several other job classifications. This classification was part of a class series which reflects the level of the job numerically in the job title. As a result of the fact there is no longer a classification titled Custodian I,

the District requested that the impacted remaining classification in the series, Custodian II, be retitled to reflect there is no longer a lower classification.

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

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RE: Request of the Columbus City Schools' staff to retitle the specification for the classification Personnel Analyst II to read Personnel Analyst (Job Code 9218).

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to retitle the specification for the classification Personnel Analyst I to read Personnel Analyst.

The Columbus City Schools District requested the Commission abolish the classification of Personnel Analyst I, along with several other job classifications. This classification was part of a class series which reflected the level of the job numerically in the job title. As a result of the fact there is no longer a classification titled Personnel Analyst I, the District requested that the impacted remaining classification in the series, Personnel Analyst II, be retitled to reflect there is no longer a lower classification.

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 Maintenance Mechanic for Columbus City Schools (Class Code 9496).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request to revise the specification for the classification Maintenance Mechanic for Columbus City Schools. It was last reviewed in October 2011. There are currently two incumbents serving in this job classification.

The definition section was updated to reflect the primary responsibility of the repair and maintenance of HVAC and food service equipment, while still maintaining other mechanical and electrical equipment within the section.

The examples section of work was revised to clarify the type of machinery on which incumbents work, and the reference to machinery no longer used by incumbents was removed.

The minimum qualifications was revised to require 3 years of experience repairing and maintaining HVAC equipment, food service equipment, and the requirement of possession a EPA Refrigerant Handling Certification.

There were no revisions to the knowledge, skills, & 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 approve the specification review for the classification Building Plans Examiner Supervisor with no revisions (Job Code 117)

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Laboratory Assistant with no revisions (Job Code 1971).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Parts Keeper with no revisions (Job Code 1350).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Building Services Specialist with no revisions (Job Code 2016).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Building Plans Examiner Supervisor, Laboratory Assistant, Automotive Parts Keeper, and Building Services Specialist 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 2011.

After a review of the specification and soliciting input from department representatives, it was determined that the current specification adequately describes the work as it is intended should the department choose to make use of the classification in the future.

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 Criminal Intelligence Analyst (Job Code 0842).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Criminal Intelligence Analyst (Job Code 0842) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November, 2011. There are currently four employees serving in this classification, located in the Department of Public Safety, within the Police Division. Positions allocated to the classification are assigned to the Homeland Security Counter Terrorism Unit, the Narcotics Bureau, the Strategic Response Bureau, and the Crimes Against Persons Bureau. Based upon the information received via questionnaire responses from the incumbents, with supervisory review, and input from department representatives, some minor revisions were proposed.

There were no changes to the minimum qualifications; however, it is important to note that there is currently language included on the specification which states that some positions allocated to the classification may require state or federal clearances, certification or licensure due to the nature of, or the funding requirements for, the program or the assignments. The Public Safety Department specifically requested that we include within this section the requirement for U.S. Citizenship, which is a prerequisite for some clearances. This requirement applies to some, but not all, positions and is subject to change. Civil Service staff determined that the current language in this section adequately addresses the need to for state or federal clearances, certification, or licensure for some positions. Rather than list the specific clearness, and their prerequisites, the requirement is stated generically. In accordance with current procedures, the specific clearances, licensure, or certification require is communicated on both internal and external postings at the time a particular position is to be filled.

Department representatives did indicate their approval of the proposed changes within the Examples of Work and the Knowledge, Skills, and Abilities sections. However,

because their requested changes to the Minimum Qualifications were not included, the department was unwilling to sign the proposed specification.

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

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RE: Request of the Civil Service Commission staff to create the specification for the classification License Supervisor, designate the examination type as competitive, assign a probationary period of 365 days, and amend Rule XI accordingly.

This item was deferred.

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 - Post-Exam.

	Name of Applicant	Position Applied For	BAR #
1.	Jaison Mclean	Police Officer	16-BR-010
2.	Andrea Armentrout	Police Officer	16-BR-015
3.	Joseph Braskie	Police Officer	16-BR-016
4.	Nicholas Linthicum	Police Officer	16-BR-017

After reviewing the files of Andrea Armentrout and Joseph Braskie, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the file of Jaison Mclean and Nicholas Linthicum, the Commissioners decided to defer their decision until they could review the polygraph.

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RE: Other Administrative/Jurisdictional Reviews.

No Administrative/Jurisdictional Reviews were submitted.

The Commissioners adjourned their regular meeting at 9:40 a.m.

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Grady L. Pettigrew, Jr., President

Date