

Regular Meeting

August 29, 2016  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, August 29, 2016, at 12:53 p.m. with Delena Edwards and Stefanie Coe; Grady Pettigrew Jr. was absent.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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*RE: Review and approval of the Minutes from the July 25, 2016 Regular Meeting.*

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

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*RE: Pre-Hearing Conference Reviews.*

*a) Michael Mercurio vs. City of Columbus; Parking Violation Bureau Coordinator; Discharge. Trial Board Hearing originally scheduled for October 24, 2016 will need to be rescheduled due to the length of the amount of time the hearing will take.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review Michael Mercurio, a Parking Violation Bureau Coordinator, who was discharged from the City of Columbus. Appellant's attorney explained they will have 15 witnesses and the City of Columbus will have 5 witnesses. The Commission is currently trying to find a date on the schedule due the length of time this Trial Board Hearing will take.

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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 June 13, 2016, Donald Wilbur vs. Columbus City Schools, Appeal Number 15-BA-0015*

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Mr. Wilbur from the position of Custodian 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 Wastewater Treatment Residuals Manager with no revisions (Job Code 1157).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Programmer Analyst with no revisions (Job Code 0580).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Information Systems Technician with no revisions (Job Code 0546).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Facilities Operations Manager with no revisions (Job Code 0296).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Surveyor with no revisions (Job Code 1016).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Surveyor-In-Training with no revisions (Job Code 1015).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Human Resources Analyst with no revisions (Job Code 0855).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Human Resources Representative with no revisions (Job Code 0854).*

*Request of the Civil Service Commission staff to approve the specification review for the classification 311 Service Supervisor with no revisions (Job Code 0440).*

*Request of the Civil Service Commission staff to approve the specification review for the classification 311 Service Representative II with no revisions (Job Code 0439).*

*Request of the Civil Service Commission staff to approve the specification review for the classification 311 Service Representative I with no revisions (Job Code 0438).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Customer Service Manager with no revisions (Job Code 0437).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Customer Service Supervisor with no revisions (Job Code 0436).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Customer Service Representative II with no revisions (Job Code 0435).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Customer Service Representative I with no revisions (Job Code 0434).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Power Division Administrator with no revisions (Job Code 0159).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented these requests to approve the specification reviews for the classifications Wastewater Treatment Residuals Manager, Programmer Analyst, Information Systems Technician, Facilities Operations Manager, Surveyor, Surveyor in Training, Human Resources Analyst, Human Resources Representative, 311 Service Supervisor, 311 Service Representative II, 311 Service Representative I, Customer Service Manager, Customer Service Supervisor, Customer Service Representative II, Customer Service Representative I, and Power Division Administrator with no revisions

as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Based on a review of the specifications, questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, there were no revisions 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 Information Services Division Administrator (Job Code 0248).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to approve the specification review for the classification Information Services Division Administrator (Job Code 0248) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Information Services Division Administrator was last reviewed in July, 2011.

This classification is a single-position classification, currently vacant, and utilized by the Department of Technology. As the Department would like to utilize this classification again, changes are recommended to bring it up to date for the planned utilization.

There were no changes to the **DEFINITION** section. Within the **EXAMPLES OF WORK** and **KNOWLEDGE, SKILLS, AND ABILITIES** sections, updates were proposed to remove outdated information to better represent the current expectation for duties of this classification.

There were no proposed changes to the, **Probationary Period**, or **Examination Type**.

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 Technical Support Supervisor (Job Code 0551).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to approve the specification review for the classification Technical Support Supervisor (Job Code 0551) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Technical Support Supervisor was last reviewed in October, 2011. This classification has two incumbents in the Department of Technology. After reviewing incumbent questionnaires, with supervisory review, and communication with department representatives there were revisions proposed to the classification specification.

There was one proposed to the **DEFINITION** section. Technical Support Supervisor is currently defined as "under direction, is responsible for supervising the technical staff assigned to providing desktop and/or telephony support operations with the Department of Technology." Removing references to "telephony" was proposed.

Within the **EXAMPLES OF WORK** section, and apart from removal of the "telephony" references as explained above, the addition of one idea is proposed. The additional reflects that incumbents in this classification also "maintain hardware inventories" throughout the City, including tracking and implementing deployment of new computers, mobile devices, and peripherals.

There were no proposed changes to the, **Probationary Period**, or **Examination Type**.

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 Senior Programmer Analyst (Job Code 0581).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to approve the specification review for the classification Senior Programmer Analyst (Job Code 0581). As part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Senior Programmer Analyst was last review in September, 2011. This classification has twenty-one incumbents in the Department of Technology and the Department of Public Utilities. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there was one revision to the class specification.

There were no proposed changes to the **DEFINTION** section. Within the **MINIMUM QUALIFICATIONS** section, a revision to the substitution was proposed. It was proposed, in line with other classifications in the class plan, to update the years of experience to two (2) for the two-year degree.

There were no proposed changes to the **EXAMPLES OF WORK, KNOWLEDGE, SKILLS, and ABILITIES**, **Probationary Period**, or **Examination Type**.

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 Information Systems Manager (Job Code 0869).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to approve the specification review for the classification Information Systems Manager (Job Code 0869) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Information Systems Manager was last reviewed in August, 2011. This classification has three incumbents in the Department of Public Safety, Department of Technology, and Columbus Recreation and Parks. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there were revisions proposed to the class specification.

There were no proposed changes to the **DEFINITION** section. Within the **KNOWLEDGE, SKILLS, AND AIBLITIES** section, updates were proposed. Mention of "mini" and mainframe environments was removed in favor of the broader term of "information procession systems." In addition, the "considerable knowledge of information security principles and practices" was proposed. Incumbents are responsible for development, implantation, and maintenance of systems and knowledge of information security is applicable during every phase.

There were no proposed changes to the **EXAMPLES OF WORK, MINIMUM QUALIFICATIONS**, **Probationary Period**, or **Examination Type**.

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 Power Assistant Administrator, retitle it to read Power Division Assistant Administrator, and amend Rule XI accordingly (Job Code 0147).*

*PRESENT: Carol Lagemann, Personnel Analyst II*

Carol Lagemann presented this request to approve the specification review for the classification Power Assistant Administrator (Job Code 0147) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. The Division of Power and the Divisions of Water were recreated from the Division of Power in 2013. Therefore, it is proposed to revise the classification to reference the appropriate "Division" and remove references to "Section" in the title and **DEFINITION** areas.

Power Assistant Administrator was last reviewed in October, 2011. There is one incumbent within the classification in the Department of Public Utilities, Division of Power. The proposed title reads: Power Division Administrator.

There were no changes to the **EXAMPLES OF WORK, MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, and ABILITIES, Probationary Period, or Examination Type.**

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 311 Service Manager (Job Code 0441).*

*PRESENT: Matt Wonderly, Personnel Analyst II*

Matt Wonderly presented this request to approve the specification review for the classification 311 Service Manager (Job Code 0441) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. 311 Service Manager was last reviewed in October, 2012. There is currently one (1) incumbent serving in this classification within the Department of Neighborhoods.

By DEFINITION, the 311 Service Manager, working under general direction, is responsible for the management of the non-emergency 311 Service Center. After speaking with incumbent and department representatives, minor revisions were proposed. In July of this year, all 311 Service employees were reallocated from the Public Service Department to the newly created Department of Neighborhoods. The only changes to the specification were to replace two (2) references to the Public Service Department with the Department of Neighborhoods to reflect his change. There were no other revisions proposed, therefore, it was recommended the specification for the classification 311 Service Manager be revised as proposed.

There were no proposed changes to the **EXAMPLES OF WORK, MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, and ABILITIES, Probationary Period, or Examination Type.**

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 Maintenance Assistant Coordinator, and designate the examination type as noncompetitive (Job Code 4046).*

*PRESENT: Tammy Rollins, Personnel Administrative Officer*

Tammy Rollins presented this request to approve the specification review for the classification Water Maintenance Assistant Coordinator. In an electronic memorandum,

the Department of Public Utilities requested that the Minimum Qualifications for the Water Maintenance Assistant Coordinator (Job Code 4046) classification be revised and modeled to be more consistent with its counterpart classification, Sewer Maintenance Assistant Manager.

By **DEFINITION**, the Water Maintenance Assistant Coordinator is responsible for assisting in planning, organizing, and coordinating the installation, protection, operation, and/or maintenance of water distribution lines, valves, and hydrants. This Definition was revised slightly to better describe the function of this classification and to be more consistent within the series. There were no proposed changes to the **EXAMPLES OF WORK**.

For similar reasons, it was requested that the Minimum Qualifications for water Maintenance Assistant Coordinator be revised to mirror the requirements as written for the Sewer Maintenance Assistant Manager classification. The approved **MINIMUM QUALIFICATIONS** will require possession of a bachelor's degree in environmental, chemical, or civil engineering or a physical or natural science and three (3) years of experience supervising employees engaged in the installation, protection, operation, and/or maintenance of a public or critical infrastructure. A substitution was proposed that would allow for an additional six (6) years of experience engaged in maintenance, construction, inspection, and/or operation activities in public or critical infrastructure to substitute for the bachelor's degree requirement. Possession of a valid State of Ohio Environmental Protection Agency Class II Water Distribution or Water Supply System Operator's certificate within twenty-four (24) months of the date of hire would also be required.

It was further recommended that the **Examination** type be changed to noncompetitive. The proposed change in examination type is consistent with City Charter and Commission policy regarding noncompetitive designations specifically referring to peculiar and exceptional qualifications. There were no other proposed changes to the class 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 revise the specification for the classification Water Maintenance Coordinator, and designate the examination type as noncompetitive (Job Code 4047).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to approve the specification review for the classification Water Maintenance Coordinator. In an electronic memorandum, the Department of Public Utilities requested that the Minimum Qualifications for the for the Water Maintenance Coordinator (Job Code 4047) classification be revised and modeled to be more consistent with its counterpart classification, Sewer Maintenance Manager in the Sewerage and Drainage Division, which requires State of Ohio EPA Class II certification at the time of hire. It was further requested that the examination type for this classification be designated as noncompetitive.

The current **MINIMUM QUALIFICATIONS** for Water Maintenance Coordinator require, upon completion of the probationary period, possession of a valid State of Ohio EPA certification as a Class II (or higher) Water Distribution or Supply Operators license. It was proposed that this certification be required at the time of hire as the department must have, at all times, an employee identified as the operator of record for its water distribution system. Additionally, Ohio Administrative Code (Chapter 3745-7-02) acknowledges that an individual possessing a Class II (or higher) certification for water supply would also possess the requisite skills to be named as an "operator of record" for a water distribution system. Therefore, the proposed qualifications would allow for both. It was further proposed that the completion of the twelfth grade be removed from the current qualifications as the State of Ohio EPA requires a high school

diploma or equivalent, which is stronger than the City's current requirement for completion of the twelfth grade. The new qualifications will read:

"Possession of a valid State of Ohio Environmental Protection (EPA) Class II (or higher) Water Distribution or Supply Operator's certification and (5) years of experience supervising, managing, or coordinating a group of employees engaged in the installation, protection, operation, and/or maintenance of water distribution system.

Possession of a valid motor vehicle operator's license."

It was further recommended that the **Examination** type be changed to noncompetitive. The proposed change in examination type is consistent with the City Charter and Commission policy regarding noncompetitive designations specifically referring to jobs that require demonstration of competency through an examination process that is administered outside the City by a reputable source.

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 abolish the specification for the classification Community Relations Commission Executive Director (U) (Secretary), and amend Rule Xi accordingly (Job Code 0038).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Community Relations Commission Executive Director (U) (Secretary) (Job Code 0038). With the recent changes to the City Code (section 139.05 repealed in its entirety), there is no longer a need to have available a class specification for an executive director of the Community Relations Commission. While the Community Relations Commission will continue to exist in much the same capacity as it previously did, it will now receive its staff support from the new Department of Neighborhoods. Additionally, the Community Relations Commission, as a division within the Mayor's Office (40-02), has been disbanded and all staff has been transferred to the new department. The Community Relations Commission Executive Director (U) (Secretary) is now vacant. As such, staff is proposing that this classification be abolished as is proposed.

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*RE: Residency Hearing Reviews.*

No Residency Hearing Reviews were submitted this month.

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*RE: Background Removals – Pre-Exam*

	Name of Applicant	Position Applied For
1.	Majed Abuzahrieh	Police Officer
2.	Diarah Alameda	Police Officer
3.	Bejamin Cropper	Police Officer
4.	Phillip Disabato	Police Officer
5.	Seairra Frear	Police Officer
6.	Gabrielle Henry	Police Officer
7.	John Jennings	Police Officer
8.	Robert Mattes	Police Officer

9.	Jigishavishal Patel	Police Officer
10.	Brandon Phenix	Police Officer
11.	Lamin Samateh	Police Officer
12.	Arnold Secen	Police Officer
13.	Kody Scarberry	Police Officer
14.	Jonathan Wade	Police Officer

After reviewing the files of Majed Abuzahrieh, Diarah Alameda, Benjamin Cropper, Gabrielle Henry, John Jennings, Robert Mattes, Jigishavishal Patel, and Arnold Secen the Commissioners decided their names would be reinstated to the Police Officer testing process.

After reviewing the files of Phillip Disabato, Seairra Frear, Brandon Phenix, Lamin Samateh, Kody Scarberry, and Jonathan Wade the Commissioners decided their names would not be reinstated to the Police Officer testing process.

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*RE: Background Removals - Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Nathan Maiken	Police Officer	16-BR-026
2.	Steven Croushore	Police Officer	16-BR-027
3.	Jamie Steele	Police Officer	16-BR-028
4.	Bryce Edwards	Police Officer	16-BR-029
5.	Briana Locke	911 Emergency Call Taker	16-BR-030

After reviewing the files of Nathan Maiken, Jamie Steele, and Bryce Edwards, and Briana Locke the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

The Commissioners deferred Steven Croushore.

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*RE: Other Administrative/Jurisdictional Reviews.*

There were no Administrative/Jurisdictional Reviews submitted this month.

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The Commissioners adjourned their regular meeting at 1:14 p.m.

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Grady L. Pettigrew, Jr., President

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Date