

Regular Meeting

December 14, 2015
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, December 14, 2015, at 12:51 p.m. with Grady Pettigrew, Jr. 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 November 16, 2015 Regular Meeting.

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

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RE: Pre-Hearing Conference Reviews.

No Pre-Hearing Conference Reviews were submitted this month.

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RE: Rule Revisions.

No Rule Revisions were submitted this month.

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Re: Trial Board Recommendations.

No Trial Board Recommendations were submitted this month.

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RE: Columbus City Schools Classification Actions.

No Columbus City Schools 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 Department Deputy Director (Technology) (U) with no revisions (Job Code 0050).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Department Deputy Director (Technology) (U) 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 May 2010. There is currently one employee serving in this classification.

Based upon information received from the department, there were no revisions requested at this time.

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 Receptionist-Secretary and amend Rule XI accordingly (Job Code 0467).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to abolish the specification for the classification Receptionist-Secretary. In March 1995, the Commission imposed a moratorium on this classification at the request of Commission staff with the intention that once vacated, it would be proposed for abolishment.

There are currently no employees serving in this classification. Therefore, it was recommended that the specification for this classification be abolished and Rule XI be amended accordingly.

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 Health Records Manager, retitle it to read Health Information Manager, and amend Rule XI accordingly (Job Code 0852).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Health Records Manager and retitle it to read Health Information 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 2011. There are currently two employees serving in this classification, located in Columbus Public Health.

Based upon questionnaires completed by incumbents, with supervisory review, and input from department representatives, there were some revisions proposed. The classification was retitled to read Health Information Manager at the request of Columbus Public Health. There were no revisions to the definition section. There is a statement within the examples of work section noting responsibility for ensuring that health records and requests for information be handled in accordance with HIPPA guidelines. This statement was amended to include compliance with state and federal regulations.

The minimum qualifications section was revised to read, "Possession of a valid Registered Health Information Administrator (RHIA) certification and one (1) year of work experience which involved responsibility for the handling of medical records and patient health information. **OR** Possession of a valid Registered Health Information Technician (RHIT) certification and three (3) years of work experience which involved responsibility for the handling of medical records and patient health information." 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 merge the specification for the classification Automotive Mechanic (Light) (Job Code 3458) into Automotive Mechanic (Heavy) (Job Code 3459), revise and retitle it to read Automotive Mechanic, and amend Rule XI accordingly (Job Code 3459).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification IT Technical Support Manager (Job Code 0559).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification IT Technical Support 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 2011. This classification is a single position classification restricted for use in the Department of Technology.

Based upon a review of the specification and feedback from department representatives, there were some revisions proposed. There were no revisions to the definition section. Within the examples of work section, the statement regarding budgets was updated to reflect that key information is provided to the fiscal office and to management for budget development. The reference to email and storage systems was removed and "Performance Management" was replaced with reference to the "applicable service management" program.

Within the minimum qualifications section, revisions to the experience requirement include updating the wording from "computer and network" to "information systems" and also qualifying that experience in the engineering field should be "related" to information systems or automated application experience. With regard to the substitution, the Microsoft Certified System Engineer certification is now comparable to the Microsoft Certified Solutions Expert. Therefore, the name of the certification was updated for the latest Microsoft certification. Within the knowledge, skills, and abilities section, there was a minor wording update for the operations budget. 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 IT Operations Manager (Job Code 0542).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification IT 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 August 2010. This classification is a single position classification restricted for use in the Department of Technology.

Based upon a review of the specification and feedback from department representatives, there were some revisions proposed. There were no revisions to the definition section. Within the examples of work section, the types of processing platforms were updated to remove outdated NT and add Windows, x86, and x64. Another statement was modified to remove outdated information regarding the mainframe and the City mailroom, but continues to reference the operation of the print management systems and offline processing activities that continue to be within the purview of the classification. Two new statements were added which read, "Enables Data Center compliance with security regulations with regard to retaining sensitive data (e.g. PCI, HIPPA, CJIS, CALEA, Tax 1075, PII);" and "Facilitates and manages virtual data center environments and infrastructure."

The minimum qualifications section was revised to read, "Possession of a bachelor's degree with significant coursework (21 semester or 32 quarter hours) in computer science, management information systems, computer programming, engineering, mathematics or closely related field AND four (4) years of experience in systems management that included mainframe, LINUX, UNIX, Windows, x86, x64,

Oracle, Client Server or other contemporary or mainstream operating system platforms.

Substitution(s): Valid possession of one of the following certifications may be substituted for one (1) year of the required experience VMWare Virtual Certified Professional, Microsoft Certified Solutions Expert, or Uptime Institute Accredited Tier Specialist. Additional experience as indicated above may be substituted for the required education on a year-for-year basis. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience."

Two new statements were added to the knowledge, skills, and abilities section which read, "considerable knowledge of data center virtualization;" and "considerable knowledge of laws, rules, and regulations and their associated security requirements." 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: 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.	Andrew Howard	Firefighter	15-BR-028
2.	Joseph Currington	Firefighter	15-BR-029
3.	Cameron Jameson	Firefighter	15-BR-030
4.	Sean Kahl	Firefighter	15-BR-031
5.	Jared Krauss	Firefighter	15-BR-032

After reviewing the files of Andrew Howard, Cameron Jameson, and Jared Krauss, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing the files of Joseph Currington and Sean Kahl, the Commissioners decided their names would be reinstated to the Firefighter eligible list.

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RE: Review of the appeal of Donald Wilber, regarding his Third Step Grievance, Columbus City Schools, Appeal Number 15-BA-0011.

The Commissioners reviewed the appeal filed by Donald Wilber on September 29, 2015, regarding his Step 3 grievance concerning returning to work as a Custodian with Columbus City Schools.

The subjects of workers compensation and other types of leave are covered in Article 16 of the Agreement between the Columbus School Employees Association and the Columbus Board of Education. The Civil Service Commission determined that this is a contractual matter governed by the bargaining agreement between the CSEA and the Columbus Board of Education. The Commission determined it does not have

jurisdiction over the subject matter of Mr. Wilber's appeal or any grievances related to this matter.

Based upon the foregoing, the Civil Service Commission decided to dismiss Mr. Wilber's appeal without a hearing because of lack of jurisdiction over the appeal.

RE: Review of the appeal of Wendy Watson, regarding her Third Step Grievance, Columbus City Schools, Appeal Number 15-BA-0012.

The Commissioners reviewed the appeal filed by Wendy Watson on November 5, 2015, regarding her Step 3 grievance concerning route assignments for bus drivers.

The subjects of bidding for routes and management assigning work are covered in Sections 8.10 and 3.1 of the Agreement between the Columbus School Employees Association and the Columbus Board of Education. The Civil Service Commission determined that this is a contractual matter governed by the bargaining agreement between the CSEA and the Columbus Board of Education. The Commission does not have authority in these areas involving work assignments. The Commission also determined that it has no jurisdiction over the subject matter of Ms. Watson's appeal or any grievances related to this matter.

Based upon the foregoing, the Civil Service Commission decided to dismiss Ms. Watson's appeal without a hearing because of lack of jurisdiction over the appeal.

RE: Review of the appeal of Omar Shah, regarding his denied Request for Review for the position of Police Officer, City of Columbus, Appeal Number 15-CA-0007.

The Commissioners reviewed the appeal filed by Omar Shah on November 21, 2015, regarding his score for the Police Officer examination for the City of Columbus.

Graders for the Columbus Oral Police Exam (COPE) undergo extensive training regarding the grading process. They are trained to rate each candidate on the scoring criteria based on evaluating observed behaviors. Each of the three graders independently rate each candidate and the final score is a total of the three individual ratings. If there is a large difference between individual scores, a Civil Service Commission Personnel Analyst will view the video and the scores. In Mr. Shah's case, his video was not viewed by a Personnel Analyst, which is an indication that the three graders' scores were very close for his exam response.

After a review of Mr. Shah's appeal, it was determined that his score on the Police Officer exam stands. Based on the foregoing, the Commission decided to deny Mr. Shah's appeal and dismiss it without a hearing pursuant to Rule XIII (G) (1).

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The Commissioners adjourned their regular meeting at 12:58 p.m.

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Grady L. Pettigrew, Jr., President

Date