

Regular Meeting

July 27, 2016
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, July 27, 2016, at 12:54 p.m. with Grady Pettigrew, Jr., Delena Edwards and Stefanie Coe.

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 June 27, 2016 Regular Meeting.

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

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RE: Review and approval of the Order of the Commission regarding the appeal of Norman Baldwin vs. City of Columbus, Department of Public Safety, Division of Police, from the action of the Department of Public Safety, discharging him from the position of Police Officer- Appeal Number 15-CA-005.

A motion to approve the Order of the Commission was made, seconded, and approved unanimously.

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RE: Pre-Hearing Conference Reviews.

No Pre-Hearing Conferences this month.

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RE: Rule Revisions.

No Rule Revisions were submitted this month.

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RE: Trial Boards

No Trial Boards were submitted this month.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Personnel Aide for Columbus City Schools, and to modify the examination type from noncompetitive to qualifying noncompetitive (Job Code 9220).

Barbara McGrath presented this request to revise this specification for the classification Personnel Aide and to modify the examination type from noncompetitive to qualifying noncompetitive. The requested action is limited to an update of only the Minimum Qualifications and exam type in order to address an immediate hiring need the District has in this class.

There were no proposed changes to the **DEFINITION, EXAMPLES OF WORK, KNOWLEDGE, SKILLS, AND ABILITIES**, and there were no changes to the **Probationary Period**.

There were proposed changes to the **MINIMUM QUALIFICATIONS**. The current minimum qualifications are overly restrictive in requiring previous personnel-related work experience for this entry-level work class. The revised **MINIMUM QUALIFICATIONS** would read:

Any combination of training and experience equivalent to the completion of the twelfth school grad and two (2) years of clerical experience. Substitution(s): An associate's degree with a major in human resources, personnel administrations, public administration, or related area may be substituted for the required experience.

It was requested to change the **Examination** type from noncompetitive to qualifying Noncompetitive.

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 Arborist with no revisions (Job Code 3763).

Carol Lagemann presented this request on behalf of Matt Wonderly to approve the specification review for the classification Arborist with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Arborist was last reviewed in January, 2012. There are currently five incumbents serving in this classification with Columbus Recreation and Parks. After reviewing incumbent questionnaires and speaking with department representatives, it was determined that the current specification adequately describes the work as it is currently performed.

It was, therefore, recommended that the review of the specification for the classification Arborist be approved with no revisions.

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 Tree Trimmer Supervisor with no revisions (Job Code 3761).

Carol Lagemann presented this request on behalf of Matt Wonderly to approve the specification review for the classification Tree Trimmer Supervisor with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Tree Trimmer Supervisor was last reviewed in April, 2012. There are currently four (4) incumbents serving in this classification with Columbus Recreation and Parks. After reviewing incumbent questionnaires and speaking with department representative, it was determined that the current specification adequately describes the work as it is currently performed.

It was, therefore, recommended that the review of the specification for the classification Tree Trimmer Supervisor be approved with no revisions.

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 Tree Trimmer with no revisions (Job Code 3760).

Carol Lagemann presented this request on behalf of Matt Wonderly to approve the specification review for the classification Tree Trimmer with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Tree Trimmer was last reviewed in April, 2012. There are currently twelve (12) incumbents serving in this classification with Columbus Recreation and Parks. After reviewing incumbent questionnaires and speaking with department representative, it was determined that the current specification adequately describes the work as it is currently performed.

It was, therefore, recommended that the review of the specification for the classification Tree Trimmer be approved with no revisions.

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 Fleet Attendant with no revisions (Job Code 3744).

Carol Lagemann presented this request on behalf of Matt Wonderly to approve the specification review for the classification Fleet Attendant with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Fleet Attendant was last reviewed in October, 2011. There are currently five (5) incumbents serving in this classification within the Department of Finance, Fleet Management Division. After reviewing incumbent questionnaires and speaking with department representatives, it was determined that the current specification adequately describes the work as it is currently performed.

It was, therefore, recommended that the review of the specification for the classification Fleet Attendant be approved with no revisions.

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 Occupational Safety and Health Officer (Job Code 0279).

Carol Lagemann presented this request to approve the specification review for the classification Occupational Safety and Health Officer (Job Code 0279) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Occupational Safety and Health Officer was last reviewed in November, 2011. This classification has two incumbents, one in the Human Resources Department and one in the Public Service Department. After review of incumbent questionnaire with supervisory review and communication with department representatives, there are revision's proposed to the class specification.

There were no changes to the **DEFINITION** section. There were two changes to the **MINIMUM QUALIFICATIONS**. The description of the experience was revised to modify it as professional. Additionally, the quantity of experience was proposed to be increased from three (3) to four (4) year of experience.

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 Industrial Hygienist (Job Code 1847).

Carol Lagemann presented this request to approve the specification review for the classification Industrial Hygienist (Job Code 1847) as part of the Civil Service Commission's effort to review all classification every five years. Industrial Hygienist was last reviewed in November, 2011. This classification has six (6) incumbents serving in the Human Resources Department, the Department of Public Safety, and the Department of Public Utilities. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there are revisions proposed to the class specification.

There were no changes to the **DEFINITION** section. There were proposed changes to the **MINIMUM QUALIFICATIONS**. It was proposed to remove the specific degree field from the Minimum Qualifications. With the degree being opened to any degree, increasing the years of experience from two (2) to three (3), and qualifying that experience must be in the "field of industrial hygiene" targets those candidates who have more experience relevant to performance on the job.

The description also requires "professional" level experience where independent judgement to make decisions and recommendations is exercised. When reviewing the Class Plan, three (3) years of professional experience is meaningful for a level of classification that has programmatic responsibilities and this type of independence. In addition, the experience is in line with the other safety classes and with reporting frequently to the Department of Human Resources Officers or Citywide Occupational Safety and Health Manager (both of which require (5) years of related professional experience within their respective Minimum Qualifications).

Additionally, moving the Certified Industrial Hygienist (CIH) substitution to the main Minimum Qualifications section is proposed. The CIH requires a degree (or equivalent) and three (3) to four (4) years of professional industrial hygiene experience. Therefore, the CIH substitutes for the degree and required experience can be its own path in the Minimum Qualifications.

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 Safety Manager (Job Code 1718).

Carol Lagemann presented this request to approve the specification review for the classification Safety Manager (Job Code 1718) as part of the Civil Service Commission's effort to review all classifications every five years. Safety Manager was last reviewed in November, 2011. This classification has ten incumbents in multiple departments throughout the City. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there were revisions proposed.

There was one change to the **DEFINITION** section. Safety Manager is currently defined as "under direction, is responsible for developing, managing, and evaluating safety programs, policies, and initiatives." It was proposed to add "occupational" to describe the type of safety programs, policies, and initiatives.

There were proposed changes to the **EXAMPLES OF WORK** and **MINIMUM QUALIFICATIONS**. Revisions were proposed to remind the reader that we are specifically referring to “occupational safety.” Expanding the statement regarding safety inspection “for evaluation of work practices” also attempts to help applicants better understand the scope of the classification.

Within the **KNOWLEDGE, SKILLS, AND ABILITIES** section, the level of knowledge is increased from general to “considerable” knowledge of Federal, State, and local safety codes, ordinances, and laws.

There were no proposed changes **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 Pretreatment Program Manager (Job Code 1932).

Carol Lagemann presented this request to approve the specification review for the classification Pretreatment Program Manager (Job Code 1932) as part of the Civil Service Commission’s effort to review all classifications every five years. Pretreatment Program Manager was last reviewed in February, 2012. This is a single position classification within the Department of Public Utilities, Division of Sewerage and Drainage. After review of an audit performed on the incumbent in March, 2016, review of the specification, and communication with department representatives, there were updates proposed.

Within the **EXAMPLES OF WORK** section, updating the first statement is proposed to reiterate that the focus is on “industrial” compliance and that inspection and storm-water pollution control are part of the activities of employees engaged in industrial investigative activities. An additional new statement in this regard was also proposed. There are no other changes proposed to the specification 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 revise the specification for the classification Medical Assistant, revise the probationary period to 365 days, and amend Rule XI accordingly (Job Code 1615).

Suzy Ulry presented this request to approve the specification review for the classification Medical Assistant (Job Code 1615) as part of the Civil Service Commission’s effort to review all classifications every five years. Medical Assistant was last reviewed in June, 2012. There are currently nine employees serving in this classification, located in Columbus Public Health, assigned to various program areas including Sexual Health, Tuberculosis, and Women’s Health. Based upon information received via questionnaire responses from the incumbents, with supervisory review, and discussion with department representatives, some minor revisions were proposed.

There were no proposed changes to the **DEFINITION** section. In order to provide clarification for the use of the Medical Assistant classification it was proposed that a **GUIDELINES FOR CLASS USE** section be included in the specification. As proposed, the **GUIDELINES FOR CLASS USE** describes what is distinctly characteristic of the classification, “Working in a clinic setting, Medical Assistants perform typical clinical and clerical duties in support of physicians and other health professionals. Working outside of a clinic, in a community or residential setting, they dispense medication and collect laboratory specimens from individuals who are under the care of a physician.”

It was proposed that a statement be added to the **EXAMPLES OF WORK SECTION** noting responsibility for dispensing prescribed medication and conducting direct observation to ensure the medication is taken. Medical Assistants must adhere to HIPAA privacy rules, the national standards which protect individuals' medical records and other personal health information. It was proposed that the **KNOWLEDGE, SKILLS, AND ABILITIES** section be revised to include "some knowledge of HIPAA regulations."

It was proposed that the **Probationary Period** be revised to 365 days. There were no proposed changes to the **MINIMUM QUALIFICATIONS**, or the Examination type. There are no other revisions proposed to the specification. It was recommended that the classification Medical Assistant be approved as proposed.

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 reallocate four (4) positions currently classified as Development Program Manager (Job Code 0350) to the Neighborhoods Program Specialist classification (Job Code 0799), and to allow the affected incumbents to retain their current classification status and seniority.

Civil Service Commission staff requested to reallocate four positions from Development Program Manager (Job Code 0350) to the Neighborhoods Pride Program Specialist (Job Code 0799) classification. These positions just recently transferred to the new Department of Neighborhoods earlier this month with the understanding that they would be reallocated via personnel action to the Neighborhoods Program Specialist classification, which was also recently revised/retitled in preparation for the new department. The current classification allocated to these positions is Development Program Manager, which is restricted to the Department of Development and makes it a poor allocation. It is further requested that the employees occupying these positions retain their classification seniority and status upon reallocation. While their classification title will be changing, the work assigned and performed by these employees will remain the same. It was, therefore, requested that the designated positions be reallocated to the Neighborhoods Program Specialist classification and that the affected employees retain their status and seniority.

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 reallocate one (1) position currently classified as Development Program Coordinator (Job Code 2015) to the Neighborhoods Program Specialist (Job Code 0799) classification, and to allow the affected incumbent to retain his current classification status and seniority.

Civil Service Commission staff request to reallocate one position from the Development Program Coordinator (Job Code 2015) classification to that of Neighborhoods Program Specialist (Job Code 0799). This position was just recently transferred to the new Department of Neighborhoods earlier this month with the understanding that it would be reallocated via personnel action to the Neighborhoods Program Specialist classification, which was also recently revised/retitled in preparation for use within the new department. The current classification allocated to his position is Development Program Coordinator, which is restricted to the Department of Development and makes a poor allocation. It is further requested that the employee occupying this position retain his current classification seniority and status upon reallocation. While his classification title will be changing, the work assigned and performed by this employee will remain the same. It was, therefore, requested that the designated position be reallocated to the Neighborhoods Program Specialist classification and that the affected employee retain his status and seniority.

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

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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.	Jeffery Hoffman	Police Officer	16-BR-021
2.	Max Schaefer	Police Officer	16-BR-024
3.	Ashanti Barbee	Police Officer	16-BR-025

After reviewing the files of Jeffery Hoffman, Max Schaefer, and Ashanti Barbee the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Joshua Thompson, regarding his denied Request for Review for the Plant Maintenance Mechanic Examination; Appeal number 16-CA-0008.

At its regular meeting on Monday, July 25, 2016, the Civil Service Commission reviewed the appeal Joshua Thompson filed regarding the rejection of his application for the Plant Maintenance Mechanic examination.

In his appeal, he requested reconsideration to proceed with the testing process. He attached descriptions of his work experience detailing tasks completed in an industrial setting. The minimum qualifications for Plant Maintenance Mechanic require two years of experience assisting in the installation, maintenance, repair and/or removal of industrial mechanical equipment. He was given nine months credit for your work experience at Jackson Pike Wastewater Treatment Plant from March 2008 to January 2009. However, the experience as a mechanic at Fleet Management was not counted towards meeting the two year requirement. The duties listed are not typical duties for a mechanic at Fleet Management.

All of the materials he submitted with his appeal were reviewed and it was determined that he did not have two years of experience in an industrial setting. As a result, his application remained rejected.

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The Commissioners adjourned their regular meeting at 1:07 p.m.

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