

Regular Meeting

March 28, 2016
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, March 28, 2016, at 12:47 p.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 February 29, 2016 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: Election of Commission President.

Commission Member Delena Edwards moved to re-elect Commission President Grady L. Pettigrew, Jr. to be Commission President, and Commission Member Stefanie Coe seconded. The motion was approved.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on October 5, 2015, Kimberly Podolski vs. Columbus City Schools, Appeal Number 15-BA-0005.

A motion to adopt the trials board's recommendation affirming the action of the Columbus City Schools discharging Ms. Podolski from the position of Bus Driver 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 9, 2015, Ranae Brock vs. Columbus City Schools, Appeal Number 15-BA-0009.

A motion to adopt the trial board's recommendation modifying the action of the Columbus City Schools discharging Ms. Brock from the position of Food Service Satellite Worker was made, seconded, and passed unanimously.

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RE: Request of the Columbus City Schools' staff to revise the specification for the classification Secretary I (Class Code 9046).

PRESENT: Tammy Rollins, Personnel Administrative Officer, presented on behalf of Barbara McGrath.

Tammy Rollins presented this request on behalf of Barbara McGrath to revise the specification for the classification of Secretary I. This revision was in response to a recently created program in Secretarial Science as part of the District's Workforce Development, Adult and Community Education Office. The purpose of the program is to prepare students for secretarial jobs. Currently, the qualifications at the District for Secretary I include a one year experience requirement. As our entry-level secretarial class, Columbus City Schools is interested in providing an alternative way for applicants to qualify.

Therefore, the minimum qualifications section was revised to add the substitution of, "A certification of completion from an approved secretarial program will be accepted in lieu of one year of typing and/or work processing experience."

There were no revisions to the definition section, the examples of work 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 approve the specification review for the classification Automotive Body Mechanic with no revisions (Job Code 3468).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Body Repair Supervisor with no revisions (Job Code 3469).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Fingerprint Technician Specialist (AFIS) with no revisions (Job Code 3015).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Surveyor Manager with no revisions (Job Code 1040).

PRESENT: Matt Wonderly, Personnel Analyst II

Matt Wonderly presented these requests to approve the specification reviews for the classifications Automotive Body Mechanic, Automotive Body Repair Supervisor, Fingerprint Technician Specialist (AFIS), and Surveyor Manager with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years.

Based upon questionnaires received from incumbents and communication with department representatives, it was determined that the current specifications adequately describe the work as it is currently performed.

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 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.

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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.

PRESENT: Matt Wonderly, Personnel Analyst II

Matt Wonderly presented this request to merge the specification for the classification Automotive Mechanic (Light) (Job Code 3458) into Automotive Mechanic (Heavy) (Job Code 3459), and revise and retitle it to read Automotive Mechanic (Job Code 3459). This action was the result of a request from the Department of Finance and Management to create one efficient classification.

Civil Service Commission staff met with department representatives to get feedback regarding the merge and potential changes. Based on this feedback, it was recommended that these specifications be merged, revised, and retitled. By definition, Automotive Mechanic will be responsible for performing skilled mechanical repair work on a diversified fleet of trucks, automobiles, and heavy/light equipment.

The examples of work section was revised to reflect aspects of both classifications without the distinction in the weight of equipment repaired. Five new statements were added to reflect work performed by the Automotive Mechanic (Light) classification, and also to demonstrate that incumbents within the classification perform diagnostic tests and make repairs on air conditioning units and may perform preventative maintenance and minor repairs on stationary and portable generators.

The knowledge, skills, and abilities section was revised to add the ability to read and interpret diagrams and the ability to lift up to 80 pounds or maneuver more than 80 pounds; however, was reduced to 60 pounds, which is more reflective of the work. The minimum qualifications section added the requirement for a motor vehicle operator's license at the time of application. In addition, a requirement was added which reads, "By completion of the probationary period, must possess an EPA approved refrigerant certificate, which meets the standards under section 609 of the Clean Air Act for all technicians who may service a motor vehicle air conditioning system (MVAC & MVAC-like). Also added to this section was the allowance of the operation of vehicles with air brakes to the commercial motor vehicle operator's license. Deleted from this section was the requirement that some endorsements for some positions "may be needed to allow operation of vehicles with air brakes."

There were no changes to the examination type; however, the probationary period was increased to 365 days. Automotive Mechanic (Light) is therefore being abolished due to the merging of these two classes.

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 Graphics Technician (Job Code 2030).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Graphics Technician as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in March 2012. There are currently two employees serving in this classification located in the Department of Public Safety, within the Fire Division, and in the Department of Development. Based upon questionnaires received from the incumbents, with supervisory review, and feedback from department representatives, there were some minor revisions.

There were no revisions to the definition section. One example in the examples of work section was revised to read, "Prepares digital art and converts files into acceptable formats for service bureau finishing, publishing, printing, and other output services." There was also an example added to this section which reads, "Records, imports, edits, and prepares content in video format for use in public service announcements, promotional materials, distance learning modules, and other training materials."

The knowledge, skills, and abilities section was revised to include the "general knowledge of digital video production and post-production techniques." 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: 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.	Anthony Savoy	Firefighter	16-BR-004
2.	Cameron Dingess	Police Officer	16-BR-008
3.	Daxston Cates	Police Officer	16-BR-009
4.	Jaison Mclean	Police Officer	16-BR-010
5.	Isaac Callion	Police Officer	16-BR-011
6.	Brittania Novotney	Police Officer	16-BR-012
7.	Russel Ware	Police Officer	16-BR-013

After reviewing the file of Anthony Savoy, the Commissioners decided his name would be reinstated to the Firefighter eligible list.

After reviewing the files of Cameron Dingess, Daxston Cates, Isaac Callion, Brittania Novotney, and Russel Ware, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

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

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Anthony Abron, regarding his probationary termination from the position of Firefighter with the City of Columbus, Appeal #16-CA-0005.

The Commissioners reviewed the appeal filed by Anthony Abron on January 15, 2016, regarding his probationary termination from the position of Firefighter with the City of Columbus.

A review of his file indicated that he was still in his probationary period for this position at the time of his termination. Civil Service Commission Rule XI (D) permits termination during an employee's probationary period by submission of a written report to the Commission. Rule XI section 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 an employee during the probationary period is made by the appointing authority and there are no appeal rights to be permitted under Rule XI.

Based upon the foregoing, the Civil Service Commission decided to dismiss Mr. Abron's appeal because it does not have jurisdiction over his appeal.

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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