

Regular Meeting

May 23, 2016
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, May 23, 2016, at 12:54 p.m. with Grady Pettigrew, Jr. and Delena Edwards. Stefanie Coe 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 April 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.

No Pre-Hearing Conferences this month.

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RE: Request of the Civil Service Commission staff to extend the eligible list for Excavator (Job Code 3430) for one year to expire July 13, 2017.

PRESENT: Barbara Crawford, Personnel Analyst II

The current eligible list for Excavator (Job Code 3430) was created on July 15, 2014, and was due to expire on July 14, 2016. The Department of Public Utilities has made two appointments from the original 18 eligible names on the list.

Andy Cherryhomes, Human Resources Manager in the Department of Public Utilities, is in agreement with the request to extend this list. Commission staff requested that the current eligible list for Excavator (Job Code 3430) be extended for one year, to expire July 13, 2017, if not replaced sooner.

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

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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 approve the specification review for the classification Business Development Specialist with no revisions (Job Code 200).

PRESENT: Tammy Rollins, Personnel Analyst Supervisor

Tammy Rollins presented this request on behalf of Carol Lagemann to approve the specification review for the classification Business Development Specialist with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Business Development Specialist was last reviewed in September, 2012. This classification has six incumbents in the Department of Development.

After a review of incumbent questionnaires, with supervisory review, and communication with a department representative, there were no proposed changes to the class 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 create the specification for the classification Neighborhoods Director (U) and include as part of the unclassified service.

PRESENT: Tammy Rollins, Personnel Analyst Supervisor

Tammy Rollins presented this request to create the specification for the classification Neighborhoods Director (U) in anticipation of the new department being created and legislated via City Council very soon. The proposed new department would consolidate constituent services that are currently housed in multiple departments. The services would include those provided by/through the Community Relations Commission, Neighborhood Liaison Program, Neighborhood Pride, and the 311 Call Center. By design, the new department would serve as a one-stop-shop aimed at improving accessibility and accountability to best service the needs of the citizens and to help ensure that City neighborhoods are able to thrive. It is initially expected that the proposed department would employ approximately forty to forty-five employees that will largely be transferred from other City Departments.

By DEFINITION, the proposed classification would be responsible for serving as the executive head of the Department of Neighborhoods, which would include the development, coordination, and evaluation of constituent services intended to improve servicing and quality of life to City neighborhoods.

Some EXAMPLES OF WORK expected to be performed by this classification include, directing activities for the Neighborhood Liaison Program, direct investigations of complaints and direct the complaints to proper outlets, diffuses tensions in neighborhoods by organizing community activities, organizations, and corporations, directs the City's 311 Call Center, and finally, directs the activities and programming associated with Neighborhood Pride that was created to instill and/or restore pride within neighborhoods.

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 and retitle the specification for the classification Equal Opportunity Specialist to read Neighborhoods Program Specialist, designate the examination type as noncompetitive (Job Code 0799).

PRESENT: Tammy Rollins, Personnel Analyst Supervisor

Tammy Rollins presented this request to revise and retitle the specification for the classification Neighborhoods Program Specialist to broaden its scope and allow for its use in the new Department of Neighborhoods. There is currently one incumbent serving in this classification in the Community Relations Commission, Office of the

Mayor. This classification has been used exclusively by the Community Relations Commission for the last fifteen years. This class specification was last reviewed in July, 2013.

Prompting the proposed revision and retitlement was information shared during the state of the City. The mayor stated that with his administration there will be much greater emphasis placed on City neighborhoods. To do so, it was proposed that a Department of Neighborhoods will be created (likely middle of 2016) that will house a variety of neighborhood programs such as Neighborhood Liaison, Neighborhood Pride, and the 311 Call Center. It was further proposed that the Community Relations Commission will move out from under the Mayor's Office to be housed in the new department. Together the programming for this new department will ultimately comprise a one-stop-shop for residents aimed at improving accessibility and accountability to ensure that the City neighborhoods have the resources available that are necessary to thrive.

Because of the broadening scope of the Equal Opportunity Specialist there was a proposed change to the DEFINITION section. By definition, the proposed Neighborhoods Program Specialist would be responsible for administering programming that pertains to neighborhood advocacy and/or anti-discrimination.

The MINIMUM QUALIFICATIONS were revised to include areas of experience that are deemed qualifying for both this classification and Development Program Manager. A substitution was added that would allow a master's degree to substitute for one year experience and a doctoral or law degree to substitute for two years of experience.

Additionally, there were proposals for KNOWLEDGE, SKILLS, AND ABILITIES. These proposals included, considerable knowledge of cultural diversity, considerable knowledge of Columbus neighborhood communities, considerable knowledge of the functions, operating policies, and organizational structure of city government, and the ability to mediate and resolve conflicts.

Finally, it was recommended that the **Examination** type for this classification be changed to *Noncompetitive* and that under the *Administrative Job Family* this classification be moved into the *Research and Development Group*. There were no proposed changes to 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 Refuse Collection Division Administrator (Job Code 0221).

PRESENT: Tammy Rollins, Personnel Analyst Supervisor

Tammy Rollins presented this request to revise the specification for the classification Refuse Classification Division Administrator (Job Code 0221). Because the qualifications are already so broad, the proposed revision is relatively minor. Still, it is hoped, that when combined with some targeted recruiting by the department, a satisfactory applicant pool will result that will yield a good candidate for this very critical vacancy.

There were proposed changes to the MINIMUM QUALIFICATIONS. The new MINIMUM QUALIFICATIONS would read,

"Possession of a bachelor's degree and five (5) years of managerial experience over a large operation that included at least two (2) years' experience supervising supervisors. Substitution(s): A master's degree in public administration, business administration, or a related field may be substituted for one (1) year of the required experience"

OR

"Completion of the twelfth grade and eight (8) years' experience as a Refuse Collection Operations Manager for the City of Columbus; Possession of a valid motor vehicle operator's license."

There were no changes to the DEFINITION section or EXAMPLES OF WORK SECTION.

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.	Jaison McClen	Police Officer	16-BR-010
2.	Nicholas Linthicum	Police Officer	16-BR-017
3.	Hunter Morrison	Police Officer	16-BR-018
4.	Andrew Workman	Police Officer	16-BR-019
5.	Christopher Kelty	Police Officer	16-BR-020

After reviewing the files of Jaison McClean, Nicholas Linthicum, Hunter Morrison, and Christopher Kelty the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the file of Andrew Workman the Commissioners decided his name would be reinstated to the Police Officer Eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

Review of the appeal of Eric Castillo, regarding his probationary termination from the discharge from the position of Electronic System Technician with the City of Columbus, Appeal number 16-CA-0006.

At its regular meeting on Monday, May 23, 2016, the Civil Service Commission reviewed the appeal Mr. Castillo filed regarding his discharge from the position of Electronic System Technician with the City of Columbus.

His personnel file indicates that he was discharged by the Department of Public Service during your probationary period. 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 is no appeal right permitted under Rule XI.

Therefore, for the foregoing reasons, the Commission determined that it has no jurisdiction on his appeal and decided to dismiss the appeal without a hearing.

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

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Grady L. Pettigrew, Jr., President

Date