

Regular Meeting

November 16, 2015  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, November 16, 2015, at 12:48 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 October 26, 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: Review and Approval of the 2016 Civil Service Commission Trial Board Hearing Schedule.*

A motion to approve this schedule was made, seconded, and approved unanimously.

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*Re: Review and Approval of the 2016 Regular Commission Meeting/Full Commission Hearing Schedule.*

A motion to approve this schedule was made, seconded, and approved unanimously.

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*Re: Trial Board Recommendations.*

No Trial Board Recommendations were submitted this month.

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*RE: Request of the Columbus City Schools' staff to create the specification for the classification Integrated Workplace Management System (IWMS) Coordinator, designate the examination type as noncompetitive, and assign a probationary period of 365 days (Class Code 9554).*

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to create the specification for the classification Integrated Workplace Management System (IWMS) Coordinator in response to a need in the Buildings & Grounds Department resulting from the District's acquisition of new Integrated Workplace Management System software. A review of

the current District job classifications revealed that none would be appropriate to perform the new work required; therefore the creation of this new specification was being proposed to reflect the changed circumstances.

The definition section reads, "Under general direction, is responsible for the management of the facilities work order call center; performs related duties as required. Some of the examples of work read, "Directs, coordinates and supports the development and implementation of Integrated Workplace Management System (IWMS) software and standard Work Control operating procedures; Supervises Maintenance Service Representatives; assigns work; evaluates performance; and conducts training; Analyzes internal work processes; makes recommendations to improve operational efficiencies;" and "Develops and manages preventive and predictive maintenance programs, using the results of the programs to develop long-range maintenance budget plans."

The minimum qualifications section reads, "Possession of a bachelor's degree and three years of experience in facilities maintenance management. Substitution(s): Two years of experience using facilities work order management software may be substituted for two years of the education requirement on a year-for-year basis."

Some of the knowledge, skills, and abilities are, "General knowledge of HVAC, electrical wiring, carpentry and plumbing; some knowledge of standard practices, methods, tools, materials and equipment used in a large scale facilities maintenance programs; ability to supervise and motivate the work efforts of others; ability to grasp new technologies and assess needs;" and "ability to independently compose routine correspondence, reports, and maintain records and files." The examination type was designated as noncompetitive and the probationary period was assigned to 365 days.

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 Maintenance Carpenter with no revisions (Job Code 3515).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Chemist III with no revisions (Job Code 1930).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Maintenance Carpenter and Wastewater Chemist III, with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years.

After meeting with one of the incumbents to review the specification for Wastewater Chemist III, reviewing a questionnaire completed by an incumbent for Maintenance Carpenter, and receiving feedback from department representatives, it was determined that the current specifications adequately describe the work as they currently exist.

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 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 Facilities Projects Manager (Job Code 3498).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request on behalf of Matt Wonderly to revise the specification for the classification Facilities Projects 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 October 2010. There are currently eight employees serving in this classification within the Department of Finance and Management and the Department of Public Utilities.

There were no revisions to the definition section. The only revision was within the examples of work section to show that incumbents within the class manage, plan, and coordinate the work of outside contractors, as well as City personnel. There were no revisions to the minimum qualifications 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 create the specification for the classification Employee Benefits/Risk Management Supervisor, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly.*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to create the specification for the classification Employee Benefits/Risk Management Supervisor, which was initiated at the request of the Human Resources Department. The request stated that the creation of this supervisor position would allow the Employee Benefits and Risk Manager to become more proactive with constant challenges and changes that the City is experiencing in both the healthcare and workers' compensation industry.

The definition section reads, "Under general direction, is responsible for supervising staff engaged in the performance and administration of employee benefits and risk management programs for the City; performs related duties as required." Some of the examples of work include, "Supervises assigned staff responsible for performing the administration of employee benefits and risk management programs to include conducting performance evaluations, initiating disciplinary actions, approving/disapproving leave requests and employee recognition; Assists with the development of the Employee Benefits/Risk Management (EB/RM) goals for the operating unit, determines work priorities, explains work procedures, and develops work standards;" and "Coordinates and conducts training and provides guidance on employee benefits and risk management programs to EB/RM staff, other City departments and divisions, and collective bargaining personnel."

A guidelines for class use section was included noting that positions allocated to this classification are restricted to the Human Resources Department and shall be limited to two positions, which was determined to be sufficient to meet the EB/RM needs. The minimum qualifications section reads, "Possession of a bachelor's degree

and three years of experience in the administration of employee benefits or risk management programs, or employee safety and health programs. Substitution(s): A master's degree in business administration, public administration, finance, public finance, or a related field may be substituted for one year of the required experience as specified."

The knowledge, skills, and abilities section includes, "thorough knowledge of the practices and principles used in the administration of employee benefits programs; considerable knowledge of property, health, life, disability, unemployment and workers' compensation insurance programs; ability to supervise others;" and "ability to operate a computer and utilize related software." Noting the level of education and specialized experience required, the examination type was designated as Noncompetitive per Commission policy. The probationary period was assigned as 365 days, which is consistent with the associated learning time and in accordance with Commission guidelines for classifications designated as 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 revise the specification for the classification Housing Rehabilitation Programs Coordinator (Job Code 2049).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Housing Rehabilitation Programs Coordinator as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2010. There are currently three employees serving in this classification located in the Department of Development, within the Housing Division.

Based on questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, some minor revisions were proposed. There were no revisions to the definition section.

The knowledge, skills, and abilities section was revised to change the word "general" in the statement regarding knowledge of construction costs and procedures, to "considerable knowledge of construction costs and procedures." Also, a new statement was added and reads, "considerable knowledge of current building materials and home improvement techniques related to energy efficiency and water conservation." There were no revisions to the examples of work section, the minimum qualifications 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 Wastewater Chemist II (Job Code 1929).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Wastewater Chemist II as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2010. There are currently five employees serving in this classification in the Department of Public Utilities, within the Division of Sewerage and Drainage.

Based on questionnaires completed by the incumbents, a review of the specification, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section.

The examples of work section was revised by removing "electrometric" from the types of analyses of samples, as the other types of analyses are more descriptive and more common. A new statement was also added and reads, "Reviews and maintains data and records for the laboratory such as for laboratory information system, chemical hygiene plan, safety data sheets for chemicals, and laboratory manuals."

The knowledge, skills, and abilities section was revised by removing the word "calculus." The ability to communicate and the ability to "exert fifty (50) pounds of force" were modified. The communication statement was modified to be worded, "ability to communicate effectively verbally and in writing." The other ability statement mentioned above was modified to read, "ability to lift, push, or pull up to fifty (50) pounds." There were no revisions to the minimum qualifications 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 Income Tax Auditor (Job Code 0660).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Income Tax Auditor as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2011. There are 46 employees serving in this classification within the City Auditor's Office.

Based on questionnaires completed by the incumbents, a review of the specification, and feedback from department representatives, there was one revision proposed. There were no revisions to the definition section.

Within the minimum qualifications section, the requirement that states, "A citizen of the United States" was removed. Upon employment and verification of employment, the Form I-9 satisfies the citizen/residency requirement for working with Federal Tax Information (FTI) and the classification does not need to list any reference to that requirement. There were no revisions to 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 revise the specification for the classification Income Tax Auditor Supervisor (Job Code 0661).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Income Tax Auditor Supervisor as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2011. There are seven employees serving in this classification within the City Auditor's Office.

Based on questionnaires completed by the incumbents, a review of the specification, and feedback from department representatives, there were revisions proposed. There were no revisions to the definition section.

Within the examples of work section, developing and updating audit procedures, forms, and templates was added as the supervisors work with the administration to ensure all procedures and forms are up to date and facilitating the work. The statement that references reviewing "print-out listings of taxpayer accounts" was

revised to update the reference to a review not only of reports, but of other supporting information and from a variety of resources and accessed with a variety of tools. A new statement was added to illustrate the work that is done to coordinate with the City Attorney's Office and collection agencies regarding collection of tax liabilities.

Within the minimum qualifications section, the requirement that states, "A citizen of the United States" was removed. Upon employment and verification of employment, the Form I-9 satisfies the citizen/residency requirement for working with Federal Tax Information (FTI) and the classification does not need to list any reference to that requirement. Within the knowledge, skills, and abilities section, the "ability to schedule and prioritize resources to adhere to strict deadlines" was added and the "ability to write and speak effectively" was modified to read, "ability to communicate effectively verbally and in writing." 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: Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor Specialist (Job Code 0662).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Income Tax Auditor Specialist as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2011. There are two employees serving in this classification within the City Auditor's Office.

Based on questionnaires completed by the incumbents, a review of the specification, and feedback from department representatives, there was one revision proposed. There were no revisions to the definition section.

Within the minimum qualifications section, the requirement that states, "A citizen of the United States" was removed. Upon employment and verification of employment, the Form I-9 satisfies the citizen/residency requirement for working with Federal Tax Information (FTI) and the classification does not need to list any reference to that requirement. There were no revisions to 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 revise the specification for the classification Income Tax Division Administrator (Job Code 0224).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Income Tax Division Administrator as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2011. This is a single-position classification within the City Auditor's Office.

After a review of the specification and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. One statement was added to the examples of work section which reads, "Directs the development and coordination of technology resources to address compliance and security needs."

Within the minimum qualifications section, the requirement that states, "A citizen of the United States" was removed. Upon employment and verification of employment, the Form I-9 satisfies the citizen/residency requirement for working with Federal Tax Information (FTI) and the classification does not need to list any reference to that requirement. 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 revise the specification for the classification Income Tax Assistant Administrator, retitle it to read Income Tax Division Assistant Administrator, and amend Rule XI accordingly (Job Code 0225).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Income Tax Assistant Administrator as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2011. There are two incumbents serving in this classification within the City Auditor's Office.

After a review of the specification and feedback from department representatives, revisions were proposed. The word "Division" was added to the Title of the classification to complement the Income Tax Division Administrator classification. There were no revisions to the definition section. One statement was added to the examples of work section which reads, "Develops and coordinates technology resources to address compliance and security needs."

Within the minimum qualifications section, the requirement that states, "A citizen of the United States" was removed. Upon employment and verification of employment, the Form I-9 satisfies the citizen/residency requirement for working with Federal Tax Information (FTI) and the classification does not need to list any reference to that requirement. 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 revise the specification for the classification Transportation Operations Coordinator (Job Code 1026).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Transportation Operations Coordinator based upon a request from the Department of Public Service due to recruiting difficulties. This is a single-position classification within the Infrastructure Management Division of the Department of Public Service.

After repeated recruiting efforts and multiple conversations with Civil Service throughout the recruitment, the Department requested that the minimum qualifications be revised to add, "Additional managerial experience as stated above may substitute for the educational requirement on a year-for-year basis." This allows additional managerial experience (highest level experience) to substitute for the educational requirement on a year-for-year basis. The bachelor's degree requirement remains a primary qualification along with the requisite experience. The additional language allows for some applicants to be approved without a degree provided they have significant management experience.

There were no revisions to the definition section, the examples of work section, the guidelines for class use 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 revise the specification for the classification Commission Secretary (U) (Job Code 0497).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Commission Secretary (U) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2010. There is currently one employee serving in this classification within the Building and Zoning Services Department.

Based on a questionnaire completed by the incumbent, revisions were proposed to the examples of work section only. Two statements within this section were deleted and four statements were added. These new statements read, "Attends City appointed board and commission meetings to create a verbatim record for use in court by the City Attorney's Office; Prepares all necessary mailings, notifications, and correspondence with applicants, appellants, complainants, contractors, etc.; Takes transcription of meetings on a stenograph machine and creates a verbatim transcript using court reporting software; produces transcripts of meetings upon request;" and "Notarizes official documentation as a State of Ohio Notary Public." There were no revisions to the definition section or the guidelines for class use section.

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 Legal Investigator/Paralegal (U) (Job Code 1998).*

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Legal Investigator/Paralegal (U) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in July 2010. There are currently 13 employees serving in this classification within the City Attorney's Office.

Based on questionnaires completed by the incumbents and feedback from department representatives, revisions were proposed to the examples of work section only. There were no revisions to the definition section or the guidelines for class use section.

Within the examples of work section, one statement was modified to read, "Conducts legal and factual research of various governmental websites, databases, and law sources such as statutes, judicial decisions, legal articles; prepares analysis for Attorneys." Another statement was modified to add the words "field and/or paper" to conducting investigations into cases involving claims for or against the City. Two new statements were added and read, "Prepares legal documents including pleadings, motions, deposition summaries, affidavits, complaints, legal memoranda, etc.; files legal documents in court of law;" and "Establishes and maintains good contact and rapport with the various courts, clerks' offices, court reporters, clients, opposing counsel, local agencies, and City departments and divisions."

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 Department Assistant Director (U) (Job Code 0052).*

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Department Assistant Director (U) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in September 2010. There are currently 15 employees serving in this classification allocated across the City.

Based on questionnaires completed by some of the incumbents, revisions were proposed to the examples of work section only. There were no revisions to the definition section or the guidelines for class use section.

Within the examples of work section, two duty statements were modified to read, "Develops and coordinates special projects or programs, such as the Small Business Concierge, initiated by the department;" and "Oversees and coordinates administrative or operational functions, such as departmental fiscal and public/media relations, within the department."

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.	Diebied-Shawne A. Reid	Firefighter	15-BR-027

After reviewing the file of Diebied-Shawne A. Reid, the Commissioners decided their name would not be reinstated to the Firefighter eligible list.

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*RE: Other Administrative/Jurisdictional Reviews.*

No Administrative/Jurisdictional Reviews were submitted this month.

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The Commissioners adjourned their regular meeting at 1:08 p.m.

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Grady L. Pettigrew, Jr., President

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Date