

Regular Meeting

October 24, 2016
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 24, 2016, at 12:56 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 September 26, 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: Trial Boards

No Trial Boards were submitted this month.

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RE: Request of the Civil Service Commission staff to extend the current eligible list for Firefighter (Job Code 3090) for a period of one year to expire November 23, 2017.

PRESENT: Sheri Goodwin, Personnel Analyst II

The current eligible list for the classification of Firefighter (Job Code 3090) was established on November 24, 2014 and will expire November 23, 2016. There were one thousand, four hundred eleven (1,411) names on the 2014 Firefighter list at the time the list was established. The department of Public Safety has only hired fifty-five (55) candidates from the list. Currently, the Division of Fire is preparing for a class of thirty-five (35) to begin the Fire Training Academy in December, 2016. These individuals will be taken from the 90 Band, and the 90 Band continues to be processed. An extension of the current list will allow the Division of Fire to continue processing viable applications for the next academy classes, rather than having to wait until after a new eligible list is established.

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

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RE: Request of the Civil Service Commission staff to reassign job code numbers for 132 Columbus City Schools class specifications, as referenced herein, to be consistent with the job code numbering associated with the district's MUNIS Human Resources Information System.

PRESENT: Michael Eccard, CSC Executive Deputy Director

In late 2011, the Columbus City Schools implemented a new human resources information system, MUNIS, in an effort to increase efficiencies with its payroll, personnel, and budgeting processes. At implementation, it was determined the current job codes associated with the district's class plan (900-9999) would not be used, instead implementing a code structure that reflected the bargaining unit associated with the job class (500-599=CSCA, 6000-6999=OAPSE). To date, the class plan has not been updated with the new MINUS code structure.

Based upon the foregoing, Commission staff is recommending the updating of job codes associated with currently used job classifications by the Columbus City Schools as proposed.

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RE: Request of the Civil Service Commission staff to approve the specification for the classification Civil Service Commission Assistant Executive Director with no revisions (Job Code 0217).

Request of the Civil Service Commission staff to approve the specification review for the classification Community Dental Program Manager with no revisions (Job Code 0254).

Request of the Civil Service Commission staff to approve the specification for the classification Public Health Administrator (Environmental health) with no revisions (Job Code 0258).

Request of the Civil Service Commission staff to approve the specification for the classification Public Health Assistant Administrator (Environmental Health) with no revisions (Job Code 0268).

Request of the Civil Service Commission staff to approve the specification review for the classification Employee Benefits and Risk Manager with no revisions (Job Code 0276).

Request of the Civil Service Commission staff to approve the specification review for the classification Personnel Psychologist with no revisions (Job Code 0918).

Request of the Civil Service Commission staff to approve the specification review for the classification Security Manager with no revisions (Job Code 1151).

Request of the Civil Service Commission staff to approve the specification review for the classification Business Manager with no revisions (Job Code 1252).

Request of the Civil Service Commission staff to approve the specification review for the classification Dental Assistant with no revisions (Job Code 1578).

Request of the Civil Service Commission staff to approve the specification review for the classification Dental Hygienist with no revisions (Job Code 1584).

Request of the Civil Service Commission staff to approve the specification for the classification Dentist with no revisions (Job Code 1596).

Request of the Civil Service Commission staff to approve the specification for the classification Nature Programs Developer with no revisions (Job Code 3154).

Request of the Civil Service Commission staff to approve the specification review for the classification Nature Programs Developer with no revisions (Job Code 3155).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Community Dental Program Manager (Job Code 0254), Public Health Administrator (Environmental Health) (Job Code 0258), Public Health Assistant Administrator (Environmental Health) (Job Code 0268), Employee Benefits and Risk Manager (Job Code 0276), Personnel Psychologist (Job Code 0918), Security Manager (Job Code 1151), Business Manager (Job Code 1252), Dental Assistant (Job Code 1578), Dental Hygienist (Job Code 1584), Dentist (Job Code 1596), Nature Programs Developer (Job Code 3154), and Nature Programs Administrative Manager (Job Code 3155) with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. Based on a review of the specifications, questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, there were no revisions 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 Downtown Development Office Administrator, and amend Rule XI accordingly (Job Code 2002).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to abolish the specification for the classification Downtown Development Office Administrator (Job Code 2002). This request is the result of a class review initiated as part of the Civil Service Commission's effort to review all classifications every five years. The classifications are currently vacant and have not been used for several years. In discussion with Development department representatives it was indicated that there is no intention to utilize the classifications in the future. The department is in agreement with the abolishment of these classifications. It was, therefore, recommended that the classifications Downtown Development Office Administrator be abolished as proposed and Rule XI 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 abolish the specification for the classification Development Research Coordinator, and amend Rule XI accordingly, (Job Code 2028).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to abolish the specification for the classification Development Research Coordinator (Job Code 2028). This request is the result of a class review initiated as part of the Civil Service Commission's effort to review all classifications every five years. The classifications are currently vacant and have not been used for several years. In discussion with Development department representatives it was indicated that there is no intention to utilize the classifications in the future. The department is in agreement with the abolishment of these classifications. It was, therefore, recommended that the classification Development Research Coordinator be abolished as proposed and Rule XI 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 Department of Human Resources Officer (Job Code 0893).

Request of the Civil Service Commission staff to revise the specification for the classification Human Resources Manager (Job Code 0894).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Department Human Resources Officer (Job Code 0893) and Human Resources Manager (Job Code 0894). This request is the result of a class review initiated as part of the Civil Service Commission's effort to review all classifications every five years. Based upon information received via questionnaire responses from a sampling of incumbents, with supervisory review, and discussions with department representatives, some revisions are proposed. For **DEPARTMENT HUMAN RESOURCES OFFICER** revisions to the Guidelines for Class Use clarify when the use of the classification is appropriate. It now states that with regards to the specific use of this classification, a large department is defined as one that is authorized to hire at least 150 full-time employees encompassing multiple bargaining units or non-bargaining units. Consistent with Commission guidelines the minimum qualifications section is revised to note that a master's degree may substitute for one year of the required non-managerial experience. The provision allowing a law degree to substitute for 2 years of experience remains unchanged.

For **HUMAN RESOURCES MANAGER**, the minimum qualifications are revised to clarify the acceptable qualifying experience and to note that a master's degree in a human resources related field may be substituted for one year of the required experience. This provides clarity and defines a logical progression within the classification series.

There are no other revisions proposed to the specifications. It was, therefore, recommended that the classifications Department Human Resources Officer and Human Resources Manager 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 revise the specification for the classification Labor Relations Specialist (Job Code 0218).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Labor Relations 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 July 2011. There are currently two incumbents serving in this classification within the Department of Human Resources.

Based upon questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, there were revisions proposed. There were no revisions to the definition section. Within the minimum qualifications section the term "industrial relations" was removed because it is an older term, outdated, and may be considered to be made up on two facets of the employment relationship. It was replaced with the term "employment relations."

Within the knowledge, skills, and abilities section, several statements were revised, modified and/or added. These added and modified statements include the "general knowledge of State of Ohio revised code guiding public employee collective bargaining (Chapter 4117); ability to communicate effectively, orally and in writing; ability to use effective and persuasive communication to encourage sharing of

information among interested parties; ability to gain concurrence and cooperation through constructive discussion; ability to plan, organize, and conduct research, investigatory, and statistical work;" and "ability to use a computer and related software."

There were no revisions to the examples of work section, 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 Labor Relations Manager (Job Code 0219).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Labor Relations 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 July 2011. This is a single-position classification within the Department of Human Resources.

Based upon a questionnaire completed by the incumbent, with supervisory review, and feedback from department representatives, there were revisions proposed. There were no revisions to the definition section. Within the examples of work section, three statements were modified to further illustrate the work of the classification and several statements were added. The statements that were added include "Advocates on behalf of City interests in labor negotiations, conferences, and grievance hearings; advises leadership regarding labor relations philosophy and in prevention and resolution of conflict; Analyzes technical and statistical data for negotiation of labor agreements, grievance processing, mediation, arbitration, fact-finding and other labor relations activities; analyzes costs and other results of union and management proposals; Manages staff including completion of personnel evaluations, authorizing leave requests, and initiation of disciplinary action;" and "Instructs and trains staff on requirements, policies, procedures, and best practices for the provision of labor relations services."

Within the minimum qualifications section, because the term "industrial relations" is an older term and may be considered to be made up of two facets of the employment relationship, it was replaced with the term "labor relations." Within the knowledge, skills, and abilities section, several statements were revised, modified and/or added and two statements were removed. The added and modified statements include the "thorough knowledge of principles and practices of labor relations administration; thorough knowledge of collective bargaining and dispute resolution, including mediation, arbitration, and fact finding; thorough knowledge of contract administration and maintenance; general knowledge of State of Ohio revised code guiding public employee collective bargaining (Chapter 4117); general knowledge of salary administration; ability to collaborate with City agencies responsible for implementing and enforcing contract provisions; ability to communicate effectively, orally and in writing; ability to use effective and persuasive communication to encourage sharing of information among interested parties;" and "ability to gain concurrence and cooperation through constructive discussion."

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 Grants Management Coordinator (Job Code 0752).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Grants Management Coordinator because the department wanted to remove the restriction within the guidelines for class use section to allow for more than one position. Also, the definition section was updated to add an "and/or" conjunction to provide for cross trained incumbents.

There were no revisions to the examples of work section, 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 revise the specification for the classification Wastewater Plant Assistant Manager (Job Code 1158).

PRESENT: Carol Lagemann, Personal Analyst II

Carol Lagemann presented this request to revise the specification for the classification Wastewater Plant Assistant 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 June 2012. There are currently two incumbents serving within this classification in the Department of Public Utilities, Division of Sewerage and Drainage.

Based upon questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, there were revisions proposed. There were no revisions to the definition section. Within the examples of work section, three statements were added. They include "Provides information to assist in preparation of budgets; Coordinates construction and/or maintenance activities to minimize the impact on plant operations;" and "May serve as a backup operator-of-record for the wastewater treatment plant, in accordance with Ohio Administrative Code (3745-7)."

The minimum qualifications section was revised to state the origin of the certificate is from the Environmental Protection Agency (EPA), to include the higher level certificate, and to revise wording to match how it appears on the certificate. Within the knowledge, skills, and abilities section, several statements were added. These include "considerable knowledge of local, state, and federal regulations; considerable knowledge of the collection, treatment, and distribution of biosolids; considerable knowledge of occupational hazards and safety precautions of wastewater treatment systems; considerable knowledge of environmental management systems as it relates to the wastewater industry;" and "ability to apply regulatory concepts to operations of a wastewater plant."

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 Wastewater Plant Manager (Job Code 1159)

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Wastewater Plant 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 June 2012. There is currently one incumbent serving within this classification in the Department of Public Utilities, Division of Sewerage and Drainage.

Based upon a questionnaire completed by the incumbent, with supervisory review, and feedback from a department representative, there were revisions proposed. There were no revisions to the definition section. The minimum qualifications section was revised to state the origin of the certificate is from the Environmental Protection Agency (EPA) and to revise wording to match how it appears on the certificate.

Within the knowledge, skills, and abilities section, one statement was modified to read "thorough knowledge of occupational hazards and safety precautions of wastewater treatment systems" and several statements were added. These new statements include "considerable knowledge of the collection, treatment, and distribution of biosolids; considerable knowledge of environmental management systems as it relates to the wastewater industry;" and "ability to apply regulatory concepts to operations of a wastewater plant."

There were no revisions to the examples of work 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 Sewer Maintenance Assistant Manager (Job Code 3970).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Sewer Maintenance Assistant 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 2011. There are currently two incumbents serving within this classification in the Department of Public Utilities, Division of Sewerage and Drainage.

Based upon a questionnaire completed by one of the incumbents, with supervisory review, and feedback from a department representative, there was one revision proposed. There were no revisions to the definition section. The minimum qualifications section was revised to state "Possession of a valid State of Ohio Environmental Protection Agency (EPA) Class II Wastewater Collection System Operator certificate within twenty-four (24) months of the date of hire."

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 Equal Employment Opportunity Manager, retitle it to read Employment Compliance Manager, and amend Rule XI accordingly (Job Code 0347).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Equal Employment Opportunity Manager and retitle it to read Employment Compliance Manager based upon a request from the Department of Human Resources that Equal Employment Opportunity Manager be broadened to include the management of legal compliance for numerous federal, state and local laws that exist to govern

human resources activities. It was also requested that this classification be responsible for the development of citywide policies and procedures associated with these laws that would provide guidance to department personnel on how to handle or process these matters when they arise. There are currently no employees serving in this classification and is used exclusively by the Department of Human Resources. It was last reviewed in July 2013.

The definition section was revised to read "Under general direction, is responsible for managing, coordinating and administering the City's equal employment policies and programs and for ensuring compliance with federal, state, and local laws governing human resources related activities for the City of Columbus; performs related duties as required.

The examples of work section was revised to state that while much of the work relating to EEO and ADA is already listed on the specification, that legal compliance for other major laws governing human resources also be included and that duties pertaining to the development of citywide policies and procedures be included as well. Some of the examples of work include "Provides expertise and ensures compliance to major laws such as EEO, AA, Title VII, Equal Pay, FLSA, FMLA, ADA, USERRA and Workers Compensation that govern human resources practices; Assists departments with discrimination, harassment and retaliation complaint investigations; reviews and tracks the investigative findings; investigates highly complex or sensitive cases; Tracks new law/regulatory changes, assesses impact to the City, communicates changes, and ensures adherence to new/updated laws and regulations; Develops compliance strategies relating to new or existing federal, state and local laws and regulations; Develops citywide policies and procedures pertaining to human resources matters; meets with department human resources representatives individually or collectively in order to fully understand each department's operational and human resources needs;" and "Reviews current human resources policies, procedures and practices from a citywide and departmental perspective to ensure compliance with all State and Federal laws and regulations."

A guidelines for class use section was created that would restrict the use of this classification to the Department of Human Resources. The minimum qualifications section was revised to read "Possession of a bachelor's degree and five (5) years of professional human resources experience. Substitutions: A master's degree in a related field may be substituted for one (1) year of the required experience. A law degree may be substituted for two years of the required experience. OR Possession of a valid license to practice law and two years of experience practicing employment law."

Within the knowledge, skills, and abilities section, one statement was modified to read "thorough knowledge of current federal and state anti-discrimination laws (e.g., Title VII, Americans With Disabilities Act, Age Discrimination in Employment Act, ORC Chapter 4112 and other anti-discrimination related laws)." One knowledge statement was removed and three statements were added which read "thorough knowledge of federal and state laws governing human resources activities (e.g. Fair Labor Standards Act, Family Medical Leave Act, Workers Compensation and other employment related laws); ability to analyze data, define problems, establish facts, draw valid conclusions, resolve problems;" and "ability to prepare technical, statistical, narrative and comprehensive reports."

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 Personnel Analyst I (Job Code 0900).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to approve the specification review for the classification Personnel Analyst 1 (Job Code 0900). This classification is used exclusively by the Civil Service Commission as its entry level professional classification that is generally responsible for performing position classification and/or exam construction work. There are currently eleven employees, all of whom are either part-time or temporary. This classification was last revised in September 2011 and was included in this year's list of classes to be reviewed. The supervisors of this classification were contacted to provide recommendations to the specification that would better describe the scope of responsibility and duties performed. Based on this feedback, there were a few duty statements proposed to be added to the **EXAMPLES OF WORK** section that speaks more directly to the specific responsibilities associated with the position classification work.

There were no other proposed changes to the specification. A motion to approve this request was made, seconded, and passed unanimously.

RE: Request of the Civil Service Commission staff to revise the specification for the classification Personnel Analyst II (Job Code 0901).

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PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to approve the specification review for the classification Personnel Analyst II (Job Code 0901). This classification is used exclusively by the Civil Service Commission. There are currently fourteen employees serving in this classification, which was last revised in September 2011 and was included in this year's list of classes to be reviewed. The supervisors of this classification were contacted to provide recommendations to the specifications that would better describe the scope of responsibilities and duties performed. Based on this feedback, there were several duty statements being added to the **EXAMPLES OF WORK** section to describe more fully the type of work that is typically performed.

There were no other proposed changes to the specification. 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 Personnel Analyst Supervisor (Job Code 0903) into Personnel Administrative Officer (Job Code 0898), revise and retitle it to read Personnel Administrative Manager and amend Rule XI accordingly (Job Code 0898).

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to merge the specification for the classification Personnel Analyst Supervisor into Personnel Administrative Officer, and revise and retitle it to read Personnel Administrative Manager. The primary purpose for this merge is simply to aid in streamlining the class plan by reducing classification numbers where duplication/redundancy exists. Both of these classifications are used exclusively by the Civil Service Commission. There are two positions allocated to each classification for a total of four employees serving in these classes.

The definition section was modified slightly to more accurately define the major responsibility assigned to each of these positions. The examples of work section was revised to include two duty statements referring to the management of an employment examination functional area and the review and approval of testing related

accommodations. Other revisions included inserting the word “manages” where absent and some minor tweaks to improve the readability of various statements. The two duty statements read “Plans, coordinates, and manages the development, construction, administration, and grading of employment examinations for uniformed or non-uniformed classifications; schedules and assigns examinations to Personnel Analysts; assists in constructing tests and in conducting validation studies;” and “Evaluates and approves or rejects requests for ADA and Non-ADA Testing Accommodations.”

The minimum qualifications section was revised to read “Possession of a bachelor’s degree and five (5) years of experience performing fully skilled, professional personnel work including position classification, employment examination construction, or applied personnel research. Substitution(s): A master’s degree in a related field may be substituted for one (1) year of the required experience.”

There were no revisions to 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 Building Maintenance Manager (Job Code 3497).

PRESENT: Matt Wonderly, Personnel Analyst II

Matt Wonderly presented this request to revise the specification for the classification Building Maintenance 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 November 2011. There are currently nine incumbents serving in this classification within the Department of Finance and Management, Fleet Management and Facilities Management Divisions, Department of Public Service, Infrastructure Management Division, Department of Public Utilities, Division of Sewerage and Drainage, Columbus Recreation and Parks, and Columbus Public Health.

Based upon a review of the specification, questionnaires completed by the incumbents, with supervisory review and comment, and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. The examples of work section was revised with one addition to a current example to state “Prepares contracts covering major work to be done; coordinates activities of commercial vendors and administers service.”

The knowledge, skills, and abilities section was revised by adding three new statements which read “general knowledge of service contract administration; ability to manage multiple contracts with outside service vendors;” and “ability to operate a computer and utilize related software.”

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 Heating Ventilation and Air Conditioning Technician (Job Code 3902).

PRESENT: Matt Wonderly, Personnel Analyst II

Matt Wonderly presented this request to revise the specification for the classification Heating Ventilation and Air Conditioning 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 July 2011. There are currently 14 incumbents serving in this classification within the Department of Finance and Management, Facilities Management Division, Department of Public Utilities, Divisions of Sewerage and Drainage and Water, and Columbus Recreation and Parks.

Based upon a review of the specification, questionnaires completed by the incumbents, with supervisory review and comment, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section. One example within the examples of work section was revised to read "Uses specialized HVAC control software and sophisticated diagnostic instruments such as electronic leak detectors, ammeters, multi-meters, refrigerant recovery machines, etc., in order to program, troubleshoot and diagnose malfunctions in heating, air conditioning and ventilation systems."

Within the knowledge, skills, and abilities section, one knowledge statement was added and reads "some knowledge of HVAC control software." 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 Heating Ventilation and Air Conditioning Supervisor (Job Code 3903).

PRESENT: Matt Wonderly, Personnel Analyst II

Matt Wonderly presented this request to revise the specification for the classification Heating Ventilation and Air Conditioning 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 November 2011. There are currently two incumbents serving in this classification within the Department of Finance and Management, Facilities Management Division, and Columbus Recreation and Parks.

Based upon a review of the specification, a questionnaire completed by one of the incumbents, with supervisory review and comment, and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section. Within the examples of work section, one statement was added which reads "Operates, programs, troubleshoots, and/or adjusts HVAC systems using specialized HVAC control software."

Within the knowledge, skills, and abilities section, one knowledge statement was added and reads "some knowledge of HVAC control software." 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: 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.	Dakota Embree	Firefighter	16-BR-034
2.	Craig Minister	Firefighter	16-BR-035
3.	Brian Moore	Firefighter	16-BR-036
4.	Alex Gibson	Firefighter	16-BR-037

After reviewing the file of Dakota Embree, Craig Minister, Brian Moore, and Alex Gibson the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

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RE: *Other Administrative/Jurisdictional Reviews.*

There were no Administrative/Jurisdictional Reviews submitted this month.

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The Commissioners adjourned their regular meeting at 1:21 p.m.

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Grady L. Pettigrew, Jr., President

Date