

Regular Meeting

October 26, 2015
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 26, 2015, at 12:46 p.m. with Grady Pettigrew and Jr., Jeff Porter, 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 September 28, 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: Trial Board Recommendations.

No Trial Board Recommendations were submitted this month.

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RE: Request of the Columbus City Schools' staff to revise the specification for the classification Personnel Analyst II, designate the examination type as noncompetitive, modify the probationary period to 365 days, change the appointment type for the current incumbents to noncompetitive, and allow them to maintain their classification seniority (Class Code 9218).

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to revise the specification for the classification Personnel Analyst II, designate the examination type as noncompetitive, change the appointment type for the current incumbents to noncompetitive, allow them to maintain their classification seniority, and to modify the probationary period to 365 days. This revision is part of a comprehensive review the Columbus City Schools' District is beginning to update its class plan. Additionally, as part of this effort, the District is reviewing those classifications which the District maintains as competitive but the City of Columbus maintains as noncompetitive.

Like the Commission, the District has both Personnel Analyst I and Personnel Analyst II classifications, with the former being the entry-level professional classification used as a training classification and the latter being the fully-skilled professional level classification. There are currently two incumbents in the Personnel Analyst II class and no incumbents in the Personnel Analyst I classification. The analyst work needed to be performed at the District is the same as the analyst work performed at the Commission. Since these classifications at the District are intended to perform identical work to those comparable classifications at the Commission, the District modified the definition section, minimum qualifications section, and the knowledge, skills, and abilities section to be identical to the current specification for the City. The District also made the

examples of work section consistent with only minor modifications to more accurately reflect the District's operations.

A motion to approve this request 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 Administrative Assistant (Class Code 9043).

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to revise the specification for the classification Administrative Assistant in response to the need for additional support in the Office of the Superintendent. It was last revised in July 2015 to update the list of positions to which an Administrative Assistant can be assigned. Since that time, it has been determined that additional support is needed in the Office of the Superintendent.

The definition section was revised to add "Superintendent" as one of the positions that the Administrative Assistant takes direction from. 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 approve the specification review for the classification Police Evidence Technician with no revisions (Job Code 3029).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Program Manager I (RN) with no revisions (Job Code 1731).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Program Manager II (RN) with no revisions (Job Code 1732).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Program Manager III (RN) with no revisions (Job Code 1733).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Program Manager IV (RN) with no revisions (Job Code 1734).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Nature Programs Educator with no revisions (Job Code 3153).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Construction Manager with no revisions (Job Code 1210).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Graphics Designer with no revisions (Job Code 2029).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Development Program Coordinator with no revisions (Job Code 2015).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented these requests to approve the specification reviews for the classifications Police Evidence Technician, Public Health Program Manager I (RN), Public Health Program Manager II (RN), Public Health Program Manager III (RN), Public Health Program Manager IV (RN), Nature Programs Educator, Construction Manager, Graphics Designer, and Development Program Coordinator, with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years.

After reviewing the specifications and questionnaires completed by incumbents, with supervisory review, and receiving input from department representatives, it was determined that the current specifications adequately describe the work as it currently exists.

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 revise the specification for the classification Electronic System Technician (Job Code 3668).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electronic System 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 October 2011. There are currently 35 employees serving in this classification and it is used by multiple departments including the Department of Technology, Department of Public Service, Department of Public Utilities, and the Department of Public Safety.

After reviewing the specification and questionnaires completed by the incumbents, and receiving feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section, some commonly referenced equipment such as multimeter, process control instrumentation, and variable frequency drives were reflected. A new statement was added and reads, "Practices safety related to performance of duties to include use of personal protective equipment and precautions when working with and around power sources."

The knowledge, skills, and abilities section was revised to modify one statement to separate the two thoughts in one ability statement into two statements and to add the "ability to operate a computer and 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 Electronic System Technician Supervisor (Job Code 3669).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electronic System Technician 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 2010. There are currently four employees serving in this classification and it is primarily used by the Department of Public Utilities and the Department of Public Service (recently vacant).

After reviewing the specification and questionnaires completed by the incumbents, and receiving feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section, some commonly referenced equipment such as multimeter, process control instrumentation, and variable frequency drives were reflected. A new statement was added and reads, "Trains personnel regarding performance of duties to include safety concerns such as the use of personal protective equipment and precautions when working with and around power sources."

The knowledge, skills, and abilities section was revised to modify one statement to separate the two thoughts in one ability statement into two statements and to add the "ability to operate a computer and 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 Electronic System Specialist (Job Code 3670).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Electronic System 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 April 2011. There are currently 12 employees serving in this classification and it is used by multiple departments including the Department of Technology, Department of Public Service, and the Department of Public Utilities.

After reviewing the specification and questionnaires completed by the incumbents, and receiving feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section, two new statements were added and they read, "Practices safety related to performance of duties to include use of personal protective equipment and precautions when working with and around power sources;" and "Stays abreast of new technologies and industry standards."

The knowledge, skills, and abilities section was revised to add "wireless systems" to examples of systems in one knowledge statement, to modify one statement to separate the two thoughts in one ability statement into two statements and to add the "ability to operate a computer and related software." Minor wording updates to remove "may be required" and add "ability to" to statements were made. 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 retitle the specification for the classification Supportive Services Advisor to read Care Coordination Assistant and amend Rule XI accordingly (Job Code 3111).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to retitle the specification for the classification Supportive Services Advisor to read Care Coordination Assistant and

amend Rule XI accordingly. This retitle is per feedback from the Central Ohio Area Agency on Aging (COAAA) regarding what title fits the work best and is consistent with usage of the classification at the Department of Health. Otherwise, there are no other changes for the review of the specification 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 eight employees serving in this classification; seven who work in COAAA in the Department of Recreation and Parks and one who works in the Employee Assistance Program within Columbus Public Health.

After reviewing questionnaires completed by the incumbents, with supervisory review, and receiving feedback from department representatives, the class title change was the only change 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 Police Communications Technician, retitle it to read 911 Emergency Dispatcher, and amend Rule XI accordingly (Job Code 3004).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Police Communications Technician, retitle it to read 911 Emergency Dispatcher, and amend Rule XI accordingly at the request of the Public Safety Department. This is the next step in the process to implement the department's plans to consolidate responsibilities associated with emergency call taking and dispatching to a single classification series.

The definition section was revised to read, "Under general supervision, is responsible for dispatching police, fire, and emergency medical services, performs related duties as required." Revisions to the examples of work section include the deletion of the call taking duties. Statements were added to describe duties related to dispatching for fire and emergency medical services. Additional statements reflect responsibility for making notifications to and coordinating the response from mutual aid agreement agencies for police, fire, and/or emergency medical services, and for facilitating communications between emergency response personnel and hospital staff. Employees will participate in specialized training activities to achieve and maintain Emergency Medical Dispatch (EMD) certification. It was also noted that they may perform the duties of a 911 Emergency Call Taker.

The minimum qualifications section was revised to read, "Completion of the 12th school grade and two years of experience responding to 911 emergency calls as a call taker or dispatcher. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of a high school diploma. Possession of a valid Emergency Medical Dispatch (EMD) certification prior to the completion of the probationary period."

The knowledge, skills, and abilities section was revised to include knowledge of Public Safety hierarchy and specialized units and bureaus. Consistent with the job's requirements for typing proficiency, skill to type 3,500 keystrokes per hour replaces 30 words per minute. 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 Police Communications Technician Supervisor, retitle it to read 911 Emergency Communications Specialist, and amend Rule XI accordingly (Job Code 3005).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Police Communications Technician Supervisor, retitle it to read 911 Emergency Communications Specialist, and amend Rule XI accordingly at the request of the Public Safety Department and is necessary to facilitate the implementation of the department's plans to consolidate responsibilities associated with emergency call taking and dispatching to a single classification series. Revisions clarify the role of the Police Communications Technician Supervisor in the performance of the supervision, training, and quality assurance functions related to emergency call taking and dispatching.

The definition section was revised to read, "Under general direction, is responsible for supervising staff of the 911 Emergency Call Center during an assigned shift, training call center staff, and/or conducting quality assurance evaluations on emergency calls; performs related duties as required." Revisions to the examples of work section include replacing multiple individual references to supervision with a concise statement noting responsibility for supervising Call Center staff, to include preparing work schedules, making assignments, approving leave requests, conducting performance evaluations, and initiating disciplinary actions. A reference to Metro Alert radio was revised to generically reference communications from other agencies requesting assistance. In addition to current references to training activities, it was noted that the 911 Emergency Communications Specialist will develop and conduct training to address non-routine emergency situations, specific problems or procedures not being performed properly, and refresher training. They will administer certification and recertification testing for emergency medical dispatching. Furthermore, they will utilize quality assurance software to review and evaluate the handling of emergency calls, prepare reports to summarize quality assurance assessments, and provide feedback to personnel as appropriate.

The minimum qualifications section was revised to read, "Three years of experience as a 911 Emergency Dispatcher with the City of Columbus. Possession of valid Emergency Medical Dispatch (EMD) certification." The knowledge, skills, and abilities section was revised to include references to the 911 Emergency Call Center, rather than the Police Radio Room. Additionally, the reference knowledge of police hierarchy was revised to the more inclusive Public Safety hierarchy. 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 Development Program Manager (Job Code 0350).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Development Program 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 December 2010. There are currently 15 employees serving in this classification located in the Department of Development, within the Housing and Economic Development Divisions, and in the Office of the Director.

After reviewing questionnaires completed by a sampling of incumbents, with supervisory review, and receiving feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Two statements were added to the examples of work section which read, "Coordinates with area

commissions and other community groups to facilitate the development and management of programming to address specific community needs;" and "Advocates for improvements within neighborhoods to enhance and expand vital services, safety, quality of life, and economic opportunities."

Within the knowledge, skills, and abilities section, the "ability to interact courteously and tactfully with persons of diverse backgrounds" was added. Currently included in this section is the ability to develop and maintain effective working relationships with others. Noting the variety of persons Development Program Managers interact with, and the cooperative nature of the interactions, "others" was replaced with the more descriptive "business and community representatives, the general public, and government officials." 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 Planning Division Administrator (Job Code 0178).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Planning 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 August 2010. This is a single position classification and is located in the Department of Development, within the Planning Division.

Based upon feedback from department representatives, minor revisions were proposed. There were no revisions to the definition section. The examples of work section was revised to reflect the Planning Division Administrator's responsibility for serving as liaison with City leadership, other agencies, community organizations, and media. Furthermore, the employee working in this classification keeps both the Director and Deputy Director informed of all situations affecting the accomplishment of Division or Department goals and objectives. 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 revise the specification for the classification Economic Development Division Administrator (Job Code 0169).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Economic Development 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 August 2010.

Based upon a review of the specification and feedback from department representatives, minor revisions were proposed. There were no revisions to the definition section.

One statement within the examples of work section was revised to read, "Directs the development, planning and evaluation activities and programs including business development and finance, urban infrastructure, capital improvements, small business lending, entrepreneurial support, commercial revitalization and public/private partnerships." A reference to international business development was removed as this

function is not currently conducted within the Economic Development Division. The Administrator attends and takes part in meetings with City Council, as well as in a variety of neighborhood, business, and professional settings.

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 revise the specification for the classification Housing Division Administrator (Job Code 0171).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Housing 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 August 2010. This is a single position classification and is located in the Department of Development, within the Housing Division.

Based upon feedback from department representatives, minor revisions were proposed. There were no revisions to the definition section.

One statement within the examples of work section was revised to read, "Directs the development, planning and evaluation of activities and programs including housing information services, housing rehabilitation and relocation services, homeownership services, housing finance programs for rental and homeownership, community assistance, and lead safety."

Within the knowledge, skills, and abilities section, the knowledge of municipal building codes and the national electric code was deleted as such knowledge is not essential for success in the job. 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 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 Management Division Administrator (Job Code 0295).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Facilities Management 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 August 2010. There is one incumbent serving in this classification within the Department of Finance and Management, Facilities Management Division.

Based upon conversations with the incumbent about the specification and discussion with another department representative, some revisions were proposed. There were no revisions to the definition section. Within the examples of work section,

two examples were revised to show that the incumbent within the classification develops strategies and standards of security programs and services for City buildings and structures. One additional example was revised to show that the incumbent approves requisitions for services to be performed. Additionally, three examples were removed from the specification since the work demonstrated by each of the examples is no longer performed by incumbents in this classification and has been assigned to the Real Estate Management and Construction Management sections, both of which are within the Department of Finance and Management.

Within the knowledge, skills, and abilities section, "management" replaces "maintenance" in one knowledge statement to demonstrate that the thorough knowledge required of incumbents is that of a facilities management program that encompasses more than just maintenance. Additionally, security is added to the same statement to demonstrate that incumbents must have thorough knowledge of the security of grounds and buildings as part of a facilities management program. 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 Recreation and Parks Director (U) (Job Code 0080).

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Recreation and Parks 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 August 2010.

Based upon feedback from department representative, some revisions were proposed. Within the examples of work section, three examples were deleted, one example was revised, and three examples were added. The revised example reads, "Represents the organization and speaks before service clubs, neighborhood groups, and business organizations regarding the plans and needs of the department." The three examples that were added read, "Directs the activities of the Recreation section to include recreational programming, community centers, aquatics, cultural arts, special events, and rentals; Directs the activities of the Parks section to include park development, park maintenance, greenway trails, urban forestry, and horticulture;" and "Directs the activities of the Golf section comprised of six golf courses and includes the turf maintenance, golf programming, and facility/locations rentals for outings and special occasions." There were no revisions to the definition 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 City Health Commissioner (U) (Job Code 0125).

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification City Health Commissioner (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 August 2010.

Based upon feedback from department representatives, one revision was proposed. The definition section was revised to clarify that the work performed by the

Health Commissioner is subject to the determination of policy by the Board of Health. There were no revisions to the examples of duties 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 City Treasurer (U) (Job Code 0157).

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification City Treasurer (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 May 2011.

Based upon a review with one of the unclassified employees within the City Treasurer's Office to ensure accuracy and overall representation of the current job responsibilities, some revisions were proposed. Within the examples of work section, the statement, "Disburses funds for debt service at the direction of the Sinking Fund" was removed. Four statements were added and read, "Prepares and monitors the annual budget for the City Treasurer's Office; Performs and/or manages fiscal activities for the office to include preparing periodic financial reports, processing accounts payable, developing contracts, and writing legislation; Provides leadership in City Treasurer's projects with other City agencies;" and "Attends City Council meetings and other meetings as required."

A guidelines for class use section was added and reads, "This classification description is for the unclassified service. Incumbents receive appointments pursuant to City Charter Section 148(1)(e)." There were no revisions to the definition 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 Deputy City Treasurer (U) (Job Code 0158).

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Deputy City Treasurer (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 May 2011.

Based upon a review with the manager to ensure accuracy and overall representation of the current job responsibilities, some revisions were proposed. One statement was added to the examples of work section and reads, "Manages day-to-day operations of City Treasurer staff."

A guidelines for class use section was added and reads, "This classification description is for the unclassified service. Incumbents receive appointments pursuant to City Charter Section 148(1)(e)." There were no revisions to the definition 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.	Ryan Sheffield	Firefighter	15-BR-023
2.	Ronald Saunders II	Firefighter	15-BR-024
3.	Kevin Casey	Police Officer	15-BR-025
4.	Jason Hiveley	Firefighter	15-BR-026

After reviewing the files of Ryan Sheffield, Ronald Saunders, II, and Jason Hiveley, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing the file of Kevin Casey, the Commissioners decided his name would be reinstated to the Police Officer eligible list subject to re-taking the polygraph test.

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RE: Review of the appeal of Tina Hairston, regarding her termination from the position of Special Needs Instructional Assistant, Columbus City Schools, Appeal Number 15-BA-0010.

The Commissioners reviewed the appeal filed by Tina Hairston on September 15, 2015, regarding her termination from the position of Special Needs Instructional Assistant with Columbus City Schools.

The Ohio Revised Code describes the duties and rights of educational assistants within the State of Ohio. The Commission has determined that the term "educational assistant" is the same as instructional assistant. ORC Section 3319.088 (D) states, "Educational assistants employed by a board of education shall have all rights, benefits, and legal protection available to other nonteaching employees in the school district, except that provisions of Chapter 124 of the Revised Code shall not apply to any person employed as an educational assistant." Since Chapter 124 of the ORC outlines appeal rights for classified employees, the ORC does not allow instructional assistants to appeal a discharge to the Civil Service Commission.

The Civil Service Commission determined that Ms. Hairston does not have appeal rights regarding her discharge. Therefore, it does not have jurisdiction or authority over this appeal.

Based upon the foregoing, the Civil Service Commission decided to dismiss Ms. Hairston's appeal pursuant to Rule XIII (G)(1) because it does not have jurisdiction over her appeal.

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RE: Review of the appeal of Melody Kulp, regarding her request for reinstatement to the Social Worker eligible list, City of Columbus, Appeal Number 15-CA-0006.

The Commissioners reviewed the appeal filed by Melody Kulp on September 21, 2015, regarding the denial of her request for reinstatement to the Social Worker eligible list. In her appeal, Ms. Kulp stated that she received positive feedback from her supervisor and that no problems or areas of concern were brought to her attention during her employment with the City of Columbus.

Ms. Kulp's personnel file indicates that she was not in good standing at the time of her termination. After a review of the documents submitted with her appeal and her termination paperwork, the Commission upheld the decision to deny Ms. Kulp's request.

Based upon the foregoing, the Civil Service Commission upheld the denial of Ms. Kulp's reinstatement request to the Social Worker eligible list, and decided to dismiss her appeal without a hearing pursuant to Rule XIII (G)(1).

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

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Grady L. Pettigrew, Jr., President

Date