

Regular Meeting

September 26, 2016  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, September 26, 2016, at 12:53 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 August 29, 2016 regular Meeting.*

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

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*RE: Pre-Hearing Conference Reviews.*

*a) Michael Mercurio vs. City of Columbus; Parking Violation Bureau Coordinator; Discharge. Trial Board Hearing originally scheduled for October 24, 2016 will need to be rescheduled due to the length of time the hearing will take.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Michael Mercurio, a Parking Violation Bureau Coordinator, who was discharged from the City of Columbus. Appellant's attorney explained they will have 15 witnesses and the City of Columbus will have 5 witnesses. The Commission is currently trying to find multiple dates to reschedule this Trial Board Hearing.

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*RE: Rule Revisions.*

No Rule Revisions were submitted this month.

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*RE: Review of the Findings and Recommendation of the Trial Board hearing held on June 13, 2016, Donald Wilbur vs. Columbus City Schools, Appeal Number 15-BA-0015*

A motion to adopt the trial board's recommendation affirming the action of the Columbus City Schools discharging Mr. Wilbur from the position of Custodian 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 Public Safety Director (U) with no changes (Job Code 0072).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Sanitarian IV with no revisions (Job Code 1845).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Sanitarian III with no revisions (Job Code 1844).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Sanitarian II with no revisions (Job Code 1833).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Sanitarian I with no revisions (Job Code 1832).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Sanitarian-In-Training with no revisions (Job Code 1831).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Sanitarian Aide with no revisions (Job Code 1828).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Plant Operation and Maintenance Training Coordinator with no revisions (Job Code 1162).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plants Coordinator with no revisions (Job Code 1160).*

*Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plants Coordinator with no revisions (Job Code 1160).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests to approve the specification reviews for the classifications Public Safety Director (U) (Job Code 0072), Public Health Sanitarian IV (Job Code 1844), Public Health Sanitarian III (Job Code 1844), Public Health Sanitarian II (Job Code 1833), Public Health Sanitarian I (Job Code 1832), Public Health Sanitarian- In- Training (Job Code 1831), Public Health Sanitarian Aide (Job Code 1828), Plant Operation and Maintenance Training Coordinator (Job Code 1162), and Wastewater Plants Coordinator (Job Code 1160) with no revisions as part of the Civil Service Commission's effort 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 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 Information Services Division Administrator (Job Code 0248).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to approve the specification review for the classification Information Services Division Administrator (Job Code 0248). In follow-up to recently approved specification revision, Commission staff learned that there was a misunderstanding regarding the proposed Minimum Qualifications. Further, discussions with department representatives following the Commission meeting revealed that the department was interested in having a substitution added that would allow experience to substitute for the educational requirement.

It was requested that an experience substitution be added to the Minimum Qualifications section that is worded similarly to other substitutions currently in use for the department. If approved, an application would have to have nine years of managerial experience in the specified areas to qualify if he/she does not possess a bachelor's degree. The proposed **MINIMUM QUALIFICATIONS** would read:

"Possession of a bachelor's degree and five (5) years' managerial experience in information technology which included strategic planning, project portfolio management, enterprise architecture, enterprise policy and standards, procurement, and/or consultation services. Substitution(s): Additional managerial experience as specified above may be substituted for the educational requirement on a year-for-year bases. A master's degree in computer science, business administration, or public administration may be substituted for one (1) year of the required experience."

There were no other 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 revise the specification for the classification Software Engineer (Job Code 0585).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to approve the specification review for the classification Software Engineer (Job Code 0585) as part of the Civil Service Commission's effort to review all classifications every five years. Software Engineer was last reviewed in September, 2011. This classification has six incumbents in the Department of Technology, Division of Information Services. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, there were revisions proposed to the class specification.

There were no proposed changes to the **DEFINITION** section. Within the **EXAMPLES OF WORK** section, two wording updates were proposed to update terminology from speaking of "modem" to "network" configurations and then to include "business processes" within the considerations of researching third-party solutions.

Within the **MINIMUM QUALIFICATIONS** section, revisions were proposed to tie the certifications that may substitute for education more closely to the work of a Software Engineer. The substitution was proposed to be revised to reflect the value of the certification to the software engineer and read:

Substitution(s): Valid possession of one of the following certifications may be substituted for the required educations: Microsoft Certified Solutions Developer (all tracks), or Microsoft Certified Solutions Expert (Data Platform or Business Intelligence), or Oracle Certified Professional (PL/SQL Developer or Database Administrator).

Within the **KNOWLEDGE, SKILLS, and ABILITIES** section, one change was proposed. To fit with specification conventions, the descriptor of "general", for the degree of knowledge for project management, is added to the respective statement.

There were no proposed changes to the **Probationary Period**, or **Examination** type.

There were no other 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 revise the specification for the classification Crime Laboratory Manager (Job Code 1915).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Crime Laboratory Manager (Job Code 1915) as part of the Civil Service Commission's effort to review all classifications every five years. Crime Laboratory Manager was last reviewed in October, 2011. This single position classification is located in the Department of Public Safety, within the Division of Police. Based upon information received via questionnaire responses from the incumbent, with supervisory review, and input from department representatives, one minor revision was proposed.

Noting responsibility for applying for funding and managing grants utilized by the Crime Lab, it was proposed that **the KNOWLEDGE, SKILLS, and ABILITIES** section be revised to include the ability to write applications for and manage grants.

There were no proposed changes to the **DEFINITION, EXAMPLES OF WORK,** or **MINIMUM QUALIFICATIONS** sections, the **Probationary Period**, or the **Examination type**. There were no other revisions proposed to the specification. It was, therefore, recommended that the classification Crime Laboratory Manager be approved as proposed.

A motion to approve this request was made, seconded

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Forensic Scientist III (Job Code 1913).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Forensic Scientist III (Job Code 1913) as part of the Civil Service Commission's effort to review all classifications every five years. Forensic Scientist III was last reviewed in March, 2012. There are currently four employees serving in this classification, located in the Department of Public Safety, within the Police Division. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some revisions were proposed.

The only proposed revision to the **DEFINITION** section was to include consistent terminology relation to forensic specialization, rather than discipline.

One statement in the **EXAMPLES OF WORK SECTION** was revised to better describe the fields of forensic specialization, including digital evidence. As proposed, the statement reads, "analyzes evidence and prepares technical reports on findings within the assigned forensic specialization, such as forensic biology (DNA), drug chemistry, firearms, questioned documents, and digital evidence."

The **MINIMUM QUALIFICATIONS** section was revised to include the education and experience suitable to qualify an individual to successfully perform duties related to digital forensics. Furthermore, this section was revised to include consistent terminology relation to forensic specialization, rather than discipline. As proposed, the Minimum Qualifications are possession of a bachelor's degree with significant coursework (21 semester or 32 quarter hours) in forensic science, chemistry, biology, computer science, computer forensics or a closely related field and five (5) years of forensic laboratory or digital forensics analysis. A master's degree in forensic science, chemistry, biology, computer science, computer forensics, or closely related field may be substituted for one (1) year of the experience. A doctorate degree in forensic science, chemistry, biology, computer science, computer forensics, or closely related field may be substituted for two (2) years of the required experience. Specific knowledge, skills, or

abilities related to the specialization(s) for which appointment is being made may be required for some positions and will be incorporated in the job postings, as appropriate.

Proposed revisions to the **KNOWLEDGE, SKILLS, AND ABILITIES** section include thorough knowledge of the assigned forensic specialization(s) and related foundational sciences. Additionally, thorough knowledge of applicable crime laboratory equipment and procedures is included. Thorough knowledge of laboratory safety has been amended to include appropriate emergency procedures. Consistent with the role of the Forensic Scientist III as supervisor and subject matter expert, the ability to evaluate the work performed by subordinates and provide appropriate constructive guidance has been added.

There were no proposed changes to the **Probationary Period**, or the **Examination Type**. There were no other revisions proposed to the specification. It was, therefore, recommended that the classification Forensic Scientist III 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 Forensic Scientist II (Job Code 1912).*

*PRESENT: Suzy Ulry, Personnel Analyst II*

Suzy Ulry presented this request to approve the specification review for the classification Forensic Scientist II (Job Code 1912) as part of the Civil Service Commission's effort to review all classifications every five years. Forensic Scientist II was last reviewed in March, 2012. There are currently 14 employees serving in this classification, located in the Department of Public Safety, within the Police Division. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some revisions were proposed

It was proposed that the **DEFINITION** section be revised to include the forensic analysis of physical and/or digital evidence. Statements within the **EXAMPLES OF WORK** section have been revised to better describe the work of the Forensic Scientist II. Statements were added to note responsibility for analyzing digital and electronic evidence, including cell phones, computers, tablet computers, communication devices, social media websites, vehicle infotainment systems, home gaming systems, partially damaged or intact disks, and memory cards. Additionally, responsibility for analyzing videotapes and photographic images in analog and digital formats has been added.

A **GUIDELINES FOR CLASS USE** has been added to the specification to communicate the appropriate and intended use of the classification and to describe the distinctions and expectations of the Forensic Scientist I and Forensic Scientist II classes. This section notes that position incumbents in the Forensic Scientist II classification are fully-skilled in one or more forensic specialization with the expectation of performing casework independently. Forensic Scientist I is the entry-level learning classification.

The **MINIMUM QUALIFICATIONS** section has been revised to include the education and experience suitable to qualify an individual to successfully perform duties related to digital forensics. Furthermore, this section was revised to include consistent terminology relation to forensic specialization, rather than discipline. As proposed, the Minimum Qualifications are possession of bachelor's degree with significant coursework (21 semester or 32 quarter hours) in forensic science, chemistry, biology, computer science, computer forensics, or closely related field and three (3) years of forensic laboratory or digital forensics analysis experience. A master's degree in forensic science, chemistry, biology, computer science, computer forensics, or a closely related

field may be substituted for one (1) year of the required experience. A doctorate's degree in forensic science, chemistry, biology, computer science, computer forensics, or closely related field may be substituted for two (2) years of the required experience. Specific knowledge, skills, or abilities related to the specialization(s) for which appointment is being made may be required for some positions and will be incorporated in the job postings as appropriate.

Proposed revisions to the **KNOWLEDGE, SKILLS, AND ABILITIES** section included thorough knowledge of the assigned forensic specialization(s) and related foundational sciences. Additionally, considerable knowledge of crime laboratory equipment, instrumentation, hardware, software applications, operating systems, and procedures is included. The ability to think analytically and apply critical thinking in the analysis and interpretation of evidence and results has been added.

There were no proposed changes to the **Probationary Period**, or the **Examination type**. There were no other revisions proposed to the specification. It was, therefore, recommended that the classification Forensic Scientist II 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 Forensic Scientist I (Job Code 1911).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Forensic Scientist I (Job Code 1911) as part of the Civil Service Commission's effort to review all classifications every five years. Forensic Scientist I was last reviewed in March, 2013. There are currently six employees serving in this classification, located in the Department of Public Safety, within the Police Division. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some revisions were proposed.

It was proposed that the **DEFINITION** section be revised to include the forensic analysis of physical and/or digital evidence. One statement within the **EXAMPLES OF WORK** was revised to better describe the work of a Forensic Scientist I in the examination of physical evidence for biological fluids, such as blood and semen in performing DNA analysis. Statements were added to note responsibility for analyzing digital and electronic evidence, including cell phones, computers, tablet computers, communication devices, social media websites, vehicle infotainment systems, home gaming systems, partially damaged or intact disks, and memory cards. Additionally, responsibility for analyzing videotapes and photographic images in analog and digital formats has been added.

The **MINIMUM QUALIFICATIONS** section was revised to include the education suitable to qualify an individual to successfully perform duties related to digital forensics. Furthermore, this section was revised to include consistent terminology relating to forensic specialization, rather than discipline, and to remove an erroneous reference to examination announcement. As proposed, the Minimum Qualifications are possession of a bachelor's degree with significant coursework (21 semester hours, or 32 quarter hours) in forensic science, chemistry, biology, computer science, computer forensics, or closely related field. Specific knowledge, skills, or abilities related to the specialization(s) for which appointment is being made may be required for some positions and will be incorporated in the job postings, as appropriate.

Proposed changes to the **KNOWLEDGE, SKILLS, and ABILITIES** included, the general knowledge of the assigned forensic specialization(s) and related foundational

sciences. Additionally, the general knowledge of crime laboratory equipment, hardware, software applications, operating systems, and procedures was included.

There were no proposed changes to the **Probationary Period**, or the **Examination type**. There were no other revisions proposed to the specification. It was, therefore, recommended that the classification Forensic Scientist I 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 Polygraphist (Job Code 3016).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request on behalf of Matt Wonderly to revise the **MINIMUM QUALIFICATIONS** for the classification Polygraphist (Job Code 3016). The proposed Minimum Qualifications would allow the department to select other qualified individuals with the required relevant experience and continue to hire former Police Officers with the same relevant experience. The new Minimum Qualifications will read:

Completion of the twelfth grade and three (3) years of experience conducting background investigations, performing investigative interviewing, or administering polygraph examinations. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of a high school diploma.

Graduation from an American Polygraph Association accredited polygraph school.

The revised Minimum Qualifications are in line with other Polygraphist and Polygraph Examiner classifications in similar jurisdictions. There are no other revisions proposed. It was, therefore, recommended that the specification for the classification Polygraphist be approved as proposed.

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 – Pre-Exam*

	Name of Applicant	Position Applied For
1.	Ronta Hill- Morton	Police Officer

After reviewing the file of Ronta Hill -Morton the Commissioners decided her name would not be reinstated to the Police Officer testing process.

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*RE: Background Removals - Post-Exam.*

	Name of Applicant	Position Applied For	BAR #
1.	Ashley Baukman	911 Emergency Call Taker	16-BR-031
2.	Devon Thomas Smith	911 Emergency Call Taker	16-BR-032
3.	Steven Croushore	Police Officer	16-BR-027
4.	Timothy Grant	Police Officer	16-BR-033

After reviewing the file of Timothy Grant the Commissioners decided his name would not be reinstated to the Police Officer eligible list.

After reviewing the file of Ashley Baukman the Commissioners decided her name would not be reinstated to the 911 Emergency Call Taker eligible list.

After reviewing the file of Deveon Thomas Smith the Commissioners decided his name would be reinstated to the 911 Emergency Call Taker eligible list.

After reviewing the file of Steven Croushore the Commissioners decided his name would be reinstated to the Police Officer eligible list, pending passage of a new Polygraph test.

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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 1:14 p.m.

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Grady L. Pettigrew, Jr., President

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Date