

Regular Meeting

September 28, 2015  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, September 28, 2015, at 12:51 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 August 31, 2015 Regular Meeting.*

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

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*RE: Pre-Hearing Conference Reviews.*

*a. Cedric King vs. Columbus City Schools; Safety/Security Resource Coordinator; Discharge. Trial Board Hearing scheduled for October 14, 2015; Appeal Number 15-BA-0006.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Cedric King, a Safety/Security Resource Coordinator, who was discharged from Columbus City Schools. Columbus City Schools will have six to seven witnesses and the Appellant will have three witnesses. Because of the number of witnesses and the fact that the Appellant's counsel is outside counsel, the trial board hearing is being rescheduled to begin at 9:00 a.m. Also, because the Appellant's counsel is not available on the scheduled trial board hearing date of October 14, 2015, the date is also being rescheduled to a different date, not yet determined.

*b. Ranae Brock vs. Columbus City Schools; Food Service Worker; Discharge. Trial Board Hearing scheduled for November 9, 2015; Appeal Number 15-BA-0009.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Ranae Brock, a Food Service Worker, who was discharged from Columbus City Schools. Columbus City Schools will have four witnesses and the Appellant will have five witnesses, plus two more. Another union attorney was serving at Appellant's counsel this day, so the additional witnesses' names will be forthcoming. Both Columbus City Schools and the Appellant's counsel believe the hearing can be conducted in an afternoon.

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*RE: Request of the Civil Service Commission staff to revise and retitle the Background Removal Standards for Police Officers and Police Communications Technicians.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented this request to revise and retitle the Background Removal Standards for Police Officers and Police Communications Technicians to read "Background Removal Standards for Police Officers and 911 Emergency Communications Employees." The title change is recommended due to revisions to the police communications class series. The background standards are being applied to 911 Emergency Call Taker, the newest job classification in the series, and to Police

Communications Technician Supervisor. The supervisor job class is currently in the process of being retitled to 911 Emergency Communications Specialist and is open competitive. Although employees are usually promoted from within the Division, it is possible to hire someone with experience outside the City of Columbus. This change was discussed with the Division of Police Personnel Section and the Communications Bureau. The Police Communications Technician classification will also be revised and retitled, making the title change necessary.

There was a minor change regarding the Family History Section. Standard B.5 was separated from B.1 in 2014 and was intended to focus only on physical abuse. Due to an error in 2014, the standard referred to both physical abuse and sexual abuse, which is already covered by standard B.4. The language for B.5 should read "Verified or admitted physical abuse as an adult within the last ten (10) years of one's spouse, ex-spouse, child, stepchild, parent or other relative or person with whom one lived or has an intimate relationship."

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 place Anita Hobbs in the 90 band of the eligible lists for Employee Benefits Analyst I (0824), Human Resources Representative (0854), Management Analyst I (0779), and Relocation Specialist (2034).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request of the Civil Service Commission staff to place Anita Hobbs in the 90 band of the eligible lists for Employee Benefits Analyst I, Human Resources Representative, Management Analyst I, and Relocation Specialist.

Rule VIII (C)(8) provides that "In unique situations where a Commission staff member has previously been appointed from an eligible list associated with a group exam for which they have subsequently been involved in test development or grading, and now the staff member is seeking appointment to a different job class associated with the group exam, placement on the associated eligible list, in a comparable band, may be considered and approved by official Commission action."

Anita Hobbs was appointed on May 27, 2001, to a part-time Personnel Analyst I position with the Commission from the 90 band of the Personnel Analyst I eligible list. Personnel Analyst I is part of the Entry Level Professional group of classifications that also includes Community Relations Representative, Employee Benefits Analyst I, Human Resources Representative, Management Analyst I, and Relocation Specialist.

As part of her regular duties, Ms. Hobbs assisted with the development of the In-Basket phase of the Entry Level Professional test and has graded it each time it's been administered. As a result, she cannot be permitted to take the test. She requested that she be placed on the eligible lists in order to be considered for positions allocated to the other classifications in the group. She meets the minimum qualifications for each.

Since there is no current eligible list for Community Relations Representative, Commission staff requested that Ms. Hobbs be placed in the 90 band of the eligible lists for Employee Benefits Analyst I, Human Resources Representative, Management Analyst I, and Relocation Specialist.

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

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*Re: Trial Board Recommendations.*

No Trial Board Recommendations were submitted this month.

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- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Legal Secretary (U) with no revisions (Job Code 0517).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Law Clerk (U) with no revisions (Job Code 1988).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Legal Intern (U) with no revisions (Job Code 1989).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Legal Administrative Assistant (U) with no revisions (Job Code 1993).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Legal Administrative Coordinator (U) with no revisions (Job Code 1999).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Executive Assistant to the City Attorney (U) with no revisions (Job Code 0787).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Chief of Administration to the City Attorney (U) with no revisions (Job Code 2001).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Legal Secretary (U), Law Clerk (U), Legal Intern (U), Legal Administrative Assistant (U), Legal Administrative Coordinator (U), Executive Assistant to the City Attorney (U), and Chief of Administration to the City Attorney (U) with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. All of these classifications are located within the City Attorney's Office.

Some questionnaires were sent to incumbents, but weren't returned. However, after reviewing questionnaires completed by other employees in the other classifications, it was determined that the current specifications adequately describe the work as it currently exists for these classifications. Chief of Administration to the City Attorney (U) is currently vacant. However, the City Attorney's Office does not want this classification to be abolished, therefore, there were no changes to the specification 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 approve the specification review for the classification Public Relations Specialist I with no revisions (Job Code 3104).*
- RE: Request of the Civil Service Commission staff to approve the specification review for the classification Public Relations Specialist II with no revisions (Job Code 3105).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Public Relations Specialist I and Public Relations Specialist II with no

revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. They were last reviewed in May 2011.

The Public Relations Specialist I is currently vacant; however, after reviewing the specification and receiving feedback from department representatives, it was determined that the current specification adequately describes the work as it is intended should the classification be used in the future. After reviewing the specification of Public Relations Specialist II, reviewing questionnaires completed by some of the incumbents, with supervisory review, and receiving feedback from department representatives, it was determined that the current specification adequately describes 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 approve the specification review for the classification Alcohol and Drug Abuse Prevention Coordinator with no revisions (Job Code 1561).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Alcohol and Drug Abuse Counselor with no revisions (Job Code 1565).*

*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Contract Compliance Investigator with no revisions (Job Code 0771).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classification Alcohol and Drug Abuse Prevention Coordinator, Alcohol and Drug Abuse Counselor, and Contract Compliance Investigator 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, reviewing questionnaires completed by some of the incumbents, with supervisory review, and receiving feedback 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 Print Services Technician (Job Code 0627).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Print Services 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 August 2010. There is currently one employee serving in this classification located in the Department of Finance and Management.

Based on a questionnaire completed by the incumbent and feedback from a department representative, minor revisions were proposed. There were no changes to the definition section. Within the examples of work section, one statement was added to show that incumbents use computers and related software to prepare digital

documents for printing. Two additional statements were removed as both are obsolete due to technological advances.

Within the knowledge, skills, and abilities section, the ability to operate a personal computer and utilize related software was added. 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 Print Services Specialist (Job Code 0629).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Print Services 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 August 2010. There are currently three incumbents serving in this classification located in the Department of Finance and Management and the Department of Public Safety, Police Division.

There were no changes to the definition section. Within the examples of work section, redundancy was removed from one statement. 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 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 Field Services Dispatcher (Job Code 0813).*

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Field Services Dispatcher 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. There are currently 13 employees serving in this classification located in the Department of Public Utilities, Water Division and Sewerage and Drainage Division, and within the Public Service Department, Refuse Collection Division and Infrastructure Management Division.

Based upon information received from questionnaires from some of the incumbents, with supervisory review, and feedback from department representatives, some minor revisions were proposed. There were no revisions to the definition section. Two statements within the examples of work section were revised to read, "Reads atlases and maps; utilizes GIS mapping systems; May perform clerical duties such as making up reports of employees off work and crews working; may prepare work orders."

The reference to "clerical aptitude" within the knowledge, skills, and abilities section was removed as it is vague. Statements added to this section read, "general knowledge of customer service practices; some knowledge of alphabetic and numeric filing systems; ability to multi-task with accuracy and attention to detail; ability to perform basic mathematical computations;" and "ability to utilize GIS mapping systems." One statement was revised to read, "ability to communicate effectively and tactfully with the general public. 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 Police Communications Technician, retitle it to read 911 Emergency Dispatcher, and amend Rule XI accordingly (Job Code 3004).*

This item was deferred.

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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).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Legal Intake Counselor (U) (Job Code 1990).*

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Legal Intake Counselor (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. There are currently two full-time and 16 part-time employees serving in this classification located in the City Attorney's Office.

Based upon information received from questionnaires from the incumbents and feedback from department representatives, some revisions were proposed. There were no revisions to the definition section.

Within the examples of work section, two statements were revised to read, "Assists citizens who wish to file criminal misdemeanor complaints;" and "Compiles information regarding the nature and cause of the complaint and the background of the parties involved; utilizes intake database to enter information into computer system from intake complaint form." Statements that were added to this section read, "Conducts formal intake interviews and takes witness statement using digital audio recording devices; Conducts criminal and traffic background checks; acquires police reports, medic reports, hospital records and protection orders; Photographs reported injuries and records these injuries via injury map; Makes referrals to appropriate internal or external agencies based on need(s) of the complainant; makes mandatory referrals to Children Services if abuse to minors is suspected;" and "Prepares criminal complaints and probable cause affidavits; prepares prosecutor packets according to established protocol." There were no revisions to the guidelines for class use section.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Legal Advocate (U) (Job Code 1991).*

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Legal Advocate (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. There are currently 13 employees serving in this classification located in the City Attorney's Office, assigned to the Domestic Violence Unit.

Based upon information received from questionnaires from the incumbents, some revisions were proposed. The definition section was revised to include stalking within this section's statement.

Within the examples of work section, one statement was revised to add, "makes referrals to Children Services if abuse to minors is suspected." One statement was removed and two new statements were added and read, "Reviews cases for possible felony enhancements based on defendant's prior criminal record, victim's pregnancy, and/or other enhanceable fact patterns;" and "Contacts victims to notify them of upcoming court dates and provide information about the court system." There were no revisions to the guidelines for class use section.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Real Estate Specialist (U) (Job Code 1997).*

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Real Estate Specialist (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. There are currently three employees serving in this classification located in the City Attorney's Office, within the Real Estate Division.

Based upon information received from questionnaires from the incumbents, one revision was proposed. There were no revisions to the definition section.

One statement was added to the examples of work section and reads, "Meets with and presents offers to property owners in order to secure property interests and property rights to construct public improvement (roads, sewer, water, and parks) projects." There were no revisions to the guidelines for class use section.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Assistant Director (Regulatory Compliance) (U) (Job Code 0058).*

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Assistant Director (Regulatory Compliance) (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. There is currently one employee allocated to this classification, which is housed in the Director's Office of the Public Utilities Department.

Based upon feedback from the current employee and their suggestions, minor revisions were proposed. There were no revisions to the definition section.

Within the examples of work section, two statements were added which read, "Oversees, coordinates, and reviews audits of environmental compliance and the environmental management system including associated reports; assesses operational practices at facilities and makes recommendations; monitors implementation of resolutions to bring operational practices into compliance;" and "Conducts administrative hearings at the request of the Director in matters involving appeals of Director's orders." There were no revisions to the guidelines for class use section.

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

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Civil Service Commission Executive Director (U) (Secretary) (Job Code 0010).*

PRESENT: Tammy Rollins, Personnel Administrative Supervisor

Tammy Rollins presented this request to revise the specification for the classification Civil Service Commission Executive Director (U) (Secretary) 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.

As part of the class review, Commission staff recommended that the specification be revised to incorporate one additional duty statement within the examples of work section. That statement is associated with the various mayoral initiatives and reads, "Directs the administration of mayoral initiatives or programs, such as Restoration Academy, that pertain to employment, job readiness, or related topic." 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 Refuse Collection District Assistant Manager (Job Code 3931).*

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Collection District 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 November 2010. There are currently three incumbents serving in this classification within the Refuse Collection Division of the Public Service Department.

After a review of the questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the knowledge, skills, and abilities section two new statements were added and they read, "some knowledge of standard practices, methods, tools, materials and mechanical equipment used in solid waste management operations;" and "some knowledge of regulations and City codes related to refuse collection." There were no revisions to the examples of work section, the minimum qualifications section, the examination type, or the probationary period.

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

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*RE: Request of the Columbus City Schools' staff to revise the specification for the classification Integrator Specialist (Class Code 9451).*

PRESENT: Barbara McGrath, Senior Executive Human Resources Administrator

Barbara McGrath presented this request to revise the specification for the classification Integrator Specialist in response to the District's need to amend the minimum qualifications. It was created in July 2012. Since that time, the software certifications used for HVAC control systems have evolved. The Niagara certification in the specification is a more current version of the software previously referred to as Tridium AX. Due to the high cost of obtaining the needed certification, the District has been unable to recruit candidates from the outside. The single position filled since the creation of this classification was filled with an internal candidate for whom the District paid the cost of obtaining the certification.

Therefore, the minimum qualifications section was revised to read, "Possession of a bachelor's degree in electrical engineering or computer science, OR Possession of an associate's degree in engineering or computer programming and two years of experience with direct digital control of building environmental systems at a college or large school district. Required to obtain Niagara software certification within six months. Possession of a valid motor vehicle operator's license."

There were no revisions to the definition section, 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: 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.	Jeffrey Richardson	Police Officer	15-BR-022

After reviewing the file of Jeffrey Richardson, the Commissioners decided his name would be reinstated to the Police Officer eligible list.

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*RE: Review of the appeal of Melody Kulp, regarding her probationary termination from the position of Social Worker, City of Columbus.*

The Commissioners reviewed the appeal filed by Melody Kulp on September 1, 2015, regarding her probationary termination from the position of Social Worker with the City of Columbus.

Civil Service Commission Rule XI(D) permits termination during an employee's probationary period by submission of a written report to the Commission. Rule XI

Section D (4) states "There shall be no appeal of any kind from the action of the appointing authority removing an employee during or at the end of the probationary period." A decision to terminate an employee during the probationary period is made by the appointing authority and unfortunately there are no appeal rights under Rule XI.

Therefore, for the foregoing reasons, the Commission had no jurisdiction on Ms. Kulp's appeal, and dismissed the appeal without a hearing.

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The Commissioners adjourned their regular meeting at 1:12 p.m.

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Grady L. Pettigrew, Jr., President

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Date