

Regular Meeting

May 29, 2007
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Tuesday, May 29, 2007, at 1:30 p.m. with Grady Pettigrew and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the March 19, 2007, regular meeting.

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

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RE: Review and approval of the minutes from the April 30, 2007, regular meeting.

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

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RE: Review of the results of the pre-hearing conference reviews on the following appeals:

- a) Yolanda Arnold v. City of Columbus, Department of Public Safety, Division of Fire, Fire Battalion Chief, 48-Hour Suspension. Full Commission Hearing date August 27, 2007. Appeal No. 07-CA-0001.*
- b) Clinton Prysock v. Columbus Public Schools, Head Custodian, Discharge. Trial Board hearing scheduled for September 10, 2007. Appeal No. 07-BA-0003.*
- c) Amy Klopfer v. City of Columbus, Human Resources Department, Labor Relations Specialist, Discharge. Trial Board hearing scheduled for September 19, 2007. Appeal No. 07-0003.*
- d) Malkahn Miller v. Columbus Public Schools, Custodian, Discharge. Trial board hearing scheduled for October 24, 2007. Appeal No. 07-BA-0004.*
- e) Stephan Beasley v. Columbus Public Schools, Bus Driver, Discharge. Trial board hearing scheduled for November 7, 2007. Appeal No. 07-BA-0005.*
- f) Patrick McKinney v. Columbus Public Schools, Custodian II, Discharge. Trial board hearing scheduled for November 12, 2007. Appeal Number 07-CA-0006.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Theresa Carter appeared and reported on the results of these pre-hearing conferences which were held on April 30, 2007, and May 21, 2007.

Yolanda Arnold – Ms. Arnold, Battalion Chief, City of Columbus, Department of Public Safety, Division of Fire, received a 48-hour suspension on charges of dishonesty. Four witnesses will be called; one witness will be a joint witness. Ms. Arnold is being represented by Dennis Thompson. The hearing may need 1 – 2 days for completion. The hearing is scheduled for August 27, 2007 at 1:30 p.m. Ms. Carter requested that the start time of the hearing change to 10:00 a.m.

Clinton Prysock – Mr. Prysock, Head Custodian, Columbus Public Schools was discharged on charges of being AWOL. Columbus Public Schools will call three witnesses. The hearing is expected to be completed in an afternoon. The hearing is scheduled for September 10, 2007.

Amy Klopfer – Ms. Klopfer, Labor Relations Specialist, City of Columbus, Human Resources Department, was discharged from her position on charges of inability to perform duties. The City will call three witnesses, including Tom Horan who was the hearing officer. There is no need to expand hearing time. The hearing is scheduled for September 19, 2007.

Malkahn Miller – Mr. Miller, Custodian, Columbus Public Schools, was discharged from his position for aggressive behavior. The trial board may take a full day. Mr. Miller is not being represented by OAPSE, he is being represented by a private attorney, Kendall Jackson. The hearing is scheduled October 24, 2007.

Stephan Beasley – Mr. Beasley, Bus Driver, Columbus Public Schools, was discharged from his position on charges of physically removing a child from his bus. There will be four witnesses and possibly one or more students will be witnesses that observed what happened on

the bus. OAPSE will call the appellant as a witness. The hearing is scheduled for November 7, 2007.

Patrick McKinney – Mr. McKinney, Custodian II, Columbus Public Schools, was discharged from his position on charges of a verbal altercation. Columbus Public Schools will call three witnesses. There is no need to expand time. The hearing is scheduled for November 12, 2007.

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RE: Request of the Civil Service Commission staff to amend Rule VIII to be consistent with new Rule X(I) regarding the procedures for the reemployment of former City employees.

PRESENT: Barbara McGrath, Executive Director

Executive Director McGrath presented this request from the Civil Service Commission staff to amend Rule VIII to be consistent with new Rule X(I) regarding the procedures for the reemployment of former City employees.

During the past year, the Commission staff and the Human Resources Department has taken an extensive look at employee recruitment and retention. One of the steps that clearly needed to be taken in response to this review was to look at the Commission rules and to simplify and facilitate the ability of former employees to return to work.

Under our current procedures, there is potentially a two year window during which a former employee could be returned to the previous job classification. However, that opportunity can be reduced based upon the timing of the employee's request to be reinstated. Currently, there is a year to make the request to be reinstated to the eligibility list. Once reinstated, the individual's name stays on the list for one year. This creates an artificial barrier and forces these individuals to try to determine if they should wait to request reinstatement until they learn of a vacancy or to go ahead but then possibly have their eligibility expire before there is a vacancy. This rule amendment would make it clear, in conjunction with Rule X, that the employee can return to work so long as it is within three years of the employee's termination date.

Based on the foregoing, the staff requested Rule VIII be amended as reflected below to be consistent with new Rule X(I) regarding the procedures for the reemployment of former City employees.

RULE VIII

ELIGIBLE LISTS

A. Creation by Competitive Examination

1. Open Examinations. After the completion of each open competitive examination, a preferred eligible list shall be prepared including the names of:

- a. all provisional employees serving in the tested class who attained a final passing grade; and
- b. those employees eligible for reallocation pursuant to Rule X(G)(1) who attained a final passing grade.

An open eligible list shall be prepared for all other applicants who attained a final passing grade. The names of eligibles on preferred or open eligible lists shall be arranged in the order of the final ranking based on test grades earned. No preferred eligible list shall be created for any of the uniformed ranks.

2. Promotional Examinations.

- a. Except as otherwise provided by the Commission, seniority points shall be added to the passing scores as provided in Rule VII.
- b. On promotional exams in the nonuniformed ranks, an applicant may earn up to ten seniority points for continuous service which accrued as of the last date of the test filing period in any eligible class. One-half point shall

be awarded for each six months of such full-time service. One half-point shall be awarded for each twelve months of such part-time service.

- c. In the uniformed ranks, seniority points shall be given for all half years of accredited service which have been accrued as of the test date. Accredited service shall mean all time elapsed from the date of appointment to a position in the lowest ranking uniformed classification in the appropriate division as reflected in the division's Official Seniority Roster in effect at the close of the filing period.
- d. On promotional examinations for Police Sergeant and Fire Lieutenant, an applicant may earn up to ten seniority points. Points shall be computed as follows:
 - (1) One point shall be awarded for each of the first four years of accredited service in the division.
 - (2) Six-tenths of a point shall be awarded for each of the next ten years of accredited service in the division.
- e. On promotional examinations for ranks above Police Sergeant and Fire Lieutenant, (d) above shall apply, and in addition, an applicant shall be awarded one point for each of the first five years of accredited service in the class or classes which makes the applicant eligible for the examination.

B. Creation by Noncompetitive Examination

After the completion of each noncompetitive examination for which there is no qualifying test, a certification list shall be prepared including the names of all applicants, placed in alphabetical order, who met the minimum requirements for the examination. After the completion of each noncompetitive examination which has a qualifying test, an eligible list shall be prepared including the names of all applicants, placed in alphabetical order, who met the minimum requirements for the examination and passed all tests.

C. Addition by Reinstatement

1. Following separation or reduction in rank without fault (e.g. resignation, retirement, voluntary demotion or termination as a result of a condition of employment). Upon written request, the name of an individual having previously received an original, promotional or noncompetitive appointment to a position, may be placed at the top of an eligible list for the classification from which the employee was separated or reduced in rank if all of the following apply:

- a. for individuals who have left City employment, the request is made within three years from the date of separation; or, for current City employees, the request is made for a classification served in as part of his/her City service; and
- b. the individual was separated from the service or reduced in rank without fault and in good standing. If a question arises as to whether the individual separated from the service in good standing or was reduced in rank without fault, the Executive Secretary shall investigate the cause and circumstances surrounding the separation or reduction and determine eligibility for reinstatement. An individual who resigned in lieu of disciplinary action shall be deemed not to have resigned in good standing. At the request of the Public Safety Director, the limitation identified in subsection (C)(1)(a) above may be waived for a former police officer who resigned in good standing if the officer was continuously employed full time as a sworn officer in a governmental law enforcement agency during the interim.

2. Following a layoff. The name of an employee who is reduced in rank or separated from employment as a result of a layoff shall automatically be reinstated in accordance with Rule XII(C)(4) to the eligible list for the classification from which the layoff occurred:

- a. if the employee has permanent status in the class; or

- b. if the employee had received an original appointment to the class and was serving a probationary period at the time of the layoff.

3. Following a probationary termination. Upon written request, the name of an employee removed by an appointing authority during or at the end of a probationary period may be restored to the eligible list from which the name was certified, provided that:

- a. the Commission determines that the employee would be suitable for appointment to another position in the class; and
- b. the request for reinstatement is submitted to the Civil Service Commission within one year from the effective date of the probationary termination.

4. Following a disability retirement in the uniformed ranks. When a former member of the Police Division or Fire Division meets the requirements as set forth in Columbus City Codes Sections 1905.08, 1905.09, 1927.07 and 1927.08, as applicable, upon written request, the name of the individual shall be reinstated to the appropriate eligible list.

5. A name reinstated to an eligible list, unless removed in accordance with these Rules, shall remain on the list for a period of two years, provided that the name of a former employee so reinstated may remain on the list up to three years; but in no event shall the name continue to remain on the list past the three year anniversary date of the employee's separation from City.

6. Names shall be reinstated to the top of an eligible list pursuant to Sections 1, 2 and 4 of this Rule only with the approval of the Executive Secretary. If more than one such name appears on an eligible list, the reinstated names shall be ordered based on seniority in the class, with the name having the greatest amount of seniority being placed highest on the list. Except as otherwise provided in Rule XII as pertains to layoffs, in filling vacancies the appointing authority may consider the names so reinstated for appointment; however, such a name reinstated to the competitive eligible list shall not be counted in calculating the number of names to be certified according to Rule IX.

7. Individuals who are not reinstated pursuant to their request shall be notified in writing. [See Rule XIII(G) Applicant Appeals]

D. Processing of Eligible Lists

1. In the event a test is given on both a promotional and open basis, the promotional eligible list shall be established first and shall be used until exhausted. In the event a preferred eligible list is created pursuant to Rule VIII(A)(1), it shall be established and certifications made therefrom prior to the open list.

2. In the event that an eligible list already exists at the time new test results are released, the Executive Secretary will determine whether a new list will be created to replace the old list in its entirety or whether the new results will be merged into the existing list according to test score.

3. All eligible lists shall automatically terminate when exhausted or when replaced by a new list.

4. Except as otherwise provided by Commission action, no name shall remain on any eligible list for more than two years, unless pursuant to the retesting provisions of Rule VII(B)(7)(a) or pursuant to subsection C(5).

E. Applicant Withdrawal from an Eligible List

1. An applicant whose name appears on an eligible list may request, in writing, one (1) temporary withdrawal from the selection process.

2. No temporary withdrawal shall remain in effect beyond the expiration or replacement of the eligible list from which the temporary withdrawal was requested or, in cases where a conditional offer of employment had been made prior to the requested temporary withdrawal, beyond the expiration of the conditional offer of employment.

3. An applicant may request, in writing, that his/her name be reinstated to the selection process at any time prior to the expiration or replacement of the eligible list or the expiration of a conditional offer of employment.

4. Applicants reinstated to an eligible list pursuant to this rule shall re-enter the selection process in accordance with Commission policy.

5. Applicants no longer interested in participating in the selection process may request, in writing, that their name be permanently withdrawn from further consideration. Names permanently withdrawn from an eligible list shall not be restored to that list.

A motion to approve the Rule revision was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to amend Rule X to add a new section (I) regarding the reemployment of former City employees.

PRESENT: Barbara McGrath, Executive Director

Executive Director McGrath presented this request from the Civil Service Commission staff to amend Rule X to add a new section (I) regarding the reemployment of former City employees.

During the past year, the Commission staff and the Human Resources Department has taken an extensive look at employee recruitment and retention. One of the steps that clearly needed to be taken in response to this review was to look at the Commission rules and to simplify and facilitate the ability of former employees to return to work.

Under our current procedures, there is potentially a two year window during which former employees could be returned to their previous job classification. However, that opportunity can be reduced based upon the timing of the employee's request to be reinstated. Currently, there is a year to make the request to be reinstated to the eligibility list. Once reinstated, the individual's name stays on the list for one year. This creates an artificial barrier and forces these individuals to try to determine if they should wait to request reinstatement until they learn of a vacancy or to go ahead but then possibly have their eligibility expire before there is a vacancy. The staff is recommending that the window to return should be expanded to three years and the procedure should be such that former employees need not worry about the timing of their request to return. The proposed rule amendment would make it clear that an employee can return to work so long as it is within three years for the employee's termination date.

Based on the foregoing, the staff requested Rule X be amended as reflected below regarding the procedures for the reemployment of former City employees.

RULE X

APPOINTMENTS

I. Reemployment of Former Employees

Any employee who separated City employment in good standing and without fault (i.e. resignation, retirement, layoff, or termination as a result of a condition of employment) may be reemployed in the same classification from which the employee separated, or any lower classification in the same series, or any other classification in which the employee was previously employed, so long as the reemployment occurs no later than three years from the date of separation from the City.

A motion to approve the Rule revision was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to amend Rule XI to clarify the applicable probationary period in certain situations and to modify the procedures for probationary extensions.

PRESENT: Barbara McGrath, Executive Director

Executive Director McGrath presented this request from the Civil Service Commission staff to amend Rule XI to clarify the applicable probationary period in certain situations and to modify the procedures for probationary extensions.

Currently, some of the rules for the applicable probationary period in special situations are located in Rule XII which pertains to demotions. The requested amendment will consolidate all the situations for probationary period rules into Rule XI.

Additionally, staff request that this Rule be modified to change the procedure for probationary extensions. The current Rule provides a procedure for the appointing authority to extend the probationary period when a situation arises such that an employee is absent from the job for an extended period of time. Currently, the Rule provides the appointing authority should indicate the new date that the probationary period would expire. In practice however, at the time the extension must be filed, the date the employee will return to work is often still unknown. Under the new procedure, when that is the case the period is extended by the initial filing of the extension indefinitely. Once the employee returns to work, the appointing authority can then re-file the extension document with the actual return to work date.

Based on the foregoing, the staff requested Rule XI be amended as reflected below to clarify the applicable probationary period in certain situations and to modify the procedures for probationary extensions.

RULE XI

PROBATIONARY PERIOD

A. Establishment

Pursuant to the provisions of Section 149(o) of the Charter, the Commission shall establish probationary periods for all positions in the classified service at the time the class is created.

1. The Commission may alter the probationary periods at any time. However, no increase or decrease of a probationary period shall have retroactive effect on employees holding positions in the class affected by the change in the probationary period.

2. Classes with 180 calendar day probationary periods are listed in Appendix A, which is fully incorporated herein.

3. Classes with 270 calendar day probationary periods are listed in Appendix B, which is fully incorporated herein.

4. Classes with 365 calendar day probationary periods are listed in Appendix C, which is fully incorporated herein.

5. In the event the title of any class enumerated in this Section is hereafter changed, the probationary period stated above shall apply to the successor class unless otherwise provided by the Commission.

B. Special Situations

1. Part-time employees. Credit for the probationary period shall be given to part-time employees on an hourly basis with forty hours being considered seven calendar days.

2. Provisional Employees. Provisional employees shall serve the same probationary period as employees receiving original appointments.

3. Reemployment of former City employees. In all cases where an individual separated from City employment and is returning from a break in continuous City service, a new probationary period must be completed; provided, however, there shall be no new probationary period for permanent employees recalled to work following a layoff.

4. Current employees returning to a class.

- a. In all cases where a current employee is returning to a class in which the employee was non-probationary at the time of termination from the position, there shall be an additional probationary period served of 90-days; provided however, that there shall be no additional probationary period served if the return to the former class was the result of a layoff.

- b. In all cases where a current employee is returning to a class in which the employee was probationary at the time of termination from the position, there shall be a new probationary period served.

5. Voluntary demotions. In the event a permanent employee is taking a voluntary demotion from a class to a lower classification in the same job series, there shall be no additional probationary period served by the employee.

C. Probationary Period Extension

1. In the event that a probationary employee does not perform the regular duties of the position for an extended period (30 calendar days or longer) as a result of sick leave, injury leave, light duty, disability leave or any other reason, the probationary period may be extended for a period equal to the length of the extended absence from the job.

2. To extend the probationary period, an extension form must be filed with the Commission no later than ten calendar days prior to the original probationary period termination date. The form must be signed by the appointing authority and must identify: the period(s) of absence; the reason(s) therefore; the new probationary termination date, if known, and, the method by which a copy of the form was served on the employee. In the event the employee has not resumed normal duties at the time the extension is filed, the extension may be re-filed with a new probationary termination date within 10 days of the employee's actual return to normal duties.

D. Probationary Termination

1. The service of any employee may be terminated by the appointing authority at any time during the probationary period by submitting a written report to the Civil Service Commission and the employee specifying the reason the employee is found unsatisfactory and such removal shall be final.

2. Unless the employee has been removed earlier, the appointing authority shall not less than ten calendar days prior to the end of the probationary period submit a report to the Commission of his decision to make the appointment permanent or remove such employee with the reason therefore.

3. Failure to make such a report at least ten days prior to the expiration of the probationary period shall automatically make the appointment permanent.

4. 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 motion to approve the Rule revision was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to amend Rule XII(D) to clarify the circumstances under which employees may take voluntary demotions.

PRESENT: Barbara McGrath, Executive Director

Executive Director McGrath presented this request from the Civil Service Commission staff to amend Rule XII(D) to clarify the circumstances under which employees may take voluntary demotions.

Specifically, the amendment makes it clear that employees need not be permanent in their current class to take a demotion. The current language references a specific situation where permanent status in the current class was used as the basis for permanent status in the lower class. However, the employee could be in an appointable range on an eligibility list or could have previous permanent status in the lower class. The restructuring of the rule eliminates this confusion. Additionally, all the probationary rules have been consolidated in Rule XI which covers probationary periods. As such, that language is being eliminated from Rule XII.

Based on the foregoing, the staff requested Rule XII(D) be amended as reflected below to clarify the circumstances under which employees may take voluntary demotions.

RULE XII

TRANSFERS, RESIGNATIONS, LAYOFFS AND VOLUNTARY DEMOTIONS

D. Voluntary Demotions

1. Any employee who:
 - a. desires a voluntary demotion; or
 - b. desires to be demoted prior to action taken pursuant to Rule XIII(C); or
 - c. desires to be demoted prior to action taken pursuant to Rule XIII(D); or
 - d. desires to be demoted prior to action taken pursuant to Rule XII(C); or
 - e. desires to be demoted prior to being certified against as provided in Rule IX(B); or
 - f. desires to be demoted as a result of an audit as provided in Rule IV(E)(6),

may, with the approval of the Civil Service Commission and the consent of the appointing authority for whom the employee will be working, be demoted to a position in a different class in the classified service.

2. If such demotion is approved, upon completion of the applicable probationary period as provided in Rule XI, the employee will receive permanent status, without further examination, in the class to which the employee is demoted if one of the following provisions applies:

- a. the employee holds permanent status in the employee's current classification and meets the minimum requirements, including the physical qualifications, for the position to which the employee is being demoted; or,
- b. the employee has previously held permanent status in the class to which the employee is being demoted; or
- c. the employee holds permanent status in the employee's current classification and the retention of that status in the class to which the employee is being demoted is approved by action of the Commission.

A motion to approve the Rule revision was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to amend Rule XV(B) and (C) to modify and clarify the procedures regarding leaves of absences.

PRESENT: Barbara McGrath, Executive Director

Executive Director McGrath presented this request from the Civil Service Commission staff to amend Rule XV(B) and (C) to modify and clarify the procedures regarding leaves of absences.

Rule XV has a special provision which pertains to current, classified employees who are permanent being provided a leave of absence when they accept another classified position in which they will be provisional. An employee in such a situation is at risk for termination in the event a list is created and especially if the employee is not reachable on the list. In addition, it is also the usual case that the employee is probationary in the new class. The leave of absence protects this employee through the probationary period and the creation of the eligibility list. This Rule is silent on the situation when a current, classified employee who is permanent has accepted a new position after being certified by the Commission. In this instance, the employee is, like in the earlier situation, at risk for termination during the probationary period. It has been the Commission's long-standing practice in such situations to allow the leave of absence. This amendment clarifies that a permanent employee in that situation has a right to such a leave for the duration of the probationary period.

Rule XV also has a special provision for employees who are permanent and as such enjoy civil service tenure but who then accept an unclassified position. The purpose of this

provision is to prevent the appointing authority from promoting a classified employee into an unclassified position, only to terminate them for no cause. Currently, this leave lasts indefinitely and while there is language that appears it can be revoked at some point by the appointing authority, that language is unclear. Staff therefore recommends the following modifications. First, staff recommends that the Rule be modified so that the effected employee can waive the leave of absence. In fact, some employees have requested such waivers. Second, the staff recommends the language be modified to make it clear that the appointing authority can revoke the leave (which affords the employees the decision to return to the former position or be at risk for termination) but that such revocation can not take place for a year. Finally, the situation has arisen where the employee is tenured with one appointing authority and then takes an unclassified position with another appointing authority. In this situation, the staff is recommending that the employee still be entitled to a leave of absence but that it should terminate automatically after one year.

Based on the foregoing, the staff requested Rule XV(B) and (C) be amended as reflected below to modify and clarify the procedures regarding leaves of absences.

RULE XV

LEAVES OF ABSENCE

A. Leaves of Absence With Pay

Leaves of absence with pay are provided for in the applicable ordinances and resolutions of City Council and shall be accomplished in accordance with the same.

B. Leaves of Absence Without Pay

1. General Leaves. An appointing authority may grant a general leave of absence without pay to a permanent employee for a period not to exceed one year.

- a. Upon the expiration of the leave of absence, the employee shall be restored to the position which the employee occupied at the time the leave was granted, or to a similar position in the same class. If necessary to the official conduct of business of the department, as determined by the appointing authority, an employee on leave may be notified in writing to return to work prior to the expiration of the leave. If the appointing authority is unable to locate or contact the employee, the subsequent absence shall be deemed to be an absence without leave.
- b. Failure of an employee to report for duty promptly on the first workday following the expiration of the leave or failure of an employee to report to work fourteen days after notification to do so, shall be just cause for the appointing authority to terminate the employee.

2. Leave to accept other classified employment. An employee who is non-probationary in a class and desires a leave from such class to accept a probationary appointment to another class may do so with the approval of the appointing authorities involved. Such leave shall remain in effect until the employee returns to the original class, obtains non-probationary status in the new class or the leave is rescinded by the appointing authority by written notification. Such notification shall be given to the employee at least fourteen days prior to the effective date of the rescission.

3. Leaves to accept unclassified City employment. Whenever a permanent employee accepts an appointment to an unclassified position, the employee shall be considered on a leave of absence from the classified position, provided however, an employee may chose to waive the leave of absence by providing the Commission notice of the same in writing. In those cases where the unclassified appointment is with a different appointing authority, the leave shall be in effect for one year. For all other cases, such a leave shall be in effect for one year, until rescinded by the appointing authority as provided in subsection 2 above, or until the employee terminates from the unclassified position, whichever is longer.

C. Procedure for Granting Leaves

1. A request for leave without pay shall be submitted in writing on forms prescribed by the Commission, signed by the employee and the appointing authority.

2. An appointing authority, in making an appointment to fill a position vacated by a regular classified employee who has been granted a leave of absence, shall notify the new

employee in writing that the position reverts to the previous incumbent upon the previous incumbent's return from leave. A copy of such notification shall be forwarded to the Commission and made a part of such employee's file.

3. Failure to Report After a Leave. Failure to report after a leave has expired or has been disapproved, revoked or rescinded by the appointing authority or the Commission, shall be considered absence without leave and shall be cause for discharge.

4. No provisional employee's leave may remain in effect upon the establishment of an applicable eligible list.

A motion to approve the Rule revision was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to amend Rule XVIII(A) to modify the requirement that certain employee related records be forwarded to the Commission.

PRESENT: Barbara McGrath, Executive Director

Executive Director McGrath presented this request from the Civil Service Commission staff to amend Rule XVIII(A) to modify the requirement that certain employee related records be forwarded to the Commission.

With respect to Rule XVIII (A) subsection 7, Commission staff requests the Commission to delete this subsection. Previously, as required by subsection 7, all charges brought against classified employees were filed with the Commission prior to action being taken on the charges. Following the hearing, the results would be filed with the Commission pursuant to subsection 8. In the past several years, the manner in which disciplinary actions have been handled by the City have changed. The majority of the City's disciplinary actions are heard by the Human Resources Department. Unlike in the past, these actions are subject to arbitration rather than Commission appeal. As a result of these and other changes, there is no longer any need for the Commission to be notified simply because charges and specifications are filed. Instead, Commission staff requested that subsection 8 be modified to reflect that when discipline (higher than a written reprimand) is imposed by an appointing authority, any charges and specifications will be forwarded to the Commission at that time.

With respect to Rule XVIII subsections 12 and 13, the Commission staff requested that these subsections be deleted in their entirety. This information is all handled electronically now and there is no need for paper reports of absences without leave, name changes or address changes to be sent.

Finally, with the deletion of subsections 7, 12, and 13, staff requested the effected subsections be renumbered accordingly.

Based upon the foregoing, the staff requested Rule XVIII(A) be amended as reflected below, deleting subsections 7, 12 and 13, modifying subsection 8 and renumbering subsections 8, 9, 10, 11 and 14.

RULE XVIII

REPORTS BY APPOINTING AUTHORITIES

A. Reports of Appointing Authorities to Commission

In order that the Commission may keep proper records of changes in the service, each appointing authority shall make prompt and complete reports to the Commission of the following matters as well as other matters set forth elsewhere in these Rules, upon the forms prescribed by the Commission:

1. Appointments; whether temporary, provisional, noncompetitive, original or promotional;
2. Conditions of employment; whether limited, part-time or seasonal;
3. Refusal or neglect to accept appointment by a person certified or failure to appear for an interview;

4. Transfer from one division to another, one department to another, or from one payroll to another;
5. Change in compensation;
6. Separation from service;
7. Disciplinary action taken by the appointing authority (with the exception of oral or written reprimands), including related charges and specifications;
8. Leave of absence and return from leave of absence;
9. Creation, merger or abolition of any position;
10. Any material change in the duties or responsibilities of a classified employee;
11. Information and/or reports required by a Federal or State agency.

A motion to approve the Rule revision was made, seconded, and passed unanimously.

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RE: Request of appellant, Portia Martin to withdraw the appeal she filed January 26, 2006, regarding her discharge from the position of Secretary II with the Columbus Public Schools. Appeal No. 06-BA-0004.

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

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RE: Request of appellant, Lorene Rummel to withdraw the appeal she filed November 24, 2006, regarding her discharge from the position of Food Service Helper with the Columbus Public Schools. Appeal No. 06-BA-0027.

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

* * *

RE: Review of the Findings and Recommendations of the Trial Board hearing held on March 12, 2007, Catherine Shomber v. Columbus Public Schools. Appeal No. 06-BA-0021.

The Commissioners adopted the recommendation of the trial board to disaffirm the decision of the appointing authority, overturning her suspension of thirty days from her position as bus driver.

A motion to approve the recommendation of the trial board was made, seconded, and passed unanimously.

RE: Review of the Findings and Recommendations of the Trial Board hearing held on March 21, 2007, Susan Coats v. City of Columbus, Department of Health, Appeal No. 06-CA-0034.

The Commissioners adopted the recommendation of the trial board to affirm the decision of the appointing authority, discharging her from the position of Payroll Clerk II with the City of Columbus, Department of Health.

A motion to approve the recommendation of the trial board was made, seconded, and passed unanimously.

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RE: Columbus Public Schools Classification Actions.

No Columbus Public Schools classification actions were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Street Maintenance Manager with no revisions (Class Code 3990).

Request of the Civil Service Commission staff to approve the specification review for the classification Water Protection Specialist I with no revisions (Class Code 1871).

Request of the Civil Service Commission staff to approve the specification review for the classification Water Protection Specialist II with no revisions (Class Code 1872).

Request of the Civil Service Commission staff to approve the specification review for the classification Water Protection Coordinator with no revisions (Class Code 1873).

Request of the Civil Service Commission staff to approve the specification review for the classification Mobile Tool Technician with no revisions (Class Code 2039).

Request of the Civil Service Commission staff to approve the specification review for the classification Administrative Secretary (Health) with no revisions (Class Code 0490).

Request of the Civil Service Commission staff to approve the specification review for the classification Keep Columbus Beautiful Manager with no revisions (Class Code 0751).

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

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

Request of the Civil Service Commission staff to approve the specification review for the classification Senior Project Manager with no revisions (Class Code 0071).

Request of the Civil Service Commission staff to approve the specification review for the classification Administrative Secretary (U) with no revisions (Class Code 0820).

Request of the Civil Service Commission staff to approve the specification review for the classification Executive Secretary I (U) with no revisions (Class Code 0822).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these requests as part of the Commission's efforts to review all classifications every five years. All of these classes fell into this five year time frame.

After discussions with representatives from the various departments it was agreed that the current specifications do not require any revisions. It was therefore requested that the classification reviews be approved with no revisions.

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

* * *

RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Development Land Use Specialist and amend Rule XI accordingly (Class Code 2084).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish the specification for the classification Development Land Use Specialist. There are currently no employees serving in this classification. A moratorium was imposed on this classification with the intention to abolish the classification specification when vacated. The one position allocated to this classification has now been vacated.

It was therefore requested that the specification for the classification Development Land Use Specialist be abolished and Rule XI amended accordingly.

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

* * *

RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Administrative Secretary II (U) (Class Code 0821).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to abolish Administrative Secretary II (U). A moratorium was imposed on this classification with the intention that once vacated, it would be abolished. With the classification now vacant, Commission staff requested that the specification for the classification Administrative Secretary II (U) be abolished.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Street Maintenance Investigator (Class Code 1002).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Street Maintenance Investigator was last reviewed in June of 2002 and there are currently five employees serving in this classification in the Division of Transportation.

The only recommended change to the specification was to the examples of work section to accurately describe the duties associated with snow removal. A new example of work was added to illustrate that this classification assists in training drivers on snow removal procedures and may also operate a pickup truck with a snow plow blade and salt spreader during snow removal. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Street Cleaning and Maintenance Supervisor (Class Code 3989).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Although this classification was reviewed in March of 2003, it is part of a classification series that has not been reviewed in five years so it was decided to review this specification at this time to bring it into the same time frame as the other classes in the series. There are currently eleven employees serving in the classification in the Division of Transportation. Civil Service staff reviewed the current specification and Department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was decided that two minor changes be recommended at this time.

One revision to the examples of work section was recommended to accurately describe duties associated with the proper utilization of safety precautions by illustrating that this classification promotes safety with the use of barricades and traffic control devices. One typographical error in the knowledge, skills, and abilities section was made. No other revisions were recommended at this time.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Street Maintenance Assistant Manager (Class Code 3991).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request. Although this classification was reviewed in March of 2003, it is part of a classification series that has not been reviewed in five years so it was decided to review Street Maintenance Assistant Manager at this time to bring it into the same time frame as the other classes in the series.

There are currently six employees serving in this classification in the Division of Transportation, Department of Public Service. Commission staff reviewed the specification and Department representatives were solicited to provide feedback relative to potential changes. Based upon this feedback, it was decided that only one change needed to be made to the specification at this time.

It was recommended that one revision to the examples of work be made in order to more accurately describe duties associated with proper utilization of safety precautions by illustrating that this classification promotes safety with the use of barricades and traffic control devices. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Power Line/Cable Worker Trainee (Class Code 3565).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Power Line/Cable Worker Trainee as part of the Civil Service Commission's efforts to review all classifications every five years. Power Line/Cable Worker Trainee was last reviewed in April of 2002 and there are five employees serving in the classification in the Division of Power and Water. As part of this review, Civil Service staff reviewed questionnaires completed by incumbents and Department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was decided that the only revision required at this time was to the minimum qualifications.

The minimum qualifications currently require completion of the twelfth school grade and six months of experience in any phase of electrical work or successful completion of six months of formal classroom training in the general principles of electricity, with a certificate of high school equivalence (GED) being accepted in lieu of the twelfth school grade requirement. One additional requirement is by the completion of 180 days of the probationary period an incumbent in this classification must possess a valid Class A commercial motor vehicle operator's license (CDL) allowing operation of vehicles with air brakes. Taking into account that the 365-day probationary period assigned to this classification is the time required to properly train incumbents it was recommended that the time allotted for an employee to obtain a valid Class A CDL allowing operation of vehicles with air brakes, should be extended to the end of the 365-day probationary period.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Electricity Distribution Manager (Class Code 3582).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Electricity Distribution Manager was last reviewed in June of 2002 and there is currently one employee serving in the classification in the Division of Power and Water. Based upon a review of the classification, it was decided that only one change needed to be made at this time.

By definition, Electricity Distribution Manager is responsible for planning, directing, and coordinating all construction and maintenance work in the Division of Electricity. This accurately describes the main function of this classification; however, the merger between the Division of Electricity and Division of Water resulted in the creation of the Division of Power and Water. As a result, the Electricity Distribution Manager no longer performs this function for the entire division. Therefore, in order to accurately describe this classification, it was recommended that the definition be revised to read, "...responsible for planning, directing, and coordinating all construction and maintenance work in the Electricity Distribution Section."

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Fire Protection Plans Reviewer (Class Code 1120).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Fire Protection Plans Reviewer. There is currently one full-time employee serving in this classification in the Fire Division. After meeting with the incumbent and verification of the information he provided, some revisions to the class specification were proposed.

Minor changes were recommended to the examples of work section by identifying two of the current statements as "may" since they are only rarely performed or performed in the absence of the Lieutenant also assigned to this area. No revisions to the definition, minimum qualifications, knowledge, skills, and abilities, probationary period or examination type were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Fingerprint Technician Specialist, retitle it to read Fingerprint Technician Specialist (AFIS), and amend Rule XI accordingly (Class Code 3015).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the title of the specification for the classification Fingerprint Technician Specialist. Fingerprint Technician Specialist was created in December of 2006 to be used as a technical specialist in fingerprint identification or as a latent print trainee; it is currently waiting for pay and bargaining unit assignment. The Department of Public Safety has now requested that the classification be revised and a Latent Print Examiner Trainee classification be created. While it was originally thought that having one broad classification (encompassing both fingerprint specialist duties and latent print trainee duties) versus two narrower classifications would be sufficient in meeting the needs of the Department, concerns have arisen since the current employee resigned her position as AFIS (Automated Fingerprint Identification System) Specialist. The concern arises relative to filling the position given the fact that the minimum qualifications are now much different than when the classification was created; it is now apparent that an emphasis on computers is as important as knowledge of fingerprint identification.

The definition was revised to clearly indicate the Fingerprint Technician Specialist (AFIS) classification would be responsible for serving as an AFIS specialist within the Division of Police and be responsible for all aspects of the AFIS computer system such as software upgrades and maintenance, vendor relations, and technology liaison. The examples of work section was revised to remove those examples of work that an AFIS Specialist would not be expected to perform. The minimum qualification section was revised to require the possession of a bachelor's degree in information technology or other closely related field and one year of experience in fingerprint identification utilizing an AFIS computer system. Additional years of experience in fingerprint identification utilizing AFIS computer system may be substituted for the educational requirement on a year for year basis. A substitution was proposed that would allow specific experience with AFIS to substitute for the education requirement. The knowledge, skills and abilities section was revised to include those expected of employees in the job of an AFIS specialist. No revisions to the examination type or probationary period were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Pretreatment Program Manager (Class Code 1932).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Pretreatment Program Manager was last reviewed in November of 2003 and there is currently one employee serving in this classification in the Sewerage and Drainage Division.

Based on feedback from the incumbent and Department representatives the only revisions recommended were to the examples of work section to more accurately describe the duties currently associated with managing the pretreatment program.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Latent Print Examiner (Class Code 3010).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Commission's objective to review all classifications every five years to ensure accuracy. Latent Print Examiner was last revised in October of 2002 and there are currently four full-time employees serving in the classification in the Division of Police. Questionnaires were mailed to the current incumbents for them to provide specific information about the duties and responsibilities of their positions. This information was subsequently verified by their supervisor. Based on this information, some changes to the specification were recommended.

The examples of work section was revised to more accurately depict the job as it currently exists. Additional skills and ability statements were proposed that are important to possess for job success. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Alcohol and Drug Abuse Prevention Coordinator and designate the examination type as noncompetitive (Class Code 1561).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Columbus Public Health Department in light of new standards being required by the Ohio Department of Alcohol and Drug Abuse Services (ODADAS). Alcohol and Drug Abuse Prevention Coordinator was last reviewed in June of 2003. There are currently three full-time and two temporary employees serving in this classification in the Columbus Public Health Department.

In October 2006, ODADAS implemented new "Standards for Prevention Certification" requiring all individuals, hired on or after the effective date of the new rules to possess one or more of a list of registrations, certifications, and/or licenses from professional regulatory entities. It was therefore recommended that the minimum qualifications section of this specification be revised in order to incorporate the numerous licensure and certifications (sometimes in combination with an experience requirement) accepted by ODADAS and in compliance with Ohio Administrative Code in order to practice as an Alcohol and Drug Abuse Prevention Coordinator. It was also requested that a motor vehicle operator's license continue to be part of these qualifications as traveling to various site locations is an integral part of the job. Consistent with Commission policies and the City Charter with regard to the noncompetitive designation, the proposed minimum qualifications would call for the examination type to be changed to noncompetitive. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Property Clerk (Class Code 1345).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Commission's efforts to review all classifications every five years. Police Property Clerk was last reviewed in June of 2002 and there are currently seventeen employees serving in the classification, which is used exclusively in the Department of Public Safety, Police Division. Based upon information received via questionnaires completed by incumbents with supervisory review, and discussions with Department representatives, some minor revisions were proposed.

No revisions to the definition were recommended. The examples of work section was revised by adding a statement regarding securing and maintaining biological evidence in frozen storage equipment under strict temperature control. Additionally, a statement was added to further describe the use of computers to enter information regarding the status of property and evidence.

The minimum qualifications section was revised by adding language indicating that positions allocated to this classification may require forklift operator certification and again, must be able to operate a computer and utilize applicable software programs. In addition, because Police Property Clerks handle potentially bio-hazardous materials, statements relative to the knowledge of the proper use of basic personal protective equipment and the ability to work with potentially offensive biohazard materials using appropriate protective equipment have also been added. No other revisions to the specification were proposed.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Administrative Secretary (Class Code 0773).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications every five years to ensure accuracy. Administrative Secretary was last reviewed in October of 2002; there are currently thirty-six employees serving in this classification across all City departments. A representative sample of current incumbents completed questionnaires to provide specific information about their positions and their supervisors verified the information provided. Based upon the completed questionnaires, a few changes to the classification specification were recommended.

Changes to the examples of work section were recommended to more accurately depict the job as it currently exists. It was also recommended that "the ability to multi-task" be added to the knowledge, skills, and abilities section of the specification. No other revisions were identified.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Customer Service Representative I (Class Code 0434).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request based upon meetings with Department representatives regarding the entire Customer Service series. Customer Service Representative I was last reviewed in June of 2006 and there are currently thirty-six employees serving in this classification in the Department of Public Utilities.

It was recommended that the examples of work section be revised to remove references to bulk pick-up scheduling and researching missed collections, as these refuse-related duties are not performed by Customer Service Representatives. It was also recommended that a guidelines for class use section be added to this specification stating that positions allocated to the classification are restricted to the Department of Public Utilities; this restriction would help to further delineate and clarify the Customer Service series for use in the overall management of customer service activities. No other revisions were proposed.

A motion to approve the 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 Customer Service Representative II (Class Code 0435).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Customer Service Representative II which was last reviewed in June of 2006. There are currently fifteen employees serving in this classification in the Department of Public Utilities. Based upon meetings with Department representatives regarding the entire Customer Service series, one revision was proposed.

It was recommended that a guidelines for class use section be added to this classification and to the other three classifications in the customer service series (Customer Service Representative I, Customer Service Supervisor, and Customer Service Manager) to state

that positions allocated to these classifications are restricted to the Department of Public Utilities. This revision would also help to further delineate and clarify the Customer Service series for use in the overall management of customer service activities. No other revisions were recommended.

A motion to approve the 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 Customer Service Supervisor (Class Code 0436).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of a class review initiated by the Civil Service Commission's effort to review all classifications every five years. There are currently seven employees serving in this classification in the Department of Public Utilities, Division of Operational Support. In December of 2002 the classification was revised and retitled from Customer Relations Supervisor to Customer Service Supervisor to create consistency among the classifications within the customer service series. Based upon information received via questionnaires completed by incumbents, with supervisory review, and discussions with Department representatives, some minor revisions were proposed.

It was recommended that references to "customer relations" be revised to the more appropriate language, "customer service." The reference to experience in either customer relations or customer service in the minimum qualifications section of the specification was not changed because it appropriately allows experience by either terminology to be acceptable in establishing an individual's minimal qualification for the classification. It was also recommended that the language relating to the substitution of one year of experience supervising others engaged in customer relations and/or customer service activities be deleted. It is the intention of the Customer Service series to create a career path with a progression from Customer Service Representative I, to Customer Service Representative II, to Customer Service Supervisor, and ultimately, to Customer Service Manager. It was requested that a guidelines for class use be added to state that positions allocated to this classification are restricted to the Department of Public Utilities. This restriction would help to further delineate and clarify the Customer Service series for use in the overall management of customer service activities. No other revisions were recommended.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Customer Service Manager (Class Code 0437).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Customer Service Manager was last reviewed in December of 2002 and there are currently two employees serving in the classification in the Department of Public Utilities. Based upon information received via questionnaires completed by incumbents, with supervisory review, and discussions with Department representatives, some minor revisions were proposed.

In December 2002, the classification was revised and retitled from Customer Relations Manager to Customer Service Manager. In the definition and throughout the specification there are inconsistent uses of the term customer relations; it was recommended that these references be replaced with the more appropriate and consistent language, customer service. The same language revisions were made to the examples of work section and one statement was revised to clarify its meaning. A guidelines for class use section was recommended stating that this classification is restricted to the Department of Public Utilities. The reference to experience in either customer relations or customer service was not changed in the minimum qualifications section because it appropriately allows experience by either terminology to be acceptable in establishing an individual's minimal qualification for the classification. An additional change to the minimum qualifications section was recommended to replace the existing experience requirements with the currently stated experience substitution.

A motion to approve the 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 Project Assistant (Audio-Visual Communications) (Class Code 2030).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of a recent position audit which determined that one position within the Development Department should be allocated to the classification Development Project Assistant (Audio-Visual Communications) but the specification had not been reviewed since March of 2003.

The only revisions required at this time were to the minimum qualifications section. It was recommended that the minimum qualifications allow for a full substitution of experience for the required education. Currently, the specification allows for relevant experience to substitute for up to two years of the required education on a year for year basis. The proposed change allowing for a full substitution of education for required experience is warranted given the EEO Job Category of technician for this classification.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Development Research Coordinator (Class Code 2028).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Commission's efforts to review all classifications every five years to ensure accuracy. Development Research Coordinator was last reviewed in September of 2002 and there is currently one employee serving in the classification in the Development Department, Economic Development Division.

After reviewing the specification and questionnaire completed by the incumbent, with supervisory review, it was decided that the current specification adequately describes the work as it currently exists with only one revision. It was recommended that the guidelines for class use section be deleted. This section was essential to explain the distinction between this classification and the Research Analyst classification (Class Code 2081), however, on March 19, 2007, a moratorium was imposed on Research Analyst rendering the guidelines for class use for Development Research Coordinator unnecessary.

A motion to approve the 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 Services Specialist (Class Code 2016).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request. Although there are no positions currently allocated to the classification, the Development Department has indicated the intention to reorganize some positions within the Building Services Division and utilize this classification for two positions.

No revisions to the definition, examples of work, knowledge, skills and abilities, probationary period, or examination type were recommended. The only proposed revision was to the minimum qualifications section to allow for a full substitution of experience for the required education. Currently, the specification allows for relevant experience to substitute for up to two years of the required education on a year for year basis. Based on discussions with Department representatives, it was determined that allowing appropriate related experience to substitute in full for the educational requirement would be appropriate for this classification. In addition, it was recommended that the EEO Job Category designation be changed to technician. The technician category includes occupations that require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post secondary school education or through equivalent on the job training; it was therefore appropriate to change the EEO Job Category designation to technician.

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

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Personnel Analyst Supervisor (Class Code 0903).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Personnel Analyst Supervisor was last revised in April of 2002 there are currently two employees serving in this classification in the Civil Service Commission.

Incumbents in this classification were contacted and asked to provide feedback regarding the specification and how it relates to the current job. This information was subsequently verified by their supervisor. Based on this dialogue some changes to the examples of work section were proposed; specifically, the proposed changes would include planning and coordinating the grading and administration of employment examinations and would reference supervision of support staff in addition to personnel analysts. No other revisions were recommended.

A motion to approve the 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 Executive Secretary II (U) (Class Code 0823).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's efforts to review all classifications every five years. This classification was last reviewed in September of 2002. There are currently fourteen incumbents serving in the classification in various City departments and agencies. Questionnaires were mailed to the incumbents for them to provide specific information about the duties and responsibilities of their positions; this information was subsequently verified by their supervisors.

The most notable and emphasized comments were that employees in this classification handle more than "routine" office work for the executive and it was recommended that the word "routine" be deleted from this specification entirely. No other revisions were recommended at this time.

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

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RE: Request of the Civil Service Commission staff to create the specification for the classification Latent Print Examiner Trainee, assign a 365-day probationary period, designate the examination type as competitive, and amend Rule XI accordingly (Class Code 3009).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Safety to create a Latent Print Examiner Trainee classification. In December 2006, a Fingerprint Technician Specialist classification was created and was written to be used in one of two capacities; as a technical specialist in fingerprint identification, or as a trainee in latent print. It was thought that having one broad classification encompassing both fingerprint specialist duties and latent print trainee duties would be sufficient in meeting the needs of the Department. However, as the Division learned more of the responsibilities associated with the Fingerprint Technician Specialist classification, it became apparent that an emphasis on computers is as important as knowledge of fingerprint identification. Therefore, given that the minimum qualifications for the classification are believed to be much different than originally thought, it was recommended that the Fingerprint Technician Specialist classification be revised and retitled to be more representative of a true Automated Fingerprint Identification System (AFIS) specialist and that a Latent Print Trainee classification be created to describe the responsibilities that will no longer be included in the Fingerprint Technician Specialist classification.

The definition for the proposed Latent Print Examiner Trainee classification was written to include responsibilities for learning to evaluate, compare, and identify latent print evidence for the Division of Police. The examples of work section was developed to include responsibilities that employees would be expected to perform competently and proficiently. A guidelines for class use was proposed that would clearly describe this classification as a trainee classification. The minimum qualifications require completion of the twelfth school grade and two years of experience performing fingerprint comparisons through AFIS, imaged, or manual comparison procedures. A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade completion requirement. The knowledge, skills and abilities section was developed to include those knowledge, skills and abilities expected of employees in the job of a latent print examiner trainee. It was recommended that the examination type be designated competitive and that a 365-day probationary period be assigned to this classification.

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

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RE: Request of the Civil Service Commission staff to create the specification for the classification E-Government Program Manager, designate the examination type as noncompetitive, assign a probationary period of 365 days, and amend Rule XI accordingly (Class Code 0560).

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request from the Department of Technology. Because of the increased use of the worldwide web, the City of Columbus is committed to remain current in its efforts to bring eGovernment (eGov) to its citizens so they may make utility payments, schedule refuse pickups, and access other City services via eGov. The Department has requested the creation of an E-Government Program Manager to oversee and manage the eGov staff and resources.

It was recommended that the definition for E-Government Program Manager read, "Under general direction, is responsible for the development, architecture, construction, and management of the City's eGov program; performs related duties as required." The recommended examples of work illustrate the scope of work performed by an incumbent in this class, ranging from managing staff to consulting with other managers and administrators on budgets, equipment acquisitions, and program development and implementation. It was recommended that a guidelines for class use be included in the specification to ensure its restricted use in the Department of Technology. The minimum qualifications require possession of a bachelor's degree and five years experience managing information technology projects, information architecture, web management, or a closely related field; a substitution of a master's degree in business administration may be substituted for one year of the required experience. It was recommended that the knowledge, skills and abilities reflect technical knowledge and expertise, communication and public relation skills, and standard management capabilities, such as those related to problem identification and resolution, budget and finance, and human resource management. It was recommended that the examination type be designated noncompetitive and that a 365-day probationary be assigned to this classification.

A motion to approve the 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: Administrative/Jurisdictional Reviews.

Review of the appeal of David Spiller regarding his discharge from the position of Special Needs Instructional Assistant with the Columbus Public Schools. Appeal No. 07-BA-0007.

The Commissioners reviewed the appeal Mr. Spiller filed on April 2, 2007, in response to a 3rd Step Grievance process set forth in the collective bargaining agreement between the Ohio Association of Public School employees (OAPSE) and the Columbus Board of Education.

Section 3319.088 of the Ohio Revised Codes states, "the provisions of Chapter 124 of the Ohio Revised Code shall not apply to any person employed as an educational assistant." The term "educational assistant" as defined in Section 3319.088(D) applied to Instructional Assistants who are employed by the Columbus Public Schools. Chapter 124 of the Ohio Revised Code pertains to Ohio Civil Service laws and it provides employees in the classified service to appeal certain disciplinary actions to the Civil Service Commission. The Commission determined that since Chapter 124 of the Ohio Revised Code does not apply to Instructional Assistants, Mr. Spiller's discharge was not appealable to the Commission. Therefore, the Commission dismissed the appeal without a hearing due to lack of jurisdiction.

| Applicants Removed Pre-Exam | |
|-----------------------------|----------------------|
| Name of Applicant | Position applied for |
| Mohammad Rahman | Police Officer |
| James E. Webb, III | Police Officer |

The Commissioners reviewed the files of Mohammad Rahman and James E. Webb, III, and decided their applications would not be accepted and they would not be permitted to take the Police Officer examination.

| Applicants Removed Post-Exam | | |
|------------------------------|----------------------------------|-----------|
| Name of Applicant | Position applied for | BAR # |
| John Jacobson | Police Officer | 07-BR-010 |
| Alvin Holloman, Jr. | Police Officer | 07-BR-011 |
| Damien St. John | Firefighter | 07-BR-012 |
| Brian Pawlikowski | Police Officer | 07-BR-013 |
| Joel Ballentine | Police Officer | 07-BR-014 |
| Michael Sellers | Police Officer | 07-BR-015 |
| Stephen Arnold | Police Officer | 07-BR-016 |
| Detwaine Gantt | Police Officer | 07-BR-017 |
| Shalynn Six | Police Evidence Technician | 07-BR-018 |
| David Srey | Police Officer | 07-BR-019 |
| Douglas Robinson | Police Officer | 07-BR-020 |
| Jason Biddlestone | Firefighter | 07-BR-021 |
| Tommy Tucker | Firefighter | 07-BR-022 |
| Jason Dodley | Firefighter | 07-BR-023 |
| Jason Barnett | Firefighter | 07-BR-024 |
| Shane Mouser | Firefighter | 07-BR-025 |
| Shawn Durnin | Firefighter | 07-BR-026 |
| Thomas Daugherty | Firefighter | 07-BR-027 |
| Aaron Lawless | Firefighter | 07-BR-028 |
| Todd Broecker | Firefighter | 07-BR-029 |
| Joseph Pulizzi | Firefighter | 07-BR-030 |
| Jason Scholz | Firefighter | 07-BR-031 |
| Connor Bias | Firefighter | 07-BR-032 |
| Lorenza Haynes, Jr. | Firefighter | 07-BR-033 |
| Brian Weeks | Firefighter | 07-BR-034 |
| James Hull | Police Communications Technician | 07-BR-035 |
| Patrick Schroeder | Firefighter | 07-BR-036 |
| Shawn Dent | Police Officer | 07-BR-037 |
| Cory McCool | Police Officer | 07-BR-038 |
| Jeremy Lee | Firefighter | 07-BR-039 |
| Kema Ayers | Police Officer | 07-BR-040 |
| Shawn Moody | Office Assistant I/Mail Clerk | 07-BR-041 |
| Robert Pemberton | Police Communications Technician | 07-BR-042 |
| Gregory Colarich | Police officer | 07-BR-043 |

After reviewing the files of Tommy Tucker, Todd Broecker, Jason Scholz, Brian Weeks, Patrick Schroeder, Jeremy Lee, Jason Barnett, and Aaron Lawless, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing the files of Shane Mouser, Shawn Durnin, Thomas Daugherty, Connor Bias, Damien St. John, Jason Biddlestone, Jason Dodley, Lorenza Haynes, and Joseph Pulizzi, the Commissioners decided their names would be reinstated to the Firefighter eligible list.

After reviewing the files of Shawn Dent, John Jacobson, Brian Pawlikowski, Joel Ballentine, Michael Sellers, Stephen Arnold, Detwaine Gantt, David Srey, and Douglas Robinson, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the files of Cory McCool, Kema Ayers, Gregory Colarich, and Alvin Holloman, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing the file of Robert Pemberton, the Commissioners decided his name would not be reinstated to the Police Communications Technician eligible list.

After reviewing the file of James Hull, the Commissioners decided his name would be reinstated to the police communications technician eligible list.

After reviewing the file of Shalynn Six, the Commissioners decided her name would not be reinstated to the Police Evidence Technician eligible list.

After reviewing the file of Shawn Moody, the Commissioners decided her name would not be reinstated to the Office Assistant I eligible list.

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The meeting was adjourned at 2:25 p.m.

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Grady L. Pettigrew, Jr., President

Date