

**MINUTES  
METROPOLITAN CIVIL SERVICE COMMISSION**

**JANUARY 14, 2003**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on January 14, 2003 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:30a.m.

**Commission Members present:** Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, Mr. Michael C. Allen and Mr. Greg Rodriguez.

**Other Members present:** Mr. John W. Lynch, Director of Human Resources, Mr. Randy Lovett, Assistant Director of Human Resources, and Mr. Mike Safley, Metro Legal Department - Attorney.

**Members not present:** Ms. Janet Rachel could not attend.

**MINUTES:** Chairman Farmer called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions of the minutes from the last regular meeting held on December 10, 2002. *There being none, Vice-Chairman Corbitt moved for approval and Commissioner Rodriguez seconded. The Commission approved without objection.*

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CARING FOR CHILDREN</u></b>			
Gray, Virginia G.	Office Support Rep 2	New Hire	12/16/02

**CODES**

Guschke, Merlin	Property Standards Inspector 1	New Hire	12/01/02
Summers, John R.	Property Standards Inspector 1	New Hire	12/01/02

**FINANCE**

Dodson, Donald R.	Finance Manager	Promotion	12/01/02
Holland, Lannie B.	Finance Manager	Promotion	12/01/02
Lazo, Lori L.	Technical Specialist 2	New Hire	12/16/02
* Love, Mary A	Finance Officer 2	Transfer To Civil Service	11/16/02
Neumaier, Anthony J.	Finance Officer 3	Promotion	12/01/02

\* Transfer To Civil Service From Emergency Status.

**FIRE**

* Bozarth, Ronald W.	Fire Fighter 1	Class Change	12/16/02
* Greer, Robert D.	Fire Fighter 1	Class Change	12/16/02

\* Class Change From EMT 2 To Fire Fighter 1, Employees Redlined At Their Current Salary.

**HUMAN RELATIONS**

Guzman, Francisco H.	Compliance Inspector 2	Promotion	12/1/02
Hale, Brooke B.	Office Support Rep 3	Promotion	12/1/02

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>HUMAN RESOURCES</u></b>			
Saad, Sharon V.	Office Support Rep 2	New Hire	12/01/02
<b><u>INFORMATION TECHNOLOGY</u></b>			
Marsh, Gary A.	Information Systems Analyst 2	New Hire	12/16/02
Tapscott, John W.	Information Systems Manager	New Hire	12/16/02
Thorson, Christopher M.	Information Systems Analyst 2	New Hire	12/16/02
<b><u>LEGAL</u></b>			
Taylor, Elizabeth N.	Office Support Rep 1	New Hire	12/01/02
<b><u>PARKS</u></b>			
Ambrose, William J	Maintenance & Repair Worker 2	Promotion	12/16/02
Campbell, James G.	Custodian 1	New Hire	12/16/02
McKisic, Paul L.	Custodial Services Assistant Supv	New Hire	12/01/02
* Seward, Michael A.	Concessions Clerk 1	Transfer To Civil Service	12/01/02
* Visnoski, Christopher C.	Concessions Clerk 1	Transfer To Civil Service	12/01/02
* Transfer To Civil Service From Part-Time Status.			
<b><u>POLICE</u></b>			
Clark Jr., Emrick B.	Police Security Guard 1	Promotion	12/16/02
Clark, Philip	Police Officer 2	New Hire	12/30/02
Shaw, Brian E.	Bldg Maintenance Leader	New Hire	12/01/02
Smith, Noah B.	Police Officer 2	Re-Employment	12/01/02
<b><u>PUBLIC LIBRARY</u></b>			
Griffey Jr., John C.	Information Systems Analyst 2	Promotion	12/01/02
Hagewood, Kelma J.	Circulation Asst 1	New Hire	12/01/02
Johnson, Nancy A.	Librarian 1	New Hire	12/16/02
* Smith, Lizzie H.	Circulation Asst 1	Dept Transfer/Transfer To CS	12/16/02
Wagner, Michael S.	Library Associate 2	Promotion	12/01/02

\* Department Transfer From Metro Action Commission To The Library, Transfer To Civil Service.

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>PUBLIC WORKS</u></b>			
Allen, Donald R.	Maintenance & Repair District Supv	Promotion	12/16/02
Beaty, David R.	Equip Operator 2	Promotion	12/01/02
Biggs, Kathy L.	Office Support Rep 2	New Hire	12/01/02
Campbell, Jeffrey J.	Engineer 2	Promotion	12/01/02
Cawood, Richard D.	Technical Specialist 1	Promotion	12/16/02
Chitwood, Martin K.	Maintenance & Repair Worker 1	New Hire	12/01/02
Cockrill, Doyel	Compliance Inspector 3	Promotion	12/16/02
Daniels, Harvey L.	Equipment Operator 1	Promotion	12/01/02
* Davidson, Daniel E.	Special Assistant To The Director	Transfer To Civil Service	12/16/02
Dixon, Fontella	Administrative Assistant	Re-Hire	12/09/02
Dye, Albert W.	Compliance Inspector 3	Promotion	12/16/02
Gray, Kenneth L.	Equip Mechanic-Certified	Promotion	12/01/02
Hasty, Charles L.	Engineer 3	Promotion	12/01/02
* Hopkins, Peggy Gwen	Public Information Coordinator	Transfer To Civil Service	12/16/02
Hudson, Larry W.	Equipment Operator 3	New Hire	12/30/02
Jackson, Renee C.	Engineer 2	Promotion	12/01/02
Johnson, Christopher T.	Maintenance & Repair Worker 1	New Hire	12/09/02
Kalodner, Paul D.	Maintenance & Repair Worker 1	Re-Hire	12/16/02
Kestner, David W.	Maintenance & Repair Worker 1	New Hire	12/01/02
King, Herbert M.	Technical Specialist 1	Promotion	12/16/02
Knott, Rodney W.	Maintenance & Repair Worker 1	New Hire	12/01/02
^ Lain, Charles R.	Compliance Inspector 3	Class Change	12/16/02
Lewis, Christopher A.	Equipment Operator 3	New Hire	12/16/02
Lloyd, Ricky E.	Sanitation Supervisor	Promotion	12/16/02
Majors Jr., Donald A.	Maintenance & Repair Worker 1	New Hire	12/16/02
Patterson Jr., Leslie	Maintenance & Repair Worker 1	New Hire	12/16/02
Scott III, William R.	Maintenance & Repair Worker 1	New Hire	12/01/02
Smiley, Leo B. II	Equipment & Supply Clerk 2	Promotion	12/16/02
Spencer Jr., Joe C.	Equipment Operator 3	New Hire	12/16/02
Whelan Jr., Robert J.	Engineer In Training	New Hire	12/16/02
Williamson, Jeremiah J.	Maintenance & Repair Worker 2	Promotion	12/01/02

\* Transfer To Civil Service From Emergency Status.

^ Class Change From Signal Maintenance Supervisor (TS1005) To Compliance Inspector 3 (SR1010)

**SOCIAL SERVICES**

Cartwright, Kobirika C.	Homemaker	New Hire	12/16/02
Thompson, Deborah Y.	Social Work Technician	Promotion	12/16/02
Witherspoon, Julius R.	Program Manager 2	New Hire	12/01/02

**WATER SERVICES**

*	Ankenbauer, Danny K	Skilled Craft Worker 2	Class Change-Lateral	12/01/02
	Blunkall Jr., James E	Indust Maintenance Supervisor 2	Promotion	12/16/02
	Byrd, Julia E	Application Tech 3	Promotion	12/16/02
*	Frierson, John S	Skilled Craft Worker 2	Class Change-Lateral	12/01/02
	Garner, Victor W	Maintenance & Repair Leader 2	Promotion	12/16/02
*	Johnson, Robert M.	Skilled Craft Worker 2	Class Change-Lateral	12/01/02
*	Perry, Robert W.	Skilled Craft Worker 2	Class Change-Lateral	12/01/02
	Raines, Phillip C	Maintenance & Repair Leader 2	Promotion	12/16/02
*	Richardson, Joe R	Skilled Craft Worker 2	Class Change	12/01/02
	Roseberry, Jada M.	Office Support Rep 2	New Hire	12/16/02
*	Spain, Thomas E	Skilled Craft Worker 2	Class Change-Lateral	12/01/02
	Trotter, Cecil	Maintenance & Repair Leader 2	Promotion	11/25/02
	Waller, Jerry D	Maintenance & Repair Leader 1	Promotion	12/16/02
	Taylor II, Calvin M.	Customer Service Field Rep 1	Promotion	11/01/02

\* Lateral Class Change From Painter 2 (TI0805) To Skilled Craft Worker (TG1005)

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the appointments as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Reasonover, David H.	Fire Engineer	Pensioned	Fire	12/02/02
Stone, Clarence W.	Firefighter 3	Pensioned	Fire	12/03/02
Davis, Larry J	Fire Fighter 2	Pensioned	Fire	12/14/02
Yokley III, Emmett C.	Info Systems Tech 2	Resignation	Info Tech	11/18/02
Hamilton, Michael L.	Custodian 1	Dismissal	Parks	12/05/02
Hillenmeyer, Marianne B	Museum Spec 2	Resignation	Parks	11/16/02
Copeland, Charles W	Police Security Guard 2	Pensioned	Police	12/11/02
Boling, Brian W.	Circulation Asst 2	Resignation	Public Library	12/19/02
McClelland, Suzanne R.	Custodian 1	Resignation	Public Library	12/12/02
Burleson Jr., J.B.	Maint & Repair Worker 1	Dismissal	Public Works	11/20/02
Tisdale, Richard H	Equip Operator 3	Dismissal	Public Works	11/26/02
King, James W.	Sanitation Leader	Resignation	Public Works	12/04/02
Kane, Robert	Correctional Officer 2	Resignation	Sheriff	11/30/02
Thomas, Carla Y	Social Worker 1	Resignation	Social Services	12/05/02
Vanstory, Jackie L.	Customer Svc Field Rep 1	Resignation	Water Services	11/27/02
Young, John A.	Industrial Electrician 2	Pensioned	Water Services	12/04/02

**MOTION:** *Vice-Chairman Corbitt moved to accept the Termination / Pension Report for the dates and reasons stated. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**ELIGIBILITY REGISTER REPORT**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Mechanical Gas Inspector 1	Open	Codes
Finance Manager - Internal Audit	Dept	Finance
Finance Officer 3 - Audit	Dept	Finance
Office Support Specialist 2 - Finance	Dept	Finance
Technical Specialist 2 - Planning Coordinator	Open	Finance
Emergency Comm Ctr Asst Director	Open	General Services
Compliance Inspector 2 - Human Relations	Dept	Human Relations
Office Support Rep 3 - Human Relations	Dept	Human Relations
Database Analyst	Open	Info Systems
Information Systems Analyst 1 - Field	Dept	Info Systems
Information Systems Analyst 2	Open	Info Systems
Information Systems Manager - Business Solutions	Open	Info Systems
Information Systems Analyst 2 - Library	Dept	Library
Custodian 1 - Parks	Open	Parks
Carpenter 1	Open	Parks
Maintenance & Repair Worker 2 - Grounds	Dept	Parks
Police Operations Supervisor	Dept	Police
Administrative Services Manager - Fleet Operations	Dept	Public Works
Equipment & Supply Clerk 2	Dept	Public Works
Maintenance & Repair District Supervisor	Dept	Public Works
Public Information Coordinator	Open	Public Works
Sanitation Supervisor	Dept	Public Works
Special Assistant To The Director – Public Works	Open	Public Works
Technical Specialist 1 - Compliance	Dept	Public Works
Social Work Technician	Open	Social Services
Treatment Plant Tech 1 - Water	Open	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
01/14/02	Applications Tech 1 - Accts Payable	Dept	02
04/26/01	Police Operations Coordinator 2 - Secretary	Dept	12
06/15/01	Police Executive Assistant	Dept	03
09/18/01	Police Operations Coordinator 2	Dept	11
11/29/01	Correctional Officer Sergeant	Dept	39

**MOTION:** *Vice-Chairman Corbitt moved to accept the Register Report as submitted. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**DEPARTMENTAL ITEMS****INFORMATION SYSTEMS**

REQUEST: Mr. Richard McKinney, Director, represented by Mr. Doug Eckert, requested approval of the following:

- a. Hire Above Midpoint – Open Range, Mr. David Smith, Database Analyst, at \$64,000 effective January 16, 2003. SR13

Mr. Eckert said Mr. Smith will assume responsibility for creating and maintaining various databases and has considerable work experience as a Database Administrator.

- b. Pay Advance for Ms. Lori A. Smiley, Information Systems Manager, from \$64,610 to \$70,000, effective January 16, 2003. SR13

Mr. Eckert said Ms. Smiley had previously transferred from the Police Department in January 2002. She will manage the Help Desk and work to implement a new software management package.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

**WATER SERVICES**

REQUEST Mr. Scott Potter, Director, represented by Ms. Ann Dooley, requested approval for the following:

- a. Increment Advance for Mr. Dennis McCrary, Equipment and Supply Clerk 3, from step 5 to step 6, effective January 16, 2003. SR07
- b. Increment Advance for Mr. George Wooten, Equipment and Supply Clerk 3, from step 8 to step 9, effective January 16, 2003. SR07

Ms. Dooley said Mr. McCrary and Mr. Wooten have assumed additional responsibilities in the Stores Management Division. Their efforts have resulted in increased efficiency and improved customer satisfaction.

- c. Pay Advance for Ms. Angela Foster, Engineer-In-Training, from \$40,242 to \$42,656, effective January 16, 2003. SR10

Ms. Dooley said the Storm-Water Division transferred from Public Works in January '02. Ms. Foster, an Engineer in Training assigned to this Division, manages the File consolidation project, assists in development of operating procedures, trains new employees, interprets financial data, and reviews plats and easement encroachments. She has exceeded all department expectations for her assigned duties.

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the requests as listed above. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

**HUMAN RESOURCES**

Mr. John W. Lynch, Director, submits the following for the Commission’s consideration and appropriate action:

( 1: Request for Employee Bonus Award - Police Dept.

Captain Robert Dodson \$4,000

Mr. Billy Lynch said Captain Dodson assumed additional duties/ responsibilities for the period of August 16 to December 11, 2002, during an Assistant Chief’s absence. During this period, Captain Dodson performed the daily required tasks for the Investigative Services Bureau, in a manner which exemplifies his level of commitment, loyalty, and dedication to the department.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

( 2: Request from Attorney Bob Lynch, for the Commission to review the status of an employee from the Tax Assessor’s Office.

**ACTION:** *Mr. Bob Lynch, Attorney for the plaintiff, requested the Commission defer this item until the next regular meeting of February 2003. The Commission granted the request.*

( 3: Job Description Revisions

Probation Officer I  
Recreation Leader

Mr. Randy Lovett said the Probation Officer I position currently requires a Bachelor’s Degree and one year of experience in probation or counseling. The proposed change would remove the one year requirement to make the job spec consistent with other entry level jobs and would broaden the applicant pool.

The Recreation Leader position currently requires one year of experience. The proposed change to reduce the one year requirement to “some experience”, would allow part time employees to qualify for promotion to this classification

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

LATE ITEM Police Officer Trainee –Job Description Revision

Mr. Lovett said in November 2000, the Civil Service Commission approved a change to the Police Officer Trainee job description to allow potential candidates who have completed a significant time in active military duty to use this time in lieu of college requirements. The commission approved a two year limit and requested a follow up review and analysis from the Police Department. The Department is now requesting to delete the two year limit, and to clarify the requirement of military experience by adding that the candidate must have an “Honorable Discharge”.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

LATE ITEM  
( 4:

Request Approval for Addendum to the FOP – Memorandum of Understanding (MOU)

Mr. Billy Lynch said the FOP worked with the Legal and Finance Departments to allow for an addendum to the MOU, which states that upon written request, Metro agrees to deduct representative dues from the paycheck of all employees and retirees covered by the MOU.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

LATE ITEM  
( 5:

Report of Education Wavier n the recruitment of Police Officer Trainees (Report Only)

Mr. Billy Lynch said the Police Training Academy developed this report / analysis concerning the eligibility of military personnel without the 60 hours of college coursework and their relative success rates. The report / analysis concluded that this Educational Wavier is a valuable recruitment tool and needs to be extended indefinitely.

**ACTION:** *None taken*

LATE ITEM  
( 6:

Update: Richard McWright, Office of Emergency Communications, Out of Class

On December 10, 2002, the Civil Service Commission approved Mr. McWright, Emergency Communications Center Supervisor, to continue receiving Out-Of-Class pay as an Emergency Communication Center – Assistant Manger. He went over the 100 day limit on December 18, 2002, however as of January 1, 2003, he is entitled under Civil Service rule 5.9, to receive up to another 100 days Out-Of-Class pay.

The Emergency Communications Center is currently in a transition process under newly appointed Director, Ms. Roxanne Brown. She is reviewing and working though staff organizational structure issues, while reviewing other issues related to pension and budgets.

**ACTION:** *None taken.*

LATE ITEM  
( 7:

Request Approval of Pay Advance for Deputy Police Chief – Steve Anderson

Mr. Billy Lynch said that Chief Anderson has been instrumental in bringing the department in compliance with the recent MGT Audit, and will be a guiding force in direction of the Police Department. Chief Anderson has the analytical ability and insight to make objective evaluations and integration at all levels of the department. In his new role of Deputy Chief, he will guide all support branches , which includes all but Field Operations.

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the requests as listed above. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

( 8:            **Communiqués from the public on pending hearings**

There were none.

STATEMENT:            While in attendance at the Court of Appeals, Chairman Farmer mentioned that the Clinton Lien case had been discussed. He further stated the critical issue that came from this case, was the ability of the Civil Service Commission to supplement the record when it is known to be false. The situation clearly noted that the Administrative Law Judge found Mr. Lien to have a spotless record when in fact he did not. It was determined that the record was insignificant and did not alter the out come. In all, it was just a matter of trying to get the record corrected. It is not apparent what the Court of Appeals will do, but they affirmed their uneasiness with supplementing the record even though it was believed that the Commission was advised they could do so at the time.

The change in the process would be to have the personnel record, regarding disciplinary actions, filed at the beginning, which would alleviate any problems in the future. Chairman Farmer thanked Mr. Safley for his excellent job in representing Metro in the Court of Appeals and also in Chancery Court.

With nothing further presented, the meeting adjourned at 8:54 a.m.

ATTEST:

APPROVED:

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**Mr. John W. Lynch, Director  
Civil Service Commission**

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**Mr. William H. Farmer, Chairman  
Civil Service Commission**