

MINUTES
METROPOLITAN CIVIL SERVICE COMMISSION

DECEMBER 9, 2003

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on December 9, 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, Janet Rachel and Greg Rodriguez.

Other Members present: Mr. Randy Lovett, Assistant Director of Human Resources, and Mr. Michael Safley, Metro Legal Department - Attorney.

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 November 11, 2003. *With nothing further, Commissioner Rachel moved for approval. Commissioner Allen seconded the motion and the Commission approved without objection.*

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CARING FOR CHILDREN</u>			
Hannah, Katrina U.	Program Spec 3	New Hire	11/01/03

CODES

An, Kun S.	Zoning Examiner	New Hire	11/01/03
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EMERGENCY COMMUNICATIONS CENTER

* Hamlet, Kimberly	Emerg Comm Center Asst Su	Class Change	11/01/03
Serritelli, Toni L.	Emerg Comm Center Supv	Promotion	11/01/03

* Class Change From Emergency Comm Center Supervisor (SR11) To Emergency Comm Center Asst Supervisor (SR10)

FINANCE

Bousamra, Fadi J.	Finance Admin	New Hire	11/16/03
Hapgood, Shannon L.	Finance Officer 3	New Hire	10/27/03
Hargrove, Ronald P.	Finance Admin	New Hire	11/01/03
Staggs, Amy L.	Finance Officer 1	New Hire	11/01/03
Treadway Jr., William A.	Administrative Services Mgr	New Hire	10/27/03

FIRE

^ Armistead, Michael S.	Fire Fighter 1	Class Change	11/16/03
Buchanan, Joseph Michael	Fire Captain	Promotion	11/01/03
^ Flowers, Timothy C	Fire Fighter 1	Class Change	11/16/03
Greenwood Jr., Jimmy R	Fire Captain	Promotion	11/01/03
Hood, James K	Fire Fighter 1	Class Change	11/16/03
Pardue II, Douglas A.	Fire Fighter 1	Class Change	11/16/03
& Sessions, Scott C.	Fire Fighter 1	Class Change	11/16/03
^ Tinnon, Daniel L.	Fire Fighter 1	Class Change	11/16/03

^ Class Change From Emergency Medical Tech 2 (PS04) To Fire Fighter 1 (PS03)
& Class Change From Paramedic 1 (PS04) To Fire Fighter 1 (PS03)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>GENERAL SERVICES</u>			
Henry, Jennifer S.	Office Support Spec 1	Promotion	11/01/03
Staley James A	Finance Admin	New Hire	11/01/03
<u>METROPOLITAN CLERK</u>			
Kidwell, Rose J.	Office Support Rep 2	New Hire	11/01/03
<u>PARKS</u>			
* Butler, Wayne E.	Maint & Repair Worker 1	Transition - Civil Service	11/01/03
Neloms, Stevon D.	Recreation Leader	New Hire	11/16/03
* From Part Time Status To Full Time Civil Service			
<u>POLICE</u>			
Sipple, Robert D.	Bldg Maintenance Mechanic	New Hire	11/01/03
<u>LIBRARY</u>			
Callis, Joseph K.	Bldg Maintenance Worker	New Hire	11/01/03
Carpenter, Cheryl A.	Librarian 1	New Hire	11/16/03
Earl, Susan R	Library Admin	New Hire	11/01/03
Gore, Thomas W.	Librarian 2	New Hire	11/16/03
Hagen, Linda L.	Librarian 2	New Hire	11/01/03
Mandyck, Maura B.	Library Mgr 1	Promotion	11/01/03
<u>PUBLIC WORKS</u>			
Baker, Brian T.	Maint & Repair Leader 2	Promotion	11/16/03
Beckham, Donald R.	Equip Operator 3	Promotion	11/16/03
Glenn, Ronald O.	Maint & Repair Worker 1	New Hire	11/01/03
^ Hollis Jr., Robert M	Maint & Repair Worker 1	Dept Transfer-Transition Civil Srv	11/01/03
Johnson, Christopher T.	Equip Operator 1	Promotion	11/01/03
Norfleet, Mark A.	Signal Tech 2	Promotion	11/01/03
Owens, Harold L.	Maint & Repair Leader 1	Promotion	11/16/03
* Patton, Sean C.	Maint & Repair Worker 2	Demotion	11/16/03
Tuberville, John C.	Customer Svc Field Rep 3	Promotion	11/01/03

* Demotion From Equipment Operator 2 (TG07) To Maintenance & Repair Worker (TG04)

^ Department Transfer From Parks Seasonal Worker Part Time (RS10) To Public Works Maint & Repair Worker 1 (TG03)

WATER SERVICES

Capps, Timothy N.	Water Maintenance Tech 1	New Hire	11/01/03
* Doss, Angela D.	Office Support Spec 2	Dept Transfer - Lateral	11/24/03
Freeman, Brent R.	Engineer 2	Promotion	11/16/03
Hand, Alan W.	Engineer 2	Promotion	10/16/03
Smith, Daniel D	Engineer 2	Promotion	10/16/03

* Department Transfer From General Services-Fleet Office Support Spec 2, To Water Services Office Support Spec 2 (SR08) - Lateral

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

EXTENDED LEAVE REQUEST

<u>Name</u>	<u>Department</u>	<u>Type Leave</u>	<u>Date From</u>	<u>Date Thru</u>
Teresa Kemper	Juvenile Court	Leave from Civil Service	12/15/03	06/30/04

MOTION: *After some discussion, Commissioner Rachel moved for approval of the extended leave 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>
Sensing, Nancy D.	Office Support Rep 3	Resignation	Caring For Children	11/06/03
Frankich, Richard T.	Emerg Telecommunicator 3	Dismissal	Emerg Communications	11/06/03
Lee, Paul C.	Emerg Telecommunicator 3	Resignation	Emerg Communications	11/06/03
Lemon, Cassandra R.	Emerg Telecommunicator 1	Dismissal	Emerg Communications	11/06/03
Messemer, Kellyanne J.	Emerg Telecom 1	Dismissal	Emerg Communications	11/06/03
Myricks, Angela M.	Emerg Telecommunicator 2	Resignation	Emerg Communications	11/20/03
Smallwood, Maria D.	Emerg Telecommunicator 2	Resignation	Emerg Communications	11/06/03
Gregory, Glenda M.	General Services Div Mgr	Resignation	General Services	11/20/03
Underwood, Donald D	Automotive Mechanic-Cert	Dismissal	General Services	11/20/03
Colosimo, Sean P.	Recreation Leader	Resignation	Parks	11/06/03
Hathaway, Chatica L.	Recreation Leader	Dismissal	Parks	11/20/03
Smith, Jill Marie	Naturalist 3	Resignation	Parks	11/20/03
Karesh, Kimberly O.	Planner 2	Resignation	Planning Commission	11/20/03
Dwyer, William M.	Police Officer 2	Pensioned	Police	11/06/03
Fielder, Ronald B.	Police Sergeant	Pensioned	Police	11/06/03
Flair Sr., Larry T	Police Officer 3	Pensioned	Police	11/20/03
Hunter, Earl D.	Police Officer 3	Pensioned	Police	11/06/03
Lawson, Juli A.	Police Officer 2	Pensioned	Police	11/20/03
Smith, Harmon M.	Bldg Maint Mechanic	Resignation	Police	10/16/03
Wade, Lawrence	Police Security Guard 1	Resignation	Police	11/20/03
Bedford, Tanesha E.	Office Support Rep 2	Resignation	Public Library	11/20/03
Primm, Jacqueline A.	Library Assoc 1	Resignation	Public Library	11/06/03
Snyder, Sean M.	Equip Operator 1	Resignation	Public Library	11/06/03
Bond, Dennis	Maint & Repair Worker 1	Resignation	Public Works	10/16/03
Fry, Richard B.	Equip Operator 2	Pensioned	Public Works	11/06/03

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Hannah, James R.	Equip Operator 1	Resignation	Public Works	11/06/03
Hosse, John D.	Maint & Repair Worker 1	Pensioned	Public Works	11/06/03
McEwen, Wayne V.	Sanitation Leader	Pensioned	Public Works	11/20/03
Nicholson, Felix K.	Maint & Repair Worker 1	Dismissal	Public Works	11/06/03
Nightingale, Llewellyn C.	Office Support Rep 2	Dismissal	Public Works	10/20/03
Stafford, Darrin K.	Maint & Repair Worker 1	Dismissal	Public Works	11/20/03
Copelli, Mark J.	Correctional Officer 1	Dismissal	Sheriff	11/20/03
Cunningham Jr., Charles	Correctional Officer 1	Resignation	Sheriff	11/06/03
Hicks II, Stephen E.	Correctional Officer 1	Dismissal	Sheriff	11/06/03
Kemp, Richard B.	Correctional Officer 1	Resignation	Sheriff	11/20/03
Moscato, Charlene	Correctional Officer 2	Pensioned	Sheriff	11/20/03
Peters, Norman K.	Correctional Officer 1	Resignation	Sheriff	10/16/03
Rodocker, Joseph M.	Correctional Officer 1	Resignation	Sheriff	11/20/03
Vanstory, Michael L.	Correctional Officer 1	Dismissal	Sheriff	11/20/03
Arnell, Allean M.	Nutrition Site Coord	Resignation	Social Services	11/06/03
Jordan, Eleanor J.	Social Worker 2	Pensioned	Social Services	11/19/03
Spears Jr., Marion H	Group Care Worker	Deceased	Social Services	11/20/03
Cantwell, John N	Indust Maint Supv 1	Resignation	Water Services	11/06/03
Kilburn, Russell L.	Maint & Repair Worker 1	Resignation	Water Services	11/06/03
Lewis, Cynthia L.	Office Support Rep 2	Resignation	Water Services	11/06/03
Loveday, June M.	Office Support Rep 3	Resignation	Water Services	11/06/03
Sullivan, William R	Technical Services Coord	Pensioned	Water Services	11/06/03
Weir, Steven K	Treatment Plant Tech 2	Deceased	Water Services	11/06/03

MOTION: *After some discussion, Commissioner Rachel moved to accept the Termination/ Pension Report for the dates and reasons stated. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

ELIGIBILITY REGISTERS ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Electrical Inspector 1	Open	Codes
Financial Adm - Assistant Chief Invest Officer	Open	Finance
Finance Officer 2 - Results Matters	Dept	Finance
Communication Analyst 2	Dept	General Services
Finance Officer 2 - General Services	Dept	General Services
Library Associate 3 - Civil Rights Historian	Open	Library
* Police Chief	Open	Police
Maintenance & Repair Leader 2 - Signals	Dept	Public Works
Signal Technician 3	Dept	Public Works
Engineer 2 - System Services	Dept	Water
Engineer 2 - Operations	Open	Water
Engineering Technician 3	Open	Water
Environmental Compliance Officer 2	Open	Water
Equipment Operator 2 - Weekends	Dept	Water
Maintenance & Repair Leader 2 - Sewers	Dept	Water
Treat Plant Shift Operator	Dept	Water

* Late Item

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
09/10/2001	Finance Administrator - Treasury	1	Dept
12/06/2001	Correctional Officer Lieutenant	4	Dept
06/10/2003	Engineer 2 - Water Services	5	Open

MOTION: *After some discussion, Commissioner Rachel moved to accept the Register Report as submitted. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

LATE ITEM

MOTION: *After some discussion, Commissioner Rachel moved to accept the Late Item Register Report of Police Chief. Seconded by Commissioner Allen and the Commission approved without objection.*

DEPARTMENTAL ITEMS

EMERGENCY COMMUNICATIONS CENTER

REQUEST: Ms. RoxAnn Brown, Director, requests the following:

- a. Approval to award an equivalent Two Step Increment Advance to Mr. Bill Ransom, Emergency Telecommunicator, from Step 9 to Step 10, (the equivalent one step compensation is a lump sum bonus of \$1162.00), effective November 21, 2003. SR09

Ms. Brown noted this was a delayed EMD bonus and dealt with Mr. Ransom’s training time. He has completed his training/testing for EMD certification.

MOTION: *After some discussion, Commissioner Rachel moved for approval of the request as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

LATE ITEM

- b. Approval to extend Administrative Leave with pay for Mr. Jerry Preuett, Emergency Communications Center.

Ms. Brown said this case was referred to EAP, but at this time ECC has not received a response. As a result, Mr. Preuett, who is on administrative leave with pay, will go past the allowed ten days.

MOTION: *After some discussion, Commissioner Rodriguez moved for approval to extend until January 13, 2004. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

LATE ITEM

WATER SERVICES

REQUEST: Mr. Scott Potter, Director, requests approval to extend out of class pay beyond 100 days for Mr. Jack Swift, as a Treatment Plant Shift Operator.

Ms. Robin Brown said Mr. Swift has been working out of class as a Treatment Plant Shift Operator. An employee who holds a Grade IV Wastewater License is required to be on duty as Treatment Plant Shift Operator. It is anticipated that Mr. Swift will go beyond the 100 days limit before December 31, 2003.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval to extend Out of Class pay until December 31, 2003. Seconded by Commissioner Rachel and the Commission approved without objection.*

HUMAN RESOURCES

Mr. Randy Lovett, Acting Director, submits the following for the Commission's consideration and appropriate action:

(1: Request to Extend Out-of-Class pay beyond 100 days for the following:

Lieutenant Todd Henry
Lieutenant Rob White
Lieutenant Rita Baker

Captain Honey Pike said the Staffing Study and is still on-going at this time. The Commission asked if there was a specific time the study would be concluded, Captain Pike said at this time she didn't know exactly when this matter would be finalized. The above individuals are still being paid out of class as Police Captain until the study is complete and promotions can be made. Chairman Farmer asked that a report be given at the next meeting on January 13, 2004.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve the Extension for Out-of-Class pay beyond 100 days through December 31st. Seconded by Commissioner Rachel. Commissioner Rodriguez signified with Aye. Commissioner Allen signified with Nay. There were three (3) for and one (1) against.*

(2: Review of Initial Order – Clifford Mann, Police/Twelve Days Suspension
(This case was remanded back before Hearing Officer Corbitt to re-consider additional information)

This case came before the Commission for review on September 9, 2003. Upon consideration by the Commission, Chairman Farmer issued an order to remand the case back to Hearing Officer Steve Corbitt for further consideration. The case was heard again on September 30, 2003 by Commissioner Corbitt to consider additional evidence in this matter. Briefs were entered by Attorney Worrick Robinson and Metro Attorney Dawn Deaner. On November 6, 2003, Hearing Officer Corbitt entered an Order that the admission of new case information regarding the investigation of Lt. Alexander be denied and that the Initial Order be affirmed.

Case History

Police Detective Clifford Mann was suspended 12 days from the Metropolitan Police Department for alleged violation of provisions in Police General Order 95-19. Detective Mann appealed his suspension to the Commission and the case was assigned to Hearing Officer R. Steve Corbitt. Ivanetta Davis, Metro Legal Department, represented the Police Department and Mr. Worrick Robinson, Attorney, represented Mr. Mann. Hearing Officer Corbitt heard the case on October 8, 2002 and December 10, 2002. Then on April 11, 2003, Hearing Officer Corbitt entered an Order to Dismiss charges in incident #1, involving charges of a poorly written incident report. Accordingly, he ordered that the petitioner be awarded two (2) days lost pay and other appropriate related benefits. Commissioner Corbitt further affirmed the decision of the Appointing Authority to suspend Officer Mann for the remaining ten (10) days without pay. Attorney Worrick Robinson and Mr. Clifford Mann were present before the Commission. Ms. Dawn Deaner, previous Attorney for the Legal Department, has since left this office and returned to the Criminal Courts. She was not available to come before the Commission for oral argument.

MOTION: *After much discussion, Commissioner Allen moved for approval to defer this matter until January 13, 2004 in order for the Commission to look at the remand procedure and discuss matters with the Legal Department. Seconded by Commissioner Rachel and the Commission approved without objection.*

(3: Citizens Advisory Committee Recommendation –School Board Members Compensation

Chairman Farmer reiterated that Ms. Margaret Zibart, Chairperson of the Citizen Advisory Committee, had provided a report of the meetings, public input and analysis at the last meeting of November 11, 2003. Chairman Farmer noted said the recommendation will go to the Council as an amendment for the pay plan. Mr. Lovett said Mercer consultants are currently conducting a reclassification study, which should be completed by April 1, 2004. Any pay plan approved, would be implemented July 1, 2004.

MOTION: *After much discussion, Commissioner Rachel moved for approval to recommend \$14,000 as annual compensation for the School Board Members. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

(4: Request approval of Proposed Revision to Civil Service Policy 6.8 A-1- 0 /Review of Initial Order

ACTION: *This matter was deferred until January 13, 2004*

(5: Request approval of Departmental Rules – Public Library

Mr. Chase Adams came before the Commission to review the proposed revisions to the Public Library's Departmental rules.

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

(6: Service Award Recipients for September, October, November and December 2003

Chairman Farmer recognized and congratulated those employees who have dedicated their services and careers to Metropolitan Government.

ACTION: *None required.*

(7: JOB DESCRIPTION REVISION

Building Maintenance Superintendent

Mr. Randy Lovett proposed revisions to the job responsibilities and education and experience requirements for the Building Maintenance Superintendent . Proposed revisions would allow this position to serve as a manager over custodial service employees who work in all public facilities.

MOTION: *After some discussion, Commissioner Allen moved for approval of the request as listed above. Seconded by Commissioner Rachel and the Commission approved without objection*

(8: Election of Chairman and Vice-Chairman

MOTION: *After some discussion, Commissioner Allen moved for approval to re-elect William H. Farmer as Chairman. Seconded by Commissioner Rachel and the Commission approved without objection.*

MOTION: *After some discussion, Commissioner Rodriguez moved for approval to re-elect R. Steve Corbitt Vice- Chairman. Seconded by Commissioner Allen and the Commission approved without objection.*

(9: Communiqués from the public on pending hearings

There were no reports.

With nothing further presented, the regular meeting adjourned at 9:15 a.m.

ATTEST:

APPROVED:

Mr. Randy Lovett, Acting Director
Civil Service Commission

William H. Farmer, Chairman
Metropolitan Civil Service Commission