

**MINUTES  
METROPOLITAN CIVIL SERVICE COMMISSION**

**MARCH 11, 2003**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on March 11, 2003 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:35a.m.

**Commission Members present:** Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, Mr. Michael C. Allen, Ms. Janet Rachel 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.

**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 February 11, 2003. *With no corrections, nothing further was noted and Vice-Chairman Corbitt moved for approval. Commissioner Allen seconded and the Commission approved without objection.*

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CODES ADMINISTRATION</u></b>			
* Deering, Billy J.	Building Inspector 2	Class Change/Lateral	02/16/03
McGee, Doris Lynn	Customer Service Supervisor	Promotion	02/16/03

\* Lateral Class Change From Property Standard Inspector (SR10) To Building Inspector 2 (SR10).

**OFFICE OF EMERGENCY COMMUNICATIONS**

Bond, Pauline M.	Emergency Telecommunicator 1	New Hire	02/01/03
Long, Christopher B.	Emergency Telecommunicator 1	New Hire	02/01/03
Maloon, Stacey L.	Emergency Telecommunicator 1	New Hire	02/01/03
Pianalto, Nicole G.	Special Projects Manager	New Hire	02/01/03
Tidwell, Jaikai	Emergency Telecommunicator 1	New Hire	02/01/03

**FINANCE**

* Aguilera, Gloria	Application Tech 1	Transfer To Civil Service	02/16/03
^ Jackson, Trena G.	Finance Officer 2	Dept Transfer/Class Change	02/16/03
* Lamb, Jennifer M.	Application Tech 1	Transfer To Civil Service	02/16/03
* Nelson II, Lee A.	Application Tech 1	Transfer To Civil Service	02/16/03
* Reed, Janie R.	Application Tech 1	Transfer To Civil Service	02/16/03
* Sherron, Damita A.	Application Tech 1	Transfer To Civil Service	02/16/03

\* Transfer To Civil Service From Temporary Status.

^ Department Transfer From Human Resources (Human Resources Analyst 2/SR10) To The Finance Department (Finance Officer 2/SR10)/Lateral Class Change.

**FIRE**

* Martin, Margaret J.	Database Administrator	Dept Transfer/Promotion	02/16/03
^ Milliken, Steven W.	Fire Fighter 2	Class Change	02/16/03

\* Department Transfer from ITS (IS Manager) to the Fire Department.

^ Class change from Fire Fighter 1

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>GENERAL SERVICES</u></b>			
Coltrin, Kelly	Administrative Services Manager	New Hire	02/01/03
Hulan, Jerry W.	Building Maintenance Leader	Promotion	02/01/03
* Vu, Phong T.	Equipment & Supply Clerk 3	Class Change/Lateral	02/01/03
^ Wall, Stacey L.	Administrative Services Officer 4	Class Change/Lateral	02/01/03
Woodard, Phillip K.	Automotive Mechanic-Cert	New Hire	02/01/03

\* Lateral class change from Equipment Inventory Assistant 2 (SR07) to Equipment and Supply Clerk 3 (SR7).

^ Lateral class change from Fleet Mgr -Light (SR12) to Administrative Services Officer 4 (SR12).

**HUMAN RELATIONS**

Odom, Monique N.	Program Spec 3	Promotion	02/01/03
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**HUMAN RESOURCES**

Beehan, Shannon S.	Human Resources Analyst 1	New Hire	02/16/03
Hill, Jennifer L.	Human Resources Manager	Promotion	02/16/03
* Hiltz, Paul D	Human Resources Administrator	Dept Transfer/Voluntary Reduction in Salary Grade	02/01/03
^ Rivers, Marco S.	Human Resources Analyst 1	Dept Transfer/ Transfer To Civil Service	02/16/03
Withers, Richard K.	Human Resources Analyst 1	New Hire	02/01/03

\* Department Transfer from Finance (Finance Manager/SR14) to the Human Resources Department (HR Administrator/SR13)

^ Department Transfer from the Sheriff's Office (Non-Civil Service)

**INFORMATION TECHNOLOGY**

Swihart, Geoffrey E.	Computer Operator 2	New Hire	02/16/03
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**JUVENILE COURT**

* Altizer, Amanda R.	Probation Officer 1	Transfer To Civil Service	02/01/03
* Elliott, Tamara Avon	Probation Officer 1	Transfer To Civil Service	02/01/03
* Finn, Alysandra W	Probation Officer 1	Transfer To Civil Service	02/01/03
* Hudson, Shelley P	Probation Officer 1	Transfer To Civil Service	02/01/03
* Langhi, Susan M.	Probation Officer 1	Transfer To Civil Service	02/01/03
**Wilcox, Kathryn A.	Probation Officer 1	Transfer To Civil Service	02/01/03
**Sanders, James H.	Information Systems Spec	Transfer To Civil Service	02/16/03

\* Transfer to Civil Service from Grant Funded Status.

\*\*Transfer to Civil Service from Full-Time Non Civil Service.

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>PARKS</u></b>			
Allen, Gary E	Maintenance & Repair Worker 2	Promotion	02/01/03
* Barfield, Amber E.	Museum Spec 2	Dept Transfer/Promotion	02/16/03
^ Fann, Dana J.	Office Support Rep 2	Dept Transfer/Promotion	02/01/03
**King, Lisa M.	Recreation Leader	Transfer To Civil Service	02/01/03
**Rhodes, Alonzo N	Recreation Leader	Transfer To Civil Service	02/01/03
**Rogers, Travis C	Recreation Leader	Transfer To Civil Service	02/16/03
**Tribue, Elona V.	Recreation Leader	Transfer To Civil Service	02/16/03

\* Department Transfer from Library (Archives Assistant 3) to Parks.

^ Department Transfer from Public Works (Office Support Rep 1)

\*\*Transfer to Civil Service from Part Time Status

**PLANNING COMMISSION**

Anderson, Christy R.	Office Support Rep 2	New Hire	02/10/03
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**POLICE**

* Bebout, Jeanette G.	Police Operations Coordinator 2	Class Change/Lateral	02/16/03
Hagar, Rhonda R	Police Operations Coordinator 2	Promotion	02/16/03
Holder, Melinda W.	Police Executive Assistant	Promotion	02/16/03
James, Timothy H.	Systems Advisor 1	Promotion	02/01/03

\* Lateral class change from Office Support Spec 2 (SR8) to Police Operations Coordinator 2 (SR8).

**PUBLIC LIBRARY**

Eades, Jennifer E.	Librarian 1	Re-Hire	02/16/03
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**PUBLIC WORKS**

Blair, Timmy L	Equipment Operator 3	New Hire	02/01/03
Cason, Bobby L.	Equipment Operator 3	New Hire	02/16/03
Forsythe Jr., Slayton C.	Maintenance & Repair Worker 1	New Hire	02/16/03
* Holzmer, Joseph M.	Public Works Assistant Dir-F & A	Dept Transfer/ Class Change	02/01/03
Knight, Keith A.	Maintenance & Repair Worker 1	New Hire	02/16/03
Lott, Matthew C.	Engineer In Training	New Hire	02/01/03
Mills, James L.	Maintenance & Repair Worker 1	New Hire	02/16/03
Reid, Donald L.	Administrative Services Manager	New Hire	02/01/03
Wilhelm, James E.	Equipment Operator 3	New Hire	02/01/03
* Williams, Larry O.	Maintenance & Repair Worker 1	Transfer To Civil Service	02/16/03
* Yates, Timothy L.	Equipment Operator 3	Transfer To Civil Service	02/16/03
Tate, Antonio D.	Equipment Operator 1	Promotion	02/01/03

\*Department Transfer from Finance (Assistant Director) to Public Works (Assistant Director)

\*Transfer to Civil Service from Emergency Status

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SHERIFF</u></b>			
Walker, Rickey J	Correctional Officer 2	Promotion	02/01/03

**SOCIAL SERVICES**

* Burkett, Angela P	Group Care Worker Sr.	Re-Hire	02/01/03
Matthews, Jr., Robert E.	Van Driver	New Hire	02/16/03
Williams, Deborah L.	Health Care Worker Sr.	Re-Hire	02/01/03

\* Recall from layoff list (Program Specialist 2/SR 8), to different classification (Group Care Worker Sr./SR7)

**WATER AND SEWER**

Bradley, James U	Industrial Maintenance Supervisor 1	Promotion	02/01/03
Caruthers, James A.	Industrial Maintenance Supervisor 1	Promotion	02/01/03
Dillard III, Joseph	Equipment Operator 2	Promotion	02/01/03
Fitzgerald, Jimmie S.	Maintenance & Repair Leader 1	Promotion	02/01/03
Hodges, Gregory T.	Customer Services Field Rep 1	New Hire	02/01/03
Hooberry, Jr., Ben C	Engineering Tech 2	Promotion	02/01/03

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

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Tallent, James	Finance Officer 2	Pensioned	Finance	01/31/03
Lovell, Billy R.	Fire Fighter 2	Pensioned	Fire	01/31/03
Hurt, Clarence C.	Fire District Chief	Pensioned	Fire	01/31/03
Haskins, Bobby E	Bldg Maint Lead Mechanic	Pensioned	General Services	01/31/03
Vu, Vuong D.	Equip Mechanic	Pensioned	General Services	01/31/03
McWhirter, Michael C.	Information Systems Analyst 2	Pensioned	Information Tech	01/31/03
Bobo, James L.	Maintenance & Repair Leader 1	Pensioned	Parks	01/30/03
Eaton, Ray H.	Golf Course Manager	Pensioned	Parks	01/31/03
Thompson, Meuchel M	Recreation Center Manager	Resignation	Parks	01/22/03
Benson, Robert L.	Information Systems Analyst 1	Resignation	Parks	02/15/03
McGlother, Donald P	Maintenance & Repair Worker 1	Dismissal	Parks	02/10/03
Gentry, Philemon L.	Custodian 1	Dismissal	Parks	01/29/03
Smith, Ruth M.	Police Operations Coordinator 1	Pensioned	Police	02/12/03
Camacho, Frances J.	Police Operations Coordinator 1	Resignation	Police	01/24/03
Denton, William M.	Police Officer 2	Resignation	Police	01/30/03
Smith, Gary M.	Police Officer 2	Resignation	Police	02/07/03
Alexander, Christi R	Police Operations Coordinator 2	Resignation	Police	01/22/03
Ford, Amanda J.	Police Operations Asst 2	Resignation	Police	01/20/03
Merrill, William F.	Police Officer 3	Pensioned	Police	01/31/03
Hunt, Damian Kyon	Police Officer 2	Resignation	Police	02/06/03
Jolley, Khalisha E.	Police Operations Assistant 2	Resignation	Police	01/30/03
Ogard, Malissa C.	Emergency Telecommunicator 2	Resignation	Police	01/24/03
Smith Jr., Jesse	Custodian 1	Resignation	Public Library	02/12/03

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Tucker, Nathan B.	Maintenance & Repair Worker 1	Dismissal	Public Works	02/11/03
Vaughn, Fadell D.	Equipment Operator 3	Resignation	Public Works	01/31/03
Greer, Charles A.	Sanitation Worker	Pensioned	Public Works	02/06/03
Mason, Thomas L.	Maintenance & Repair Worker 2	Pensioned	Public Works	02/15/03
Richards, Gary W.	Maintenance & Repair Worker 1	Resignation	Public Works	01/31/03
Criswell, Maria A	Correctional Officer 1	Dismissal	Sheriff	02/13/03
Campbell, Quincy L	Correctional Officer Sergeant	Resignation	Sheriff	01/20/03
Edwards, Nathan L.	Correctional Officer 1	Resignation	Sheriff	01/31/03
Elkins, Tonya J.	Social Worker 1	Resignation	Social Services	01/31/03

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

**ELIGIBILITY REGISTER REPORT**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Specialist	Dept	Codes Administration
Customer Service Supervisor	Open	Codes Administration
Applications Tech 1 - Call Center	Open	Finance
Fire Assistant Chief - Suppression	Dept	Fire
Automotive Mechanic Certified	Open	General Services
Garage Manager	Open	General Services
Program Specialist 3	Dept	Human Relations
Computer Operator 2	Open	Info Systems
Information Systems Specialist	Open	Juvenile Court
Office Support Rep 2 - Planning	Open	Planning
Museum Specialist 2 - Historic	Open	Parks
Police Executive Assistant	Dept	Police
Police Operations Coordinator 2	Dept	Police
Finance Manager - Public Works	Open	Public Works
Information Systems Division Manager	Open	Public Works
Maintenance & Repair Worker 2 – Storm water	Open	Water Service
Technical Specialist 1 - Design	Dept	Water Service

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
09/24/01	Finance Officer 2 - Accounts	Open	47
02/19/02	Building Maintenance Worker	Open	16
03/22/01	Golf Course Manager	Dept	05
06/14/02	Prof Specialist - Greenways	Open	15
04/30/01	Recreation Center Manager	Dept	01
09/11/00	Information Systems Tech 1	Open	22
09/12/02	Treatment Plant Shift Operator	Dept	08

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

**DEPARTMENTAL ITEMS**

LATE ITEM  
**CODES**

REQUEST: Mr. Terry Cobb, Director, requested approval to Hire Above Base Mr. William H. Penn, Program Supervisor, Step 3, effective March 16, 2003.

Mr. Cobb said that Mr. Penn has extensive experience as an Assistant Administrator for the Neighborhood Services Program in the City of Chattanooga. Mr. Penn developed codes enforcement initiatives that maximized community involvement and allowed direct public participation in the inspection process. He has a Master’s Degree in Public Administration, along with twelve years experience in the public sector.

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

**EMERGENCY COMMUNICATIONS CENTER**

REQUEST: Ms. RoxAnn Brown, Director, requests approval of Employee Increment Advances for the following:

Increment Advance

<u>NAME</u>	<u>TITLE</u>	<u>GRADE/STEP</u>
L. Anderson	Emergency Telecommunications Training Officer	SR09 / Step 4 to Step 6
T. Brown	Emergency Telecommunications Training Officer	SR9 / Step 6 to Step 8
T. Serritelli	Emergency Telecommunications Training Officer	SR9 / Step 5 to Step 7
R. Shedd	Emergency Telecommunicator 3	SR9 / Step 5 to Step 7
K. Wilson	Emergency Telecommunicator 3	SR9 / Step 5 to Step 7

Employee Bonus Awards

L. Crossland	Emergency Telecommunicator 3	\$2,256
J. Hunter	Emergency Telecommunicator Training Officer	2,256
D. Nesbitt	Emergency Telecommunicator Training Officer	2,256
B. Smoot	Emergency Telecommunicator 3	2,256

Mr. Billy Lynch said that proposed requests are in accordance with the incentive plan presented to the Commission in January 2003. Ms. Brown is requesting a two-step increment advancement or equivalent bonus for the Emergency Telecommunicators who successfully completed the training and testing requirements for EMD certification.

**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.*

**INFORMATION TECHNOLOGY SYSTEMS**

REQUEST: ITS Director, Richard McKinney, represented by Mr. David Friedlander, requested approval of an increment advance for Ms. Melanie Carter, Information Systems Technician 2, Step 2 to Step 3, effective March 16, 2003. (SR09)

Mr. Friedlander said that Ms. Carter was hired to do web publishing, but has since moved to a position doing involving analysis and entry level project management. She has exceeded performance expectations in her new duties, while maintaining her previous workload.

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

**PUBLIC WORKS**

REQUEST: Mr. Rick Conner, Director, represented by Mr. John Walker, requested approval to Hire Above Base Ms. Brandi Patterson, Office Support Representative I, Step 2, effective March 1, 2003. (SR 04)

Mr. John Walker said Ms. Patterson has extensive experience in customer service functions and is proficient with necessary computer software. She will be responsible for performing entry-level clerical/administrative duties that require independent judgment and skills in processing communicating, creating / maintaining records, files and information.

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

**SOCIAL SERVICES**

REQUEST: Ms. Caroline Chamberlain, Assistant Director, represented by Ms. Rene Pratt, requested approval to Hire Above Base, Mr. Brian Williams, Social Worker 3, Step 4, effective March 16, 2003. SR10

Ms. Pratt said Mr. Williams is a licensed Clinical Social Worker at Richland Village. He has the necessary education along with the experience in community relations and program monitoring.

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

**WATER SERVICES**

REQUEST: Mr. Scott Potter, Director, requests approval to Hire employees Above Base, in accordance with the Employee Transition Agreement with Cumberland Utility District, effective March 16, 2003.

***It was requested by Mr. Randy Lovett to withdraw this item and bring back at the next meeting.***

**ACTION:** *Item withdrawn*

**WATER SERVICES** (Continued)

REQUEST Mr. Scott Potter, Director, requests approval of a Pay Advance to mid-point (from \$45,223 to \$51,251) for Mr. Ecil J. Bailey, Systems Services Assistant Manager, effective March 16, 2003. (SR12)

Ms. Robin Brown said Mr. Bailey was hired at base pay and has been working as a System Services Assistant Manager since September 2002. During this period, his performance has exceeded expectations. Mr. Bailey’s knowledge, experience and overall performance has greatly assisted the department in working toward its goals and objectives in customer service

**MOTION:** ***After some discussion, Commissioner Allen commended the Water Department and moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez 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 from Attorney Bob Lynch, for the Commission to review the Civil Service status of Mr. Clifford Bell, a former employee with the Tax Assessor’s Office. (Deferred from the February meeting)

Chairman Farmer urged the Commission to read the information regarding this case and become familiar with all issues before the next meeting.

**ACTION:** ***This item was deferred until the April meeting.***

( 2: Review of Initial Order - Maria Criswell, Sheriff’s Office, Five (5) days suspension

Ms. Maria Criswell was suspended five days without pay from the Sheriff’s Office for alleged violation of Civil Service rule 6.7, dealing with sleeping on duty and failure to perform official duties. Ms. Criswell appealed her suspension to the Commission and the case was assigned to Hearing Officer Greg Rodriguez. Mr. Jay Long, Metro Legal Department, represented the Sheriff’s Office and Ms. Criswell, having been duly noted, was not present or represented by counsel for the hearing. Hearing Officer Rodriguez reviewed the matter and decided to proceed with the hearing as scheduled. On February 11, 2003, Commissioner Rodriguez entered an Order to Uphold the decision to suspend Ms. Criswell for five days without pay. No further briefs were filed.

Mr. Jay Long, Attorney for Metropolitan Legal Department, was present for the review. Ms. Criswell, having been duly notified, was not represented by counsel or present.

**MOTION:** ***After some discussion, Vice-Chairman Corbitt moved for approval to Uphold the Initial Order as submitted by Hearing Officer Greg Rodriguez. Seconded by Commissioner Allen and the Commission approved without objection.***

( 3: **JOB DESCRIPTION REVISION**

❖ **Fire Recruit**

Chief Larry Poole said the proposed change would require Fire recruits to have an “F” endorsement on their Tennessee Drivers License prior to completion of Training.

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

( 4: Clinton Lien Case Decision (information only – no action needed)

Mr. Mike Safley said the Tennessee Court of Appeals upheld the case decision by the Civil Service Commission. Chairman Farmer thanked Mr. Safley for sharing this information.

**ACTION:** *None taken*

( 5: Communiqués from the public on pending hearings

None.

With nothing further presented, the meeting adjourned at 8:50 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**