

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

JUNE 10, 2003

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, June 10, 2003 at 8:30 a.m.

CSC MEMBERS: Mr. William H. Farmer, Mr. R. Steve Corbitt, Mr. Michael Allen, Ms. Janet Rachel and Mr. Greg Rodriguez

(A) MINUTES: Approval of the minutes for the **May 13, 2003** Civil Service Commission Regularly scheduled meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>EMERGENCY COMMUNICATION CENTER</u>			
Baker, Lisa M	Emerg Comm Center Supv	Dept Transfer/Promotion	05/01/03
Brown, Theresa M.	Emerg Comm Center Asst Supv	Dept Transfer/Promotion	05/16/03
Frazier, Barbara N.	Emerg Comm Center Supv	Dept Transfer/Promotion	05/01/03
Hamlet, Kimberly	Emerg Comm Center Supv	Dept Transfer/Promotion	05/01/03
Hatch, Glenn L.	Emerg Comm Center Supv	Dept Transfer/Promotion	05/01/03
Huey, Lisa A.	Emerg Comm Center Asst Supv	Dept Transfer/Promotion	05/16/03
Langston, Judy K.	Emerg Comm Center Asst Supv	Dept Transfer/Promotion	05/16/03
Sanschargin, Bruce E.	Emerg Comm Center Asst Supv	Dept Transfer/Promotion	05/16/03
Serritelli, Toni L.	Emerg Comm Center Asst Supv	Dept Transfer/Promotion	05/16/03

All of above are Department Transfer from Police to Emergency Comm Center

FINANCE

Gilley, Frances V.	Finance Manager	Promotion	05/01/03
* Lazo, Lori L.	Technical Specialist 1	Vol Reduction In Salary Grade	05/16/03
McCorkle, Joseph E.	Finance Manager	New Hire	05/01/03
McElrath-Prosser, Angela G.	Finance Officer 2	Promotion	05/01/03
Shrem, Paul K	Finance Manager	Promotion	05/01/03

* Voluntary reduction in salary grade from Technical Specialist 2 (SR12) to Technical Specialist 1 (SR11).

FIRE

Ackerman, Jeffrey Scott	Fire Engineer	Promotion	05/16/03
Battle, Wayman	Fire District Chief	Promotion	05/16/03
Brady, Michael D	Fire Captain	Promotion	05/16/03
Bratcher, Larry Daniel	Fire Engineer	Promotion	05/16/03
Brooks, William M	Fire Captain	Promotion	05/16/03
Brown, Marvin T.	Fire District Chief	Promotion	05/16/03
* Bryant, William L.	Fire Engineer	Class Change/Lateral	05/16/03
Cole Jr., Lawrence E.	Fire District Chief	Promotion	05/16/03
Gilbert, Larry W.	Fire District Chief	Promotion	05/16/03
Hale, Joey W	Fire Engineer	Promotion	05/16/03
Hamley, Judi D.	Fire Captain	Promotion	05/16/03
Hampton, Darren R	Fire Engineer	Promotion	05/16/03
Hand, Randy G.	Fire Marshal-Assistant	Promotion	05/16/03

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FIRE</u>			
Haney, Joe D	Fire Engineer	Promotion	05/16/03
* Hanvy, Victor R.	Fire Engineer	Class Change/Lateral	05/16/03
Henry, Gary L.	Fire Engineer	Promotion	05/16/03
Hickey Jr., George E.	Fire District Chief	Promotion	05/16/03
Hicks, Vince J.	Fire Captain	Promotion	05/16/03
Holmes Jr., James E	Fire District Chief	Promotion	05/16/03
King, Daryl T	Fire Engineer	Promotion	05/16/03
Kurgan Jr., Leslie J.	Fire Engineer	Promotion	05/16/03
Lanham Jr., Marvin H	Fire Engineer	Promotion	05/16/03
Lawrence, Maggie O.	Fire Marshal-Assistant	Promotion	05/16/03
Lawson, Kimberly H.	Fire Deputy Chief	Promotion	05/16/03
Lee, Robert E	Fire Captain	Promotion	05/16/03
Lewis, Edward W.	Fire Engineer	Promotion	05/16/03
Luna, Walter I	Fire Engineer	Promotion	05/16/03
Martin, Drusilla L.	Exe Administrator Police/Fire	Promotion	05/16/03
Martin, Eric S.	Fire Captain	Promotion	05/16/03
Maynard, Bonnie G.	Fire District Chief	Promotion	05/16/03
McAlister, Robert A	Fire District Chief	Promotion	05/16/03
Mosley, James R	Fire Captain	Promotion	05/16/03
Moyers, Timothy L	Fire District Chief	Promotion	05/16/03
Mundy, Ray D	Fire Captain	Promotion	05/16/03
Newson, Martin J	Fire Engineer	Promotion	05/16/03
Norman, James L.	Fire District Chief	Promotion	05/16/03
Perry, Harvey H.	Fire Captain	Promotion	05/16/03
Pewitt, Stanley R.	Fire Captain	Promotion	05/16/03
** Price, Larry D.	Fire Captain	Class Change/Lateral	05/16/03
Scott Sr., Charles A.	Fire Marshal-Deputy	Promotion	05/16/03
Servais, Christopher J	Fire Engineer	Promotion	05/16/03
Smith, Edward W.	Fire Captain	Promotion	05/16/03
Smith, Ronald E.	Fire Engineer	Promotion	05/16/03
Stringer, Valerie C.	Fire Captain	Promotion	05/16/03
Stromatt, Mark E.	Fire Captain	Promotion	05/16/03
Thomas, Allison K.	Fire District Chief	Promotion	05/16/03
Thompson, Paul L.	Fire Engineer	Promotion	05/16/03
Walker Jr., David L.	Fire District Chief	Promotion	05/16/03
Walker, Edith K.	Fire District Chief	Promotion	05/16/03
Wallace, Tony L.	Fire Marshal-Assistant	Promotion	05/16/03
^ Whisenant, David W.	Fire Inspector 1	Class Change/Lateral	04/21/03
White, Richard T.	Fire Assistant Chief	Promotion	05/16/03
Yates, Danny R.	Fire Assistant Chief	Promotion	05/16/03
Young, Donald M.	Fire Captain	Promotion	05/16/03

* Class change from Fire Fighter 3 (PS5) to Fire Engineer (PS5).

**Class change from Technical Specialist 2(SR12) to Fire Captain (PS6).

^ Class change from EMT 2 (PS4) to Fire Inspector 1 (PS4).

GENERAL SERVICE

Cruz, Joe H.	Automotive Service Writer	New Hire	05/01/03
Hulan, Jerry W.	Bldg Maintenance Mechanic	Promotion	05/16/03

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INFORMATION TECHNOLOGY</u>			
Samour, Patricia S.	Info Sys Customer Support Rep	New Hire	05/01/03
<u>PARKS</u>			
Day, Melissa L.	Office Support Rep 2	New Hire	05/01/03
* Gianatsis, Kim K.	Golf Course Assistant Manager	Demotion	04/18/03
Gilley, Chad Lee	Maint & Repair Worker 2	Promotion	05/16/03
Hipps, Sherry D.	Administrative Services Officer 3	Promotion	05/01/03
Jones, Linda G.	Custodian 1	New Hire	05/01/03
Lunsford, Joyce B.	Custodian 1	New Hire	05/01/03
^ Thrower, William A.	Maintenance & Repair Worker 1	Transition To Civil Service	05/01/03
Tuck, Delilah C.	Administrative Assistant	Promotion	05/16/03

* Demotion from Golf Course Manager (SR11) to Golf Course Assistant Manager (SR9)

^ Transition to Civil Service from Seasonal Status.

PLANNING COMMISSION

Thompson, Leslie A.	Office Support Rep 2	New Hire	05/01/03
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POLICE

Howell Jr., Ronald	Police Operations Assistant 1	New Hire	05/16/03
Lander, Larry W	Info Systems Tech 1	Re-Hire	05/01/03

PUBLIC LIBRARY

Claybrooks Jr., Leroy	Custodian 1	New Hire	05/01/03
Flick, Jerry D.	Custodian 1	New Hire	05/01/03
Highfill, Melissa A.	Custodian 1	New Hire	05/01/03
Howerton, Tracey L.	Library Associate 1	New Hire	05/01/03
Morin, Christopher C	Librarian 2	Promotion	05/01/03

PUBLIC WORKS

Ashby, Matthew L.	Engineer 1	New Hire	05/16/03
Crocker, Donna Ann	Administrative Services Officer 3	Promotion	05/16/03
Daniels, Harvey L.	Equipment Operator 2	Promotion	05/16/03
Elliott, Joshua R.	Maintenance & Repair Worker 1	New Hire	05/01/03
* Ghee, Kimberly J	Office Support Spec 1	Dept Transfer/Promotion	05/01/03
Gregory, Melissa L.	Administrative Services Officer 3	Promotion	05/16/03
Horn, Edward R.	Equipment Operator 2	Promotion	05/16/03
Jamison, Cory Q.	Signal Tech 1	New Hire	05/01/03
Kenderdine, Cheryl F.	Administrative Services Officer 3	Promotion	05/16/03
Knight, Shelia S.	Engineer In Training	New Hire	05/01/03
^ Krantz, Jeremy W.	Office Support Rep 2	Dept Transfer/Promotion	05/16/03
Lain, Teresa L.	Administrative Services Officer 3	Promotion	05/16/03
Miller, Samuel L.	Maintenance & Repair Worker 1	Re-Hire	05/01/03
Richardson, Matthew G.	Engineer 1	New Hire	05/01/03
Thomas, Kristen P.	Engineer In Training	New Hire	05/16/03

* Department transfer from Parks to Public Works.

^ Department transfer from Library to Public Works.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
* Lassiter, Timothy K	Correctional Officer 2	Vol Reduction In Salary Grade	05/01/03
Moorman, Robert E	Correctional Officer Sergeant	Promotion	05/01/03
Smith, Katherine	Correctional Officer 2	Promotion	05/01/03
Yount, Joe S	Correctional Officer 2	Promotion	05/01/03

* Voluntary reduction in salary grade from Correctional Officer Sergeant (CO3) to Correctional Officer 2 (CO2).

WATER AND SEWER

Bass, Ray E.	Maintenance & Repair Worker 2	Promotion	05/16/03
Binder, Dale A.	Envir Compliance Officer	New Hire	05/01/03
Brooks, Tarves M.	Masonry Worker	Promotion	05/16/03
Cornwell, Bonita W.	Office Support Spec 1	Promotion	05/16/03
Demonbreun, Norvelle	Equipment Operator 2	Promotion	05/16/03
Harding, Harold E.	Equipment Operator 2	Promotion	05/16/03
Hunt, William P.	Masonry Worker	Promotion	05/16/03
Meeks, Ryan C.	Masonry Worker	New Hire	05/01/03
Shelton, Steve D.	Maintenance & Repair Worker 2	Promotion	05/16/03
Sterry, Melissa D	Office Support Spec 1	Promotion	05/16/03

(C) EXTENDED LEAVE REQUEST

<u>Name</u>	<u>Department</u>	<u>Type Leave</u>	<u>Date From</u>	<u>Date Thru</u>
Delores Gwin	Juvenile Court	From Civil Service	07/01/03	06/30/04
L'Tannia H. Williams	Juvenile Court	From Civil Service	07/01/03	06/30/04
Margo Cooper	Juvenile Court	From Civil Service	07/01/03	06/30/04

(D) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Neumaier, Anthony J.	Finance Officer 3	Resignation	Finance	04/18/03
Seabourn, Jerry D.	Emergency Medical Tech 2	Pensioned	Fire	05/08/03
Gupton, Larry V.	Fire Captain	Pensioned	Fire	05/01/03
Hamlett, Broderick L.	Custodian 1	Dismissal	Parks	04/16/03
Walker Jr., George W	Maintenance & Repair Worker 3	Resignation	Parks	05/06/03
Vaughn, Robert L.	Recreation Center Manager	Pensioned	Parks	05/15/03
Mullins, Kenneth L.	Recreation Leader	Pensioned	Parks	04/23/03
Millspaugh, Joey	Concessions Clerk 2	Pensioned	Parks	05/06/03
Goodrum, Alban B.	Police Officer 2	Resignation	Police	04/28/03
Mann, Jennifer H.	Police Officer 2	Resignation	Police	04/30/03

(D) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Merithew, Keyne R.	Police Operations Coord 1	Resignation	Police	04/17/03
Isbell, Amy L.	Emerg Telecommunicator 3	Resignation	Police	05/02/03
Keith, Angela K.	Police Operations Assistant 1	Resignation	Police	05/01/03
Barber, Christopher L	Police Officer 2	Resignation	Police	04/17/03
Varble, Georgia A.	Office Support Spec 1	Resignation	Public Library	04/30/03
Anderson Jr., Thomas E.	Custodian 1	Resignation	Public Library	05/15/03
McCary, Dane L.	Maintenance & Repair Worker 1	Resignation	Public Works	04/17/03
Henderson, Charles B.	Engineer 1	Resignation	Public Works	05/08/03
Wilkerson, Jason L.	Maintenance & Repair Worker 1	Dismissal	Public Works	05/07/03
Miller, Duan E.	Compliance Inspector 1	Dismissal	Public Works	05/02/03
Peebles, Toney D.	Sanitation Worker	Resignation	Public Works	05/15/03
Hickerson, Larry W	Compliance Inspector 3	Pensioned	Water And Sewer	04/24/03
Saunders, Charles D	Indust Mechanic 2	Pensioned	Water And Sewer	04/24/03
Kirk, Brian L.	Customer Service Field Rep 1	Resignation	Water And Sewer	04/29/03
Haynes, Linda A	Service Rep 1	Pensioned	Water And Sewer	04/30/03

(E) ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Finance Manager - Real Property	Dept	Finance
Finance Officer 2 - Small Business	Open	Finance
Administrative Services Officer 4	Dept	General Services
Equipment & Supply Clerk 1	Open	General Services/Fleet
Info System Customer Sup Rep 2 - Help Desk	Open	Info Tech Systems
Administrative Assistant - Concessions & Resale	Dept	Parks
Police Captain	Dept	Police
Administrative Services Officer 3	Dept	Public Works
Equipment Operator 1 - Roads	Dept	Public Works
Office Support Spec 1	Open	Public Works
Technical Special 1	Dept	Public Works
Social Worker 3	Dept	Social Services
Industrial Maintenance Supv 2 - Central	Dept	Water Service
Industrial Maintenance Supv 2 - K.R. & Omohundro	Dept	Water Service
Treatment Plant Shift Operator - K.R. Harrington	Dept	Water Service
Treatment Plant Shift Supv - Central	Dept	Water Service
Police Captain	Dept	Police

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
03/22/02	Building Inspector 1	Open	24
11/02/00	Automotive Mechanic	Open	09

DEPARTMENTAL ITEMS**FINANCE**

Item #1: Mr. David Manning, Director, requests approval for the following:

- a. Hire Above Mid-Point Judy Cantlon, Administrative Services Officer 2, effective June 16, 2003. SR08
- b. Approval for the following Employee Bonus Awards

OFFICE OF FINANCIAL OPERATIONS

Phil Carr	\$ 900
Leigh Anne Scheuerman	\$ 900

OFFICE OF MANAGEMENT AND BUDGET

Darlene Carlton	\$1000
Shirley Grigsby	\$1000
Judy Tucker	\$ 900
Greg McClarin	\$ 900
Bill Hyden	\$ 900

OFFICE OF SUPPORT SERVICES

Jennifer Lamb	\$ 900
Kevin Lyons	\$ 900
Marla Greer	\$ 900
Lynda Bowling	\$ 900
Richard Duncan	\$ 900
Kim Marable	\$ 900
Mary Etta Lavender	\$ 900
Stan Melton	\$ 900
Robbie Hargett	\$ 900
Kenneth Eads	\$ 900

REAL PROPERTY SERVICES

Gregg Nicholson	\$ 900
Joe Hooper	\$ 900
Deanna Baird	\$ 900
Hans Mooy	\$ 900
Harold Joyce	\$ 500

DIRECTOR'S OFFICE

Diane Treadway	\$ 900
Robin Lamborn	\$ 500

INFORMATION SYSTEMS

Item #2: Mr. Richard McKinney, Director, requests approval to Hire Above Mid-Point Marsha Gilbert, Information Systems Specialist, effective June 16, 2003. Salary grade SR12

EMERGENCY COMMUNICATION CENTER

Item #3: Ms. Roxann Brown, Director, requests approval of a two step increment advance for the following:

INCREMENT ADVANCES TO BE EFFECTIVE MAY 1, 2003

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>STEP</u>	<u>AMOUNT</u>
Lori Bentley	Emergency Telecommunicator 2	SR07/Step01 To Step 03	\$27,496 \$29,328
Maria Blanton	Emergency Telecommunicator 2	SR07/Step 01 To Step 03	\$27,496 \$29,328
Leah Quarries	Emergency Telecommunicator 2	SR07/Step 01 To Step 03	\$27,496 \$29,328
Melissa Cotnoir	Emergency Telecommunicator 3	SR09/Step 02 To Step 04	\$34,968 \$37,224
Michelle Williams	Emergency Telecommunicator 3	SR09/Step 05 To Step 07	\$38,352 \$40,608

INCREMENT ADVANCES TO BE EFFECTIVE MAY 16, 2003

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>STEP</u>	<u>AMOUNT</u>
Tamika Barker	Emergency Telecommunicator 3	SR09/Step 01 To Step 03	\$33,840 \$36,096
Michael Lloyd	Emergency Telecommunicator 3	SR09/Step 01 To Step 03	\$33,840 \$36,096
Angel Mariscal	Emergency Telecommunicator 3	SR09/Step 01 To Step 03	\$33,840 \$36,096
Gloria Lindsay	Emergency Telecommunicator 3	SR09/Step 02 To Step 04	\$34,968 \$37,224
Donna Jones	Emergency Telecommunicator 2	SR07/Step 01 To Step 03	\$27,496 \$29,328
Harold Weese	Emergency Telecommunicator 2	SR07/Step 01 To Step 03	\$27,496 \$29,328
Freda Harris	Emergency Telecommunicator 3	SR09/Step 07 To Step 09	\$40,608 \$42,864
Yvette Page	Emergency Telecommunicator 3	SR09/Step 02 To Step 04	\$34,968 \$37,224
Richard Maddox	Emergency Telecommunicator 2	SR07/Step 01 Step 03	\$27,496 \$29,328
Patrice Harring	Emergency Telecommunicator 2	SR07/Step 01 To Step 03	\$27,496 \$29,328
Amy Roberson	Emergency Telecommunications 3	SR09/Step 02 To Step 04	\$34,968 \$37,224

WATER SERVICES

- Item #4: Mr. Scott Potter, Director, requests approval of the following:
- a. to extend out of class pay beyond 100 days for Glen Mizell, Finance Officer 3, who is being paid Out of Class as a Water Services- Assistant Director of Finance and Accounting
 - b. Increment Advances for Karen Osborn and Diane Poole, Office Support Specialist 2 from Step 7 to Step 9, effective June 16, 2003.

HUMAN RESOURCES

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

- Item #5: Request approval to conduct a Public Hearing on July 8, 2003 following the regularly scheduled Civil Service Meeting, to consider proposed changes to Civil Service Rules
- Item #6: Request to Certify Results of Employee Benefit Board Election – Retiree Representative
- Item #7: Request approval of Plan for Employee Benefit Board Election – Fire Dept. Representative
- Item #8: Review of Initial Order – Greg Sullivan, Fire/30 Day Suspension
- Item #9: Review of Initial Order – Joseph Ash, Water Services/3 Day Suspension
- Item #10: Review of Initial Order - Clifford Mann, Police/12 Day Suspension
- Item #11: Blue Ribbon Committee Salary Recommendations
- a. Mayor- Amend the pay plan to increase the salary from \$75,000 to \$150,000 annually
 - b. Vice Mayor – Amend the pay plan to increase the salary from \$8,900 to \$20,000 annually
 - c. Council members – Amend the pay plan to increase the salary from \$6,900 to \$15,000 annually
- Note: Vice Mayor and Council member expense account of \$5,400 annually -is being abolished. (Salary recommendations to be effective, beginning of the next term)
- Item #12: Request approval to conduct a Special Called Meeting on June 19, 2003, at 8:30 a.m. to consider amendments to the pay plan
- Item #13: JOB DESCRIPTION REVISIONS
- Human Resource Analyst I, II, & III
Property Standards Inspector I, II
Property Standards Inspection Chief
- Item #14: Communiqués from the public on pending hearings