

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

OCTOBER 12, 2004

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, October 12, 2004, at 8:30 a.m.

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

(A) MINUTES: Approval of the minutes for the **September 14, 2004** Civil Service Commission Regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CARING FOR CHILDREN</u>			
Harris, Fonda M	Program Manager 1	Promotion	9/01/04
*Copeland, Tyran T.	Program Spec 3	Dept Transfer/Transition to CS	9/16/04
^Ramsey, Terry P.	Program Spec 3	Department Transfer/Lateral	9/16/04

*Department Transfer from Juvenile Court (Probation Officer 1, SR8, Non CS) to Caring for Children (Program Specialist, SR10)

^Department Transfer from Social Services (SR10) to Caring for Children (Program Spec 3, SR10)

FINANCE

West, Cathy J	Finance Admin	Promotion	9/16/04
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FIRE

*Binkley, Dana W	Emerg Medical Tech 1	Department Transfer/Lateral	9/01/04
Bratcher, John A.	Emerg Medical Tech 1	New Hire	9/01/04
*Phillips, Frank A	Emerg Medical Tech 1	Department Transfer/Lateral	9/01/04
Seay, David R.	Emerg Medical Tech 1	New Hire	9/16/04
Whitley, Gary A.	Emerg Medical Tech 1	New Hire	9/01/04
^Taylor, Ricky C.	Fire Fighter 1	Class Change	9/16/04

*Department Transfer from General Services (Emergency Vehicle Tech 1, TG12) to Fire (EMT 1, PS3)

^Class Change from Fire Recruit to Fire Fighter 1

GENERAL SERVICES

Hampton, Erin L	Human Resources Admin	Promotion	9/01/04
*Hooper, Kevin J	Technical Specialist 1	Department Transfer	8/23/04
^Beadles, Edwin Lee	Finance Officer 1	Department Transfer	9/16/04

*Department Transfer from Finance (Technical Specialist 1, SR11) to General Services, same classification

^Department Transfer from Finance (Finance Officer 1, SR8) to General Services, same classification

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
O'Dowd, Colleen Marie	Human Resources Analyst 2	Promotion	9/01/04
<u>INFORMATION TECHNOLOGY</u>			
Kennie, Heather	Systems Advisor 1	Promotion	9/01/04
Carter, Melanie L.	Info Systems Analyst 1	Promotion	9/16/04
Harris, Samuel C.	Info Systems Analyst 1	Promotion	9/16/04
Johns, James D.	Info Systems Analyst 1	Promotion	9/16/04
Martin, Evans L.	Info Systems Analyst 1	New Hire	9/21/04
Adams, Matthew J	Info Systems Analyst 2	Promotion	9/16/04
Collingwood II, Bradley Y	Info Systems Manager	Promotion	9/16/04
Gilbert, Marsha V.	Info Systems Manager	Promotion	9/01/04
Hall, Reginald G.	Info Systems Manager	Promotion	9/16/04
Stone Jr., John M.	Info Systems Manager	Promotion	9/16/04
Talley, Betsy A.	Info Systems Manager	Promotion	9/16/04
Parish, Denise C.	Info Systems Spec	New Hire	9/16/04
*Campbell, Debra J	Info Systems Tech 1	Department Transfer/Promotion	9/01/04
*Department Transfer from Police (Police Operations Coordinator 1, SR7) to ITS (IS Tech 1, SR8)			
<u>JUVENILE COURT</u>			
Hudson, Shelley P	Probation Officer 2	Promotion	8/16/04
<u>PARKS</u>			
Patrick, Kim J.	Custodian 1	Re-Hire	8/16/04
<u>POLICE</u>			
Ragan, Christine T.	Police Exec Admin	New Hire	9/03/04
*Durham, Timothy E.	Police Lieutenant	Return from Pension	9/13/04
*Whitehouse, Gary W.	Police Lieutenant	Return from Pension	9/13/04
*Deberry Jr., Robert J.	Police Officer 2	Return from Pension	9/13/04
King, Richard C.	Police Officer 2	Re-Employment	9/15/04
*Nipper, Gigger L.	Police Officer 2	Return from Pension	9/13/04
*Stewart Jr., Henry B.	Police Officer 2	Return From Pension	9/13/04
Donegan, Troy G.	Police Sergeant	Promotion	8/16/04
Cardinal, Eric	Research Analyst 2	Promotion	9/01/04
Zeller, Clayton C	Technical Specialist 2	Promotion	9/01/04
Shrum Jr., Paul A.	Info Systems Spec	Promotion	9/01/04

*Return from IOD pension to same classification

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
*Helmick, John T.	Circulation Asst 1	Transition to Civil Service	9/01/04
*Transition to Civil Service from Part Time status			
<u>PUBLIC WORKS</u>			
Clouse, Jonathan F.	Maint & Repair Worker 1	Re-Hire	9/16/04
*McKay Jr., Danny E	Maint & Repair Worker 1	Department Transfer	9/01/04
Moore, Titus E.	Maint & Repair Worker 1	New Hire	9/01/04
Weatherly, Ricky G.	Maint & Repair Worker 1	New Hire	9/01/04
White, Brent J.	Maint & Repair Worker 1	New Hire	9/16/04
Wilson, John A.	Maint & Repair Worker 1	New Hire	9/01/04
^Holzmer, Joseph M.	Finance Manager	Voluntary Reduction In Grade	9/01/04
Elliott, Joshua R.	Maint & Repair Worker 3	Promotion	9/01/04
Shirey, Gerrod D.	Maint & Repair Worker 3	New Hire	9/01/04
**Runyon, Christopher T.	Compliance Inspector 1	Voluntary Reduction In Grade	9/01/04
^Smith, Tammy D	Office Support Rep 2	Department Transfer/Lateral	9/01/04

*Department Transfer from Parks (M&R Worker 1)

^Voluntary Reduction in Salary Grade from Public Works Assistant Director-Finance and Adm (SR15) to Finance Manager (SR14)

**Voluntary Reduction In Salary Grade from HR Analyst 1 (SR8) to Compliance Insp (SR7)

^Department Transfer from Social Services (Group Care Worker, SR5) to Public Works (Office Support Rep 2, SR5)

SHERIFF

Gleaves, Derrick L.	Correctional Officer Serg	Promotion	9/01/04
Hudson, Glenn E	Correctional Officer Serg	Promotion	9/01/04
McCutcheon, Cristofer D	Correctional Officer Serg	Promotion	9/01/04
Quintal, Kristina B.	Correctional Officer Serg	Promotion	9/01/04
Roberts Jr., Paul R	Correctional Officer Serg	Promotion	9/01/04
Rutledge, Pamela L	Correctional Officer Serg	Promotion	9/01/04
Gant, Jermane D.	Correctional Officer 2	Promotion	9/01/04
Gise, William J.	Correctional Officer 2	Promotion	9/01/04
Harrison II, Ricci L.	Correctional Officer 2	Promotion	9/01/04
Hodge, David K.	Correctional Officer 2	Promotion	9/01/04
Moore, Tabitha C	Correctional Officer 2	Promotion	9/01/04
Pierce, Velika T.	Correctional Officer 2	Promotion	9/01/04
*Acevedo, Jonathan G.	Correctional Officer 1	Dept Transfer/Transition to CS	9/01/04
Ashmead, Robert B.	Correctional Officer 1	New Hire	9/01/04
Blake, Monica S.	Correctional Officer 1	New Hire	9/01/04
Boerema, Elizabeth A.	Correctional Officer 1	New Hire	9/01/04
Bowdoin III, Stuart H.	Correctional Officer 1	New Hire	9/01/04
Cathey, Michael D.	Correctional Officer 1	New Hire	9/01/04
Croux, Jason C.	Correctional Officer 1	New Hire	9/01/04
Dautreuil, Darren M.	Correctional Officer 1	New Hire	9/01/04
Davidson, Jeffrey S.	Correctional Officer 1	New Hire	9/01/04
Duke, Russell G.	Correctional Officer 1	New Hire	9/01/04
Evitts, Larry S.	Correctional Officer 1	New Hire	9/01/04

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Freeman, Barbara I.	Correctional Officer 1	New Hire	9/01/04
Frontz, Casey T.	Correctional Officer 1	New Hire	9/01/04
Ganaway, Tametha R.	Correctional Officer 1	New Hire	9/01/04
Groce, Norma J.	Correctional Officer 1	New Hire	9/01/04
Guth, Matthew T.	Correctional Officer 1	New Hire	9/01/04
Hall, Daryl L.	Correctional Officer 1	New Hire	9/01/04
Harris, Paul E.	Correctional Officer 1	Re-Hire	9/01/04
Haymer, Tremayne D.	Correctional Officer 1	New Hire	9/01/04
Hollins, Joseph B.	Correctional Officer 1	New Hire	9/01/04
Houser, Jase	Correctional Officer 1	Re-Hire	9/01/04
Kellogg, William K.	Correctional Officer 1	New Hire	9/01/04
Lavender, Bryan J.	Correctional Officer 1	New Hire	9/01/04
Linder, Adam M.	Correctional Officer 1	New Hire	9/01/04
MacKey, Stacey E.	Correctional Officer 1	New Hire	9/01/04
McCollum, Daniel W.	Correctional Officer 1	New Hire	9/01/04
Metzger, Keith G.	Correctional Officer 1	New Hire	9/01/04
Millen III, Tommy L.	Correctional Officer 1	New Hire	9/01/04
Noel, Vonda K.	Correctional Officer 1	New Hire	9/01/04
Pelfrey, Jeanette M.	Correctional Officer 1	New Hire	9/01/04
Pickel, Amanda K.	Correctional Officer 1	New Hire	9/01/04
Redmond, Bradley S.	Correctional Officer 1	New Hire	9/01/04
Robinson, Phillip E.	Correctional Officer 1	New Hire	9/01/04
Smith, Timika R.	Correctional Officer 1	New Hire	9/01/04
Steely, Daniel L.	Correctional Officer 1	New Hire	9/01/04
Sutton Jr., Toney R.	Correctional Officer 1	New Hire	9/01/04
Terry, Charles N.	Correctional Officer 1	New Hire	9/01/04
Thompson, Brian A.	Correctional Officer 1	New Hire	9/01/04
Tippins, Orlando	Correctional Officer 1	New Hire	9/01/04
Washington, David A.	Correctional Officer 1	New Hire	9/01/04

*Department Transfer from Criminal Court Clerk to the Sheriff's Office (Correctional Officer 1, CO01)

SOCIAL SERVICES

*Boseman, Trista U.	Social Work Assoc	Voluntary Reduction In Grade	8/16/04
**Benton, Tracey M.	Group Care Worker	Voluntary Reduction In Grade	9/01/04
**Knox, Delores A.	Group Care Worker	Voluntary Reduction In Grade	8/16/04
Aldridge, Tameka D.	Homemaker	Promotion	9/01/04
Hill, Brandy Yvonne	Homemaker	Promotion	9/16/04
Martin, Toya N.	Homemaker	Promotion	9/16/04
Tyler, Marian D.	Homemaker	Promotion	9/01/04
Webster, Frankie R	Homemaker	Promotion	9/16/04
^Falls, Tracey L	Van Driver	Voluntary Reduction In Grade	9/16/04

*Voluntary Reduction from Day Care Center Teacher (SR8) to Social Work Assoc (SR7)

**Voluntary Reduction from Day Care Center Assistant Teacher (SR6) to Group Care Worker (SR5)

^Voluntary Reduction from Homemaker (SR5) to Van Driver (TG5)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SOIL AND WATER</u>			
Edwards, Carol M.	Administrative Assistant	New Hire	9/01/04
<u>WATER SERVICES</u>			
Baskette, Bradley E.	Indust Mechanic 1	Promotion	9/01/04
Malone, Christopher B	Indust Mechanic 1	Promotion	9/01/04
Perry, Robert W	Indust Mechanic 1	Promotion	9/01/04
*Green, Linda J.	Admin Services Manager	Class Change/Lateral	9/01/04
Murphy, Bobby R	Maint & Repair Leader 2	Promotion	9/01/04
**Henson, Joseph P.	Customer Svc Field Rep 1	Demotion	8/16/04
Searcy, Charlene L.	Info Systems Spec	Promotion	9/16/04
^Jobe Jr., Mose A	Security Officer Coordinator	Class Change/Lateral	9/01/04
^^Minton, Kimberly D	Office Support Spec 1	Class Change/Lateral	9/01/04
^^^Haynes, Thomas E.	Water Maint Tech 1	Demotion	8/18/04

*Class Change from Treatment Plant Manager (SR13) to Administrative Services Manager (SR13)

**Demotion from Customer Services Field Rep 2 (SR6) to Customer Services Field Rep 1 (SR5)

^Class Change from Treatment Plant Tech 3 (T111) to Security Officer Coordinator. (SR9)

^^Class Change from HR Assistant 2 (SR7) to Office Support Spec 1 (SR7)

^^^Demotion from Customer Services Field Rep 1 (SR5) to Water Maintenance Tech 1 (TG3)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Parrish, Gayle B.	Office Support Manager	Pensioned	Beer Board	9/02/04
White, Betty A	Office Support Rep 3	Pensioned	Codes Administration	8/26/04
Dicks Jr., Thomas H.	Emerg Telecommunicator 1	Dismissal	Emergency Communication	9/03/04
Kolczynski, Michelle A.	Emerg Telecommunicator 1	Dismissal	Emergency Communication	8/19/04
Miller, Lanie M.	Emerg Telecommunicator 1	Resignation	Emergency Communication	8/20/04
Pierson, Charlene M.	Emerg Telecommunicator 1	Resignation	Emergency Communication	9/02/04
Grigsby, Shirley A.	Office Support Spec 2	Pensioned	Finance	8/26/04
Mooy, Hans J.	Technical Specialist 1	Resignation	Finance	8/31/04
Pierce, Catherine I	Finance Officer 2	Resignation	Finance	9/09/04
Potts, Tommy G	Fire Captain	Pensioned	Fire	9/05/04
Shiple Jr., William T.	Program Spec 3	Resignation	Information Technology	9/09/04
Graves, Gayle S.	Administrative Assistant	Pensioned	Legal	8/31/04
Tucker, Julia M	Legal Secretary 2	Pensioned	Legal	8/30/04
Cook, Allen L.	Maint & Repair Worker 3	Resignation	Parks	8/27/04
Key, Rachel R.	Recreation Leader	Resignation	Parks	8/17/04
Parham, Ronald	Recreation Center Manager	Pensioned	Parks	9/15/04
Sisk, Bingham S.	Special Programs Coord	Pensioned	Parks	9/15/04
Cunningham, Madelyn K.	Police Sergeant	Pensioned	Police	8/31/04
Dillingham, Kimberly R.	Police Lieutenant	Pensioned	Police	8/19/04
Gillespie Sr., Donald D.	Police Sergeant	Pensioned	Police	8/18/04
Gooch, Kimberly L.	Police Sergeant	Resignation	Police	8/31/04
Keen, Eudora F	Police Operations Coord 2	Pensioned	Police	8/18/04
Meece, Valerie J.	Police Assistant Chief	Pensioned	Police	8/20/04
Mitchell, Shirley A.	Police Operations Asst 2	Resignation	Police	9/20/04

(C) TERMINATIONS/ PENSIONS

Pence, Kenneth R.	Police Captain	Pensioned	Police	8/31/04
Leach, Connie L.	Library Associate 1	Pensioned	Public Library	8/31/04
Woodard, Joseph G.	Library Associate 1	Resignation	Public Library	8/28/04
Gaddes, Vincent R.	Equipment Operator 1	Dismissal	Public Works	9/15/04
Harris, Samuel D.	Maint & Repair Worker 1	Resignation	Public Works	8/31/04
Kestner, Brandon S.	Maint & Repair Worker 1	Resignation	Public Works	9/15/04
Place, Marcus A.	Maint & Repair Worker 1	Resignation	Public Works	8/31/04
Washburn, Jerry C.	Signal Tech 1	Resignation	Public Works	9/15/04
Downey Jr., Carey W	Correctional Officer 1	Pensioned	Sheriff	9/15/04
Jenkins, Henry E.	Correctional Officer 1	Resignation	Sheriff	8/24/04
Kring, IV, Peter M.	Correctional Officer 1	Resignation	Sheriff	8/31/04
Martin, Charles L.	Correctional Officer 1	Dismissal	Sheriff	9/04/04
Spivey, Jackson W.	Correctional Officer 1	Dismissal	Sheriff	8/18/04
Cannon, Joan M.	Social Worker 2	Pensioned	Social Services	8/26/04
Minnis, Freda J	Homemaker	Pensioned	Social Services	8/25/04
Peet, Joyce A	Social Work Tech	Pensioned	Social Services	8/25/04
Williams, Gail M	Social Worker 1	Pensioned	Social Services	8/21/04
Davis, Rachel L.	Office Support Rep 1	Dismissal	Water Services	9/13/04
Woodson, Christopher R.	Water Maint Tech 1	Dismissal	Water Services	9/13/04

(D) ELIGIBILITY REGISTERS ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Finance Administrator - Fixed Accts	Dept	Finance
Finance Officer 2 - Treasury	Open	Finance
Fire Marshal	Dept	Fire
Info Systems Division Manager	Dept	I.T.S.
Planning Technician 2	Open	Planning
Administrative Service Officer 2	Open	Police
Systems Advisor 2	Dept	Police
Equipment Operator 1	Dept	Public Works
Maintenance & Repair Leader 2	Dept	Public Works
Administrative Assistant	Open	Soil & Conservation

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
01/23/04	Technical Spec 1 - Architecture	13	Open
09/11/03	Technical Spec 2 - Architecture	14	Open
10/04/02	Engineer 1 - Capital Improvement	08	Open
10/03/03	Correctional Officer 2	06	Dept
03/10/04	Office Support Rep 3	01	Dept
03/02/04	Planning Technician 1	60	Open

DEPARTMENTAL ITEMS

FIRE

Item #1: Chief Halford requests approval for a Two Step Increment Advance in addition to a lateral classification change for Larry Stewart, from Firefighter III (PSO508 to Fire Engineer (PS0510).

GENERAL SERVICES

Item #2: Nancy Whittemore, Director, requests to extend Out-of-Class pay beyond 100 days for Kelly Coltrin, as Interim Manager of Fleet Operations.

CARING FOR CHILDREN

Item #3: David Manning, Director of Finance, requests approval to extend Out-of-Class pay beyond the 100 days for Terry Griffin, as Interim Customer Services Manager.

POLICE

Item #4: Chief Serpas requests approval to extend Out-of-Class pay beyond 100 days for Donna Spender, as Police Executive Assistant.

HUMAN RESOURCES

Veronica Frazier, Assistant Director, submits the following for the Commission’s consideration and appropriate action:

Item #5: Appeal by Terry Pate, Disability Pensioner, of a Medical Disqualification for re-employment with the Metropolitan Nashville Police Department (Deferred from last meeting)

Item #6: Police Bargaining Unit Election Results as certified by the Director of Human Resources (Report Only)

<u>Organization:</u>	<u>Vote Total:</u>
F. O. P.	524
Teamsters	508

Item #7: Request approval for appointment of Dorothy S. Berry to Interim Director of the Human Resources Department.

Item #8: Benefit Board Communication on Injury Leave (IOD) (For discussion)

- Item #9: Consideration of proposed pay plan amendment and approval to create classifications and structure for the Emergency Communication Center

- Item #10: Report of Amended Layoff Plan for Finance Department
(For Information Only – no required action)

- Item #11: Petition for Reconsideration of Final Order regarding Jack White, Police – Appeal of Grievance Decision – Injured on Duty

- Item #12: Petition for Reconsideration of Final Order regarding George Conway, Police/Dismissal

- Item #13: JOB DESCRIPTION CHANGES
Information Systems Director

- Item #14: Communiqués about Hearings