

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

DECEMBER 14, 2004

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, December 14, 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 regularly scheduled Civil Service Commission meeting and from the Public Hearing meeting held on **November 9, 2004.**

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>BEER BOARD</u>			
Purser, Cortney S.	Office Support Rep 3	New Hire	11/16/04
<u>CARING FOR CHILDREN</u>			
Wilson, Vaughn A.	Program Spec 3	Promotion	11/16/04
<u>CODES ADMINISTRATION</u>			
Fortner, Charles A.	Building Inspector 1	New Hire	11/01/04
Hargis, Johnny W.	Building Inspector 1	New Hire	11/01/04
<u>FINANCE</u>			
Adewuyi, Ayodele Ben	Finance Officer 2	Promotion	11/01/04
Harris, Richard W.	Administrative Services Manager	Promotion	11/16/04
Hartlage, Kenneth J.	Finance Officer 1	New Hire	11/29/04
*Robinson, Arlene M.	Office Support Spec 2	Dept Transfer/Promotion	11/08/04
*Department Transfer from Human Resources (HR Assistant 1, SR6) To Finance			
<u>FIRE</u>			
Adair, Rubert D.	Fire Engineer	Promotion	10/16/04
Armstrong, James R	Fire Captain	Promotion	10/16/04
*Ashburn, Jerry F.	Paramedic 1	Class Change/Lateral	11/01/04
Bogle, Robert W.	Fire Engineer	Promotion	10/16/04
*Booker, Carl D	Paramedic 1	Class Change/Lateral	11/01/04
^Lee, Johanna C.	Emergency Medical Tech 1	Department Transfer /Transition To Civil Service	11/01/04

*Class change from EMT 2 (PS4) to Paramedic 1 (PS4)

^Department Transfer from General Hospital (Pharmaceutical Control Asst) to Fire

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>GENERAL SERVICES</u>			
*Beulke, Ronald K	Equipment & Supply Clerk 1	Department Transfer /Voluntary Reduction In Grade	11/16/04
^Daugherty, Robert Wayne	Automotive Service Writer	Voluntary Reduction In Grade	11/16/04
Lyons, Kevin D.	Professional Spec	Promotion	11/16/04
Malcolm Sr., Charles W.	Manager of Fleet Operations	New Hire	11/01/04
Mcardle, Dorian P.	Radio Tech 1	Promotion	11/16/04
Palk, Andrea H	Program Manager 2	Promotion	11/01/04

*Department Transfer from Library (Equipment Operator 1, TG5) to General Services (Equipment & Supply Clerk 1, SR4)

^Voluntary Reduction in salary grade from Equipment Mechanic-Certified (TG12) to Automotive Service Writer (SR7)

HUMAN RESOURCES

Pierce, Roxanna S.	Human Resources Analyst 1	Department Transfer/ Class Change	11/01/04
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*Department Transfer from Public Works (Office Support Specialist 2, SR8) to HR (HR Analyst 1, SR8)

INFORMATION TECHNOLOGY

Cowles, Aaron D	Program Spec 3	Promotion	11/01/04
Haney, David C.	Program Spec 2	Promotion	11/01/04
Mccooy, Andrew K.	Info Systems Analyst 2	New Hire	10/27/04
*Samour, Patricia S.	Info Systems Tech 1	Class Change/Lateral	11/01/04
^Vogt, Carol M.	Info Systems Tech 1	Class Change/Lateral	11/01/04

*Class change from IS Customer Support Rep 2 (SR8) to IS Tech 1 (SR8)

^Class change from Office Support Specialist 2 (SR8) to IS Tech 1 (SR8)

METROPOLITAN CLERK

Long, Vicki L	Administrative Assistant	Promotion	11/16/04
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PARKS

*Bryant, Branden S.	Maintenance & Repair Worker 1	Transition to Civil Service	11/01/04
*Catalan, Irineo	Maintenance & Repair Worker 1	Transition to Civil Service	11/01/04
*Harris, Jason D.	Maintenance & Repair Worker 1	Transition to Civil Service	11/01/04
*Love, Timothy D.	Maintenance & Repair Worker 1	Transition to Civil Service	11/01/04
*Richardson, Brandon S.	Maintenance & Repair Worker 1	Transition to Civil Service	11/01/04
*Van Tassel, Danny R	Maintenance & Repair Worker 1	Transition to Civil Service	11/01/04

*Transition to CS from Seasonal Status

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Cockrill, Jacqueline E	Police Identification Spe	Promotion	11/01/04
*McClain, Missouri A	Police Operations Coordinator 2	Demotion	10/28/04
Nielsen, Robert C.	Police Officer 2	Re-Hire	11/01/04

Demotion from Police Operations Supervisor (SR9) to Police Operations Coordinator 2 (SR8)

PUBLIC WORKS

*Allen, Reba J.	Human Resources Assistant 2	Department Transfer	11/01/04
Blanton Jr., Kevin W	Maintenance & Repair Worker 1	Re-Hire	11/16/04
Daniels, Harvey L.	Equipment Operator 3	Promotion	11/01/04
Dickens, Ryan N.	Maintenance & Repair Worker 1	New Hire	11/01/04
Fleckenstein III, David F.	Maintenance & Repair Worker 1	New Hire	11/16/04
Fletcher, Daniel L.	Maintenance & Repair Worker 1	New Hire	11/01/04
Gammon, Christopher A.	Maintenance & Repair Leader 1	Promotion	11/01/04
Greene, James E.	Equipment Operator 1	Re-Employment	11/01/04
Hodge, Daryl W.	Equipment Operator 3	Promotion	11/01/04
Horton, Jimmy W.	Equipment Operator 3	Promotion	11/16/04
Kizer, James M.	Maintenance & Repair Worker 1	New Hire	11/01/04
Lamborn Jr., Dickie R.	Maintenance & Repair Worker 1	New Hire	11/01/04
Lamborn, James L.	Maintenance & Repair Worker 1	New Hire	11/01/04
Mangrum, Rachael M.	Maintenance & Repair Worker 1	New Hire	11/16/04
Obrien Jr., Eddie G.	Maintenance & Repair Worker 1	New Hire	11/16/04
Prisco, Daniel E.	Maintenance & Repair Worker 1	New Hire	11/16/04
Ryman, Michael K.	Technical Specialist 2	Promotion	11/01/04
Shaw Jr., James M.	Equipment Operator 3	Promotion	11/16/04
Spitzenberg, William E.	Engineer In Training	New Hire	11/16/04
Spurlock, William K.	Maintenance & Repair Worker 1	New Hire	11/16/04
Street, John P.	Maintenance & Repair Worker 1	New Hire	11/16/04
Thomas, Bryan S.	Equipment Operator 1	Promotion	11/01/04
Williams, Eric D.	Maintenance & Repair Worker 1	New Hire	11/16/04
Winfrey, Stanley Z.	Maintenance & Repair Worker 1	Re-Hire	11/16/04
Woodall, Timothy N.	Maintenance & Repair Worker 1	New Hire	11/16/04
Young, Timothy J	Technical Specialist 1	Promotion	11/16/04

*Department transfer from Human Resources to Public Works, same classification

SHERIFF

Adams, Crystal D.	Correctional Officer 1	New Hire	11/01/04
Barker, David W.	Correctional Officer 1	New Hire	11/01/04
Carland, James M.	Correctional Officer 1	New Hire	11/01/04
Carlington, Derrick L.	Correctional Officer 1	New Hire	11/01/04
Castillo, Eligio R.	Correctional Officer 1	New Hire	11/01/04
Cobb, Sterling R.	Correctional Officer 1	New Hire	11/01/04
Craven, Morris W.	Correctional Officer 1	New Hire	11/01/04
Davis Jr., William M.	Correctional Officer 1	Re-Hire	11/01/04
Davis, Marcus G.	Correctional Officer 1	New Hire	11/01/04
Deharde, Gailrena C	Correctional Officer Sergeant	Promotion	11/01/04
Griffin, Malcolm A.	Correctional Officer 1	New Hire	11/01/04
Hackett, Lance A.	Correctional Officer 1	New Hire	11/01/04

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Jackson, Michael D.	Correctional Officer 1	New Hire	11/01/04
Johnson, Laura E.	Correctional Officer 1	New Hire	11/01/04
Johnson, William C.	Correctional Officer 1	New Hire	11/01/04
Jordan, Kristy E.	Correctional Officer 1	New Hire	11/01/04
Lubak Jr., William E.	Correctional Officer 1	New Hire	11/01/04
McNeil, Regena K.	Correctional Officer 1	New Hire	11/01/04
Patton III, James M.	Correctional Officer 1	New Hire	11/01/04
Pugh, Myleena M.	Correctional Officer 1	New Hire	11/01/04
Rainey, Jeffrey L.	Correctional Officer 1	New Hire	11/01/04
Rivera, Reymundo S.	Correctional Officer 1	New Hire	11/01/04
Senart Jr., David A.	Correctional Officer 1	New Hire	11/01/04
Sepulveda, Joseph P.	Correctional Officer 1	New Hire	11/01/04
Smith, James R.	Correctional Officer 1	New Hire	11/01/04
Steinsultz, Brad A.	Correctional Officer 1	New Hire	11/01/04
Stoxstill-Diggs, Lajuan A.	Correctional Officer 1	New Hire	11/01/04
Taylor, Deirdre L.	Correctional Officer 1	New Hire	11/01/04
Tetterton, Christina M.	Correctional Officer 1	New Hire	11/01/04
Turley, Scott C.	Correctional Officer 1	New Hire	11/01/04
Wilson, James D.	Correctional Officer 1	New Hire	11/01/04
Wolfe, Edward J.	Correctional Officer 1	New Hire	11/01/04

SOCIAL SERVICES

Belleza-Binns, Luz R.	Social Worker 2	Promotion	11/16/04
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WATER SERVICES

Bennett, Marvin C.	Water Maintenance Tech 1	New Hire	11/16/04
Boachie, Kwaku S.	Water Maintenance Tech 1	New Hire	11/16/04
Brooks, Mickey S	Compliance Inspector 2	Promotion	11/01/04
Brown, Carl T.	Water Maintenance Tech 1	New Hire	11/16/04
Brown, Deric L.	Equip Operator 2	Promotion	11/01/04
Buckner, Leslie P.	Water Maintenance Tech 1	New Hire	11/16/04
Capps, Timothy N.	Equip Operator 2	Promotion	11/01/04
Caruthers, Michael T	Treatment Plant Shift Operator	Promotion	11/01/04
Chapman, Clifton W	Water Maintenance Leader 2	Promotion	11/16/04
Cobb, William K	Water Maintenance Leader 2	Promotion	11/16/04
Crow, David F	Plumber	Promotion	11/01/04
Debraganza, Maria L.	Office Support Rep 2	New Hire	11/01/04
Dillard III, Joseph	Water Maintenance Leader 2	Promotion	11/16/04
Fulson Sharon R	Office Support Rep 2	Re-Hire	11/01/04
Gregory, Charles R	Customer Service Assistant Mgr	Promotion	11/01/04
Huffines, Neil B.	Water Maintenance Tech 1	New Hire	11/16/04
Jackson, Mickey	Maintenance & Repair Leader 1	Promotion	11/01/04
Jones, Danny H.	Engineering Tech 2	Promotion	11/01/04
Jordan Jr., James F	Compliance Inspector 2	Promotion	11/01/04
Mckinnon, Ashley P.	Water Maintenance Tech 1	New Hire	11/16/04
Nolan, Patrick A.	Water Maintenance Tech 1	New Hire	11/16/04
Ragland, Gary R.	Customer Service Assistant Mgr	Promotion	11/01/04
Short, Michael A.	Water Maintenance Tech 1	New Hire	11/16/04
Street, Robin E.	Technical Services Coordinator	Promotion	11/01/04

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Valentine, Robert C	Treatment Plant Shift Operator	Promotion	11/01/04
Ward, Judy E	Customer Service Assistant Mgr	Promotion	11/01/04
Word, James G.	Equipment Operator 2	Promotion	11/01/04
Wray, Paul A.	Technical Services Coordinator	Promotion	11/01/04
Wray, Shannon R.	Customer Service Assistant Mgr	Promotion	11/01/04

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Winningham, Olen D	Program Spec 3	Resignation	Caring For Children	10/29/04
Howell, Carmina N.	Office Support Rep 3	Resignation	Codes Administration	11/30/04
Barbour, Jennifer L.	Emerg Telecommunicator 1	Resignation	Emergency Comm Ctr	11/18/04
Cannady, Anne	Emerg Telecommunicator 3	Pensioned	Emergency Comm Ctr	10/31/04
Thomas, Marcelle	Emerg Telecommunicator 1	Resignation	Emergency Comm Ctr	10/31/04
Booker, Mae A.	Finance Officer 2	Dismissal	Finance	11/29/04
Boydston, Robert B.	Finance Admin	Resignation	Finance	11/24/04
Duncan, Carl E	Fire Engineer	Pensioned	Fire	11/18/04
Duncan, Jerry A	Fire Captain	Pensioned	Fire	11/23/04
Tinnin, Geri S	Fire Fighter 2	Dismissal	Fire	11/17/04
Wilson, John H	Firefighter 3	Pensioned	Fire	10/21/04
Sherron, Damita A.	Application Tech 1	Resignation	General Services	11/18/04
Baughman, David J.	Info Systems Tech 1	Resignation	Information Technology	11/30/04
Brawner, Gyle W	Maint & Repair Leader 1	Pensioned	Parks	10/21/04
Clemons, Riley M.	Maint & Repair Supervisor	Pensioned	Parks	11/08/04
Hisle, Sally M.	Recreation Leader	Resignation	Parks	11/13/04
Watson, Dolores W	Office Support Spec 2	Pensioned	Planning Commission	11/18/04
Sanders, Adam T.	Planning Tech 1	Resignation	Planning Commission	11/30/04
Perkins, Frank E.	Police Officer 3	Pensioned	Police	10/25/04
Garcia, Norberto	Police Security Guard 1	Resignation	Police	11/30/04
Gipson, Brett M.	Police Officer 2	Resignation	Police	11/11/04
Perkins, Frank E.	Police Officer 3	Pensioned	Police	10/25/04
Walker, Georgia M	Office Support Rep 2	Resignation	Public Library	11/16/04
Patterson, Jerry M.	Signal Tech Supervisor	Pensioned	Public Works	11/08/04
Conner II, Thomas J.	Equip Operator 3	Resignation	Public Works	11/19/04
Trotter, Jennifer B.	Office Support Rep 2	Resignation	Public Works	11/30/04
Wetnight, James G.	Maint & Repair Worker 1	Resignation	Public Works	11/22/04
Hall, Jason K.	Correctional Officer 1	Resignation	Sheriff	11/22/04
Tharpe, Timmy L.	Correctional Officer 1	Dismissal	Sheriff	11/18/04
Matthews Jr., Robert E.	Van Driver	Resignation	Social Services	10/31/04
Webb, Margaret G.	Program Manager 1	Resignation	Social Services	11/16/04

(D) ELIGIBILITY REGISTERS ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Office Support Rep 3	Open	Beer Board
Administrative Services Manager - Project Mgt	Dept	Finance
Tech Spec 1- Project Officer 1	Open	Finance
Tech Spec 2-Construction	Dept	Finance

(D) ELIGIBILITY REGISTERS ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Tech Spec 2-Interior Designer	Dept	Finance
Auto Service Writer	Open	General Services
Prof Spec - Call Center	Dept	General Services
Program Spec 2-Video	Open	ITS/Channel 3
Program Spec 3-Video	Dept	ITS/Channel 3
Administrative Assistant	Dept	Metro Clerk
Engineer 1 - Project Mgt	Open	Public Works
Signal Tech 1	Open	Public Works
Skilled Craft Worker 1-Guard	Dept	Public Works
Technical Spec 1-Paving	Dept	Public Works
Social Worker 2 - Bilingual	Dept	Social Services
Office Sup Spec 2 - R Maintenance	Dept	Water Services
Treatment Plant Shift Operator	Dept	Water Services
Water Maintenance Leader - Sewer Maintenance	Dept	Water Services
Water Maintenance Leader 2 - Water	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
11/21/01	Police Operations Coordinator	01	Dept
03/28/03	Correctional Officer Sergeant	39	Dept
02/04/04	Industrial Electrician 1	04	Open

DEPARTMENTAL ITEMS

EMERGENCY COMMUNICATIONS

- Item #1: Roxann Brown, Director, requests Increment Advances for the following:
- a.

Richard Burt	Emergency Telecommunicator 1	From Step 1 to Step 3
Tracy Evans	Emergency Telecommunicator 1	From Step 1 to Step 3
Amanda Ford	Emergency Telecommunicator 1	From Step 1 to Step 3
Amanda Rigby	Emergency Telecommunicator 1	From Step 1 to Step 3
Richard Tabor	Emergency Telecommunicator 1	From Step 1 to Step 3
 - b. Approval of Departmental Rules

METRO ACTION COMMISSION

- Item #2: Cynthia Croom, Director, requests approval of the Revised Memorandum of Understanding

HUMAN RESOURCES

Dorothy S. Berry, Interim Director, submits the following for the Commission's consideration and appropriate action:

- Item #3: Request approval of revisions to Civil Service Commission Bylaws
(From meeting of November 9, 2004)
- Item #4: Request approval of proposed revisions to Civil Service Rule 4.8
(From meeting of November 9, 2004)
- Item #5: JOB DESCRIPTION REVISIONS:

Finance Assistant Director
Finance Deputy Director
- Item #6: Approval of Policy – Employee Recognition Activities
- Item #7: Appeal from Mr. Terry Pate, Disability Pensioner, of a Medical Disqualification for re-employment with the Metro Nashville Police Department
- Item #8: Review of Initial Order - Nick Falcone, Police/Grievance (IOD)
- Item #9: Review of Order and Memorandum – Hymer, Birdwell, Upchurch, Sullivan, Vance
(Deferred from November 9, 2004)
- Item #10: Service Award Recipients – May through October 2004
- Item #11: Election of Chairman and Vice-Chairman of the Civil Service Commission
- Item #12: Communiqués about Hearings