

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

JANUARY 13, 2004

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, January 13, 2004 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 **December 9, 2003** Civil Service Commission regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CARING FOR CHILDREN</u>			
* Douglas, Rhonda S.	Office Support Spec 1	Dept Transfer- Transition Civil Service	12/16/03
* Dept Transfer from NCAC from Account Clerk 2 to Caring For Children, Office Supp Spec 1 (SR07)			
<u>CODES</u>			
Morgan, Freddy D.	Electrical Inspector 1	New Hire	12/01/03
<u>FINANCE</u>			
Stephens, Jeremy L.	Finance Officer 2	Promotion	12/16/03
Walker, Sandra M.	Finance Officer 1	New Hire	12/01/03
Ingram, Charles R.	Administrative Services Manager	New Hire	12/16/03
<u>FIRE</u>			
* Whisenant, David W.	Fire Inspector 2	Class Change	11/16/03
* Robinson, Michael K	Fire Inspector 2	Class Change	12/16/03
^ Esquilla, Maria R.	Emergence Medical Tech 2	Class Change	12/01/03
^ Curry, Spence L.	Emergency Medical Tech 2	Class Change	12/01/03
^ Masner, Paula A.	Emergency Medical Tech 2	Class Change	12/01/03
* Class Change from Fire Inspector 1 (PS04) to Fire Inspector 2 (PS05)			
^ Class Change from Emergency Medical Tech 1 (PS03) to Emergency Medical Tech 2 (PS04)			
<u>GENERAL SERVICES</u>			
* Clinard III, Joseph M.	Communications Analyst 2	Class Change/Lateral	12/01/03
* Winton Sr., Ronald W.	Communications Analyst 2	Class Change/Lateral	12/01/03
Armistead, Karyn S.	Equipment & Supply Clerk 1	New Hire	12/01/03
* Class Change from Tech Specialist 1 (SR11) to Communications Analyst 2 (SR11)			

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INFORMATION TECHNOLOGY</u>			
Cathey, John H.	Info Systems Analyst 1	New Hire	12/03/03
<u>PARKS</u>			
Hale, Jeremy T.	Maintenance & Repair Leader 1	Promotion	12/01/03
<u>LIBRARY</u>			
* Chagunda, Mike A.	Librarian 1	Demotion	11/24/03
Grooms, Walter D.	Library Associate 1	Promotion	12/01/03
Kinzounza, Raymond S.	Library Associate 1	Promotion	12/01/03
& Nabours, Amy V.	Library Associate 1	Voluntary Reduction In Grade	12/16/03
Buchholtz, Katie S.	Library Associate 1	Promotion	12/01/03
% Cornelisen, Wendy A.	Circulation Assistant 1	Transition - Civil Service	12/16/03
% Jones, David M.	Circulation Assistant 1	Transition - Civil Service	12/16/03
Blackman, Andrea D.	Library Associate 3	New Hire	12/01/03
* Demotion from Library Manager 1 (SR11) to Librarian 1 (SR09)			
& Voluntary Reduction in grade from Library Associate 2 (SR07) to Library Associate 1 (SR06)			
% From Part Time Status to Full Time Civil Service			
<u>PUBLIC WORKS</u>			
Warwick, Stacy R.	Signal Tech 2	Promotion	11/16/03
Wilkerson, Robert L.	Signal Tech 3	Promotion	11/16/03
Turner, Treinity T.	Maintenance & Repair Worker 1	Re-Hire	12/16/03
<u>SHERIFF</u>			
Barragan, Hector M	Correctional Officer 2	Promotion	11/16/03
Vardaman, Jennifer M	Correctional Officer 2	Promotion	11/16/03
Lewis, Waymond L.	Correctional Officer 2	Promotion	11/16/03
<u>SOCIAL SERVICES</u>			
* Anthony, Russell B.	Social Worker 2	Voluntary Reduction in Grade	12/16/03
Hosendove, Annie B	Group Care Worker	Re-Hire	12/01/03
* Voluntary reduction in grade from Social Worker 3 (SR10) to Social Worker 2 (SR09)			
<u>WATER SERVICES</u>			
* Wilson, Angelia G.	Office Support Spec 1	Class Change - Lateral	12/01/03
Bush Jr., Thomas E	Equipment Operator 3	Promotion	12/16/03
Mullins, Thomas L	Industrial Maintenance Supervisor 2	Promotion	12/16/03

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Hayes, Joshua B.	Envir Compliance Officer	New Hire	12/01/03
Duncan, Jeff	Engineer 2	New Hire	12/01/03
Millican Jr., James E.	Engineering Tech 3	New Hire	12/01/03

* Class Change from Equipment & Supply Clerk 3 (SR07) to Office Support Specialist 1 (SR07) - Lateral

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Bryant, Virgil G	Building Inspector 2	Pensioned	Codes Administration	12/19/03
Myricks, Angela M.	Emerg Telecommunicator 2	Resignation	Emergency Comm	11/20/03
Messemer, Kellyanne J.	Emerg Telecommunicator 1	Dismissal	Emergency Comm	11/19/03
Avery, Mickey R	Fire Fighter 2	Resignation	Fire	12/19/03
Wallace Jr., Charles D	Fire Captain	Deceased	Fire	12/19/03
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
Levine, Steven E.	Bldg Maint Mechanic	Resignation	Municipal Auditorium	12/19/03
Smith, Jill Marie	Naturalist 3	Resignation	Parks	11/20/03
Blackwell, Jason D.	Maint & Repair Worker 1	Dismissal	Parks	12/19/03
Hathaway, Chatica L.	Recreation Leader	Dismissal	Parks	11/20/03
Woodruff, Rosie E	Office Support Spec 1	Pensioned	Planning Commission	12/04/03
Calahan, Michael F.	Police Sergeant	Pensioned	Police	12/19/03
Lawson, Juli A.	Police Officer 2	Pensioned	Police	11/20/03
Flair Sr., Larry T	Police Officer 3	Pensioned	Police	11/20/03
Browning, Elaine F	Police Operations Coord 2	Pensioned	Police	12/19/03
Wade, Lawrence	Police Security Guard 1	Resignation	Police	11/20/03
Armstrong, Daniel R.	Police Security Guard 1	Resignation	Police	12/19/03
Wynn, Vivian R.	Library Services Asst Dir	Resignation	Public Library	12/03/03
Lanier, Zennie P.	Office Support Rep 2	Pensioned	Public Library	12/04/03
Bedford, Tanesha E.	Office Support Rep 2	Resignation	Public Library	11/20/03
Gleaves, Jordan S.	Library Page	Resignation	Public Library	12/04/03
McGhee, Edgar T.	Sanitation Worker	Pensioned	Public Works	11/20/03
McEwen, Wayne V.	Sanitation Leader	Pensioned	Public Works	12/19/03
Bond, Dennis	Maint & Repair Worker 1	Resignation	Public Works	12/04/03
Patton, Sean C.	Maint & Repair Worker 2	Resignation	Public Works	11/16/03
Andrews, Carol D.	Office Support Rep 2	Resignation	Public Works	12/19/03
Turner, Trenity T.	Maint & Repair Worker 1	Resignation	Public Works	12/17/03
Hannah, James R.	Equipment Operator 1	Resignation	Public Works	12/04/03
Stafford, Darrin K.	Maint & Repair Worker 1	Dismissal	Public Works	11/20/03
Moscato, Charlene	Correctional Officer 2	Pensioned	Sheriff	11/20/03
Dews, Stacy H.	Correctional Officer 1	Resignation	Sheriff	12/04/03
Dye, Thomas E.	Correctional Officer 1	Resignation	Sheriff	12/04/03
Copelli, Mark J.	Correctional Officer 1	Dismissal	Sheriff	11/20/03
Kemp, Richard B.	Correctional Officer 1	Resignation	Sheriff	11/20/03
Peters, Norman K.	Correctional Officer 1	Resignation	Sheriff	12/01/03
Rodocker, Joseph M.	Correctional Officer 1	Resignation	Sheriff	11/20/03
Vanstory, Michael L.	Correctional Officer 1	Dismissal	Sheriff	11/20/03
Spears Jr., Marion H	Group Care Worker	Deceased	Social Services	11/20/03
Jordan, Eleanor J.	Social Worker 2	Pensioned	Social Services	11/19/03

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Stamps, Bobbie J.	Nutrition Site Coordinator	Resignation	Social Services	12/19/03
Sutton, William O	Treatment Plant Tech 3	Pensioned	Water Services	12/19/03
Brady Jr., Auda	Treatment Plant Asst Mgr	Pensioned	Water Services	12/19/03
McMillion, Arthur C	Maint & Repair Worker 3	Pensioned	Water Services	12/04/03
Cantwell, John N	Indust Maintenance Supv 1	Resignation	Water Services	11/19/03
Knight, Randall B	Equipment Operator 3	Pensioned	Water Services	12/04/03

(D) ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Services Manager - Construction	Open	Finance
Program Specialist 3 - Community	Dept	Finance
Office Support Spec 1 - CFC	Open	Finance/CFC
Info Systems Analyst 2 - Library	Open	Library
Building Maintenance Superintendent	Dept	Parks
Equipment Operator 3 - Storm Water	Dept	Water Service
Industrial Maintenance Supervisor 1	Dept	Water Service

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
08/20/2002	Warrant Officer	Open	105
04/28/2003	Maintenance & Repair Worker 2 - Tree	Dept	3
04/06/2001	Maintenance & Repair Worker 3 - Tree	Dept	4

DEPARTMENTAL ITEMS**FINANCE**

Item #1: Mr. David Manning, Director, requests approval to Hire Above Mid-Point/Open Range, Ms. Kristi Conrad, Finance Officer 2, effective January 16, 2004. SR10

HUMAN RESOURCES

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

Item # 2: Report from the Police Department on Out-of-Class pay beyond 100 days for the following:
(Information Only)

Lieutenant Todd Henry
Lieutenant Rob White
Lieutenant Rita Baker

- Item #3: Report on Administrative Leave with pay for Mr. Jerry Preuett, Emergency Communications Center.
(This item was approved at the December 9th meeting for an extension until January 13, 2004.
- Item #4: Review of Initial Order – Jim Lawrence, Fire Department – Thirty (30) Days Suspension
- Item #5: Review of Initial Order – Clifford Mann, Police/Twelve Days Suspension
(This case was remanded back before Hearing Officer Corbitt to re-consider additional information)
- Item #6: JOB DESCRIPTIONS

Librarian I
Social Services Director
- Item #7: Report on Metro Administrative Referral Protocol for EAP
(Information Only)
- Item #8: Report on Employee Performance Management System
(Information Only)
- Item #9: Revision in Labor Policy concerning Bargaining Units.
- Item #10: Communiqués from the public on pending hearings

