

MINUTES
METROPOLITAN CIVIL SERVICE COMMISSION

FEBRUARY 10, 2004

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on February 10, 2004 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, Janet Rachel and Greg Rodriguez.

Other Members present: Mr. Randy Lovett, Assistant Director of Human Resources, and Mr. Michael 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 January 13, 2004. With one correction from the minutes of January 13th, Treeny T. Turner, Maintenance & Repair Worker I, was previously reported as a resignation but had been rescinded. With nothing further, *Vice-Chairman Corbitt moved for approval. Commissioner Rachel seconded the motion and the Commission approved without objection.*

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CARING FOR CHILDREN</u>			
Turner, Connie	Program Spec 3	Promotion	01/16/04

CODES ADMINISTRATION

*	Custode, Sandra A.	Property Stand Inspector 2	Class Change/Lateral	01/01/04
^	Regen, Stephen C	Building Inspector 2	Class Change/Lateral	01/01/04
**	Rice Jr., Charles E.	Mech/Gas Inspector 1	Class Change/Lateral	01/01/04
	Rowland, Timothy E.	Building Inspector 1	New Hire	01/02/04

* Class Change from Mech/Gas 2 (SR10) to Property Stand Inspector 2 (SR10)-Lateral.

^ Class Change from Property Stand Inspector 2 (SR10) to Building Inspector 2 (SR10)-Lateral

** Class Change from Property Stan Inspector 1(SR9) to Mech/Gas Inspector 1 (SR9)-Lateral

EMERGENCY COMMUNICATIONS

*	Duker, Veronica Ann	Emergency Telecommunicator 3	Dept Transfer/ Class Change/Lateral	01/16/04
^	Wilson, Kimberly R.	Emergency Telecommunicator 3	Class Change/Lateral	01/16/04
	Burt, Richard A.	Emergency Telecommunicator 1	New Hire	01/16/04
	Evans, Tracy N.	Emergency Telecommunicator 1	New Hire	01/16/04
	Fernandes, Holly A.	Emergency Telecommunicator 1	New Hire	01/16/04
	Ford, Amanda J	Police Operations Assistant 2	Re-Employment	01/16/04
	Rigby, Amanda R.	Emergency Telecommunicator 1	New Hire	01/16/04
	Tabor, Richard W.	Emergency Telecommunicator 1	New Hire	01/16/04
	Young, Eveline I.	Emergency Telecommunicator 1	New Hire	01/16/04

* Department Transfer from the Fire Department (EMT1, PS3) to Emergency Communications Center (Emergency Telecommunicator, SR9)

^ Class change from Emergency Telecommunications Training Officer (SR9) to Emergency Telecommunications 3 (SR9)-Lateral

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
* Lamborn, Robin L.	Office Support Spec 1	Promotion	01/01/04
* Bradley, Michael A.	Special Projects Manager	Dept Transfer/ Vol Reduction - Salary Grade	01/16/04

* Department Transfer from General Services (General Services Director, DP2) to Finance (Special Projects Manager, SR15).

FIRE

* Brookshire, Evante D.	Fire Inspector 2	Class Change	01/01/04
^ Kennedy, Deborah Louree	Emergency Medical Tech 2	Class Change	01/01/04
* King, Patricia E	Fire Inspector 2	Class Change	01/01/04
* Neville, Kevin L.	Fire Inspector 2	Class Change	01/01/04
** Perry, David W.	Fire Captain	Disability Re-Employment	01/05/04
* Burkes, Terresita L.	Fire Inspector 2	Class Change	01/16/04
* Bonnell, Mitzi M	Fire Inspector 2	Class Change	12/16/03
^^ Preuett, Jerry Edward	Emergency Telecommunicator 1	Department Transfer	01/16/04

* Class change from Fire Inspector 1 to Fire Inspector 2.

^ Class change from EMT 1 To EMT 2

** Return from Disability Pension to same classification.

^^ Department Transfer from Emergency Communications Center to Fire -same classification

GENERAL SERVICES

* Whittemore Nancy D	General Services Director	Dept Transfer/Promotion	01/16/04
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* Department Transfer from Finance (Finance Assistant Director, SR15) to General Services (General Service Director, DP2)

HISTORICAL COMMISSION

Schutz, Mathew T.	Historic Preservationist	New Hire	01/01/04
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MUNICIPAL AUDITORIUM

Serry, Tracy B.	Building Maintenance Mechanic	New Hire	01/01/04
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PARKS

Manuel, William G.	Building Maintenance Supt	Promotion	01/16/04
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Blackwell, Christopher D	Police Lieutenant	Promotion	01/01/04
Baker, Rita B.	Police Captain	Promotion	01/01/04
Beasley Jr., Charles R.	Police Lieutenant	Promotion	01/01/04
Black, Stanley	Police Sergeant	Promotion	01/01/04
Dioguardi, Michael W.	Police Sergeant	Promotion	01/01/04
Falcon, Gary M	Police Sergeant	Promotion	01/01/04
Finchum, Alan Shane	Police Sergeant	Promotion	01/01/04
Griggers, Ralph N.	Police Sergeant	Promotion	01/01/04
Henry, John M.	Police Sergeant	Promotion	01/01/04
Henry, William T.	Police Captain	Promotion	01/01/04
Hewitt, Christine	Police Sergeant	Promotion	01/01/04
Hodges, Christopher S.	Police Sergeant	Promotion	01/01/04
Hullett, Calvin E.	Police Lieutenant	Promotion	01/01/04
Jones, Dhana K.	Police Sergeant	Promotion	01/01/04
Moore Jr., Julian W.	Police Sergeant	Promotion	01/01/04
Orr, Daniel W.	Police Sergeant	Promotion	01/01/04
Parris, Shawn E.	Police Lieutenant	Promotion	01/01/04
Postiglione, Daniel	Police Sergeant	Promotion	01/01/04
Sheffield, Robert S.	Police Sergeant	Promotion	01/01/04
White III, Robert W.	Police Captain	Promotion	01/01/04
Whitley, William D.	Police Sergeant	Promotion	01/01/04
Wigger, Philip K.	Police Lieutenant	Promotion	01/01/04
Williams, Phillip D.	Police Sergeant	Promotion	01/01/04
Williams, Ricky R.	Police Sergeant	Promotion	01/01/04
Williamson, Duane C.	Police Lieutenant	Promotion	01/01/04
Serpas, Ronal W.	Police Chief	New Hire	01/12/04
Burnett, Sheri	Police Operations Coordinator 2	Promotion	01/16/04

PUBLIC LIBRARY

	Li, Hongfei	Librarian 1	New Hire	01/01/04
*	Hargrove, Stephen F.	Equipment Operator 1	Class Change/Lateral	01/16/04
	Zhang, Weimin	Information Systems Analyst 2	New Hire	01/16/04

* Class change from Property Guard 2, (SR5) to Equipment Operator 1 (TG5), Lateral.

PUBLIC WORKS

	Glass, James D.	Maintenance & Repair Worker 2	Promotion	01/16/04
	Chapman Jr., Jerry L.	Office Support Rep 2	New Hire	01/16/04

SHERIFF

*	Shaw Jr., William F.	Correctional Officer 1	Demotion	01/01/04
^	Barragan, Hector M	Correctional Officer 1	Demotion	01/01/04
	Flatt, Tony W.	Correctional Officer 2	Promotion	01/16/04
	Lewis, Waymond L.	Correctional Officer Sergeant	Promotion	01/16/04
	McGowan, Henry T.	Correctional Officer 2	Promotion	01/16/04

* Demoted from Correctional Officer Sergeant (CO3) to Correctional Officer 1 (CO1).

^ Demoted from Correctional Officer 2 (CO2), to Correctional Officer 1 (CO1).

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SOCIAL SERVICES</u>			
Briley, Lavonda S.	Homemaker	New Hire	01/01/04
Holden, Jina R.	Homemaker	New Hire	01/01/04
<u>WATER SERVICES</u>			
* Doss, Angela D.	Office Support Rep 3	Vol Reduction-Salary Grade	01/01/04
^ Jackson, Mary E.	Customer Service Assistant Manager	Class Change/Lateral	01/01/04
Jackson, Mickey	Equipment Operator 3	Promotion	01/01/04
Nunley, Cheryl L.	Office Support Spec 2	Promotion	01/01/04
Schutt, Andrew R	Treatment Plant Shift Operator	Promotion	01/01/04
Young, David V	Treatment Plant Shift Operator	Promotion	01/01/04
Buford, Joshua J.	Water Maintenance Tech 1	Re-Hire	01/01/04
Chimileski, Walter T.	Maintenance & Repair Worker 2	New Hire	01/01/04
Garton, Harley D.	Customer Service Field Rep 1	New Hire	01/01/04
Hughes, Deborah D.	Office Support Rep 2	New Hire	01/01/04
Madden, John B.	Maintenance & Repair Worker 2	New Hire	01/01/04
Winesett Jr., Preston S.	Envir Compliance Officer	New Hire	01/16/04

* Voluntary Reduction in salary grade from Office Support Spec 2 (SR8) to Office Support Rep 3 (SR6).

^ Class change from HR Analyst 3 (SR12) to Customer Service Assistant Manager (SR12), Lateral.

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>
Stewart, Samuel D	Bldg Inspector 2	Deceased	Codes Administration	01/06/04
West, Barbara A.	Administrative Specialist	Pensioned	Codes Administration	01/15/04
Maddox Richard W	Emerg Telecommunicator 1	Resignation	Emergency Comm	01/08/04
Vandygriff, David S	Fire Engineer	Pensioned	Fire	01/15/04
Foust, David E	Fire Engineer	Pensioned	Fire	01/20/04
Etheridge, Donald R	Fire Captain	Pensioned	Fire	01/11/04
Frame, Owen W	Emergency Vehicle Tech 2	Pensioned	General Services	01/06/04
Winton Jr., Horace	Equipment & Supply Clerk 2	Resignation	General Services	01/06/04
Douglas Jr., William W.	Manager Of Fleet Operations	Resignation	General Services	01/06/04
Fay, Michael J	Human Resources Manager	Resignation	Human Resources	01/02/04
Levine, Steven E.	Bldg Maintenance Mechanic	Resignation	Municipal Auditorium	12/19/03
Chapman, Alice A	Beautification & Envir Admin	Pensioned	Parks	01/15/04
Hillenbrand, Richard A.	Police Sergeant	Pensioned	Police	01/02/04
Dozier Sr., Thomas A.	Police Major	Pensioned	Police	01/06/04
Smith Jr., Robert V	Police Sergeant	Pensioned	Police	01/06/04
Davis, James W.	Police Officer 3	Pensioned	Police	01/06/04
Cdebaca, Gary	Police Officer 2	Pensioned	Police	01/06/04
Cox, Tommy E.	Police Captain	Pensioned	Police	01/06/04
Pugh, David R.	Police Officer 3	Pensioned	Police	01/14/04
Therber, Roger D.	Police Sergeant	Pensioned	Police	01/02/04
Storie, Benny L.	Police Officer 2	Pensioned	Police	01/06/04

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Gray, Donald D.	Police Sergeant	Pensioned	Police	12/31/03
Harris, Thomas V.	Police Officer 3	Resignation	Police	01/06/04
Griffin, Charles R.	Police Sergeant	Pensioned	Police	01/06/04
Osborne-Armstrong, Judy K.	Library Associate 2	Pensioned	Public Library	01/06/04
Wilson, Amy L.	Library Associate 1	Resignation	Public Library	01/15/04
Crowell, Tilton M	Equipment Operator 3	Pensioned	Public Works	01/20/04
Anderson, Douglas W.	Sanitation Leader	Pensioned	Public Works	01/20/04
Blair, Ray M.	Maint & Repair Worker 2	Pensioned	Public Works	01/20/04
Johnson, Cyril D	Correctional Officer 1	Resignation	Sheriff	01/06/04
Presley, Regina A	Correctional Officer 1	Dismissal	Sheriff	01/05/04
Felker, Robert S	Correctional Officer 2	Pensioned	Sheriff	01/06/04
Shoaff, Joshua R.	Correctional Officer 1	Resignation	Sheriff	01/06/04
Guffey, Betty C.	Program Supervisor	Pensioned	Social Services	01/15/04
Estmond, Godfrey A	Homemaker	Resignation	Social Services	01/06/04
Sutton, William O	Treatment Plant Tech 3	Pensioned	Water Services	12/19/03
Goodwin, Linda B.	Administrative Assistant	Resignation	Water Services	01/06/04
Crutcher, Raymond O	Treatment Plant Tech 1	Pensioned	Water Services	01/08/04
Morbitt, Ann M.	Envir Compliance Officer 2	Resignation	Water Services	01/06/04
Manier, Kathryn L.	Engineering Tech 2	Resignation	Water Services	12/19/03
Dorris, Christopher A.	Treatment Plant Tech 1	Resignation	Water Services	12/19/03

MOTION: *After some discussion, 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 REGISTERS ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Finance Deputy Director	Dept	Finance
Finance Officer 3 - Results	Open	Finance
Office Supp Spec 1 - Dir	Dept	Finance
Tech Specialist 1 - Arch Con	Open	Finance
Warrant Officer	Open	Juvenile Court
Equipment Operator 1 - Lib	Open	Library
Park Ranger 1	Open	Parks
Police Lieutenant	Dept	Police
Police Sergeant	Dept	Police
Water Maintenance Leader 2	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
7/16/2002	Engineer 1 - Storm Water	14	Open
7/19/2002	Eng-IN-Training - Storm Water	14	Open
7/23/2003	Industrial Electrician 1	08	Open
7/15/2003	Industrial Mechanic 1 - Omo	03	Dept
3/25/2003	Maintenance & Repair Worker 2 - Storm	41	Open
7/23/2003	Water Maintenance Tech 1	36	Open

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

HUMAN RESOURCES

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

(1: Request approval of Proposed Revision to Civil Service Policy 6.8 A-1 0

The Commission considered two proposed options that were submitted for revision on Civil Service policy 6.8 A-1 (O). The issue would be whether the Commission would allow oral argument during review of an Initial Order, if either party failed to file a notice of appeal and/or submit written briefs.

MOTION: *After much discussion, Vice-Chairman Corbitt moved to incorporate Option #1 into the Civil Service rule. There wasn't a seconded made at that time. Chairman Farmer asked again for a motion, which was made by Commissioner Allen to incorporate Option #2, which was followed by a second from Commissioner Rachel. Commissioner Rodriguez then chose to uphold Vice-Chairman Corbitt's first motion to incorporate Option #1. Since there was a tie, Chairman Farmer intervened and broke the tie by voting for Option # 2 (The time limits for filing a brief and response may be extended by the Commission for good cause shown. The failure of either party to file a brief does not prevent the party from providing oral argument when the Commission is considering the matter.)*

(2: Revision in Labor Policy regarding Bargaining Units

Randy Lovett said that pursuant to the Memorandum of Understanding approved by the Civil Service Commission in August of 2001, this proposal is being submitted as an addendum to the current MOU, and will create a bargaining unit for Park Ranger classes to be represented by the FOP. He further stated that the rights, privileges and benefits of these employees will be subject to the provisions of the current FOP Memorandum Of Understanding. All parties involved have been consulted in good faith and are in agreement with this proposal.

Mr. Danny Hale, Vice-President of the Fraternal Order of Police, spoke in support. There were no other comments made by the public.

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

(3: Mr. John W. Lynch returning from Medical Leave as Director of Human Resources sometime in March 2004. Mr. Randy Lovett will return to his regular duties of Human Resources Assistant Director.

Mr. Lovett said that Mr. John W. Lynch returned on a limited basis in February 2004, but has been scheduled to assume all duties and responsibilities of Director of Human Resources sometime in March 2004. Upon Mr. Lynch's return, Mr. Randy Lovett would return to his duties of Human Resources Assistant Director.

MOTION: *After some discussion, Commissioner Rachel moved for approval on the return of Mr. Billy Lynch, Director of Human Resources. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

(4: [Communiqués about Hearings](#)

There were no issues to come before the Commission at this time.

With nothing further presented, the regular meeting adjourned at 9:15 a.m.

ATTEST:

APPROVED:

***Mr. Randy Lovett, Acting Director
Civil Service Commission***

***William H. Farmer, Chairman
Metropolitan Civil Service Commission***