

## AGENDA

### METROPOLITAN CIVIL SERVICE COMMISSION

November 8, 2005

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, November 8, 2005 at 8:30 a.m.

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

**(A) MINUTES:** Approval of the minutes for the **October 11, 2005** Civil Service Commission regular meeting.

#### **(B) APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>EMERGENCY COMMUNICATIONS CENTER</u></b>			
*Sturtevant, Christy A	Emergency Telecommunications Officer 2	Demotion	09/24/05
*Demotion from Emergency Telecom Officer 3 (ET3) to Emergency Telecom Officer 2 (ET2)			
<b><u>FINANCE</u></b>			
Dungan, Casey L	Finance Admin	Promotion	09/26/05
McClarín, Greg A.	Finance Admin	Promotion	09/26/05
*Runion, Heidi L.	Finance Officer 2	Transition - Civil Service	09/21/05
Trent, Ann S.	Technical Specialist 2	New Hire	09/26/05
Transition to Civil Service from Emergency Status			
<b><u>FIRE</u></b>			
*Daniel, Jennifer C.	Fire Fighter 1	Class Change	10/01/05
*Class change from Fire Recruit to Fire Fighter 1			
<b><u>GENERAL SERVICES</u></b>			
*Griffith, Terry A	Administrative Services Manager	Dept Transfer/Lateral	09/26/05
**Hammonds, Dean L.	Compliance Inspector 2	Class Change	10/17/05
Staley, James A	Finance Manager	Promotion	09/26/05
^Ingram, Angela K	Office Support Specialist 2	Dept Transfer/Promotion	10/10/05
*Department Transfer from Finance to General Services, same classification			
**Class change from Building and Grounds Electrician (TG12) to Compliance Inspector 2 (SR9)			
^Department transfer from Human Resources (Application Tech 1, SR7) to General Services (Office Support Spec 2, SR8)			

#### **JUVENILE COURT**

\*McClellan, John H. Probation Officer 1 Transition - Civil Service 10/24/05

\*Transition to Civil Service from a Grant Funded Position

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>LEGAL</u></b>			
Brunton, Sarah M.	Office Support Representative 2	Promotion	10/10/05

**PARKS**

*Ingram Jr., Edgar D	Concessions Clerk 1	Class Change	09/16/05
**Gaebler, Herman T	Maintenance & Repair Worker 1	Transition - Civil Service	10/01/05
^Gorday, Stephen	Maintenance & Repair Worker 1	Transition - Civil Service	10/14/05
^Griffin, Justin K.	Maintenance & Repair Worker 1	Transition - Civil Service	10/14/05
^James, Justin C.	Maintenance & Repair Worker 1	Transition - Civil Service	10/14/05
^Moore, Michael S.	Maintenance & Repair Worker 1	Transition - Civil Service	10/14/05
^Ratliff, Jason S.	Maintenance & Repair Worker 1	Transition - Civil Service	10/14/05
Bryant, Branden S.	Maintenance & Repair Worker 2	Promotion	09/23/05
^Smith, Jeffery	Recreation Leader	Dept Transfer/Promotion	10/10/05

\*Class change from Custodian 1 (TG3) to Concessions Clerk 1 (SR4)

\*\*Transition to Civil Service from Seasonal Status

^Transition to Civil Service from Part Time Status

^Department transfer from Social Services (Homemaker, SR5) to Parks (Recreation Leader, SR7)

**POLICE**

Walker III, William F.	Finance Manager	New Hire	10/16/05
*Goodwin, Gary L.	Police Lieutenant	Vol Reduction In Salary Grade	10/01/05

\*Voluntary reduction in salary grade from Police Captain (PS8) to Police Lieutenant (PS7)

**PUBLIC LIBRARY**

Stephenson, Kit E.	Librarian 1	New Hire	10/24/05
Bailey, Mary T.	Library Performing Artist	New Hire	10/10/05

**PUBLIC WORKS**

Tidwell, Stanley K.	Application Tech 3	Promotion	10/10/05
Sharples, Tyrus	Customer Service Field Rep 3	Promotion	10/03/05
Lindsey, William A.	Engineering Tech 3	New Hire	10/24/05
Bessire, Maurice E.	Equipment Operator 3	Re-Hire	10/04/05
Smith, Sharon L.	Facility Coordinator	Promotion	10/24/05
Davis, Gary D.	Info Systems App Analyst	Promotion	10/24/05
Ursery, Andy L.	Maintenance & Repair Worker 1	New Hire	10/24/05
Vanatta, Brandon E.	Maintenance & Repair Worker 1	New Hire	10/03/05
Vivrette, Shane N.	Maintenance & Repair Worker 1	New Hire	10/24/05
Morales, Pamela J.	Office Support Rep 1	New Hire	10/10/05
Reid, Donald L.	Transportation Manager	Promotion	10/24/05

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SHERIFF</u></b>			
Alvarez, Jason A.	Correctional Officer 1	New Hire	10/01/05
Bridges, Richard D.	Correctional Officer 1	New Hire	10/01/05
Cates, Clayton C.	Correctional Officer 1	New Hire	10/01/05
Cross, Clarissa Y.	Correctional Officer 1	New Hire	10/01/05
Decker, Kenneth A.	Correctional Officer 1	New Hire	10/01/05
Eads, Gary P.	Correctional Officer 1	New Hire	10/01/05
Evans Jr., William R.	Correctional Officer 1	New Hire	10/01/05
Flowers, Chris A.	Correctional Officer 1	Re-Hire	10/01/05
Gibson, Maria K.	Correctional Officer 1	New Hire	10/01/05
Harris, Sharron D	Correctional Officer 1	New Hire	10/01/05
Herrera-Sadler, Susana M.	Correctional Officer 1	New Hire	10/01/05
Johnson, John P.	Correctional Officer 1	New Hire	10/01/05
Kensler, Charles E.	Correctional Officer 1	New Hire	10/01/05
Key, John B.	Correctional Officer 1	New Hire	10/01/05
Lesure Jr., Elmer M.	Correctional Officer 1	New Hire	10/01/05
Longstreth II, Richard T.	Correctional Officer 1	New Hire	10/01/05
Lovelace, Alesia D.	Correctional Officer 1	New Hire	10/01/05
McGill, Dennis S.	Correctional Officer 1	New Hire	10/01/05
Moore, Brandi R.	Correctional Officer 1	New Hire	10/01/05
Norris, Justin L.	Correctional Officer 1	New Hire	10/01/05
Oloff, Steven H.	Correctional Officer 1	New Hire	10/01/05
Peacock, Heather R.	Correctional Officer 1	New Hire	10/01/05
Ramsey, Richard D.	Correctional Officer 1	New Hire	10/01/05
Reasonover, Brandon R.	Correctional Officer 1	New Hire	10/01/05
Schwarz, Barbara A.	Correctional Officer 1	Re-Hire	10/01/05
Shearon, Nathaneal Mc.	Correctional Officer 1	New Hire	10/01/05
Smith, Sheena M.	Correctional Officer 1	New Hire	10/01/05
Stefko, Michael L.	Correctional Officer 1	New Hire	10/01/05
Talley, Joshua	Correctional Officer 1	New Hire	10/01/05
Thornton, Jonathan D.	Correctional Officer 1	New Hire	10/01/05
Vetetoe Jr., Kenneth D.	Correctional Officer 1	New Hire	10/01/05
Wade, Dante D.	Correctional Officer 1	New Hire	10/01/05
Walla, Nancy E.	Correctional Officer 1	New Hire	10/01/05
Wilson, Kyler D.	Correctional Officer 1	New Hire	10/01/05

**WATER SERVICES**

Reid, Faletha B.	Administrative Services Officer 3	Promotion	06/18/2005
Hendrix, Darlene R.	Application Tech 1	Promotion	05/09/2005
Earls, Lisa M.	Application Tech 1	Promotion	05/09/2005
Keen, David F.	Application Tech 1	Promotion	05/09/2005
Harper, Clint W.	Application Tech 1	Promotion	05/09/2005
Gamble Jr., George C.	Customer Services Field Rep 3	Promotion	05/23/2005
Fontaine, Michael W.	Customer Services Field Rep 3	Promotion	05/23/2005
West, Dorwin R.	Customer Services Field Rep 3	Promotion	06/04/2005
Smith, Daniel D.	Engineer 3	Promotion	05/09/2005
Winesett Jr., Preston S.	Environmental Compliance Officer 3	Promotion	06/04/2005
Walker, Kelby L.	Equipment Operator 3	Promotion	09/10/2005
Parrish, Gary L.	Industrial Electrician 1	New Hire	10/22/2005
Acevedo, Kevin M.	Industrial Electronics Tech 1	New Hire	10/22/2005
Ryder, Thomas L.	Maintenance & Repair Worker 2	New Hire	10/03/2005

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>WATER SERVICES</u></b>			
Jones, Louis T.	Office Support Specialist 2	Promotion	05/09/05
Johnston, M. Carolyn	Service Representative 2	Promotion	08/13/05
Golden, Robert G.	Technical Specialist 1	Promotion	05/09/05
Mason, Donald S.	Technical Specialist 2	Promotion	05/09/05
Henderson, Gregory B.	Water Maintenance Tech 3	Promotion	05/09/05
Ward, Jonathan B.	Water Maintenance Tech 3	Promotion	05/09/05
Peacher, Preston S.	Water Maintenance Tech 3	Promotion	06/04/05
Hills II, Felix	Customer Service Field Rep 3	Promotion	06/02/05

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Battle, Latanya K.	Emer Telecommunications Off 1	Resignation	Emerg Comm Center	09/26/05
McGuire, Leandra D.	Emer Telecommunications Off 1	Resignation	Emerg Comm Center	09/23/05
Perry, Aaron H.	Emer Telecommunications Off 1	Dismissal	Emerg Comm Center	09/21/05
Sluski, George P.	Emer Telecommunications Off 1	Resignation	Emerg Comm Center	09/22/05
Pharris, Timothy W.	Fire Instructor	Pensioned	Fire	09/22/05
Arwine, Troy J.	Info Systems Division Manager	Resignation	Info Tech Service	09/21/05
Cothorn, Leah K.	Administrative Services Manager	Resignation	Metropolitan Clerk	09/16/05
Jordan, William H.	Maintenance & Repair Worker 1	Dismissal	Parks	09/19/05
Alexander, Seth A.	Administrative Services Officer 3	Resignation	Public Library	10/05/05
Arant, Cecil G.	Circulation Assistant 1	Resignation	Public Library	09/23/05
Bain, Sherri Lynne	Librarian 2	Resignation	Public Library	09/17/05
Evans, Jennifer Y.	Compliance Inspector 1	Resignation	Public Works	09/16/05
Caperton, James W.	Maintenance & Repair Worker 1	Resignation	Public Works	09/23/05
Brown, Lamondo V.	Correctional Officer 1	Resignation	Sheriff	09/30/05
Butler, David W.	Correctional Officer 1	Resignation	Sheriff	09/30/05
Evitts, Larry S.	Correctional Officer 1	Resignation	Sheriff	09/19/05
Pickel, Amanda K.	Correctional Officer 1	Resignation	Sheriff	10/06/05
Reid, Dewayne G.	Correctional Officer 1	Resignation	Sheriff	09/29/05
Williams, Bryan E.	Social Worker 3	Resignation	Social Services	09/23/05
Plummer, Floyd	Customer Services Field Rep 1	Resignation	Water Services	09/23/05
Brown, Jimmy L.	Industrial Mechanic 1	Pensioned	Water Services	09/27/05
Thomas, Fred E.	Technical Services Coordinator	Pensioned	Water Services	09/30/05

**(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Services Officer 2-Accounts	Dept	Finance
Administrative Services Officer 3-Accounts	Dept	Finance
Application Tech 2-Accounts Payable	Dept	Finance
Finance Officer 2-Accounts	Dept	Finance
Finance Officer 3-Accounts	Open	Finance
Fire Engineer	Dept	Fire
Building Maintenance Lead Mechanic	Dept	General Services
Office Support Specialist 2-Fleet	Open	General Services
Human Resources Analyst 3-Benefits	Dept	Human Resources

**(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Human Resources Analyst 3-Special Projects	Dept	Human Resources
Library Performing Artist 1	Open	Library
Engineering Tech 3-Paving Management	Open	Public Works
Facility Coordinator - PW	Dept	Public Works
IS Application Analyst 2-PW	Dept	Public Works
Contract Administrator – Asst Director Adult & Family	Dept	Social Services
Special Projects Manager – Director of Adult & Family	Open	Social Services
Industrial Electrician 1	Open	Water
Industrial Electronics Tech 1	Open	Water
Maintenance & Repair Worker 2-K.R. Harrington	Open	Water

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
08/28/03	Technical Specialist 1-Real Estate	07	Open
01/21/05	Circulation Supervisor	03	Open
12/20/02	Carpenter 1	33	Open
10/12/04	Maintenance & Repair Worker 3-Grounds Maint.	02	Dept
12/14/04	Planning Tech 1-Bonds	49	Open
03/30/05	Administrative Services Officer 3-Helicopter	11	Open
08/04/03	Professional Specialist-Crime Analyst	24	Open
05/25/04	Correctional Officer Lieutenant	22	Dept

**DEPARTMENTAL ITEMS**

**JUVENILE COURT**

Item #:1 Judge Betty Adams Green requests approval to Extend Leave from Civil Service for the following persons effective July 1, 2005 thru June 30, 2006.

Delores Gwin, Administrative Assistant – Juvenile Accountability Grant  
 L'Tannia H. Williams, Program Manger – Child Support Enforcement Grant  
 Margo Cooper, Administrative Assistant – Child Support Enforcement Grant

**EMERGENCY COMMUNICATIONS CENTER**

Item #2: Ms. RoxAnn Brown, Director, requests approval for an Extended Administrative Leave with Pay for Jon Salzgiver.

**INFORMATION TECHNOLOGY SERVICES**

Item #3: Ms. Beverly Cole, ITS Assistant Director, requests approval for Leave from Civil Service to work as the Interim Director of ITS, effective October 7, 2005 thru October 6, 2006.

## ***HUMAN RESOURCES***

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

- Item #4: Approval for Amendment to the Pay Plan  
Create classification of Claims Division Assistant Manager
  
- Item #5: Appeal of Medical Disqualification by Brett Bjork, Applicant for Police Officer Trainee
  
- Item #6: Review of Initial Order - Manuel Fonseca, Fire / 5 Days Suspension
  
- Item #7: Review of Initial Order - Kendal Jaeger, Police/Grievance
  
- Item #8: Review of Initial Order – James Ballentine, Water Services /30 Days Suspension & Full Demotion  
(Deferred from October 11, 2005)
  
- Item #9: Review Order of Default and Dismissal of Appeal - Shavonne Manson, MAC/Dismissal
  
- Item #10: Review of Initial Order - Brooke Hale, Planning Commission/Dismissal
  
- Item #11: Communiqués from the public on pending hearings

