

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

December 13, 2005

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on December 13, 2005 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:30 a.m.

Commission Members present: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, C. Michael Allen, and Ervina S. Jarrett.

Other Members present: Dorothy S. Berry, Director of Human Resources and Michael Safley, Metro Legal Department - Attorney.

NOVEMBER 8, 2005 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. It was noted that creation of the Claims Division Assistant Manager classification was set at a pay level of SR12.

With nothing further, Vice-Chairman Corbitt moved for approval. Commissioner Jarrett seconded the motion and the Commission approved without objection.

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
Simmons, Sharon S	Application Tech 3	New Hire	11/07/05
*McDoniel, Kimberly N.	Finance Assistant Director	Class Change/Lateral	11/07/05
Brown-Miller, Davita L.	Finance Officer 3	Promotion	11/21/05
Woods II James M.	Finance Officer 3	New Hire	10/24/05

*Class change from Auditing Manager (SR15) to Finance Assistant Director (SR15)

GENERAL SERVICES

Armistead, Karyn S.	Application Tech 1	Promotion	11/07/05
Wyatt, Mary E.	Application Tech 1	Promotion	11/07/05
Holland, Richard K.	Application Tech 2	Promotion	11/07/05
Reynolds, Paula R.	Application Tech 2	Promotion	11/07/05
Hartigan, Thomas F.	Building Maintenance Lead Mechanic	Promotion	10/24/05
Bell, Earl C	Compliance Inspector 3	Promotion	11/07/05
*Winfrey, Rita A.	Office Support Rep 3	Dept Transfer/Lateral	11/16/05
^Porter, Linda C	Program Manager 2	Dept Transfer/Lateral	11/07/05
Griffith, Terry A	Special Projects Manager	Promotion	11/21/05
Ronald Beulke	Equipment and Supply Clerk 2	Promotion	11/21/05
James Gore	Equipment and Supply Clerk 2	Promotion	11/21/05
Robert F. Moseley	Equipment and Supply Clerk 2	Promotion	11/21/05

*Department Transfer from Beer Board (Office Support Rep 3, SR6) to General Services (Office Support Rep 3, SR6)

^Department Transfer from Library (Library Manager 2, SR12) to General Services (Program Manager 2, SR12)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
*Brock, Antonia Louise	Application Tech 1	Dept Transfer/Lateral	10/31/05
Beehan, Shannon S.	Human Resources Analyst 3	Promotion	11/01/05
Stack, Justin M.	Human Resources Analyst 3	Promotion	11/07/05
Brown, Robin C	Human Resources Assistant Director	Promotion	11/09/05
Deardorff, Ronald C	Human Resources Assistant Director	Promotion	11/09/05

*Department Transfer from General Services (Office Support Spec 1, SR7) to Human Resources (Application Tech 1, SR7)

INFORMATION TECHNOLOGY SERVICE

McEwen, Anthony S.	Information Systems Operator Analyst 3	Promotion	10/24/05
Fucile, John A	Program Spec 2	New Hire	11/07/05
Runion Houston	IS Operations Analyst 3	Promotion	11/21/05

JUVENILE COURT

*Craig, Michael C.	Property Guard 2	Transition - Civil Service	11/07/05
*Transition to Civil Service from Part Time			

PARKS

*Etheridge, Brandon R.	Maintenance & Repair Worker 1	Transition - Civil Service	11/01/05
^Nolan, Thomas J.	Maintenance & Repair Worker 1	Transition - Civil Service	11/01/05
Biggs, Kirby D	Masonry Worker	Promotion	11/18/05

*Transition to Civil Service from Part Time Status, same classification

^Transition to Civil Service from Seasonal Status, same classification

PLANNING COMMISSION

Smith, John D	Planning Tech 2	Promotion	11/21/05
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POLICE

Lewis, Falethia A.	Police Operations Coordinator 1	Promotion	11/16/05
Maniscalco, Paula C	Police Operations Coordinator 1	Promotion	11/16/05

PUBLIC LIBRARY

Scoggins, Darren J	Circulation Assistant 1	New Hire	11/07/05
Whelan, John R	Librarian 1	New Hire	11/07/05
Scott, Mary A	Library Associate 2	New Hire	11/21/05

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
*Jackson, Lawrence	Administrative Services Officer 1	Transition Civil Service	11/28/05
^Majors Jr., Donald A.	Equipment Operator 1	Rollback-Classification	10/24/05
Gates, John B.	Equipment Operator 3	Re-Hire	11/28/05
**Hiltz, Paul D	Finance Administrator	Dept Transfer/Lateral	11/14/05
Brown, Carlos R	Maintenance & Repair Worker 1	New Hire	11/21/05
Moore, James E	Maintenance & Repair Worker 1	New Hire	10/24/05
Pannell, James E	Maintenance & Repair Worker 1	New Hire	11/21/05
Sawyers, Dontae D	Maintenance & Repair Worker 1	New Hire	11/21/05
Young, Michael E	Maintenance & Repair Worker 1	New Hire	10/31/05
Bizwell, John E.	Maintenance & Repair Worker 2	Promotion	11/07/05

*Transition to Civil Service from Temporary Status, same classification

^Rollback in Classification from Equipment Operator 2 (TG7) to Equipment Operator 1 (TG5)

**Department Transfer from Human Resources (HR Adm, SR13) to Public Works (Finance Adm, SR13)

SHERIFF

Emmons, Marvin B.	Correctional Officer 2	Promotion	11/21/05
Green, Dustin J.	Correctional Officer 2	Promotion	11/01/05

SOCIAL SERVICES

Norman, Demitria Z	Contract Administrator	Promotion	10/31/05
Miller, Paul C.	Special Projects Manager	New Hire	10/31/05

WATER SERVICES

Yablonski, Rebecca L.	CAD/GIS Analyst 2	Promotion	10/22/05
Herman, Shawn B	Engineering Tech 3	New Hire	11/19/05
Mathis, Timothy T	Engineering Tech 3	New Hire	11/19/05
Haynes, Thomas E.	Equipment Operator 2	Promotion	10/22/05
Lehew, Cery L	Industrial Electrician 1	New Hire	11/19/05
Doss, Glen K.	Industrial Maintenance Supervisor 1	Promotion	10/22/05
Hanserd, Andrew L	Industrial Maintenance Supervisor 2	Promotion	10/22/05
Clark, Bradley D	Industrial Mechanic 1	New Hire	11/19/05
*Lloyd, Charles L	Industrial Mechanic 1	Class Change/Lateral	10/22/05
Mundy, Thomas B	Industrial Mechanic 1	New Hire	11/19/05
Smiley, Jody T	Industrial Mechanic 1	Promotion	10/22/05
Turner, Jeff R	Industrial Mechanic 1	Promotion	10/22/05
Ward, Jonathan B.	Industrial Mechanic 1	Promotion	10/22/05
**Yount, Joe S	Industrial Mechanic 1	Dept Transfer/Lateral	11/19/05
^Cobb, William K	Treatment Plant Tech 1	Vol Reduction	
		In Salary Grade	11/05/05
Sherrill, John A.	Treatment Plant Tech 1	Promotion	10/22/05

*Class Change from Treatment Plant Tech 2 (TG11) to Industrial Mechanic 1 (TG11)

**Department Transfer from Sheriff's Office (Correctional Officer 2, CO2) to Water (Industrial Mechanic 1, TG11)

^Voluntary Reduction in grade from a Water Maintenance Leader 2 (TI9) to a Treatment Plant Tech 1 (TG8)

MOTION: *After some discussion, Commissioner Allen moved for approval of the appointments as listed above. Seconded by Commissioner Jarrett and the Commission approved without objection.*

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Coleman, Robin L.	Emerg Telecommunications Off 1	Resignation	ECC	10/12/05
Smith, Barbara L.	Emerg Telecommunications Off 1	Resignation	ECC	10/19/05
Martin, Mitzi F.	Finance Assistant Director	Resignation	Finance	11/04/05
Age II, Raymond E	Technical Specialist 1	Resignation	Finance	10/14/05
Melton, Tommy H.	Fire Captain	Pension	Fire	11/01/05
Tinsley III, Harry C	Fire Fighter 2	Resignation	Fire	10/31/05
Ray, Helen T.	Administrative Assistant	Resignation	General Services	10/28/05
Tenaglia-Bushman, Rosanne	Administrative Services Officer 4	Resignation	General Services	10/18/05
Terrell, David L	Radio Tech 2	Resignation	General Services	10/24/05
Lockett, Johnny N	Warrant Officer 1	Pension	Juvenile Court	11/07/05
Sanders, Milton J	Maintenance & Repair Worker 2	Resignation	Parks	10/31/05
Hurst, Scott T.	Administrative Services Officer 3	Dismissal	Police	10/06/05
Harrell, Jeremy L.	Police Officer 2	Resignation	Police	10/01/05
Hedge, David E.	Police Officer 2	Resignation	Police	11/07/05
Hodges, Andy D.	Police Officer 2	Resignation	Police	10/14/05
Poplin, Ralph M.	Police Officer 2	Pension	Police	10/15/05
Schilling, Michael T.	Police Officer 2	Resignation	Police	10/15/05
Tomas, Joel Brandon	Police Officer 2	Resignation	Police	10/15/05
Weaver, Matthew P.	Police Officer 2	Resignation	Police	10/31/05
Blackwood Jr., Charles R.	Police Officer 3	Pension	Police	11/11/05
Hayes, Larry	Police Officer 3	Pension	Police	11/07/05
Waters, Sherry L.	Police Operations Assistant 1	Resignation	Police	10/12/05
Castillo, Penny L	Police Operations Coordinator 1	Pension	Police	10/05/05
Long, Donald W.	Police Sergeant	Pension	Police	10/15/05
Holmes, Charles R.	Custodian 1	Pension	Public Library	10/28/05
Okeke, Innocent C.	Custodian 1	Resignation	Public Library	10/28/05
Cleveland, Donald R.	Library Associate 1	Pension	Public Library	10/19/05
Blair, Timmy L	Equipment Operator 3	Pension	Public Works	10/14/05
Kalodner, Paul D.	Maintenance & Repair Worker 1	Resignation	Public Works	10/21/05
Maclin, Medgar D.	Maintenance & Repair Worker 1	Resignation	Public Works	10/21/05
Phillips, Ricky L.	Maintenance & Repair Worker 1	Resignation	Public Works	10/21/05
Wilson, John A.	Maintenance & Repair Worker 1	Resignation	Public Works	11/02/05
Anderson, Richard C	Public Works Asst Dir-Waste Mgmt	Resignation	Public Works	11/09/05
Deitrick, Kristen L	Recycling Coordinator	Resignation	Public Works	10/14/05
Bridges, Richard D.	Correctional Officer 1	Dismissal	Sheriff	11/07/05
Endsley, Cindy L.	Correctional Officer 1	Resignation	Sheriff	10/17/05
King, Brad A.	Correctional Officer 1	Resignation	Sheriff	11/07/05
Rivera, Reymundo S.	Correctional Officer 1	Resignation	Sheriff	10/14/05
Walla, Nancy E.	Correctional Officer 1	Dismissal	Sheriff	10/24/05
Wilson, James D.	Correctional Officer 1	Resignation	Sheriff	10/26/05
Lee, James M.	Correctional Officer 2	Resignation	Sheriff	10/18/05
Couch, Mary F	Daycare Center Teacher	Pension	Social Services	10/14/05
Martin, Toya N.	Homemaker	Resignation	Social Services	10/18/05
Wagner, Henrietta	Homemaker	Pension	Social Services	10/14/05
Elliott, James L	Industrial Maintenance Supv 2	Pension	Water Services	10/19/05
Hasty, Greg C.	Maintenance & Repair Leader 2	Resignation	Water Services	10/28/05
Finn, Sandra L.	Office Support Rep 2	Pension	Water Services	10/31/05
Lachmiller, Raymond E	Treatment Plant Tech 2	Pension	Water Services	10/18/05

MOTION: *After some discussion, Commissioner Allen moved to accept the Termination/ Pension report for the dates and reasons stated. Seconded by Commissioner Jarrett and the Commission approved without objection.*

ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Assistant - Budgets	Dept	Finance
Finance Manager - Cost Planning	Dept	Finance
Finance Officer 3 - Accounts	Dept	Finance
Finance Officer 3 - Contracts	Dept	Finance
Fire Assistant Chief - EMS	Dept	Fire
Fire District Chief - EMS	Dept	Fire
Applications Tech 1 - Payment Services	Dept	General Services
Applications Technician 2	Dept	General Services
Applications Tech 2 - Financial	Dept	General Services
Compliance Inspector 3 - Environ	Dept	General Services
Equipment & Supply Clerk 2 - Fleet	Dept	General Services
Special Projects Manager	Dept	General Services
Human Resources Assistant Director	Dept	Human Resources
IS Operations Analyst 3 - Enterprise	Open	ITS
IS Operations Analyst 2 - Desktop	Open	ITS
Library Associate 2	Open	Library
Maintenance & Repair Leader 1 - Grounds	Open	Parks
Masonry Worker	Dept	Parks
Parks & Recreation Superintendent	Dept	Parks
Planning Technician 2	Dept	Planning Commission
Computer Operator 3	Open	Police
Paralegal - Police	Open	Police
Professional Spec - Beautification	Metro	Public Works
Administrative Services Officer 1 - Beautification	Open	Public Works
Finance Administrator	Open	Public Works
Contract Administrator - Adults	Open	Social Services
Program Manager 2	Dept	Social Services
System Services Manager	Open	Social Services
CAD/GIS Analyst 2	Open	Water Services
Engineering Tech 3 - Stormwater	Open	Water Services
Industrial Mechanic 1 - Central	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
05/13/05	Office Support Rep 3	20	Open
10/08/04	Property Standards Inspector	01	Dept
12/14/04	Applications Tech 1 - Call Center	17	Open
09/17/04	IS Division Manager	04	Dept
08/26/04	IS Specialist	01	Dept

MOTION: *After some discussion, Commissioner Allen moved to accept the Register Report as submitted. Seconded by Commissioner Jarrett and the Commission approved without objection.*

DEPARTMENTAL ITEMS

FINANCE

REQUEST: Mr. David Manning, Finance Director, represented by Erin Hampton, requested approval of an open range Pay Adjustment, in conjunction with a lateral class change, for Kim McDoniel, Audit Manager, (SR15) from \$100,560 to \$105,000.

Due to the resignation of the Chief Accountant, and upon administrative recommendation, Kim McDoniel has been appointed as Chief Accountant. She has these assumed additional job and supervisory responsibilities duties, while she continues to assist the Internal Audit Division.

MOTION: After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.

POLICE

REQUEST: Police Chief Ronal Serpas, represented by Rhonda Latteral, requested approval of Increment Advancements for the following:

- a. David Reaves, Administrative Services Officer 3, (SR10), from Step 1 to Step 6, effective December 16, 2005.
- b. Richard Adams, Administrative Services Officer 3, (SR10), from Step 1 to Step 6, effective December 16, 2005.

Ms. Latteral said that historically, all helicopter pilot positions were held by sworn officers. The skills required of helicopter pilots are very specialized and found only in a small segment of the population. Both David Reaves and Richard Adams have exceptional flight skills and knowledge of aviation during their tenure with the US Army. Mr. Adams has seventeen (17) years of flight experience and Mr. Reaves has twenty-one (21) years flight experience.

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.

PUBLIC WORKS

REQUEST: Mr. John W. Lynch, Director, requests approval of Performance Bonus Awards for the following:

Public Works Performance Bonus Recommendations

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>BONUS AMOUNT</u>
Rick Kirkpatrick	Technical Specialist 2	\$650
Tracy Luton	Engineer Tech 3	\$500
Walter Knauf	Engineer 2	\$500
Shelia Knight	Engineer 1	\$450
Jim Snyder	Engineer 3	\$450
Charissa Mishu	Engineer in Training	\$400
Roy Brock	Sanitation Supervisor	\$500
Marcus Jackson	Sanitation Supervisor	\$500
Richard Davidson	Engineer Tech 3	\$500
Ricky Lloyd	Sanitation Supervisor	\$500
Ricky Beshearse	Sanitation Supervisor	\$500

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>BONUS AMOUNT</u>
Jack Tucker	Waste Management Superintendent	\$450
Cheryl Harrington	Administrative Specialist	\$450
Sharon Smith	Facilities Coordinator	\$450
Vivian Hubble	Office Support Specialist 2	\$350
Kimberley Ghee	Office Support Specialist 2	\$350
Regina Farmer	Office Support Specialist	\$350
Wilson Tuttle	Sanitation Supervisor	\$350

ACTION: *Public Works withdrew the above request.*

SOCIAL SERVICES

REQUEST: Ms. Gerri Robinson, Director, represented by Uri Handcock, requested approval of an Open Range Pay Adjustment for Bill Ives, Systems Services Manager, (SR14) from \$82,851 to \$84,000.

William Ives transferred from the Finance Department to the MSS position of Systems Services Manager. This position is responsible for overseeing the development of a comprehensive management information system, designed to ensure a consistent and efficient approach for collecting and analyzing data.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.*

HUMAN RESOURCES

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

(1: **Report - FOP Decertification Election Results**

Jim Lynch said that an election was announced and conducted to determine if the FOP would continue recognition as the exclusive bargaining agent for sworn police officers below the rank of Captain and sworn officers of the rank of Captain and above for all issues except for selection, promotion and management issues. The election was held on December 1, 2005 from 6:00 a.m. until 6:00 p.m.

The results of the Decertification Election were as follows:

41 votes	Continue Recognition of FOP as exclusive Bargaining Agent
<u>636 votes</u>	Decertify FOP as exclusive Bargaining Agent

677 Total Votes

In accordance with the Metro Labor Policy, an election will now be conducted to determine the exclusive bargaining agent.

ACTION: *Report only, no action necessary.*

(2: **JOB DESCRIPTION REVISIONS**

Changes are being proposed for the following descriptions:

- Police Officer Trainee
- Police Officer 1 & 2
- Police Officer 2 – Field Training Officer
- Police Sergeant
- Police Lieutenant
- Police Captain

Rhonda Latteral said the Police Department worked with HR to make proposed revisions as follows:

- Exclude weight, height and agility standards
- Clarify the definition of active law enforcement officer (education and experience purposes)
- Further detail the education and experience requirements for Police Officer Trainee, Police Officer 1, Police Officer 2 and Police Officer 2 – Field Training, to indicate any credited military duty must have been completed within three (3) years of application date.
- Statement requiring officers to be able to function in the role of Police Officer and in all other sworn position of lesser rank.

MOTION: After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.

JOB DESCRIPTION REVISIONS

- Radio Technician 2
- Automotive Service Writer

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the request as listed. Seconded by Commissioner Jarrett and the Commission approved without objection.

(3: **JOB DESCRIPTION REVISIONS**

(For General formatting/ style of all job descriptions in classification plan)

Ben Johnson said the Human Resources Department is proposing to update and place all job descriptions online. The updates will include reformatting to add critical information at the top, and deleting unnecessary information. The format changes added will include: Class Number, Grade, FLSA, Category and EEO Category. Currently 429 of the 625 descriptions have a section for Grade Level Criteria/Illustrations. Human Resources is proposing to delete this information from each job description and keep it listed separately in another internal document.

MOTION: After some discussion, Commissioner Allen moved for approval of the request as listed. Seconded by Commissioner Jarrett and the Commission approved without objection.

- (4: Request for Commission to review a Complaint of Discrimination – Claude Grant,
Water Services Department (Interview & Selection Process)

Mr. Claude Grant, a candidate for the position of Systems Services Manager – Storm Water, filed a complaint of discrimination with the Commission under provisions of Civil Service rule 3.1 B-3, Right of Appeal.

Mr. Grant alleges in his complaint that he was adversely affected because of his race during the interview and selection process for the position of Systems Services Manager – Storm Water.

ACTION: *This item was deferred until January 10, 2006.*

- (5: Petition for Reconsideration of Final Order – Kendall Jaeger, Police
Appeal of Grievance Decision

On November 8, 2005, the Civil Service Commission overturned the Initial Order as entered by Hearing Officer Ervina Jarrett. Attorney Doug Sloan represented Officer Jaeger and submitted a Petition for Reconsideration on November 29, 2005, requesting the Commission to reconsider the decision.

ACTION: *This item was deferred until January 10, 2006.*

- (6: Appeal of Medical Disqualification - Brett Bjork, Applicant for Police Officer Trainee
(deferred from November 8th meeting)

The Commission requested that Mr. Bjork provide additional medical evaluations from his private physician, relative to standards as stated in Army Regulation 40-501. Dr. Fletcher was provided with follow-up information and submitted an opinion and recommendation to the Commission.

Mr. Bjork was disqualified as a Police Officer applicant due to his failure to meet required Hearing standards. Medical evaluations were provided from two private physicians to give support to his appeal. Dr. Fletcher reviewed the Physician evaluations relative to Army Regulation 40-501 and noted that Mr. Bjork did not meet the medical/hearing requirements for Police Officer Trainee.

ACTION: *No decision made at this time, Commission requested a report of additional testing for the January 10, 2006 meeting.*

- (7: Request Approval of Proposed Revision to Civil Service Policy 4.12, Special Military Leave

Ron Deardorff said, the Special Military Leave policy provides continuation of medical and dental insurance, sick and annual leave and a pay supplement while employees are deployed on active military duty. The policy was originally adopted for those participating in Desert Storm. There have been several amendments for subsequent military operations. The draft proposal of the policy, addresses what deployments are eligible for the supplement.

A provision was added during the last amendment, to include “any subsequent operations ordered by the President of the United States.” Under recovery efforts for states affected by Hurricane Katrina on August 29, 2005, troops were activated to serve in the rescue. It was desirable to include those activated as being eligible for the supplement. It was interpreted that deployment

of troops for Katrina recovery operation was ordered by the President of the United States, as this was not a state to state operations, but coordinated by FEMA.

Proposed language has been adopted from a similar policy from the Federal Government -Office of Personnel Management, which includes emergency deployments for military conflicts as well as natural disasters.

MOTION: ***After some discussion, Vice-Chairman Corbitt moved for approval of the Proposed Revision to Civil Service Policy 4.12 - Special Military Leave beginning August 1, 2005. Seconded by Commissioner Allen and the Commission approved without objection.***

(8: Election of Chairman and Vice-Chairman – Civil Service Commission

MOTION: ***After some discussion, Commissioner Allen moved for approval to re-elect William H. Farmer as Chairman and Steve Corbitt as Vice-Chairman. Seconded by Commissioner Jarrett and the Commission approved without objection.***

(9: Communiqués from the public on pending hearings

No report was made.

With nothing further, the regular meeting adjourned at 9:25 a.m.

ATTEST:

APPROVED:

Ms. Dorothy S. Berry, Director
Civil Service Commission

William H. Farmer, Chairman
Civil Service Commission