

**MINUTES
METROPOLITAN CIVIL SERVICE COMMISSION**

FEBRUARY 8, 2005

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

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

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

JANUARY 11, 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.

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

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------------------|------------------------------|--------------------|--------------------|
| <u>CODES ADMINISTRATION</u> | | | |
| *Ogren, Yvonne L. | Office Support Rep 3 | Class Change | 01/15/05 |
| Sullivan, Wilma B. | Office Support Rep 3 | Promotion | 01/01/05 |
| Lyle, Sheree N. | Office Support Rep 3 | New Hire | 01/18/05 |

*Class change due to disability re-employment provision

COMMUNITY EDUCATION

| | | | |
|----------------------|---------------------|---|----------|
| *Randle, Michele C. | Program Coordinator | Department Transfer/ Transition to Civil Service | 01/15/05 |
| ^Redmond, Bradley S. | Program Coordinator | Department Transfer/ Promotion | 01/01/05 |

*Department Transfer from General Sessions Court (seasonal-part time) to Community Education Alliance (Program Coordinator, SR9)

^Department transfer from Sheriff's Office (Correctional Officer 1, CO-01) to Community Ed Alliance (Program Coordinator, SR9)

EMERGENCY COMMUNICATIONS CENTER

| | | | |
|-----------------------|-------------------------------|----------|----------|
| Gilbert, Julie A. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Gold, Paul J. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Hackworth, Janice K. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Heithcock, Allison N. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Jefferson, Tyler M. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Jiles, Shekia M. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Mathis, Marilyn I. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Shields, Carrie L. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Snyder, Susan K. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|---|-------------------------------|--------------------|--------------------|
| <u>EMERGENCY COMMUNICATIONS CENTER</u> | | | |
| Swezea, Melanie F. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Tetterton, Samuel | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Twist, Ronald L. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |
| Zulewski, Robert A. | Emer Telecommunications Off 1 | New Hire | 01/18/05 |

FINANCE

| | | | |
|---------------------|-----------------------------------|-----------|----------|
| Love, Mary Ann | Administrative Services Officer 4 | Promotion | 01/01/05 |
| Gossage, Jeffery L. | Finance Assistant Director | New Hire | 01/10/05 |
| Foster, Marcus F. | Finance Officer 1 | New Hire | 01/10/05 |
| Green, Kathy R. | Finance Officer 1 | New Hire | 01/01/05 |

FIRE

| | | | |
|----------------------|--------------------------|----------------------|----------|
| Crum, Teresa G. | Administrative Assistant | Promotion | 01/01/05 |
| *Duker, Veronica Ann | Office Support Spec 1 | Re-Employment | |
| | | Class Change | 01/01/05 |
| ^McAfee, Brian S | Paramedic 1 | Class Change/Lateral | 01/01/05 |

*Class change from Application Tech 1, SR7 to Office Support Spec 1, SR7

^Class change from EMT 2, PS4 to Paramedic 1, PS4

GENERAL SERVICES

| | | | |
|---------------------|----------------------------|----------------------|----------|
| Castillo, Melisa A. | Application Tech 1 | New Hire | 01/01/05 |
| *Beaman, Steven G | Automotive Shop Supervisor | Class Change/Lateral | 01/01/05 |
| *Norman Jr., J. D. | Automotive Shop Supervisor | Class Change/Lateral | 01/01/05 |
| **Dennis, Michael S | Equipment Shop Supervisor | Class Change/Lateral | 01/01/05 |
| **Hughes, Donnie L | Equipment Shop Supervisor | Class Change/Lateral | 01/01/05 |
| Nicholson, Gregg C. | Finance Admin | Promotion | 12/16/04 |

*Class change from Garage Supervisor 1(TS 11) to Automotive Shop Supervisor (TS 11)

**Class change from Garage Supervisor 2 (TS 12) to Equipment Shop Supervisor (TS 12)

HUMAN RESOURCES

| | | | |
|-----------------|--------------------|--------------------------------------|----------|
| *Whitson, Stacy | Application Tech 2 | Department Transfer/ Class Change | 01/01/05 |
|-----------------|--------------------|--------------------------------------|----------|

*Department transfer from Water (Engineering Tech 2-SR8) to Human Resources (Application Tech 2-SR8)

INFORMATION TECHNOLOGY SYSTEMS

| | | | |
|----------------------|-------------------------------|-----------|----------|
| Lauper, Raymond H. | Information Systems Analyst 1 | Promotion | 01/01/05 |
| Kalas, Michael T. | Information Systems Tech 1 | New Hire | 12/16/04 |
| Newman, Kevin M. | Information Systems Tech 2 | New Hire | 01/01/05 |
| Harbsmeier, David M. | Program Spec 2 | New Hire | 01/01/05 |
| Plante, Robert A | Systems Advisor 2 | Re-Hire | 01/13/05 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------------|-----------------------|-----------------------------|-------------|
| <u>JUVENILE COURT</u> | | | |
| *Doyle, Jessica | Probation Officer 1 | Transition to Civil Service | 12/16/04 |
| Giles, Alonzo N. | Property Guard 2 | Re-Hire | 01/01/05 |

*Transition to Civil Service from full time Non-CS

PARKS

| | | | |
|----------------------|-------------------------------|-----------|----------|
| Boner, Donald R. | Maintenance & Repair Leader 1 | Promotion | 01/14/05 |
| Waterman, Earnest L. | Maintenance & Repair Worker 3 | Promotion | 01/14/05 |

PLANNING COMMISSION

| | | | |
|---------------------|-----------------|-----------------------------------|----------|
| *Taylor, Lindsay W. | Planning Tech 1 | Department Transfer/ Promotion | 01/01/05 |
| Young, Nekya J. | Planning Tech 1 | New Hire | 01/05/05 |

*Department transfer from Public Works (Office Support Rep 2, SR5) to Planning Commission (Planning Tech 1, SR7)

POLICE

| | | | |
|-------------------------|---------------------------------|--|----------|
| *Pate, William T. | Police Officer 2 | Return from IOD Pension | 01/18/05 |
| Cuthbertson, Patrick L. | Police Operations Assistant 1 | New Hire | 01/16/05 |
| Hughes, Sandra H. | Police Operations Assistant 1 | New Hire | 01/16/05 |
| Smalley, Gene C. | Police Operations Assistant 1 | New Hire | 01/16/05 |
| ^Fox, David P. | Police Operations Assistant 3 | Voluntary Reduction In Salary Grade | 01/01/05 |
| Sponaugle, Vanessa J. | Police Operations Coordinator 2 | Promotion | 01/16/05 |
| Eslick, John L. | Systems Advisor 1 | New Hire | 01/16/05 |

*Return from IOD pension to same classification

^Voluntary reduction in salary grade from Police Officer 2 (PS4) to Police Operations Assistant 3 (SR 6)

PUBLIC LIBRARY

| | | | |
|-----------------------|-----------------------------------|-----------|----------|
| Hugan, Bernadette C. | Administrative Services Officer 2 | Promotion | 01/01/05 |
| Shelton, Darlene M. | Circulation Assistant 1 | New Hire | 01/01/05 |
| Worman, Joshua M. | Circulation Assistant 1 | New Hire | 01/01/05 |
| Rolman, Deborah G. | Circulation Supervisor | Promotion | 01/15/05 |
| Klima, Stephanie L. | Custodian 1 | Re-Hire | 01/01/05 |
| Council, Floyd G. | Library Associate 1 | New Hire | 01/01/05 |
| Oakes III, William T. | Library Associate 1 | New Hire | 01/01/05 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|----------------------------|------------------------------|-------------------------|--------------------|
| <u>PUBLIC WORKS</u> | | | |
| Rabasca, George R. | Maint & Repair Worker 1 | New Hire | 01/16/05 |
| Springer Jr., James | Maint & Repair Worker 1 | Re-Hire | 01/03/05 |
| *Maclin, Byron O. | Maint & Repair Worker 2 | Return from IOD Pension | 01/17/05 |
| Bowers, Darrell A. | Maint & Repair Worker 2 | Promotion | 01/17/05 |
| Cartwright, Antonio D. | Maint & Repair Worker 2 | Promotion | 01/17/05 |
| Darvin, Tiffany L. | Office Support Rep 2 | Promotion | 01/01/05 |
| Key, Rachel R. | Office Support Rep 2 | Re-Hire | 01/01/05 |
| Patterson, Brandi M. | Office Support Rep 3 | Promotion | 01/01/05 |

*Return from IOD pension to same classification

SHERIFF

| | | | |
|------------------------------|------------------------|--------------------------------------|----------|
| *Tabor, Richard W. | Correctional Officer 1 | Department Transfer/ Class Change | 01/18/05 |
| Appleton, Latesia S. | Correctional Officer 1 | New Hire | 01/18/05 |
| Bender, Felicia M. | Correctional Officer 1 | New Hire | 01/18/05 |
| Bermudez-Febo, Belmalie | Correctional Officer 1 | New Hire | 01/18/05 |
| Brigham, Tamara A. | Correctional Officer 1 | New Hire | 01/18/05 |
| Bryan, Jeremy E. | Correctional Officer 1 | New Hire | 01/18/05 |
| Cannon, Careese J. | Correctional Officer 1 | New Hire | 01/18/05 |
| Cantrell, Jr., Edward M. | Correctional Officer 1 | New Hire | 01/18/05 |
| Cawthon, Fredrick D. | Correctional Officer 1 | New Hire | 01/18/05 |
| Coggins, Jessica R. | Correctional Officer 1 | New Hire | 01/18/05 |
| Cothron, William M. | Correctional Officer 1 | New Hire | 01/18/05 |
| Covert, Keith D. | Correctional Officer 1 | New Hire | 01/18/05 |
| Dean, Angela D. | Correctional Officer 1 | Re-Hire | 01/18/05 |
| Dugger, Aaron S. | Correctional Officer 1 | Re-Hire | 01/18/05 |
| Encarnacion-Diaz, Avaleir T. | Correctional Officer 1 | New Hire | 01/18/05 |
| Farragher Jr., Thomas J. | Correctional Officer 1 | New Hire | 01/18/05 |
| Graves, Sandi D. | Correctional Officer 1 | New Hire | 01/18/05 |
| Gruen, Christine V. | Correctional Officer 1 | Re-Hire | 01/18/05 |
| Gustine, Thomas H. | Correctional Officer 1 | New Hire | 01/18/05 |
| Hardemon, Edith M. | Correctional Officer 1 | New Hire | 01/18/05 |
| Hatcher, Eddie D. | Correctional Officer 1 | New Hire | 01/18/05 |
| Hiatt, Robby W. | Correctional Officer 1 | New Hire | 01/18/05 |
| Hunter, Joseph G. | Correctional Officer 1 | New Hire | 01/18/05 |
| Hunter, Michael T. | Correctional Officer 1 | New Hire | 01/18/05 |
| Johnson, Antonio | Correctional Officer 1 | New Hire | 01/18/05 |
| Joyner Jr., Paul R. | Correctional Officer 1 | New Hire | 01/18/05 |
| Kerr, Margo D. | Correctional Officer 1 | New Hire | 01/18/05 |
| Kocurek, Monica M. | Correctional Officer 1 | New Hire | 01/18/05 |
| Laskin Sr., James R. | Correctional Officer 1 | New Hire | 01/18/05 |
| Lewis, Kiawantis L. | Correctional Officer 1 | New Hire | 01/18/05 |
| McClean, Larry L. | Correctional Officer 1 | New Hire | 01/18/05 |
| Miles, Christopher A. | Correctional Officer 1 | New Hire | 01/18/05 |
| Moore, Lorraine D. | Correctional Officer 1 | New Hire | 01/18/05 |
| Odom, Terean G. | Correctional Officer 1 | New Hire | 01/18/05 |
| Parks, Kirsten L. | Correctional Officer 1 | New Hire | 01/18/05 |
| Rabideau, Kenneth N. | Correctional Officer 1 | New Hire | 01/18/05 |
| Ray Jr., William R. | Correctional Officer 1 | New Hire | 01/18/05 |
| Reid, Dewayne G. | Correctional Officer 1 | New Hire | 01/18/05 |

APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|-----------------------------|-------------------------------|-------------|-------------|
| <u>SHERIFF</u> | | | |
| Robbins, Joanna E. | Correctional Officer 1 | Re-Hire | 01/18/05 |
| Shrum, Christopher W. | Correctional Officer 1 | New Hire | 01/18/05 |
| Smith, Jean M. | Correctional Officer 1 | New Hire | 01/18/05 |
| Spencer, Christopher L. | Correctional Officer 1 | New Hire | 01/18/05 |
| Tate, Richard L. | Correctional Officer 1 | New Hire | 01/18/05 |
| Tidwell, Cory L. | Correctional Officer 1 | New Hire | 01/18/05 |
| Walker, Kent L. | Correctional Officer 1 | New Hire | 01/18/05 |
| Werner, Brian G. | Correctional Officer 1 | New Hire | 01/18/05 |
| White, Casey J. | Correctional Officer 1 | New Hire | 01/18/05 |
| Willis, Nicole M. | Correctional Officer 1 | New Hire | 01/18/05 |
| Wright Jr., Tyrus R. | Correctional Officer 1 | New Hire | 01/18/05 |
| Wyatt, Willie J. | Correctional Officer 1 | New Hire | 01/18/05 |
| Dixon Jr., Donald R | Correctional Officer 2 | Promotion | 01/09/05 |
| Howard, Steven J. | Correctional Officer 2 | Promotion | 01/09/05 |
| McCoy, Michael A. | Correctional Officer 2 | Promotion | 01/09/05 |
| McCrary, Jackie W | Correctional Officer 2 | Promotion | 01/09/05 |
| Newton, Sara H. | Correctional Officer 2 | Promotion | 01/09/05 |
| Peralta, David | Correctional Officer 2 | Promotion | 01/09/05 |
| Pressley, Anthony L | Correctional Officer 2 | Promotion | 01/09/05 |
| Roberts III, Albert B | Correctional Officer 2 | Promotion | 01/09/05 |
| Williamson, James M. | Correctional Officer 2 | Promotion | 01/09/05 |
| Fearn, Tina J | Correctional Officer Sergeant | Promotion | 01/05/05 |
| Joseph, Carla F | Correctional Officer Sergeant | Promotion | 01/05/05 |
| Kidd, Barry H. | Correctional Officer Sergeant | Promotion | 01/05/05 |
| Muehlhauser, Christopher G. | Correctional Officer Sergeant | Promotion | 01/05/05 |
| Slusher, Corey T | Correctional Officer Sergeant | Promotion | 01/05/05 |

*Department transfer from Emergency Communications Center (Emergency Telecommunications Officer 1, ET1) to Sheriff's Office (Correctional Officer 1, CO 1)

SOCIAL SERVICES

| | | | |
|----------------|-----------------------------------|---|----------|
| *Owens, Yuri L | Administrative Services Officer 4 | Department Transfer/ Transition to Civil Service | 01/18/05 |
|----------------|-----------------------------------|---|----------|

*Department transfer from Metro Action Commission to Social Services

WATER SERVICES

| | | | |
|-----------------------|-----------------------------------|--|----------|
| *Messemer, Walter C. | Administrative Services Officer 4 | Department Transfer/ Voluntary Reduction In Salary Grade | 01/01/05 |
| Dodson Jr., Thomas L | Technical Specialist 1 | Promotion | 12/16/04 |
| Smith, Robert I | Technical Specialist 1 | Promotion | 12/16/04 |
| Nave III, Lawrence G. | Treatment Plant Tech 1 | New Hire | 01/01/05 |

*Department transfer from Human Resources (Administrative Services Manager, SR 13) to Water Services (ASO 4, SR 12)

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

TERMINATIONS/ PENSIONS

| <u>Name</u> | <u>Classification</u> | <u>Type</u> | <u>Department</u> | <u>Date</u> |
|------------------------|-------------------------------|-------------|-------------------------|-------------|
| Chaney, Cenora R. | Emer Telecommunications Off 1 | Dismissal | ECC | 01/13/05 |
| Dickens, Kirk P. | Emer Telecommunications Off 1 | Dismissal | ECC | 01/14/05 |
| Spruill, Kelli E. | Emer Telecommunications Off 1 | Resignation | ECC | 01/05/05 |
| Hauer, Michael F. | Finance Officer 2 | Resignation | Finance | 12/31/04 |
| Palmer, Joseph V. | Finance Manager | Resignation | Finance | 01/12/05 |
| Dye, Thomas A. | Fire Training Officer | Pensioned | Fire | 12/31/04 |
| Jackson, Joseph C | Firefighter 3 | Pensioned | Fire | 12/31/04 |
| Lamb, Jennifer M. | Application Tech 1 | Resignation | General Services | 12/31/04 |
| Parish, Denise C. | Information Systems Spec | Resignation | Info Technology Systems | 12/31/04 |
| Kelly, Claude L. | Warrant Officer | Resignation | Juvenile Court | 01/01/05 |
| Howard, Tiffany N. | Recreation Leader | Resignation | Parks | 01/20/05 |
| Porter Jr., David L | Custodian 1 | Dismissal | Parks | 12/16/04 |
| Hale, Brooke B. | Office Support Rep 3 | Dismissal | Planning Commission | 01/05/05 |
| Barnes, Ronald D | Police Sergeant | Pensioned | Police | 01/03/05 |
| Collins, Kimberly R | Police Officer 2 | Resignation | Police | 12/31/04 |
| Hollis, Ronald D. | Police Sergeant | Pensioned | Police | 12/31/04 |
| Morgan, John M. | Police Officer 3 | Pensioned | Police | 12/31/04 |
| Stroud Jr., William F. | Police Officer 3 | Pensioned | Police | 12/31/04 |
| Bessire, Maurice E. | Equipment Operator 3 | Resignation | Public Works | 01/14/05 |
| Carter, Fred L. | Sanitation Supervisor | Pensioned | Public Works | 01/13/05 |
| Holt, Jeffery R. | Equipment Operator 3 | Resignation | Public Works | 12/31/04 |
| Knalls, Billy R. | Equipment Operator 3 | Pensioned | Public Works | 12/29/04 |
| Shaw Jr., James M. | Equipment Operator 3 | Resignation | Public Works | 01/07/05 |
| Shaw, James M. | Sanitation Supervisor | Resignation | Public Works | 12/31/04 |
| Mackey, Stacey E. | Correctional Officer 1 | Dismissal | Sheriff | 12/21/04 |
| Puckett, Stacey R. | Admin Services Officer 3 | Resignation | Sports Authority | 01/12/05 |
| Agee, Timothy A | Maintenance & Repair Ldr 2 | Dismissal | Water Services | 12/20/04 |

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

ELIGIBILITY REGISTER REPORT

| <u>Classification</u> | <u>Type</u> | <u>Requesting Department</u> |
|--|-------------|------------------------------|
| Program Coordinator | Open | Community Education |
| Finance Assistant Director - Purchasing | Open | Finance |
| Spec Projects Manager - Business Solutions | Open | Finance |
| Fire Marshal - Deputy | Dept | Fire |
| Circulation Supervisor | Open | Library |
| Parks Assistant Director - Administration | Open | Parks |
| Parks Superintendent - Sports | Open | Parks |
| Systems Advisor 1 - Police | Open | Police |
| Equipment Operator 3 | Dept | Public Works |
| Equipment Operator 3 - Curbs | Dept | Public Works |
| Equipment Operator 3 - Tree Crew | Dept | Public Works |
| Maintenance & Repair Leader 1 - Guardrails | Dept | Public Works |
| Office Support Rep 3 - Customer Service | Dept | Public Works |
| Engineering Tech 2 - Thermal | Open | Water Services |

REGISTERS ABOLISHED

| <u>Date Established</u> | <u>Classification</u> | <u>Register</u> | <u>Number On Register</u> |
|-------------------------|--|-----------------|---------------------------|
| 2/25/2003 | Fire Inspector 1 | Open | 36 |
| 3/21/2003 | Administrative Services Officer 4 - Fuel | Open | 22 |
| 6/19/2003 | Engineering Tech 3 - PW | Open | 23 |
| 6/25/2002 | Equipment Operator 2 | Dept | 05 |
| 6/03/2004 | Engineer In Training - Stormwater | Open | 05 |
| 5/18/2004 | Engineer 1 - Stormwater | Open | 06 |

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

DEPARTMENTAL ITEMS**FINANCE**

(1: David Manning, Director, requested approval to Hire Above Midpoint, Mark Arend, Special Projects Manager, effective February 1, 2005. SR15

Mr. Manning said the position of Special Projects Manager will be responsible for managing the City's current financial system (Fastnet) and the conversion of the JD Edwards financial system. Mr. Arend's prior experience as a consultant in managing complex technology projects and his extensive capabilities in this area will be an asset for Metropolitan Government.

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

INFORMATION TECHNOLOGY SERVICES

(2: Richard McKinney, Director, represented by Tracy Ray, requested approval for additional Administrative Leave With Pay for Tim Barrett.

Ms. Ray said that Mr. Barrett was placed on Administrative Leave with Pay beginning January 20, 2005, pending an internal investigation. Due to the nature of alleged charges involved in this investigation, Mr. Barrett will exceed the number of days (10) allowed by the Civil Service rules. The investigation should be concluded within a week.

MOTION: *After some discussion, Commissioner Corbitt moved for approval to extend this request until the next meeting on March 8, 2005. Seconded by Commissioner Allen and the Commission approved without objection.*

SOCIAL SERVICES

(3: Gerri Robinson, Director, represented by Caroline Chamberlain, Assistant Director, requested approval for an Employee Bonus Award of \$2190.00 for Brenda Venson, Program Manager – Child Care Center.

Ms. Chamberlain said Social Services has an approved bonus plan in place for employees who demonstrate outstanding accomplishments, encourage efficiency and promote

quality performance among their employees. A recent performance audit recommended that Metro should phase out Child Care Services. Ms. Venson, who has managed to keep this program running smoothly and covered at all times, will be remaining until June 30th to help with the transition.

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

WATER SERVICES

(4: Scott Potter, Director, represented by Robin Brown, requested approval for the following:

- a. Hire Above Base Kimberly V. Moore, Environmental Compliance Officer 2, at the 2nd step effective February 14, 2005. SR10

Ms. Brown said Ms. Moore, who has extensive experience in the field of environmental protection, has worked for the State of Tennessee as an Environmental Protection Specialist. She has a Bachelor of Science in Civil Engineering and a Masters of Science in Environmental Engineering. This position is a key position within the Metro Water Services Stormwater Division.

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

- b. Employee Bonus Recommendations

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>BONUS AMOUNT</u> |
|----------------------|-------------------------------------|---------------------|
| Ankenbauer, Danny K. | Industrial Mechanic 1 | \$ 50.00 |
| Belcher, John T. | Industrial Maintenance Supervisor 2 | \$ 50.00 |
| Boyles, James A. | Industrial Mechanic 2 | \$ 50.00 |
| Brake, Lexie M. | Industrial Mechanic 1 | \$ 50.00 |
| Chaney, David | Customer Service Field Rep 3 | \$ 50.00 |
| Dillard, Joseph | Water Maintenance Leader 2 | \$ 50.00 |
| Ervin, Charles R. | Industrial Maintenance Supervisor 2 | \$ 50.00 |
| Ervin, David O. | Industrial Mechanic 2 | \$ 50.00 |
| Frierson, John S. | Industrial Mechanic 1 | \$ 50.00 |
| Gray, Howard A. | Industrial Mechanic 2 | \$ 50.00 |
| Hawkins, Edward C. | Industrial Mechanic 1 | \$ 50.00 |
| Humphrey, Alvin L. | Water Maintenance Leader 2 | \$ 50.00 |
| Jackson, Calvin J. | Utility System Helper | \$ 150.00 |
| Jadoobirsingh, Wayne | Industrial Mechanic 1 | \$ 50.00 |
| Johnson, Robert M. | Industrial Mechanic 1 | \$ 50.00 |
| Kelley, James H. | Maintenance & Repair Leader 2 | \$ 50.00 |
| Martin, James R. | Customer Service Field Rep 3 | \$ 150.00 |
| Nolan, Patrick A. | Water Maintenance Tech 1 | \$ 50.00 |
| Perigo, Jerry R. | Industrial Technician Master | \$ 50.00 |
| Perry, Robert W. | Industrial Mechanic 1 | \$ 50.00 |
| Riley, Bernard K. | Plumber | \$ 150.00 |
| Roberts, Gregory S. | Customer Service Field Rep 1 | \$ 50.00 |
| Schutt, John L. | Industrial Mechanic 1 | \$ 50.00 |
| Spain, Thomas | Industrial Mechanic 1 | \$ 50.00 |
| Trimble, Michael E. | Equipment Operator 3 | \$ 50.00 |
| Wilson, Alvin D. | Customer Service Field Rep 3 | \$ 100.00 |

Ms. Brown said that all of the proposed bonuses have been reviewed and are in compliance with the Policy.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Vice-Chairman Rodriguez 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:

(5: Approval of Proposed revision to Civil Service Policy 7.2 C-I / 8.2 C-I Assignment

Jenna Smith stated the Commission approved to create new classes and proposed new pay structure at the November 9, 2004 meeting. These new classes and new pay structure proposal went before the Council for three readings and was adopted at the December 21, 2004 Council meeting. In addition to title changes, these changes resulted in an Emergency Telecommunications Officer 4 level being added to the Emergency Telecommunication Officer Series. The Emergency Telecommunications Officer 4 is now the permanent class from which the Emergency Telecommunications Trainer is to be assigned and will be so added to the policy.

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

(6: Approval of Employee Benefit Board Election Plan – General Government Representative, Scheduled for April 29, 2005

Jim Lynch said the Human Resources Department is requesting approval to conduct an election for the position of General Government Representative to the Employee Benefit Board. The elected member will serve a three year term in the position currently being held by incumbent Pat Harris-Wingfield. An election plan has been developed and notices of the election will be publicly posted on February 15, 2005. The election will be conducted during the month of April 2005. Once the Commission has certified the results, the elected member will assume office July 1, 2005.

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

(7: Review of Order Granting Summary Judgment - Joseph Tant, Police/Dismissal

Police Officer Joseph Tant was charged and dismissed from the Metropolitan Police Department for alleged violation of provisions in Departmental General Order 95-19 – Section B, E, D, and X and Civil Service Rule 6.7 dealing with Behavior/Conduct, Responsibility and truthfulness. Mr. Tant appealed his dismissal to the Commission, and the case was assigned to Administrative Law Judge J. Randall LeFevor. Doug Sloan, Metro Legal Department, represented the Police Department and Petitioner Joseph Tant was represented by Attorney George Thompson, of the Nashville Bar. The case incident dates back to events of April 17, 2001.

- On September 6, 2001, a charge letter was issued to Officer Tant
- On October 3, 2001, following a hearing, the Grievant's employment with the Department was terminated. He then filed an appeal with the Civil Service Commission in a timely manner.
- On November 21, 2001, the Administrative Procedures Division advised both parties that the matter had been referred for hearing.
- Neither party requested a hearing date be established, however, almost three years later the department filed its Motion for Summary Judgment.

- On October 19, 2004, the department filed its Motion for Summary Judgment and supporting Memorandum of Law.
- Grievant Tant was order by the court to file his response to the motion by November 15, 2004. He failed to respond to the Motion.
- On December 21, 2004, Administrative Law Judge Randall LeFevor entered an Order Granting Summary Judgment in favor of the Department. The Grievant's termination from Metropolitan Government employment was upheld and his appeal dismissed.

Mr. George Thompson, Attorney for Mr. Tant and Mr. Doug Sloan, Attorney for Metropolitan Legal Department, were both present before the Commission to discuss the case. Attorney Thompson said that he was unable to contact Mr. Tant ,and that Tant failed to participate in the process and prosecute his appeal.

MOTION: *After some discussion, Vice-Chairman Rodriguez moved to Uphold the Order granting Summary Judgment as entered by Administrative Law Judge LeFevor. Seconded by Commissioner Allen and the Commission approved without objection.*

- (8: Review of Order and Memorandum - Grievance on Job Assignment/Bid System from K. Hymer, G. Birdwell, J. Upchurch, M. Sullivan and R. Vance.

The Petitioners filed grievances concerning their reassignment to different fire halls and grievances concerning the decision rendered by the Appointing Authority on October 28, 2003, to deny of their bids back to Station 1. On July 9, 2004, Hearing Officer Steve Corbitt entered an order that remanded the matter back to the Fire Department, which directed the department to comply with CS rule 6.9E. Mr. Corbitt later concluded that the subject matter of this appeal *“is not properly before the commission as the Fire Department Duty Assignment Board is the appropriate venue for this matter.”*

Attorney Dewey Branstetter and Metro Attorney Jay Long had been involved in extensive negotiations with their respective parties to settle this grievance. At both parties' request, this review had been deferred stating that a settlement was close at hand. Unfortunately, negotiations reached a stalemate without resolution.

Mr. Branstetter, attorney for the grievants, stated at this meeting that the only real issue before the Commission was the denial of their bid back to Station 1, by the Appointing Authority.

MOTION: *After much discussion, Commissioner Allen moved that the Order and Memorandum entered by Hearing Officer Corbitt be vacated, and that the grievants be allowed to bid back to Station 1, and furthermore, that the Fire Department did not have a legitimate management interest in denying the grievants' bid back to Station 1, thus the firefighters' grievance should be upheld. Seconded by Vice-Chairman Rodriguez and the Commission approved with one objection.*

- (9: Review of Initial Order - William Reed, Police/1 Day Suspension

Attorney Worrick Robinson and Metro Attorney Shelli Neal were present before the Commission. Both parties requested the review be continued until the March meeting.

ACTION: *This matter was deferred until the next regular meeting on March 8, 2005.*

- (10: Review of Initial Order - Twana Chick, Police/2 Days Suspension

Police Sergeant Twana Chick was originally given a three days suspension without pay from the Metropolitan Nashville Police Department. The suspension was subsequently reduced to two (2) days, for alleged violation of provisions in Civil Service rule 6.7, provision #24 and General Order 95-19-VI dealing with using profane/abusive language – personal behavior. Ms. Chick appealed her suspension to the Commission and the case was assigned to Administrative Hearing Officer Michael Allen. Shelli Neal, Metro Legal Department, represented the Police Department and Ms. Chick was represented by Attorney Worrick Robinson.

The case was heard on September 24, 2004. On December 6, 2004, Commissioner Allen entered an Order to uphold the suspension, however, he further ordered that Sergeant Chick be provided the option to substitute accrued vacation leave for those days suspended in a leave without pay status.

Metro Attorney Shelli Neal filed a Petition for Reconsideration maintaining that the Police Department was denied full participation in due process by Hearing Officer Michael Allen.

Worrick Robinson, Attorney for Ms. Chick and Shelli Neal, Metro Attorney were present before the Commission to present oral argument.

1st MOTION: *After much discussion, Commissioner Corbitt moved that the decision by the Hearing Officer (regarding the temporary absence of Chief Anderson), did Not deny the Police Department full participation in Due Process. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

AND

2nd MOTION: *After much discussion, Commissioner Corbitt moved to Modify the Hearing Officer's decision so as to increase the disciplinary action of suspension without pay, from two (2) days to three (3) days, and that the petitioner shall then have the option to substitute accrued vacation leave for Disciplinary leave without pay. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

(11: Approval of proposed revisions to JOB DESCRIPTIONS

Office Support Rep 1
 Human Resources Assistant 2
 Equipment & Supply Clerk 3
 Office Support Specialist 2
 Office Support Manager
 Police Operations Assistant 3
 Police Operations Supervisor
 Contract Administrator
 Customer Service Field Representative 1, 2, 3

Jenna Smith said that clerical/administrative job descriptions were reviewed to assure that duties, EEO categories, physical demands and education were current and consistent between class series. The following job descriptions were modified.

The [Office Support Rep 1](#) currently requires High School Diploma and No Substitution. The proposed E&E would delete "No Substitution" which would provide consistency with this and similar clerical/administrative class series.

The [Human Resources Assistant 2](#) position currently requires a High School Diploma and five (5) years of clerical experience, including two (2) years of responsible human resources experience. The proposed E&E would be a High School Diploma and four (4) years of clerical experience, including two (2) years of responsible human resources experience.

The [Equipment & Supply Clerk 3](#) position currently required High School Diploma and five (5) years experience receiving and distributing inventory. The proposed E&E would be a High School Diploma and four (4) years experience receiving and distributing inventory.

The [Office Support Specialist 2](#) position currently requires a High School Diploma and six (6) years of increasingly responsible administrative experience. The proposed E&E would require a High School Diploma and five (5) years of increasingly responsible clerical/administrative experience.

The **Office Support Manager** position currently requires a High School Diploma and eight (8) years of increasingly responsible clerical or bookkeeping experience including at least two (2) years in a lead supervisory capacity **OR** an Associate’s Degree in Office Management, Business Management, or a related field from an accredited college or university and six (6) years of clerical or bookkeeping experience. The proposed E&E would require a High School Diploma and six (6) years of increasingly responsible clerical/administrative experience including at least two (2) yeas in a lead or supervisory capacity **OR** an Associate’s Degree in Office Management, Business Management, or a related field from an accredited college or university and four (4) years of clerical/administrative experience.

The **Police Operations Assistant 3** position currently required a High School Diploma and two (2) years clerical experience. The proposed E&E would require a High School Diploma and three (3) years clerical experience.

The **Police Operations Supervisor** position currently requires a High School Diploma and eight (8) years of responsible clerical/Administrative experience, including at least two (2) years in a lead or supervisory capacity. The proposed E&E would require a High School Diploma and six (6) years of responsible clerical/administrative experience, including at least two (2) years in a lead or supervisory capacity.

The **Contract Administrator** position currently requires a Doctor of Jurisprudence and four (4) years of professional experience. The proposed E&E would require a bachelor’s Degree from an accredited college or university and six (6) years of professional experience including two (2) years of supervisory or management experience. Changes in this description put a heavier emphasis on performance measures and compliance aspects of contract administration than exists in the current job description. The E&E will be more in line with those in the same pay grade and the Doctor of Jurisprudence is being removed due to the legal department handling legal matters related to contracts.

The **Customer Service Field Representative 1, 2, and 3** positions at the Public Works Department are a mix of both administrative/clerical and field work as are the positions that currently use this classification at Water Services. Currently the E&E for the Customer Service Field Representative 3 position requires a High School Diploma and three (3) years experience in public contact, reading meters, and/or responding to complaint calls. The proposed E&E would require a High School Diploma and three (3) years experience in public contact, performing various Recycling Center duties, reading meters and/or responding to complaint calls.

(12: **Communiqués from the public on pending hearings**

No report was made.

With nothing further, the regular meeting adjourned at 10:40a.m.

ATTEST:

APPROVED:

Ms. Dorothy S. Berry, Interim Director
Civil Service Commission

William H. Farmer, Chairman
Civil Service Commission