

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

FEBRUARY 8, 2005

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, February 8, 2005 at 8:30 a.m.

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

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

(B) 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 Officer 1	New Hire	01/18/05
Gold, Paul J.	Emer Telecommunications Officer 1	New Hire	01/18/05
Hackworth, Janice K.	Emer Telecommunications Officer 1	New Hire	01/18/05
Heithcock, Allison N.	Emer Telecommunications Officer 1	New Hire	01/18/05
Jefferson, Tyler M.	Emer Telecommunications Officer 1	New Hire	01/18/05
Jiles, Shekia M.	Emer Telecommunications Officer 1	New Hire	01/18/05
Mathis, Marilyn I.	Emer Telecommunications Officer 1	New Hire	01/18/05
Shields, Carrie L.	Emer Telecommunications Officer 1	New Hire	01/18/05
Snyder, Susan K.	Emer Telecommunications Officer 1	New Hire	01/18/05
Swezea, Melanie F.	Emer Telecommunications Officer 1	New Hire	01/18/05
Tetterton, Samuel	Emer Telecommunications Officer 1	New Hire	01/18/05
Twist, Ronald L.	Emer Telecommunications Officer 1	New Hire	01/18/05
Zulewski, Robert A.	Emer Telecommunications Officer 1	New Hire	01/18/05

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
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	Equip Shop Supervisor	Class Change/Lateral	01/01/05
**Hughes, Donnie L	Equip 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
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*Department transfer from Water (Engineering Tech 2-SR8) to Human Resources (Application Tech 2-SR8)

INFORMATION TECHNOLOGY SYSTEMS

Lauper, Raymond H.	Info Systems Analyst 1	Promotion	01/01/05
Kalas, Michael T.	Info Systems Tech 1	New Hire	12/16/04
Newman, Kevin M.	Info 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

JUVENILE COURT

*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

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
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

PUBLIC WORKS

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

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
*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
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

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
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 Serg	Promotion	01/05/05
Joseph, Carla F	Correctional Officer Serg	Promotion	01/05/05
Kidd, Barry H.	Correctional Officer Serg	Promotion	01/05/05
Muehlhauser, Christopher G.	Correctional Officer Serg	Promotion	01/05/05
Slusher, Corey T	Correctional Officer Serg	Promotion	01/05/05

*Department transfer from Emergency Comm 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
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*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)

(C) 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

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Lamb, Jennifer M.	Application Tech 1	Resignation	General Services	12/31/04
Parish, Denise C.	Info 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	Maint & Repair Leader 2	Dismissal	Water Services	12/20/04

(D) ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Program Coordinator	Open	Comm 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

DEPARTMENTAL ITEMS**FINANCE**

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

INFORMATION TECHNOLOGY SERVICES

Item #2: Richard McKinney, Director, requests approval additional Administrative Leave With Pay for Tim Barrett.

SOCIAL SERVICES

Item #3: Gerri Robinson, Director, requests approval for Bonus Award of \$2190.00 for Brenda Venson, Program Manager – Child Care Center.

WATER SERVICES

Item #4: Scott Potter, Director, requests approval for the following:

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

HUMAN RESOURCES

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

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

- Item #6: Approval of Employee Benefit Board Election Plan – General Government Representative, Scheduled for April 15, 2005

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

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

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

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

- Item #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

- Item #12: Communiqués from the public on pending hearings



Requests for ADA accommodation should be directed to the Metro Human Resources Dept. @ 862-6640