

**MINUTES  
METROPOLITAN CIVIL SERVICE COMMISSION**

**MARCH 8, 2005**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on March 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, C. Michael Allen, and Ervina S. Jarrett.

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

**FEBRUARY 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.

***With one correction (item #8 – one objection was made on Grievance of the Fire Group), Commissioner Jarrett 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>
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**CODES ADMINISTRATION**

*Cantrell Jr., James B	Compliance Inspector 2	Class Change/Lateral	02/14/05
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\*Class change from Property Stan Inspector 1 (SR9) to Compliance Inspector 2 (SR9)

**FIRE**

*Spencer, Robert T.	Emergency Medical Tech 2	Disability Re-Employment	02/16/05
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\*Return from Disability Pension to same classification

**GENERAL SERVICES**

Merrill, Michael D.	Equipment Mechanic	New Hire	02/15/05
Turner, Troy S.	Equipment Mechanic	New Hire	02/15/05
Gadsden Jr., James S	Finance Officer 2	Promotion	01/21/05

**INFORMATION TECHNOLOGY SYSTEMS**

Woo, James	Info Systems Analyst 1	New Hire	02/14/05
*Sabados II, Steven C.	Info Systems Division Manager	Class Change/Lateral	02/14/05
*Williams, Deborah S.	Info Systems Division Manager	Class Change/Lateral	02/15/05
*Griffey Jr., John C.	Systems Advisor 1	Class Change/Lateral	02/14/05

\*Class change from System Advisor 2 (SR 14) to IS Division Manager (SR14)

\*Class change from IS Manager (SR13) to System Advisor 1 (SR13)

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>PARKS</u></b>			
Crutcher, Angelia L.	Custodian 1	New Hire	02/22/05
Martin-Douglas, Brenda S.	Custodian 1	New Hire	02/07/05
Sinor, Divania S.	Custodian 1	New Hire	02/11/05
Johnson, Troy	Maintenance & Repair Leader 1	Promotion	01/21/05
Taylor II, Calvin M.	Office Support Rep 3	Promotion	01/28/05
*Gray, James A	Parks & Recreation Asst Director	Promotion/ Department Transfer	02/01/05
Hale, Dorothy E.	Parks & Recreation Supt	Promotion	02/04/05

\*Department Transfer from Finance (Finance Manager, SR14) to Parks (Parks Assistant Director, SR15)

**POLICE**

Forte, Kenneth W.	Administrative Services Manager	New Hire	02/10/05
Latterell, Ronda E.	Human Resources Admin	New Hire	02/09/05
*Shepherd, Dennis R.	Police Officer 2	Return from Pension	02/01/05
Adkins, Nina R	Police Operations Assistant 1	New Hire	02/16/05
Upshaw, Katrice M.	Police Security Guard 1	New Hire	02/01/05

\*Return from Medical Pension to same classification

**PUBLIC LIBRARY**

*Fleming, Richard F.	Circulation Assistant 1	Transition to Civil Service	02/14/05
Baker, Laurel A.	Library Associate 1	New Hire	02/01/05
Hynes, Deborah S.	Library Manager 2	New Hire	02/14/05

\*Transition to Civil Service from part time status

**PUBLIC WORKS**

*Blanton Sr., Kevin W	Equipment Operator 3	Promotion/ Department Transfer	01/31/05
Darvin, Larry D.	Equipment Operator 3	Promotion	01/31/05
Doolittle, Jason K.	Equipment Operator 3	New Hire	02/14/05
Madden Jr., William R.	Equipment Operator 3	Promotion	02/14/05
Sparkman, Paul B.	Equipment Operator 3	Promotion	02/14/05
Phillips, Michael	Maintenance & Repair Leader 1	Promotion	01/31/05
Finch, James M.	Maintenance & Repair Worker 1	New Hire	01/31/05
Grant Jr., Claude P.	Maintenance & Repair Worker 1	New Hire	02/14/05
Baker, Thomas G.	Maintenance & Repair Worker 2	Promotion	02/14/05
Woods, John N.	Maintenance & Repair Worker 2	Promotion	02/14/05
Goins, Pamela J.	Office Support Rep 1	New Hire	01/31/05
Tate Jr., Dwight V.	Skilled Craft Worker 1	Promotion	01/31/05

\*Department Transfer from Parks (M&R Worker 3, TG 6) to Public Works (Equipment Operator 3, TG 8)

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SHERIFF</u></b>			
*McCoy, Michael A.	Correctional Officer 1	Voluntary Reduction In Grade	02/09/05
Barragan, Hector M	Correctional Officer 2	Promotion	02/09/05
Saad, Jason R.	Correctional Officer 2	Promotion	02/09/05

\*Voluntary reduction in grade from Correctional Officer 2 (CO 2) to Correctional Officer 1 (CO1)

**WATER AND SEWER**

Coleman, Brice E.	Customer Service Field Rep 1	New Hire	01/31/05
Eddins, Jonathan W.	Customer Service Field Rep 1	Re-Hire	02/14/05
Griffith, Wendy D.	Customer Service Field Rep 1	New Hire	01/31/05
Vestal, Terentius A.	Customer Service Field Rep 1	New Hire	01/31/05
Jones, Roscoe L	Engineering Tech 3	Promotion	02/14/05
Lewis, Ronald R	Engineering Tech 3	Promotion	02/14/05
Richardson, Robert D	Engineering Tech 3	Promotion	02/14/05
Sullivan, Jon B	Engineering Tech 3	Promotion	01/31/05
*Brown, David M.	Equipment Operator 1	Voluntary Reduction/ Department Transfer	02/14/05
Alamillo, Araceli	Maintenance & Repair Worker 1	New Hire	02/14/05
Crockett, Thomas J.	Maintenance & Repair Worker 1	New Hire	02/14/05
Demonbreun, Leon	Maintenance & Repair Worker 1	New Hire	02/14/05
Wells, Lonnie L.	Maintenance & Repair Worker 1	New Hire	02/14/05
Hall, Donald E.	Water Maintenance Tech 1	New Hire	02/14/05
Mitchell, Delondo E.	Water Maintenance Tech 1	Re-Hire	02/14/05
Tate, Ray	Water Maintenance Tech 1	New Hire	02/14/05
^Douglas, Rhonda	Office Support Specialist 1	Department Transfer/Lateral	02/14/05

\*Department Transfer from Public Works (Equipment Operator 1, TG5) to Water Maintenance Tech 1, TG 3)

^Department Transfer from Caring For Children to Water Services, same classification

**MOTION:** *After some discussion, Commissioner Corbitt 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>
An, Kun S.	Zoning Examiner	Resignation	Codes Administration	02/04/05
Perkins, Patricia A.	Emer Telecommunications Off 1	Dismissal	Emergency Communication	01/27/05
Trotter, Mark A.	Emer Telecommunications Off 1	Resignation	Emergency Communication	01/21/05
Jakes, Ernest S	Fire Engineer	Pensioned	Fire	01/31/05
Lovett, Charles R.	Human Resources Director	Pensioned	Human Resources	01/18/05
Huhta, Rhys Tony	Computer Operator 3	Resignation	Information Technology	01/27/05
Smith II, Clifton L	Park Ranger 2	Resignation	Parks	02/03/05
Jones, Steven M	Info Systems Spec	Resignation	Police	02/02/05
Benac, Chris S.	Police Officer 2	Resignation	Police	02/14/05
Meadows, Robert L.	Police Officer 2	Pensioned	Police	02/09/05
Wright, Sterlin C.	Police Officer 2	Resignation	Police	01/17/05

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Farmer, Thomas W	Police Officer 3	Pensioned	Police	01/31/05
McAlister, Barbara J	Police Operations Coord 1	Pensioned	Police	02/04/05
Boguskie Jr., Emerson D.	Police Sergeant	Pensioned	Police	01/31/05
Bonacic, Nicolas A.	Circulation Assistant 1	Resignation	Public Library	02/02/05
Dipietro, Ruth L	Librarian 1	Resignation	Public Library	02/13/05
Dodson, Amy W.	Library Manager 2	Resignation	Public Library	01/17/05
Loper, Linda Sue	Library Manager 3	Resignation	Public Library	02/04/05
Smith, Deborah C.	Administrative Assistant	Deceased	Public Works	02/07/05
Clouse, Jonathan F.	Maint & Repair Worker 1	Dismissal	Public Works	01/21/05
Winfrey, Stanley Z.	Maint & Repair Worker 1	Dismissal	Public Works	01/20/05
Vandagriff, Heather H.	Safety Inspector 1	Resignation	Public Works	01/31/05
Benton, Emanuel S.	Correctional Officer 1	Resignation	Sheriff	02/08/05
Carlington, Derrick L.	Correctional Officer 1	Resignation	Sheriff	01/22/05
Davis, Christopher E.	Correctional Officer 1	Resignation	Sheriff	02/08/05
Hess, Billie S	Correctional Officer 1	Resignation	Sheriff	01/31/05
Laskin Sr., James R.	Correctional Officer 1	Dismissal	Sheriff	02/02/05
Linnear, Charlene A.	Correctional Officer 1	Resignation	Sheriff	01/17/05
Mclean, Larry L.	Correctional Officer 1	Dismissal	Sheriff	02/08/05
Weaver, Casey W.	Correctional Officer 1	Resignation	Sheriff	02/08/05
Wright Jr., Tyrus R.	Correctional Officer 1	Resignation	Sheriff	02/02/05
Hill, Brandy Yvonne	Homemaker	Resignation	Social Services	02/09/05
Garton, Harley D.	Customer Service Field Rep 1	Deceased	Water Services	02/01/05
Ewin, David J.	Industrial Mechanic 1	Pensioned	Water Services	02/03/05
Presley, Janet E	Office Support Rep 3	Pensioned	Water Services	01/29/05

**MOTION:** *After some discussion, Commissioner Corbitt 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>
Equipment Mechanic	Open	General Services
Human Resource Assistant Director	Metro	Human Resources
Office Sup Rep 3 - Technical	Open	Library
Maintenance & Repair Worker 2-Structures	Dept	Parks
Parks & Rec Super-Cultutal	Open	Parks
Admin Services Manager - Records Manager	Open	Police
HR Administrator - Police	Open	Police
Admin Services Officer 3 - Sports	Open	Sports Authority
Environmental Compliance Off icer2	Open	Water Services
Engineering Tech 1 - Design	Dept	Water Services
Engineering Tech 3 - Const	Dept	Water Services
Tech Service Coordinator	Dept	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
10/16/03	Zoning Examiner	19	Open
07/21/04	Administrative Service Manager	55	Open

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
01/07/03	Library Manager 1	13	Open
11/26/02	Maintenance & Repair Worker 2-Golf	03	Dept
01/23/04	Park Ranger 1	142	Open
04/28/03	Information Systems Spec	02	Dept
03/28/02	Maintenance & Repair Leader 1-Streets	03	Dept
09/03/03	Customer Service Field Rep 3	02	Dept
07/30/03	Treatment Plant Manager	02	Dept

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

**DEPARTMENTAL ITEMS****WATER SERVICES**

REQUEST: Scott Potter, Director, represented by Robin Brown, requested approval to Hire/Transition former Thermal Plant employees from Emergency Status to Above Base pay as follows:

- a. Terry Dye, Treatment Plant Tech I, Step 5, effective March 14, 2005. (TG08)
- b. Ralph Jenkins, Stores Supervisor, Step 10, effective March 14, 2005 (SR08)

Ms. Brown said these employees from the Thermal Plant, are being appointed from emergency status with the Department of Water Services. As part of the merger agreement with Thermal, Water Services agreed to work with and hire employees as possible. These employees met qualifications for the positions and would be appointed with their continuous service dates connected for purposes of longevity pay, vacation and sick leave accrual.

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

**HUMAN RESOURCES**

( 1: Report of Approved Layoff Plan as submitted by Gerri Robinson, Director of Social Services

Uri Hancock said the Social Services Department will transfer its transportation services component to the Metro Transit Authority and will reduce the workforce accordingly. Plans submitted include five (5) Van Drivers, who are Civil Service employees. Three of the Van Drivers have accepted roll back to part time/non-civil service Nutritional Site Coordinator positions. The other two Van Drivers did not accept the part time position and will be laid off. The Human Resources Department is currently working to assist Social Service employees with various options for other employment. This report was reviewed and approved by the Director of Human Resources in accordance with Civil Service rules.

**ACTION:** *None Taken. This Report was for information only.*

( 2: [Review of Initial Order – Donald Underwood, Office of Fleet Management/Dismissal](#)

This case was heard on June 25, 2004, involving Mr. Donald Underwood, an employee of the Office of Fleet Management. Mr. Underwood filed an appeal of the Appointing Authority's decision to terminate his employment on November 14, 2003. He was charged with violation of Civil Service rule 6.7, provisions #28, 32, and 33, which deals with the use of threats or intimidation toward another person, and conduct unbecoming a Metro employee. His case was assigned to Administrative Law Judge Marion P. Wall, of the Administrative Procedures Division, State of Tennessee. Mr. Underwood was represented in the proceeding by Attorney Dan Alexander, and Mr. Douglas Sloan, Metro Attorney, represented Office of Fleet Management.

On February 4, 2005, Judge Wall entered an Order to Uphold the Appointing Authority's decision to terminate Mr. Underwood's employment with the Department.

Mr. Doug Sloan, Metro Attorney was present before the Commission. Having been duly notified, Mr. Underwood nor his attorney were present for the review.

**MOTION:** ***After some discussion, Commissioner Corbitt moved to Uphold the Initial Order entered by Administrative Law Judge Wall. Seconded by Vice-Chairman Rodriguez and the Commission approved without objection.***

( 3: [Review of Initial Order - William Reed, Police/1 Day Suspension](#)

Police Sergeant William Reed was suspended one day without pay from the Metropolitan Nashville Police Department for alleged violation of provisions in Civil Service rule 6.7 provision #11 and General Order 94-8-VII- delegation of work, General Order 00-03-V- Crime Scene Protection and Investigation, and Procedural Order 97-01 dealing with conducting investigations. Mr. Reed appealed his suspension to the Commission and the case was assigned to Administrative Hearing Officer Greg Rodriguez. Shelli Neal, Metro Legal Department, represented the Police Department and Mr. Reed was represented by Attorney Worrick Robinson. On January 7, 2005, Hearing Officer Rodriguez entered an order to vacate the one (1) day suspension without pay. Both the Petitioner and Metro filed briefs in response to this Initial Order.

Worrick Robinson, Attorney for Mr. Reed and Shelli Neal, Metro Attorney, were both present for the Commission review.

**MOTION:** ***After some discussion, Commissioner Corbitt moved to overturn the Initial Order entered by Commissioner Rodriguez and Uphold the one day suspension (original decision) by the appointing authority. Seconded by Commissioner Jarrett and the Commission had two objections. The tie was broken by Chairman Farmer for a 3-2 vote.***

( 4: [JOB DESCRIPTIONS](#)

Library Page  
Water Maintenance Technician 1, 2, 3

Virginia Sharp said these job descriptions needed some minor revisions that reflect changes in the duties, responsibilities and physical demands that have occurred over recent years.

[Library Page](#) - The proposed change would read: requires walking, standing, reaching bending, lifting book bins that can weight between 20-30 pounds and pushing carts of books that can weight up to 100 pounds.

[Water Maintenance Technician 1](#) -The proposed change would read: Receives close supervision from and reports to a supervisor, who assigns and reviews job duties and is consulted on unusual and/or complex matter.

[Water Maintenance Technician 2](#) - The proposed change would read: performs a variety of unskilled and/or semi-skilled laboring tasks that are involved in the construction and maintenance of water and sewer systems. Performs related duties as required.

[Water Maintenance Technician 3](#) -The proposed change would read: Performs semi-skilled and/or skilled laboring tasks that are involved in the construction and maintenance of water and sewer systems. Performs related duties as required.

( 5: [Communiqués from the public on pending hearings](#)

No report was made.

With nothing further, the regular meeting adjourned at 9:30 a.m.

**ATTEST:**

**APPROVED:**

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

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William H. Farmer, Chairman  
Civil Service Commission