

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

JULY 12, 2005

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, July 12, 2005 at 8:30 a.m.

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

(A) MINUTES: Approval of the minutes for the **June 14, 2005** Civil Service Commission regular meeting.

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|-------------|-----------------------|-------------|-------------|
|-------------|-----------------------|-------------|-------------|

CODES ADMINISTRATION

| | | | |
|-------------------|---------------------------|----------|----------|
| Davidson, Mark C. | Property Stan Inspector 1 | New Hire | 06/06/05 |
| Jones, Mattie M. | Property Stan Inspector 1 | New Hire | 06/06/05 |

EMERGENCY COMMUNICATIONS CENTER

| | | | |
|---------------------------|-----------------------------|-----------------------------------|----------|
| Coleman, Robin L. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| Gooch-McClain, Patrice A. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| Hogan, Kathy M. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| Lee, Kelly A. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| Long, Debra J. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| Sluski, George P. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| Smith, Barbara L. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| Vickers, Jackie R. | Emergency Telecom Officer 1 | Re-Hire | 06/06/05 |
| Westerman, Teresa F. | Emergency Telecom Officer 1 | New Hire | 06/06/05 |
| *Paone, Jan G. | Emergency Telecom Officer 2 | Reinstate/ Disciplinary Action | 06/06/05 |

*Employee reinstated after a dismissal.

FINANCE

| | | | |
|--------------------|-------------------|-----------|----------|
| Gleason, Bryan C. | Finance Officer 2 | New Hire | 06/27/05 |
| Hackett, Kenneth N | Finance Officer 3 | Promotion | 05/27/05 |

FIRE

| | | | |
|---------------------------|----------------|--------------|----------|
| *Brown, William L. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Castleman, Benjamin R. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Coats, Deborah S. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Corbitt, Quincy J. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Cortner, R Blake | Fire Fighter 2 | Class Change | 06/16/05 |
| *Davis, Jason B. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Dawson, Justin B. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Dorley Jr., Momolu S. B. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Ellen, Joseph H. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Evans, Madeline A. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Gingerich, Jason A. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Hall, Kenneth J. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Higgins, Brian J. | Fire Fighter 2 | Class Change | 06/16/05 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|-------------------------|-----------------------|--------------|-------------|
| <u>FIRE</u> | | | |
| *Hutcherson, Barbara J. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Kerr, Steven B. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Lockhart, Christina R. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Malone, Mark E. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Purvis, Robert Y. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Rigsby Jr., Robert B. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Satterfield, Evan N. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Taylor, Michael W. | Fire Fighter 2 | Class Change | 06/16/05 |
| *Thomas, Carrie L. | Fire Fighter 2 | Class Change | 06/16/05 |
| *White Jr., William D. | Fire Fighter 2 | Class Change | 06/16/05 |

*Class change from Fire Fighter 1 to Fire Fighter 2

INFORMATION TECHNOLOGY SERVICES

| | | | |
|------------------|------------------------|----------|----------|
| Austin, James A. | Info Systems Analyst 2 | New Hire | 06/06/05 |
|------------------|------------------------|----------|----------|

JUVENILE COURT

| | | | |
|--|-----------------|----------------------------|----------|
| *Griffiths, Robert E. | Warrant Officer | Transition - Civil Service | 07/16/04 |
| *Transition to civil service from Non-CS | | | |

PARKS

| | | | |
|------------------|-------------------------------|----------------------------|----------|
| *Karnes, Eric D. | Maintenance & Repair Worker 1 | Transition - Civil Service | 05/27/05 |
|------------------|-------------------------------|----------------------------|----------|

*Transition to civil service from seasonal status

POLICE

| | | | |
|------------------------|------------------|--------------|----------|
| *Agee, Michael S. | Police Officer 1 | Class Change | 06/22/05 |
| *Black, Joshua Z. | Police Officer 1 | Class Change | 06/22/05 |
| *Blake, Monica S. | Police Officer 1 | Class Change | 06/22/05 |
| *Blue, Bonita M. | Police Officer 1 | Class Change | 06/22/05 |
| *Boelter, Byron A. | Police Officer 1 | Class Change | 06/22/05 |
| *Dandy, Eric A. | Police Officer 1 | Class Change | 06/22/05 |
| *Davies, Emily R. | Police Officer 1 | Class Change | 06/22/05 |
| *Davis, Doreisha T. | Police Officer 1 | Class Change | 06/22/05 |
| *Ford, Morgan L. | Police Officer 1 | Class Change | 06/22/05 |
| *Hammond, Michelle D. | Police Officer 1 | Class Change | 06/22/05 |
| *Hardin, Shaun A. | Police Officer 1 | Class Change | 06/22/05 |
| *Harris, Spencer R. | Police Officer 1 | Class Change | 06/22/05 |
| *Hoadley, Brent E. | Police Officer 1 | Class Change | 06/22/05 |
| *Hobbs, Misty D. | Police Officer 1 | Class Change | 06/22/05 |
| *Iezzi, Angelo | Police Officer 1 | Class Change | 06/22/05 |
| *Ismailovic, Deniz | Police Officer 1 | Class Change | 06/22/05 |
| *Johnson, Charles E. | Police Officer 1 | Class Change | 06/22/05 |
| *King, Matthew Charles | Police Officer 1 | Class Change | 06/22/05 |
| *Knight, Clifton L. | Police Officer 1 | Class Change | 06/22/05 |
| *Mahadeo, Sheba M. | Police Officer 1 | Class Change | 06/22/05 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|-------------------------|-------------------------|--------------|-------------|
| <u>POLICE</u> | | | |
| *Miller, Rachael R. | Police Officer 1 | Class Change | 06/22/05 |
| *Mills, Elizabeth J. | Police Officer 1 | Class Change | 06/22/05 |
| *Nash, Erik C. | Police Officer 1 | Class Change | 06/22/05 |
| *Phasavath, Xay S. | Police Officer 1 | Class Change | 06/22/05 |
| *Pike, Dennis J. | Police Officer 1 | Class Change | 06/22/05 |
| *Reed, Marty | Police Officer 1 | Class Change | 06/22/05 |
| *Rhea, Tiffany B. | Police Officer 1 | Class Change | 06/22/05 |
| *Rucker, Edward J. | Police Officer 1 | Class Change | 06/22/05 |
| *Shaw, Charles E. | Police Officer 1 | Class Change | 06/22/05 |
| *Shoates, Alisha M. | Police Officer 1 | Class Change | 06/22/05 |
| *Snow, Erika D. | Police Officer 1 | Class Change | 06/22/05 |
| *Spence, Thomas A. | Police Officer 1 | Class Change | 06/22/05 |
| *Stogdill, Lauren Z. | Police Officer 1 | Class Change | 06/22/05 |
| *Stone, Kristopher J. | Police Officer 1 | Class Change | 06/22/05 |
| *Taylor, Christopher T. | Police Officer 1 | Class Change | 06/22/05 |
| *Teamer, Joseph A. | Police Officer 1 | Class Change | 06/22/05 |
| *Thames, Latonya P. | Police Officer 1 | Class Change | 06/22/05 |
| *Thomas, Laura | Police Officer 1 | Class Change | 06/22/05 |
| *Washington, David A. | Police Officer 1 | Class Change | 06/22/05 |
| *Waters, William Z. | Police Officer 1 | Class Change | 06/22/05 |
| *White, Samuel D. | Police Officer 1 | Class Change | 06/22/05 |
| *Williams, Sean D. | Police Officer 1 | Class Change | 06/22/05 |
| *Williams, William B. | Police Officer 1 | Class Change | 06/22/05 |
| *Wilson, Richard M. | Police Officer 1 | Class Change | 06/22/05 |
| ^Holliday, Edward S. | Police Officer 2 | Class Change | 06/22/05 |
| Davis, Jeremy M. | Police Security Guard 1 | Re-Hire | 06/01/05 |
| Fosbinder, Laura L. | Police Security Guard 1 | New Hire | 06/01/05 |

*Class change from Police Officer Trainee to Police Officer 1

^Class change from Police Officer 1 to Police Officer 2

PUBLIC LIBRARY

| | | | |
|-----------------------|----------------------|---------------------------------------|----------|
| *Daniel, Gary E | Custodian 1 | Dept Transfer/Vol. Reduction in Grade | 06/20/05 |
| ^Okpara, Ibiba M. | Librarian 1 | Transition - Civil Service | 05/23/05 |
| ^Nunn, Aja M. | Library Assoc 1 | Transition - Civil Service | 06/20/05 |
| Smith, Alexandra | Library Assoc 1 | New Hire | 06/20/05 |
| **Drye, Gregory A. | Office Support Rep 2 | Re-Classification | 06/20/05 |
| **Radford, Bridget M. | Office Support Rep 2 | Re-Classification | 06/20/05 |

*Department transfer from Social Service (Van Driver-TG 5) to Library (Custodian-TG3)

^Transition to civil service from part-time status

**Re-Classification from Office Support Rep 1 (SR4) to Office Support Rep 2 (SR5) due to a position audit

PUBLIC WORKS

| | | | |
|---------------------|----------------------|-----------|----------|
| Hirtzer, Michael J. | Engineering Tech 3 | Promotion | 06/06/05 |
| Maclin, Byron O. | Equipment Operator 1 | Promotion | 06/20/05 |
| Miller, Samuel L. | Equipment Operator 1 | Promotion | 06/20/05 |
| Mills, James L. | Equipment Operator 1 | Promotion | 06/20/05 |
| Moore, Titus E. | Equipment Operator 1 | Promotion | 06/20/05 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|----------------------------|-------------------------------|--------------------------------|-------------|
| <u>PUBLIC WORKS</u> | | | |
| Borgman, David W. | Equipment Operator 3 | New Hire | 06/20/05 |
| Shoemaker, Michael W. | Equipment Operator 3 | New Hire | 06/20/05 |
| Lamborn Jr., Dickie R. | Maintenance & Repair Worker 2 | Promotion | 06/20/05 |
| *Moore, Rhonda J. | Office Support Rep 2 | Return From Medical Pension | 06/20/05 |

*Return from medical pension to same classification

WATER SERVICES

| | | | |
|---------------------|-------------------------|----------|----------|
| McDonald, Johnny L. | Treatment Plant Manager | New Hire | 06/20/05 |
|---------------------|-------------------------|----------|----------|

(C) TERMINATIONS/ PENSIONS

| <u>Name</u> | <u>Classification</u> | <u>Type</u> | <u>Department</u> | <u>Date</u> |
|--------------------------|-------------------------------|-------------|---------------------|-------------|
| Cathey, Mylica Y. | Program Spec 3 | Resignation | Caring For Children | 05/20/05 |
| Chatman, Patricia H | Program Manager 2 | Resignation | Caring For Children | 05/31/05 |
| Clark, Wilometto W | Program Manager 1 | Pensioned | Caring For Children | 06/03/05 |
| Gray, Virginia G. | Office Support Rep 3 | Resignation | Caring For Children | 06/01/05 |
| Hackworth, Janice K. | Emer Telecommunications Off 1 | Resignation | Emergency Comm. | 06/10/05 |
| Hill, Audra B. | Emer Telecommunications Off 3 | Resignation | Emergency Comm. | 05/23/05 |
| Baranuk, Kelley J | Info Systems Spec | Resignation | Finance | 06/01/05 |
| Milliken, Jimmie R | Fire Engineer | Pensioned | Fire | 05/30/05 |
| Doyle, Jessica | Probation Officer 1 | Resignation | Juvenile Court | 06/13/05 |
| Lockwood, Robert S. | Police Officer 2 | Resignation | Police | 05/31/05 |
| Heun, Rachel D. | Circulation Assistant 2 | Resignation | Public Library | 05/31/05 |
| Batson, Jennifer L | Office Support Rep 2 | Resignation | Public Works | 06/20/05 |
| Key, Rachel R. | Office Support Rep 2 | Resignation | Public Works | 06/01/05 |
| Knight, Keith A. | Maintenance & Repair Worker 1 | Dismissal | Public Works | 06/02/05 |
| Spencer, Kevin D. | Maintenance & Repair Worker 2 | Resignation | Public Works | 05/27/05 |
| Tidwell, Randy L. | Equipment Operator 3 | Pensioned | Public Works | 05/26/05 |
| Weddell, James W. | Maintenance & Repair Worker 1 | Resignation | Public Works | 06/10/05 |
| Bryan, Jeremy E. | Correctional Officer 1 | Dismissal | Sheriff | 05/24/05 |
| Cain II, William R. | Correctional Officer 1 | Resignation | Sheriff | 05/30/05 |
| Cantrell, Jr., Edward M. | Correctional Officer 1 | Resignation | Sheriff | 06/07/05 |
| King, Phillip A | Correctional Officer 2 | Deceased | Sheriff | 06/03/05 |
| Robbins, Joanna E. | Correctional Officer 1 | Dismissal | Sheriff | 06/03/05 |
| Valenzuela, Sergio O. | Correctional Officer 1 | Dismissal | Sheriff | 06/09/05 |
| Wells, Berry H. | Correctional Officer 1 | Resignation | Sheriff | 05/21/05 |
| Alcorn, Amie E. | Treatment Plant Tech 1 | Resignation | Water | 05/31/05 |
| Bradshaw, Timothy W. | Customer Service Field Rep 1 | Resignation | Water Services | 05/31/05 |
| Butler, Darrell E. | Customer Service Field Rep 1 | Dismissal | Water Services | 06/15/05 |
| Harris, Calvin P | Engineering Tech 3 | Pensioned | Water Services | 06/20/05 |
| Hobby, William O | Industrial Mechanic 2 | Pensioned | Water Services | 05/31/05 |
| Wall, Steven K. | Engineering Tech 3 | Resignation | Water Services | 06/02/05 |
| Waller, Jerry D | Maintenance & Repair Leader 1 | Pensioned | Water Services | 06/20/05 |

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

| <u>Classification</u> | <u>Type</u> | <u>Requesting Department</u> |
|--|-------------|------------------------------|
| Electrical Inspector 1 | Open | Codes |
| Finance Officer 2 - Purchasing | Dept | Finance |
| Administrative Specialist | Dept | General Services |
| Tech Specialist 1 - Photo | Dept | General Services |
| Systems Advisor 1 - Network | Open | ITS |
| Program Spec 2 - Video | Open | ITS/Ch 3 |
| Library Manager 3 - Spec Collections | Open | Library |
| Engineering Tech 3 | Open | Public Works |
| Equipment Operator 1 - PW | Dept | Public Works |
| Administrative Services Officer 1 - Soc Services | Dept | Social Services |
| Social Worker 2 | Dept | Social Services |
| Treat Plant Manager | Open | Water Services |

REGISTERS ABOLISHED

| <u>Date Established</u> | <u>Classification</u> | <u>Number On Register</u> | <u>Register</u> |
|-------------------------|------------------------------------|---------------------------|-----------------|
| 12/20/02 | IS Manager - Business Solutions | 34 | Open |
| 02/25/04 | IS Specialist - Business Solutions | 46 | Open |
| 02/06/04 | Program Manager 1 | 32 | Open |
| 04/19/04 | Social Worker 2 | 03 | Dept |
| 05/12/04 | Equipment Operator 2 | 02 | Dept |
| 05/30/03 | Indust Maintenance Supervisor 2 | 02 | Dept |
| 10/08/03 | Engineer 2 - Remedial Maintenance | 02 | Dept |

DEPARTMENTAL ITEMS

WATER SERVICES

Item #1: Mr. Scott Potter, Director, requests approval of a proposed Awards and Bonus Plan - WS

EMERGENCY COMMUNICATION CENTER

Item #2: Ms. RoxAnn Brown, Director, requests approval for Employee Increment Advances For completion of their EMD certification:

- Joshua Aronson, Emergency Telecommunications Officer 1 Step 1 to Step 3
- Nikki Brock, Emergency Telecommunications Officer 1 Step 1 to Step 3
- Gloria Coble, Emergency Telecommunications Officer 1 Step 1 to Step 3
- Amanda Felts, Emergency Telecommunications Officer 1 Step 1 to Step 3
- Dolores Fujino, Emergency Telecommunications Officer 1 Step 1 to Step 3

HUMAN RESOURCES

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

- Item #3: Report of Layoff Plan - Caring for Children Program

- Item #4: Review Appeal of Disqualification for Promotional Exam
Claude Grant, Water Services

- Item #5: Review - Order Granting Motion to Withdraw – Marc Hicks, Fire/Dismissal

- Item #6: Review of Initial Order - Clifford Mann, Police/2 Days Suspension

- Item #7: Review - Order of Dismissal – Royce Bailey, Sheriff/Dismissal

- Item #8: Review of Agreed Order – Mark Morris, Fire Grievance

- Item #9: Review -Initial Order of Withdrawal – Justin Diehr, Fire/Dismissal

- Item #10: Review of Initial Order – Michael Bond, Parks/Dismissal

- Item #11: Request Approval of Proposed Policy Revisions
CS Policy 2.6-1 and 7.2A-1
Removal of Names from Registers / Selection Procedure for Police Trainee

- Item #12: Request Approval of Proposed Policy Revisions
CS policy 5.6 B-III Transition to Professional or Certification Classifications

- Item #13: Report of Metro Employees Service Awards
April, May and June 2005

- Item #14: Communiqués from the public on pending hearings