

## AGENDA

### METROPOLITAN CIVIL SERVICE COMMISSION

AUGUST 9, 2005

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, August 9, 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 **July 12, 2005** Civil Service Commission regular meeting.

#### **(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CODES ADMINISTRATION</u></b>			
Talley, William K.	Electrical Inspector 1	New Hire	7/05/2005
Vandegejuchte, Timothy B.	Electrical Inspector 1	New Hire	7/05/2005

#### **EMERGENCY COMMUNICATIONS CENTER**

Carter, Kristina M	Emergency Telecommunications Off 3	Re-Employment	7/11/2005
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#### **FINANCE**

*Griffith, Terry A	Administrative Services Manager	Dept Transfer/Lateral	7/01/2005
Carr, Joe A.	Finance Officer 2	Promotion	7/04/2005

\*Department Transfer from General Services to Finance, same classification

#### **GENERAL SERVICES**

Atwood, Dianna L	Administrative Specialist	Promotion	7/04/2005
*Morgan, Kellie L	Finance Officer 3	Dept Transfer/Lateral	7/01/2005
^Brock, Antonia Louise	Office Support Spec 1	Dept Transfer/Lateral	7/01/2005
Hinton, Shawn D.	Technical Specialist 1	Promotion	7/04/2005
Layda, Gary	Technical Specialist 1	Promotion	7/04/2005
Watson Jr., Roy A	Technical Specialist 1	Promotion	7/04/2005
Hooper, Kevin J	Technical Specialist 2	Promotion	7/04/2005
Saad III, John P.	Technical Specialist 2	Promotion	7/04/2005

\*Department Transfer from Caring For Children (Program Manager 2, SR 12) to General Services (Finance Officer 3, SR12)

^Department Transfer from Caring For Children to General Service, same classification

#### **HUMAN RESOURCES**

*Perry, Vickie R	Application Tech 1	Dept Transfer/ Class Change	7/01/2005
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\*Department Transfer from Caring For Children (HR Assistant 2, SR7) to Human Resources (Application Tech 1, SR7)

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>INFORMATION TECHNOLOGY</u></b>			
Que, Allan M.	Information Systems Advis	New Hire	7/01/2005
<b><u>JUVENILE COURT</u></b>			
Giles, Alonzo N.	Warrant Officer 1	Promotion	7/18/2005
<b><u>PARKS</u></b>			
White, Victoria A.	Custodian 1	New Hire	7/26/2005
Bufferd, Lauren A.	Museum Coordinator	New Hire	7/22/2005
<b><u>POLICE</u></b>			
Howse Jr., Robert L.	Police Operations Assistant 1	Re-Hire	7/01/2005
Lawrence, Shenika N.	Police Operations Assistant 1	New Hire	7/01/2005
Whitley, Morgan	Police Operations Assistant 1	New Hire	7/01/2005
<b><u>PUBLIC LIBRARY</u></b>			
Arant, Cecil G.	Circulation Assistant 1	New Hire	7/18/2005
Blackburn, Kristin J.	Circulation Assistant 1	New Hire	7/18/2005
*Foliyev, Alla	Circulation Assistant 1	Transition to Civil Service	7/04/2005
James, Aimee B.	Library Manager 3	New Hire	7/18/2005
*Transition to Civil Service from Part-Time status (Library Page)			
<b><u>PUBLIC WORKS</u></b>			
Woods, Dionne L.	Customer Service Field Rep 1	New Hire	7/04/2005
*Frazier, Veronica T	Customer Service Manager	Dept Transfer/ Vol Reduction In Grade	7/11/2005
^Smith, Jenna E	Customer Service Manager	Class Change	7/01/2005
Wonderly Jr., John H.	Engineer 1	New Hire	7/18/2005
Alvis, Charles J.	Engineering Tech 3	New Hire	7/04/2005
Slayden, Larry E.	Engineering Tech 3	New Hire	7/04/2005
Rotenberry, Matthew P.	Maintenance & Repair Worker 1	New Hire	7/18/2005
Thomas, Charles D.	Maintenance & Repair Worker 1	New Hire	7/18/2005
**Darvin, Tiffany L.	Office Support Rep 1	Demotion	7/01/2005

\*Department Transfer from Human Resources (HR Assistant Director, SR15) to Public Works (Customer Services Manager, SR14)

^Class Change from Contract Admin (SR 14) to Customer Services Manager (SR14)

\*\*Demotion from Office Support Rep 2 (SR 5) to Office Support Rep 1 (SR 4)

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SHERIFF</u></b>			
*Butler, David W.	Correctional Officer 1	Demotion	7/01/2005
Parrish, Angela L.	Correctional Officer 1	Re-Employment	7/10/2005

\*Demotion from Correctional Officer 2 to Correctional Officer 1

**SOCIAL SERVICES**

*McDonald, Betty J	Administrative Services Officer 1	Class Change/Lateral	7/01/2005
**Mehic, Samir	Finance Officer 1	Class Change/Lateral	7/01/2005
^Nance, Gloria J	Office Support Spec 1	Class Change/Lateral	7/01/2005
Jordan, Theresa L	Social Worker 2	Promotion	7/01/2005
Shelton, Linda F	Social Worker 2	Promotion	7/01/2005
^^Norman, Demitria Z	Social Worker 3	Class Change/Lateral	7/01/2005

\*Class Change from Office Support Rep 3 (SR 6) to Administrative Services Officer 1 (SR 6)

\*\*Class Change from Program Spec 2 (SR 8) to Finance Officer 1 (SR 8)

^Class Change from HR Assistant 2 (SR 7) to Office Support Spec 1 (SR 7)

^^Class Change from Program Supervisor (SR 10) to Social Worker 3 (SR 10)

**WATER SERVICES**

Martindale, Princess A	Application Tech 1	Promotion	7/02/2005
Rollins, Karen A	Application Tech 1	Promotion	7/02/2005
Seagroves, Fred T	Application Tech 1	Promotion	7/02/2005
Swift, Ricky	Engineer 2	Promotion	7/02/2005
Jackson, Calvin J	Meter Repairer 1	Promotion	6/25/2005
^Denton, Jennifer G	Office Support Rep 2	Dept Transfer/ Transition to Civil Service	7/01/2005
**Page, Felecia A	Office Support Rep 3	Dept Transfer/ Voluntary Reduction	7/01/2005
^Akers, Terri C.	Program Manager 1	Dept Transfer/ Class Change	7/01/2005
***Turner, Ross A	Service Rep 1	Dept Transfer/ Voluntary Reduction	7/01/2005

^Department Transfer from Juvenile Court Clerk to Water Services

\*\*Department Transfer from Social Services (Social Worker Associate, SR 7) to Water (Office Support Rep 3, SR 6)

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

\*\*\*Department Transfer from Social Services (Group Care Worker Senior, SR7) to Water (Service Rep 1, SR6)

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Tracy, John C	Program Manager 1	Pensioned	Caring For Children	07/07/05
Upchurch, Deborah Y	Program Manager 1	Resignation	Caring For Children	07/07/05
Bryant, Samuel L	Program Spec 3	Pensioned	Caring For Children	07/18/05
Ramsey, Terry P.	Program Spec 3	Resignation	Caring For Children	07/07/05
Ray Hockaday, Alexandra E	Program Spec 3	Pensioned	Caring For Children	07/07/05

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Jiles, Shekia M.	Emer Telecommunications Off 1	Resignation	Emergency Comm	07/18/05
Lillard, Jamika M.	Emer Telecommunications Off 1	Resignation	Emergency Comm	07/07/05
Mathis, Marilyn I.	Emer Telecommunications Off 1	Resignation	Emergency Comm	07/18/05
Snyder, Susan K.	Emer Telecommunications Off 1	Resignation	Emergency Comm	07/07/05
Steele, Desmond L.	Emer Telecommunications Off 1	Resignation	Emergency Comm	07/07/05
Twist, Ronald L.	Emer Telecommunications Off 1	Resignation	Emergency Comm	07/07/05
Joynt, Brian P	Emer Telecommunications Off 3	Dismissal	Emergency Comm	07/07/05
Herrmann, Lester C	Bldg Maintenance Lead Mechanic	Pensioned	General Services	07/07/05
Bayer, Charles E	Concessions Clerk 1	Pensioned	Parks	07/18/05
Metcalf, Bruce F	Concessions Clerk 1	Pensioned	Parks	07/18/05
Tipton, Lena M.	Maintenance & Repair Worker 2	Resignation	Parks	07/18/05
Arnold, Kristina E.	Museum Spec 2	Resignation	Parks	07/07/05
Hoey, Geralyn K.	Naturalist 3	Resignation	Parks	07/07/05
Brannom, Ronald E.	Police Officer 2	Pensioned	Police	07/15/05
Conley III, Robert F.	Police Officer 2	Resignation	Police	07/07/05
Holland Jr., William H.	Circulation Asst 2	Resignation	Public Library	07/15/05
Barber, Kyle E.	Library Associate 2	Resignation	Public Library	07/18/05
Smith, Lawanda P.	Library Page	Resignation	Public Library	07/07/05
Whelan Jr., Robert J	Engineer 1	Resignation	Public Works	07/07/05
Smith, Brian M.	Equipment Operator 3	Resignation	Public Works	07/07/05
Farmer, Timothy M.	Maintenance & Repair Worker 1	Pensioned	Public Works	07/18/05
Fry, Perry W.	Maintenance & Repair Worker 2	Dismissal	Public Works	07/18/05
Stauffenberg, Michael A.	Correctional Officer 1	Dismissal	Sheriff	07/07/05
Valenzuela, Sergio O.	Correctional Officer 1	Dismissal	Sheriff	07/15/05
Polk, Karlene C.	Administrative Services Manager	Resignation	Social Services	07/07/05
Sylakowski, Pamela A.	Administrative Services Officer 4	Resignation	Social Services	07/07/05
Cantrell, Michael E.	Equipment Operator 2	Pensioned	Water Services	07/07/05
McGinness, Emily A.	Office Support Rep 2	Resignation	Water Services	07/18/05
Mitchell, Curtis D	Water Maintenance Tech 3	Deceased	Water Services	07/07/05

**(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
IS Division Manager - Business Solutions	Dept	Finance
IS Spec - Business Solutions	Dept	Finance
Communications Spec - Radio	Dept	General Services
Museum Coordinator	Open	Parks
Office Support Spec 2 - Police	Dept	Police
Sanitation Leader - Waste	Dept	Public Works
Engineer 2 - Remedial Maintenance	Dept	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
10/13/2003	Finance Officer 3 - Treasury	12	Open
02/11/2003	Garage Manager	40	Open
07/30/2004	Probation Officer 2	52	Open
12/22/2003	IS Analyst 2 - Library	30	Open
11/20/2003	Bldg Maintenance Mechanic - Municipal	11	Open

## ***DEPARTMENTAL ITEMS***

### **BEER BOARD**

Item #1: Ms. Jackie Eslick, requests approval of Leave from Civil Service effective July 1, 2005 thru June 30, 2006 to serve as Executive Director.

### **EMERGENCY COMMUNICATIONS CENTER**

Item #2: RoxAnn Brown, Director, requests approval to extend Administrative Leave with Pay for Ms. Delores Fujino.

### **JUVENILE COURT**

Item #3: Judge Betty Adams Green requests approval to Hire/ Transition Above Base, Mr. Issauro Benavides, Security Officer Coordinator at Step 5, SR09, effective August 15, 2005.

### **WATER SERVICES**

Item #4: Mr. Scott Potter, Director, requests approval for Proposed Awards and Bonus Plan Program.

## ***HUMAN RESOURCES***

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

Item #5: Metro Council Substitute Resolution RS2005-866 – Employee Bonus Awards

Item #6: Review Appeal of Disqualification for Promotional Exam - Claude Grant, Water Services (Deferred from July 14, 2005)

Item #7: Review of Initial Order – Lester Lyle, MAC/Dismissal

Item #8: Review of Agreed Order – Scotty Blevins, Fire/Grievance

Item #9: Review of Initial Order – James Ballentine, Water Services /30 Days Suspension & Full Demotion

Item #10: Request Approval of Proposed Revision to Civil Service Policy 6.8 A-I B Disciplinary / Grievance Appeal Proceedings – Selection of Admin. Judge or Hearing Officer (This revision will allow ALJ's to hear suspensions, temporary demotions and grievances)

Item #11: Request from Emergency Communications Center employees (represented by SEIU) to determine if complaint is Grievable Civil Service Policy 5.6 B I (Upgrades for Targeted Classifications) (Continued from June 14, 2005 meeting)

Item #12: **JOB DESCRIPTION REVISIONS**

Crime Scene Technician 1  
Crime Scene Technician 2  
Treatment Plant Shift Supervisor  
Planner 3  
Park Police Lieutenant

Item #13: Request Approval of Memorandums of Understanding:

- a. Between Fraternal Order of Police, Andrew Jackson Lodge #5, representing the sworn members of the Metropolitan Nashville-Davidson County Police Department and the Metropolitan Government of Nashville and Davidson County
- b. Between Fraternal Order of Police, Andrew Jackson Lodge #5, representing the sworn members of the Metropolitan Park Police, and the Metropolitan Government of Nashville and Davidson County
- c. between Tennessee Healthcare and Public Service Workers Union, SEIU Local 205 and Metropolitan Government of Nashville and Davidson County

Item #14: Election of Civil Service Commission - Vice Chairman

Item #15: Communiqués from the public on pending hearings