

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

SEPTEMBER 13, 2005

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, September 13, 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 **August 9, 2005** Civil Service Commission regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>EMERGENCY COMMUNICATIONS CENTER</u>			
Battle, Latanya K.	Emer Telecommunications Officer 1	Re-Hire	08/15/05
Cato, Jamie D.	Emer Telecommunications Officer 1	New Hire	08/15/05
Clark, David O.	Emer Telecommunications Officer 1	New Hire	08/15/05
Hudson, Theresa Y.	Emer Telecommunications Officer 1	Re-Hire	08/15/05
Lowe, Derica L.	Emer Telecommunications Officer 1	New Hire	08/15/05
Pendleton, Ashley E.	Emer Telecommunications Officer 1	New Hire	08/15/05
Perry, Aaron H.	Emer Telecommunications Officer 1	Re-Hire	08/15/05
Phillips, Debra M.	Emer Telecommunications Officer 1	New Hire	08/15/05
Roberts, Amie S.	Emer Telecommunications Officer 1	New Hire	08/15/05
Taylor, Marilyn M.	Emer Telecommunications Officer 1	New Hire	08/15/05
*Watkins, Timothy J	Information Systems App Analyst	Department Transfer	08/08/05

*Department Transfer from ITS to ECC, same classification

FINANCE

Hatcher II, Joseph D.	Finance Officer 3	New Hire	08/01/05
Howe, Sondra K.	Finance Officer 3	New Hire	08/01/05
William, Mary E.	Information Systems App Analyst	Promotion	08/01/05
Clark, Dawn M	Information Systems Division Manager	Promotion	08/01/05

FIRE

Ragsdale, John L.	Fire Assistant Chief	Promotion	08/16/05
Allison, John A	Fire Captain	Promotion	08/16/05
Anderson, Aaron E	Fire Captain	Promotion	08/16/05
Ashburn Jr., Herbert W.	Fire Captain	Promotion	08/16/05
Ellis, Barry S	Fire Captain	Promotion	08/16/05
Gift, Robert M	Fire Captain	Promotion	08/16/05
Highfill, Gary S	Fire Captain	Promotion	08/16/05
Holsey, Reginald C	Fire Captain	Promotion	08/16/05
Jones, Timothy	Fire Captain	Promotion	08/16/05
Murphy, Mitchell H	Fire Captain	Promotion	08/16/05
Najarro, Ruben E.	Fire Captain	Promotion	08/16/05
Neely, Jeffrey T	Fire Captain	Promotion	08/16/05
Owen, Bobby D.	Fire Captain	Promotion	08/16/05
Sawyers, Ardrel C.	Fire Captain	Promotion	08/16/05
Sisk I, Michael W.	Fire Captain	Promotion	08/16/05

FIRE

Teague, Ronald E	Fire Captain	Promotion	08/16/05
Baker, Dorothy J.	Fire Inspector 1	Promotion	08/16/05
Duker, Veronica Ann	Fire Inspector 1	Promotion	08/16/05
Goad Jr., Thomas W.	Fire Inspector 1	Promotion	08/16/05
Williams, Chanda E	Fire Inspector 1	Promotion	08/16/05
*Pulley, Darrell L.	Fire Maintenance Worker 1	Class Change	08/16/05

*Class Change from Fire Recruit (PS 2) to Fire Maintenance Worker 1 (TG 12)

GENERAL SERVICES

Wall, Stacey L.	Garage Manager	Promotion	08/15/05
Clinard III, Joseph M.	Information System Comm Analyst 3	Promotion	07/18/05
Neathery, Richard W.	Information System Comm Analyst 3	Promotion	07/18/05
Winton Sr., Ronald W.	Information System Comm Analyst 3	Promotion	07/18/05
Galvin, Bridget Mary	Office Support Spec 2	Promotion	08/01/05

HUMAN RESOURCES

*Baker, Fortress Y	Human Resources Analyst 1	Re-Classification	08/01/05
Burnette, Lacy M.	Human Resources Analyst 2	Promotion	08/01/05
Garrett, Kimberly D.	Human Resources Analyst 2	Promotion	08/01/05
Johnson, Benjamin E.	Human Resources Analyst 2	Promotion	08/01/05
Summers, Jamie B.	Human Resources Analyst 3	Promotion	08/22/05

*Reclassification from HR Assistant 1 (SR 6) to an HR Analyst 1 (SR 8), due to a position audit

INFORMATION TECHNOLOGY SERVICE

Quarles, Terrance J.	Computer Operator 2	New Hire	07/18/05
King, Donald J.	Information System Comm Analyst 3	New Hire	08/15/05
Moorman, Keenon Eugene	Information System Comm Analyst 3	New Hire	08/15/05

PARKS

Sexton, Traci L.	Naturalist 3	New Hire	08/12/05
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POLICE

Laird-Phillips, Sandra Y	Office Support Spec 2	Promotion	08/16/05
*Fowler, Randall L.	Police Officer 2	Return from Medical Pension	08/08/05
*Stevens, Charles L.	Police Sergeant	Return from Medical Pension	08/10/05

* Return from Pension to same classification

PUBLIC LIBRARY

Hickernell, Lynn M.	Librarian 1	New Hire	08/15/05
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PUBLIC WORKS

*Coleman, Andrew T.	Maintenance & Repair Worker 1	Transition - Civil Service	07/18/05
*Musick III, Robert D.	Maintenance & Repair Worker 1	Transition - Civil Service	08/01/05
Potter, Cary P.	Maintenance & Repair Worker 1	New Hire	08/01/05
*Watkins, Derrick D	Maintenance & Repair Worker 1	Transition - Civil Service	08/15/05
^Davidson, Daniel E.	Public Works Associate Director	Class Change/Lateral	07/18/05
Dixon Jr., Tony C	Sanitation Leader	Promotion	07/18/05

*Transition to Civil Service from Seasonal Status

^Class change from Public Works Assistant Director-F & A (SR 15) to Public Works Associate Director (SR 15)

SHERIFF

Brown, Robert J.	Correctional Officer 2	Promotion	07/31/05
Maki, William R	Correctional Officer 2	Promotion	07/31/05
Hales, Wade T	Correctional Officer Lieutenant	Promotion	08/01/05
Cogdill, Robert W	Correctional Officer Sergeant	Promotion	08/04/05

WATER SERVICES

McNeese, Patricia G.	Engineer 1	New Hire	08/22/05
Anding, Hope C.	Office Support Rep 2	New Hire	07/30/05

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Shields, Carrie L.	Emer Telecommunications Off 1	Resignation	Emer Comm Center	07/18/05
Whitesell, Stephanie N.	Emer Telecommunications Off 1	Resignation	Emer Comm Center	07/22/05
Coleman, Darlene R	Application Tech 1	Resignation	Finance	07/29/05
Lavender, Mary E.	Application Tech 2	Pensioned	Finance	08/18/05
Pinkston, Thaddeus L	Fire Fighter 2	Pensioned	Fire	08/18/05
Beadles, Edwin Lee	Finance Officer 1	Resignation	General Services	07/27/05
Gish, Alma J	Office Support Rep 3	Pensioned	General Services	07/29/05
Simmons Jr., James D.	Equipment & Supply Clerk 1	Resignation	General Services	08/01/05
Traughber, Charles A.	Human Resources Analyst 1	Resignation	Human Resources	07/29/05
Corley, Aaron W.	Info Systems App Analyst 1	Resignation	Info Tech Service	08/04/05
Harvey, Gina A	Office Support Rep 2	Resignation	Juvenile Court	07/18/05
Rolle, Amanda T.	Program Manager 1	Resignation	Juvenile Court	07/16/05
Bennett, Kathryn G	Librarian 3	Resignation	Public Library	08/05/05
Harris, Christie A.	Librarian 1	Resignation	Public Library	07/28/05
Hary, Robin C.	Circulation Assistant 2	Resignation	Public Library	08/04/05
Montgomery, Lisa E.	Librarian 1	Resignation	Public Library	07/19/05
McElhiney, Shawn K.	Maintenance & Repair Worker 1	Resignation	Public Works	07/18/05
Acevedo, Jonathan G.	Correctional Officer 1	Resignation	Sheriff	07/31/05
Benning, Darla C	Program Supervisor	Resignation	Social Services	08/10/05
Gray, Tanya L	Administrative Services Officer 4	Resignation	Social Services	07/22/05
McNeal, William T.	Engineer 2	Resignation	Water Services	08/12/05
Satterfield, Howard C	Engineering Tech 2	Resignation	Water Services	08/05/05

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Applications Tech 2 - Pay	Dept	Finance
Applications Tech 3 - Pay	Dept	Finance
Garage Manager - Light	Dept	General Services
Office Supply Specialist 2 - ADA	Dept	General Services
Facility Manager - Golf	Open	Parks
Maintenance & Repair Worker 2-Grounds	Dept	Parks
Naturalist 3 - Outdoor Recreation Spec	Open	Parks
Spec Skills Supervisor - Theater/Music	Open	Parks
Administrative Services Officer 2 - Planning	Dept	Planning
Police Crisis Counselor Supervisor	Open	Police
Police Operations Coordinator 1	Dept	Police
Maintenance & Repair Worker 2 - Signs	Dept	Public Works
Industrial Mechanic 1	Dept	Water Services
Engineer In Training - Stormwater	Open	Water Services
Engineer 1 - Stormwater	Open	Water Services
Industrial Maintenance Supervisor 1	Dept	Water Services
Office Supply Rep 2 - Customer	Open	Water Services
Water Maintenance Leader 1	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
02/25/2003	Emergency Comm Center Manager	03	Dept
08/12/2003	Parts Supervisor	12	Open
10/24/2003	Human Resources Assistant 2	03	Dept
08/21/2003	Library Associate 2	80	Open

DEPARTMENTAL ITEMS

EMERGENCY COMMUNICATION CENTER

Item #1: Ms. RoxAnn Brown, Director, requests approval of a Pay Advance under Open Range Policy 5.10-II, for Mr. Tim Watkins, Information Systems Applications Analyst 3, effective September 16, 2005. SR12

METRO ARTS COMMISSION

Item #2: Ms. Norree Boyd, Executive Director, requests approval for the following:

- a. Increment Advance for Ms. Teri McElhaney, Program Coordinator from Step 5 to Step 7 effective August 1, 2005. SR 09
- b. Increment Advance for Ms. Judith Miller, Arts Office Support Representative 3 from Step 5 to Step 7 effective August 8, 2005. SR06

TRANSPORTATION & LICENSING BOARD

Item #3: Mr. Brian McQuiston, Director, requests approval for Leave from Civil Service for Mr. Billy Fields, Administrative Services Officer IV, effective September 1, 2005 through August 31, 2006.

HUMAN RESOURCES

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

Item #4: Request Approval for Extension of Eligibility Register – Fire Recruit

Item #5: Review of Agreed Order, Christy Berry, Fire/Grievance

Item #6: Review of Agreed Order, Roy Johnson, Fire/Grievance

Item #7: Review of Initial Order – Lester Lyle, MAC/Dismissal
(Deferred from August 9, 2005)

Item #8: Review of Initial Order - Tim Agee, Water Services / Dismissal

Item #9: Review of Initial Order – Vincent Gaddes, Public Works/Dismissal.

Item #10: **JOB DESCRIPTIONS**

Police Identification Analyst 1
Police Identification Analyst 2

Item #11: Communiqués from the public on pending hearings

