

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

APRIL 11, 2006

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on April 11, 2006 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:30 a.m.

Commission Members present: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, C. Michael Allen, Ervina Jarrett and D. Billye Sanders.

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

MARCH 14, 2006 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 nothing further, Vice-Chairman Corbitt moved for approval. Commissioner Allen seconded the motion and the Commission approved without objection.

APRIL 5, 2006 SPEC. MINUTES: Chairman Farmer asked if there were any amendments, corrections or questions of the Special Called meeting.

Commissioner Jarrett moved for approval. Vice-Chairman Corbitt seconded the motion and the Commission approved without objection.

APPOINTMENTS

NAME

CLASSIFICATION

TYPE

DATE

CODES ADMINISTRATION

Hayes, Theresa L.	Office Support Rep 3	Promotion	03/06/06
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EMERGENCY COMMUNICATION CENTER

*Mariscal, Angel P	Info Systems Operations Systems Analyst 1	Class Change/Lateral	03/06/06
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*Class Change from Emergency Telecommunications Officer 3, ET4 to an Information Systems Operations Analyst 1, SR10

FINANCE

Murdic, Stacey L	Finance Officer 2	New Hire	03/20/06
Terry, Jane K	Finance Officer 2	New Hire	03/13/06
*Hlad, John A	IS Application Analyst 3	Transition - Civil Service Department Transfer	03/06/06
Bowling, Lynda C	Systems Advisor 1	Promotion	03/13/06

*Department Transfer from General Hospital (HR Associate, HS 11) to Finance (IS Application Analyst 3, SR12)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>GENERAL SERVICES</u>			
*Brindley, Charles N	Application Tech 1	Transition - Civil Service	03/13/06
Hollingsworth, Christopher J	Equipment Mechanic	New Hire	03/27/06
King, Christopher T	Equipment Mechanic	New Hire	03/27/06
Cox, Mack H	Radio Tech 2	Promotion	02/27/06
Hardin, Benjamin R	Radio Tech 2	Promotion	02/27/06
Nelson, Jaymie D	Radio Tech 2	Promotion	02/27/06
Powell, Randy W	Radio Tech 2	Promotion	02/27/06

*Transfer to Civil Service Status from Emergency Status

INFORMATION TECHNOLOGY SERVICE

Linn, Bonnie D.	Communications Analyst 1	Promotion	03/13/06
Samour, Patricia S.	Information Systems Operator Tech 2	Promotion	02/27/06
Mathe, Christopher A	Systems Advisor 1	Promotion	02/13/06
Parish, Denise C	Systems Advisor 1	Re-Hire	02/27/06

JUVENILE COURT

*Magness, David S.	Probation Officer 1	Transition - Civil Service	02/27/06
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Transition to Civil Service Status from a Grant Funded Position

PARKS

*Shepherd, Faye C	Concessions Clerk 1	Transition - Civil Service	03/01/06
Sawyers, Angela	Custodian 1	New Hire	02/27/06
Thompson Jr., Michael W	Maintenance & Repair Leader 1	Promotion	02/17/06
^Webb, Kevin D.	Maintenance & Repair Worker 1	Dept Transfer/ Vol Reduction in Grade	03/11/06
Bryant, William T	Maintenance & Repair Worker 2	Promotion	02/27/06
Moore, Robin N	Maintenance & Repair Worker 2	New Hire	03/01/06
Hows, Michael C	Maintenance & Repair Worker 3	New Hire	03/01/06
**King, Lisa M.	Program Coordinator	Class Change/Lateral	02/24/06
Neloms Jr., Parvin J.	Program Coordinator	Promotion	02/24/06
Neloms, Stevon D.	Program Coordinator	Promotion	02/24/06
Rhodes, Alonzo N	Program Coordinator	Promotion	02/24/06
*Doss, Demarkus A.	Recreation Leader	Transition - Civil Service	03/10/06
*Floyd, Gernell D.	Recreation Leader	Transition - Civil Service	03/10/06
*Hatchett, Mario F	Recreation Leader	Transition - Civil Service	03/10/06
*Jackson, Jason W.	Recreation Leader	Transition - Civil Service	03/10/06
*McBee, Kim M.	Recreation Leader	Transition - Civil Service	03/10/06
*Smith, Jesse C.	Recreation Leader	Transition - Civil Service	03/10/06
*Stephens, Marquis R.	Recreation Leader	Transition - Civil Service	03/10/06
*Wiser, Christie C.	Recreation Leader	Transition - Civil Service	03/10/06
Rucker, Melissa W	Specialized Skills Instructor	Promotion	02/24/06

*Transition to Civil Service Status from a Part Time Position

^Department Transfer from Public Works (Equipment Operator 3, TG8) to Parks (M&R Worker 1, TG3)

**Class Change from Recreation Center Manager (SR9) to Program Coordinator (SR9)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Sluss, Amanda R	Administrative Services Manager	New Hire	03/16/06
*Adams, Wesley K.	Police Officer 1	Class Change	03/10/06
*Angulo Jr., Carlos	Police Officer 1	Class Change	03/10/06
*Bacon, Eric S.	Police Officer 1	Class Change	03/10/06
*Combs, Joshua L.	Police Officer 1	Class Change	03/10/06
*Frost, Jonathan R.	Police Officer 1	Class Change	03/10/06
*Hamm, Shannon L.	Police Officer 1	Class Change	03/10/06
*Large, Charles E.	Police Officer 1	Class Change	03/10/06
*Lunn, Joshua M.	Police Officer 1	Class Change	03/10/06
*Martin, Howard R.	Police Officer 1	Class Change	03/10/06
*Paul, Jacob A.	Police Officer 1	Class Change	03/10/06
*Rikal, Jarrad M.	Police Officer 1	Class Change	03/10/06
*Smith, Jeremy A.	Police Officer 1	Class Change	03/10/06
*Stephens, Kenneth D.	Police Officer 1	Class Change	03/10/06
*Upchurch, Michael T.	Police Officer 1	Class Change	03/10/06
*Wade, Russell N.	Police Officer 1	Class Change	03/10/06
Sutherland, Chandra R.	Police Operations Coordinator 1	Promotion	03/16/06

*Class Change from Police Officer Trainee to Police Officer 1

PUBLIC WORKS

*Williams, Ricky L.	Customer Service Field Rep 1	Class Change/Lateral	03/20/06
Williamson, John L	Equipment Operator 3	New Hire	02/27/06

*Class Change from Office Support Rep 2 (SR5) to Customer Service Field Rep 1 (SR5)

SHERIFF

Reid, Dewayne G.	Correctional Officer 1	New Hire	03/1/06
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SOCIAL SERVICES

Norman, Demitria Z	Special Projects Manager	Promotion	02/27/06
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WATER SERVICES

Stewart III, Kenneth R	Engineer 1	New Hire	03/25/06
Curley, Shanna N	Engineer 2	New Hire	03/11/06
Hair, Elizabeth S	Engineer 2	Promotion	02/27/06
McNeese, Patricia G.	Engineer 2	Promotion	02/27/06
Fontana, Evelyn D.	Engineer 3	Promotion	02/27/06
Freeman, Brent R	Engineer 3	Promotion	02/27/06
Paulus, James J	Engineer 3	Promotion	02/27/06
*Johns, Deirdre D.	Engineering Tech 2	Dept Transfer/Promotion	03/11/06
Nelson, Carlton D	Engineering Tech 2	Promotion	02/11/06
Turner, Wendell L	Engineering Tech 2	Promotion	02/11/06
Sellers Jr., Robert E	Equipment Operator 2	New Hire	03/11/06

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Elmore, Gregory A	Equipment Operator 3	New Hire	03/11/06
Barber, Jeremy Scott	Industrial Electrician 1	New Hire	03/25/06
Young, Cynthia S.	Information Systems Analyst 1	Promotion	02/11/06
Parrish, Patricia E	Information Systems Specialist	Promotion	02/11/06
**Souza, Sean M	Security Officer Coordinator	Dept Transfer/Lateral	03/25/06
Wright, Douglas C.	Treatment Plant Shift Operator	Promotion	02/11/06
Caruthers, Michael T	Treatment Plant Tech 1	Re-Hire	03/11/06
^Grant Jr., Claude P.	Treatment Plant Tech 1	Dept Transfer/Promotion	03/11/06
Lyons, Gary T	Treatment Plant Tech 1	New Hire	03/11/06
Moore, Angie D	Treatment Plant Tech 1	New Hire	03/25/06
Slaughter, Eric D	Treatment Plant Tech 1	New Hire	03/25/06
Tomlinson, Richard S	Treatment Plant Tech 1	New Hire	03/25/06
Wilee, Jamie E	Treatment Plant Tech 1	New Hire	03/25/06
^Bryant, Branden S.	Water Maintenance Tech 1	Dept Transfer/Lateral	03/11/06
Cart, Jeremy M	Water Maintenance Tech 1	New Hire	03/11/06
Morton, James H	Water Maintenance Tech 1	New Hire	02/24/06
Sublett, Melvin L	Water Maintenance Tech 1	New Hire	02/24/06
Wilson, Bobby J	Water Maintenance Tech 1	New Hire	02/24/06

*Department Transfer from Planning (Planning Tech 1, SR7) to Water (Engineering Tech 2, SR8)

**Department Transfer from Sheriff's Officer (Correctional Officer-Sgt, CO3) to Water (Security Officer Coord, SR9)

^Department Transfer from Public Works (M&R Worker 1, TG3) to Water (Treatment Plant Tech 1, TG8)

^Department Transfer Parks (M&R Worker 2, TG4) to Water (Water Maintenance Tech 1, TG4)

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

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Westerman, Teresa F.	Emer Telecommunications Officer 1	Resignation	ECC	03/06/06
Taylor, Latoya N.	Emer Telecommunications Officer 2	Dismissal	ECC	03/08/06
Lloyd, Michael J.	Emer Telecommunications Officer 4	Resignation	ECC	02/23/06
Guthrie Jr., Herman H	Fire Captain	Pension	Fire	03/01/06
Worford, Tony R	Fire Captain	Deceased	Fire	03/05/06
Bruce, Randall T	Paramedic 2	Pension	Fire	03/02/06
Brown, Harold R.	Master Tech	Pension	General Services	02/17/06
Williams, Deborah R	Info Systems Division Manager	Resignation	ITS	03/01/06
Hurt, Timothy A	Administrative Services Officer 2	Resignation	Police	02/28/06
Walker III, William F.	Finance Manager	Resignation	Police	02/28/06
McBride, George T.	Police Captain	Pension	Police	03/07/06
Fowlie, Eric C	Police Officer 2	Resignation	Police	02/17/06
Franks, Susan Lynn	Police Officer 2	Resignation	Police	02/28/06
Garner, Christopher V.	Police Officer 2	Dismissal	Police	02/22/06
Whitehurst, Daniel B.	Police Officer 2	Pension	Police	02/21/06
Burns, Stephanie M.	Police Operations Assistant 2	Resignation	Police	02/23/06
Scoggins, Darren J	Circulation Assistant 1	Resignation	Public Library	02/16/06
Mullins, Rory B	Custodian 1	Resignation	Public Library	02/14/06
Jones, Johnny W.	Equipment Operator 2	Resignation	Public Works	02/17/06

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Morales, Pamela J.	Office Support Rep 1	Dismissal	Public Works	02/17/06
Dixon Jr., Tony C	Sanitation Leader	Resignation	Public Works	03/10/06
Davis, Terrance D	Correctional Officer 1	Dismissal	Sheriff	02/23/06
Frontz, Casey T.	Correctional Officer 1	Dismissal	Sheriff	03/03/06
Hickerson, Larry W	Compliance Inspector 3	Deceased	Water Services	03/07/06

MOTION: *After some discussion, Commissioner Jarrett moved to accept the Termination/ Pension report for the dates and reasons stated. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Beer Permit Inspector 2	Open	Beer Board
Property Standards Inspector Chief	Dept	Codes
Finance Manager - Budgets	Open	Finance
IS Advisor 1 - Business Solutions/Payroll	Dept	Finance
Fire District Chief - Staffing	Dept	Fire
Fire District Chief - Suppression	Dept	Fire
Garage Supervisor 1	Open	General Services
IS Communications Analyst 2 - Security	Open	ITS
IS Communications Analyst 1 - Network	Open	ITS
Park Police Sergeant	Dept	Parks
Maintenance & Repair Leader 1 - Landscape	Open	Parks
Maintenance & Repair Worker 2 - Grounds	Open	Parks
Maintenance & Repair Worker 3 - Grounds	Open	Parks
Maintenance & Repair Worker 3 - Landscaping	Open	Parks
Engineering Tech 3 - Permits	Open	Public Works
Customer Service Field Rep 1 - Waste	Open	Public Works
Equipment Operator 2 - Roads	Dept	Public Works
Maintenance & Repair Worker 3-Signs & Signals	Dept	Public Works
Program Supervisor	Open	Social Services
Customer Service Supervisor - Billing	Dept	Water Services
Customer Service Supervisor - Dispatch	Dept	Water Services
Customer Service Supervisor - Field	Dept	Water Services
Customer Service Supervisor - Lobby	Dept	Water Services
Customer Service Supervisor - Meter	Dept	Water Services
Customer Service Supervisor - Permit	Dept	Water Services
Customer Service Supervisor - Phone	Dept	Water Services
Engineer 1 - Development & Review	Open	Water Services
Engineering Tech 2 - Stormwater	Dept	Water Services
Environmental Comp Officer 1- Lab	Open	Water Services
Environmental Lab Superintendent	Dept	Water Services
Equipment Operator 2 - Nights	Open	Water Services
Equipment Operator 3 - Nights	Open	Water Services
Water Quality Analyst 1 - Lab	Open	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
12/22/04	Maintenance & Repair Leader 1 - Golf	04	Dept
05/02/03	Maintenance & Repair Worker 1 - Golf	26	Open
04/26/05	Maintenance & Repair Worker 3 - Golf	01	Dept

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

DEPARTMENTAL ITEMS**BEER BOARD**

REQUEST: Ms. Jackie Eslick, Director, requested approval for the following:

- a. Request approval of Increment Advance for Ms. Julie Hudson, Office Support Specialist 1, from Step 5 to Step 7, effective April 15, 2006.

Ms. Eslick said that Julie Hudson, who has been with the department for the last eight (8) years, has assumed increased responsibilities and continues to assist customers in obtaining permits. She is a very dependable and valuable employee.

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

- b. Request approval to Hire Above Base, Mr. Terrence P. Darby, Sr., Beer Permit Inspector 2, Step 2, effective April 10, 2006.

Mr. Darby previously worked with the Beer Board for four (4) years before moving to Georgia. His prior experience and familiarity with the Beer Laws, rules and regulations, as well as the community, will allow him to carry out his responsibilities with little if any additional training.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.*

EMERGENCY COMMUNICATIONS CENTER

REQUEST: Ms. RoxAnn Brown, Director, represented by Jeannie Mallory, requested approval of Extended Administrative Leave with Pay for Latoya Taylor (five (5) days).

Ms. Taylor was placed on Administrative Leave with Pay pending a disciplinary hearing. Due to the nature of the alleged charges, Ms. Taylor's leave exceeded the number of days (10 working days) allowed by the Civil Service rules. She was found guilty of the charges and terminated on March 7, 2006.

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

FIRE

REQUEST: Chief Stephen Halford, represented by Deputy Chief Jerry Smith, requested a thirty (30) extension of Injured On Duty Leave for Patricia Reynolds, Fire Inspector.

Deputy Chief Jerry Smith said that though no fault of her own, Mrs. Reynolds case fell through the review system. Due to this situation, Ms. Reynolds IOD leave of 130 days expired, and she was faced with a leave without pay or benefits status.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to deny the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.*

INFORMATION TECHNOLOGY SERVICES

REQUEST: Ms. Sandy Cole, Acting Director, represented by Carlon Gray, requested approval of Departmental Rules – Information Technology Services

Jim Lynch said that Human Resources and the Legal Department reviewed the rules from ITS. They were posted in the department and made available to the employees two weeks prior to being submitted to the Commission for approval. Mr. Gray said the proposed departmental rules deal with Security issues.

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

HUMAN RESOURCES

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

(1: Review of the Initial Order – Pierre Larkin, Police/Dismissal

Pierre Larkin, Metro Police Department, was dismissed from employment for alleged violation of Police General Order 95-19 and Civil Service Rule 6.7 #32, #33, dealing with abusive treatment, adherence to law, use of force and conduct unbecoming. Larkin appealed his suspension to the Commission and the case was assigned to Administrative Judge Thomas Stovall. Larkin was represented by Attorney Michael Sneed and Rita Roberts-Turner, Metro Attorney, represented the Police Department.

On March 9, 2006, Judge Thomas Stoval entered an Order to Uphold the decision by the Police Department to terminate Pierre Larkin's employment. Both Mr. Sneed and Ms. Turner were present before the Commission for oral discussion.

ACTION: *Due to Mr. Sneed's late filing of a Motion to Reconsider with Administrative Law Judge Stovall, the Commission deferred this item until the next regular meeting of May 9, 2006.*

(2: **Review of Order – Dismissal of Appeal for Shavonne Meneese, MAC/Dismissal**

Shavonne Meneese, Teacher, was dismissed from employment with the Metropolitan Action Commission for violation of MAC policies and procedures Chapter 6 provisions #1, #5, dealing with failure to perform official duty, failure/neglect or disobedience to lawful and reasonable orders, and absence for three or more days without official notification. Ms. Meneese appealed this decision to the Civil Service Commission. On March 10, 2006, Administrative Law Judge Leonard Pogue entered an Order of Dismissal providing that counsel for the appellant announced that the matter was voluntarily being dismissed and the appeal withdrawn.

Susan Jones, Metro Legal Department, represented the Metro Action Commission and Ms. Meneese had been represented by Attorneys Jerry Maynard and Stephanie Williams. Ms. Jones, who could not attend, was represented by Mike Safley, Metro Attorney. Neither attorney Jerry Maynard nor Attorney Stephanie Williams attended the meeting.

MOTION: ***After some discussion, Commissioner Jarrett moved for approval of the Order as submitted by Administrative Law Judge Leonard Pogue. Secoded by Commissioner Allen and the Commission approved without objection.***

(3: **Request approval of Employee Performance Management System (Form, and Rating scale)**

Sharon Felton said the Human Resources department has recently developed a revised approach to the employee performance management system. The revised form is a brief one page (front/back) form, with a 4-point performance rating scale. Additional information is available on the Human Resources website.

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

(4: **JOB DESCRIPTION**

Administrative Services Manager

Susan Gish said the current Administrative Service Manager job description was primarily related to financial matters. The revised description allows for a broader range of duties and responsibilities.

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

(5: **Review of Complaint /Grievance regarding an EEO Investigation – Metro Water Services**

In a letter of complaint dated March 2, 2006, Ms. Faletha Reid, Metro Water Services employee, filed a complaint concerning an HR investigation of a matter dealing with Water Services employees. Upon review of information provided, various records and documents, Chairman Farmer stated that the complaint by Ms. Reid was broad based, non-specific and general in nature. He recommended that the Commission should bring this complaint to an end.

MOTION: ***After some discussion, Commissioner Allen moved to approve the recommendation of Chairman Farmer. Secoded by Vice-Chairman Corbitt and the Commission approved without objection.***

- (6: Request Approval of revision to Civil Service Policy 7.2B-I, Police Promotional procedure for Classifications of Police Sergeant, Lieutenant, and Captain.

Robin Brown said that the Human Resources Department, CWH Research and Police Department jointly proposed revisions to the current Police Promotional Policy. In accordance with current policy and the Commission's request, staff from Human Resources met and conferred with the Teamsters and Nashville Black Peace Officers Association.

Attorney Jack Byrd, Teamsters Attorney, said that the Teamsters do not support proposed policy revisions dealing with the banding procedure and that the old policy should remain in effect until this could be worked out. The BPOA supported the proposed provisions.

Robin Brown said the banding process is the current promotional policy at the Captain's level. She said that proposed revisions would simply expand this banding process to the Lieutenant and Sergeant levels. Chief Ronal Serpas asked the Commission to move forward with the proposed changes so that testing could resume.

MOTION: *After some discussion, Commissioner Sanders moved for approval of the revised policy. Seconded by Vice-Chairman Corbitt and the Commission approved with one objection. The vote was 3 to 1 with Mr. Allen voting no.*

- (7: Communiqués from the public on pending hearings

None.

With nothing further, the regular meeting adjourned at 9:26 a.m.

ATTEST:

APPROVED:

Ms. Dorothy S. Berry
Director of Human Resources
Secretary to the Civil Service Commission

William H. Farmer, Chairman
of the Civil Service Commission