

## AGENDA

### METROPOLITAN CIVIL SERVICE COMMISSION

April 11, 2006

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, April 11, 2006 at 8:30 a.m.

**CSC MEMBERS:** Mr. William H. Farmer, Mr. R. Steve Corbitt, Mr. Michael Allen, Ms. Ervina Jarrett and Ms. D. Billye Sanders

**NOTE:** Re-appointment of Civil Service Commissioner R. Steve Corbitt

**(A) MINUTES:** Approval of the minutes for the **March 14, 2006** Civil Service Commission regular meeting and minutes of the Special Called meeting for April 5, 2006.

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

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CODES ADMINISTRATION</u></b>			
Hayes, Theresa L.	Office Support Rep 3	Promotion	03/06/06

#### **EMERGENCY COMMUNICATION CENTER**

\*Mariscal, Angel P                      Info Systems Operations Systems Analyst 1 Class Change/Lateral      03/06/06

\*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	03/06/06
		Department Transfer	
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)

#### **GENERAL SERVICES**

*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

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>INFORMATION TECHNOLOGY SERVICE</u></b>			
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)

**POLICE**

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

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>POLICE</u></b>			
*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
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

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>WATER SERVICES</u></b>			
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 Coordinator, 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)

**(C) 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
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

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

<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Requesting Department</u></b>
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**

<b><u>Date Established</u></b>	<b><u>Classification</u></b>	<b><u>Number On Register</u></b>	<b><u>Register</u></b>
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

**DEPARTMENTAL ITEMS**

**BEER BOARD**

- Item #1: Ms. Jackie Eslick, Director, requests 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.

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

**EMERGENCY COMMUNICATIONS CENTER**

Item #2: Ms. RoxAnn Brown, Director, requests approval of Extended Administrative Leave with Pay for Latoya Taylor (five (5) days).

**FIRE**

Item #3: Chief Stephen Halford requests to Extend Injured On Duty Leave for an additional Thirty (30) Days for Patricia Reynolds, Fire Inspector.

**INFORMATION TECHNOLOGY SERVICES**

Item #4: Ms. Sandy Cole, Acting Director, requests approval of Departmental Rules – Information Technology Services

***HUMAN RESOURCES***

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

Item #5: Review of the Initial Order – Pierre Larkin, Police/Dismissal

Item #6: Review of Order – Dismissal of Appeal for Shavonne Meneese, MAC/Dismissal

Item #7: Request approval of Employee Performance Management System (Form, and Rating scale)

Item #8: **JOB DESCRIPTION**

Administrative Services Manager

Item #9: Review of Complaint /Grievance regarding an EEO Investigation – Metro Water Services

Item #10: Request Approval of revision to Civil Service Policy 7.2B-I, Police Promotional procedure for Classifications of Police Sergeant, Lieutenant, and Captain.

Item #11: Communiqués from the public on pending hearings