

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

JUNE 13, 2006

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on June 13, 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: Vice-Chairman R. Steve Corbitt, C. Michael Allen, Ervina Jarrett and D. Billy Sanders.

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

Other Members not present: Chairman William H. Farmer was not able to attend.

MAY 9, 2006 MINUTES:

Vice-Chairman Corbitt 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.

Jim Lynch said a request was made to defer the Claude Grant case until July 11, 2006. Attorneys for both parties were contacted and agreed to the deferral. Chairman Farmer was apprised of the request and approved it.

With one correction, Commissioner Jarrett moved for approval. Commissioner Allen seconded the motion and the Commission approved without objection.

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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CODES ADMINISTRATION

Castleberry, Jeffrey C	Property Standards Insp Chief	Promotion	04/24/06
Mitchell, Ronnie T	Property Standards Insp Chief	Promotion	04/24/06

FINANCE

Digiambattista, Orlando J	Application Tech 2	Promotion	05/22/06
Friedmann, Starla M.	Application Tech 2	Promotion	05/22/06
Gardner Jr., Andrew L	Application Tech 2	Promotion	05/22/06

FIRE

Campbell, Deborah D.	Fire District Chief	Promotion	05/01/06
Demonbreun Jr., Walter E	Fire District Chief	Promotion	05/01/06
Fonseca, Manuel A	Fire District Chief	Promotion	05/01/06
Henderson, Timothy D	Fire District Chief	Promotion	05/01/06
Shannon, Charles L	Fire District Chief	Promotion	05/01/06

GENERAL SERVICES

Pinkleton, Bobbie J.	Administrative Services Officer 3	Promotion	5/22/2006
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INFORMATION TECHNOLOGY SERVICE</u>			
Arwine, William T.	Info Systems Analyst 2	Promotion	05/08/06
Quarles, Terrance J.	Information Systems Operator Tech 1	Promotion	05/26/06
Smith, Jodie W	Information Systems Operator Tech 1	New Hire	05/31/06

PARKS

*Caban, Pamela M.	Concessions Clerk 1	Transition - Civil Service	04/28/06
Hobbs III, Joseph D	Maintenance & Repair Leader 1	New Hire	05/19/06
*Boyd, Andrew O.	Maintenance & Repair Worker 1	Transition - Civil Service	05/12/06

PARKS

Brown, Benjamin M	Maintenance & Repair Worker 1	New Hire	05/15/06
*Dejoie, Antoinette M	Maintenance & Repair Worker 1	Transition - Civil Service	05/12/06
Fann, Dana J.	Office Support Rep 3	Promotion	04/28/06

*Transition to Civil Service from Part Time status

POLICE

Hedge, John C	Equipment & Supply Clerk 1	New Hire	05/01/06
Bean, Jatorey R	Police Operations Assistant 1	New Hire	05/16/06
Savage, Ashley D.	Police Operations Assistant 1	Re-Hire	05/16/06
Son, Tai T	Police Operations Assistant 1	New Hire	05/16/06

PUBLIC LIBRARY

Baird, Jeanette C	Circulation Assistant 1	New Hire	05/08/06
English, Ben L	Circulation Assistant 1	New Hire	05/22/06
Doane, Stephanie Y	Library Manager 2	New Hire	05/22/06

PUBLIC WORKS

*Liles, Donna L	Engineering Tech 1	Class Change/Lateral	05/01/06
*Patton, Kimberly J.	Engineering Tech 1	Class Change/Lateral	05/01/06
Thomasson Michael W Jr.	Engineering Tech 3	New Hire	05/22/06
Ghee, Richard M	Equipment Operator 3	New Hire	05/08/06
Hennigar, Dustin J.	Maintenance & Repair Worker 1	Re-Hire	05/08/06
Menzies, Tron A	Maintenance & Repair Worker 1	New Hire	05/08/06

*Class Change from Office Support Rep 3 (SR6) to Engineering Tech 1 (SR6)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
*Pennington, Monty L	Correctional Officer 1	Transition - Civil Service	05/08/06
Reasonover, Brandon R.	Correctional Officer 1	Re-Hire	05/20/06

*Transition to Civil Service from Full Time non-Civil Service (Administrative Services Officer 2)

SOCIAL SERVICES

*Nimmo, David W.	Info Systems Advisor 2	Dept Transfer/Promotion	05/24/06
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*Department Transfer from Information Systems (IS Systems Advisor 1, SR13) to Social Services (IS Advisor 2, SR14)

WATER SERVICES

Dawson, Woodrow S	Environmental Lab Superintendent	Promotion	04/22/06
*Hill, Jennifer	Human Resources Manager	Dept Transfer/Lateral	04/17/06
Hiner, Marilyn E.	Office Support Rep 2	Re-Hire	05/20/06
Mendez, Madelyn	Office Support Rep 2	New Hire	05/20/06
Dellinger, Michelle R.	Service Rep 1	Re-Hire	05/06/06
Cannon Jr., Ronald E	Treatment Plant Shift Supervisor	Promotion	05/20/06

*Department Transfer from Human Resources to Water Services, Lateral

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

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
McDonald Jr., Donald G	Plumbing Inspector 2	Pension	Codes	04/28/06
Marotti, Alicia	Emer Telecommunications Officer 4	Resigned	Emerg Comm Ctr	05/09/06
Smith, Pamela A.	Emer Telecommunications Officer 4	Resigned	Emerg Comm Ctr	05/02/06
Holt, Stacey R	Application Tech 1	Resigned	General Services	05/16/06
Howden, Richard D	Parts Supervisor	Resigned	General Services	05/05/06
Semmer, Johnna B	Historic Preservationist 1	Resigned	Historical Commission	04/30/06
Sawyers, Gregory D	Custodian 1	Deceased	Parks	04/22/06
Bess, Andrew D	Maintenance & Repair Worker 3	Resigned	Parks	04/19/06
Lowrance, Anita C.	Police Captain	Pension	Police	04/30/06
Brown Jr., John E.	Police Officer 2	Resigned	Police	04/27/06
Hernandez, Ulysses M.	Police Officer 2	Resigned	Police	04/27/06
Konyha, Kirt E	Police Officer 2	Pension	Police	04/25/06
Scales, James E.	Police Officer 2	Dismissed	Police	05/04/06
Schultz, Michael F.	Police Officer 2	Resigned	Police	04/30/06
Evans Jr., Clyde R	Police Officer 3	Pension	Police	04/30/06
Sanders, Galen D.	Police Officer 3	Pension	Police	04/21/06
McClusky, Michael G.	Police Sergeant	Pension	Police	05/01/06

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Smith, James W.	Police Sergeant	Pension	Police	04/30/06
Jones, Donald C.	Equipment Operator 2	Resigned	Public Works	05/10/06
Brown, Carlos R	Maintenance & Repair Worker 1	Dismissed	Public Works	04/21/06
Dixon, Fontella	Office Support Spec 2	Resigned	Public Works	05/05/06
Jeter, Lora D.	Correctional Officer 1	Resigned	Sheriff	05/12/06
Boydston, Billie C.	Administrative Services Officer 4	Pension	Social Services	04/21/06
Conwell Jr., John C	Engineering Tech 3	Deceased	Water Services	04/24/06
Brenneis, Sterling B	Treatment Plant Tech 1	Resigned	Water Services	04/17/06
Morton, James H	Water Maintenance Tech 1	Resigned	Water Services	05/05/06

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

ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Applicant Tech 2-Accounts Payable	Dept	Finance
Finance Manager-Accounts	Dept	Finance
IS Advisor 1-Develop Manager	Open	Finance
Office Support Rep 3-Fire	Dept	Fire
Administrative Services Officer 3	Dept	General Services
Human Resources Manager--Benefits	Dept	Human Resources
Office Support Rep 2	Dept	Juvenile Court
Maintenance & Repair Leader 1-Grounds	Open	Parks
Maintenance & Repair Worker 2-Golf	Open	Parks
Maintenance & Repair Worker 3-Golf	Dept	Parks
Office Support Rep 3-Rec Center	Open	Parks
Program Specialist 3-Waste Management	Open	Public Works
Equipment Operator 1-Roads	Dept	Public Works
Correctional Officer 2	Dept	Sheriff's Office
Finance Officer 2-Social Services	Open	Social Service
IS Advisor 2-Social Services	Open	Social Service
Customer Services Field Rep 3	Dept	Water Services
Engineer 2-Storm Plans	Dept	Water Services
Industrial Maintenance Supervisor 1-Operations	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
4/26/2005	Finance Officer 2-Accounts	04	Open
12/7/2005	Building Maintenance Worker-Auditorium	18	Open
7/30/2004	Recreation Center Manager	13	Dept
11/7/2005	Engineering Tech 3-Stormwater	14	Open

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

DEPARTMENTAL ITEMS

HUMAN RELATIONS COMMISSION

REQUEST: Mr. Kelvin Jones, Director, requested approval to Hire Above Base, Denise Hopgood, Compliance Inspector 2, Step 9, effective July 1, 2006. SR09.

Kelvin Jones said that Ms. Hopgood, has a Masters degree in Business Administration and is a Rule 31 mediator, who investigates and mediates disputes. She also has several years of experience in Title VI and Title VII. Recruitment of staff with her specialized experience requires compensation at this level.

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

POLICE

REQUEST: Chief Ronal Serpas, represented by Jackie Hoffman, requested to Extend Out-of-Class Pay beyond 100 days for Madelyn Burford, as Police Operations Supervisor – 2nd Shift, Police Records Division.

Jackie Hoffman said the position of Police Operations Supervisor has been requested and announced, but until the recruitment process has been completed, the department is requesting that Ms. Burford continue receiving out of class pay as Acting Supervisor for the 2nd shift in Records.

MOTION: *After some discussion, Commissioner Allen moved for approval of the request as listed. Seconded by Commissioner Jarrett 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: Benefit Board Election Results – Retired Employee Representative

Jim Lynch said only one individual had submitted a qualified petition to be placed on the election ballot. As stated in the election announcement, if a qualified candidate is unopposed by any other retiree, they are declared the winner. Human Resources Director, Dorothy S. Berry, certified the election and declared B. R. Hall, Sr., the winner.

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

(2: Benefit Board Election Results – Fire Department Representative

Jim Lynch said the Human Resources Department recently announced and conducted an election for the position of Fire Department Representative to the Employee Benefit Board. Human Resources Director, Dorothy S. Berry, certified the election results and declared Douglas Conquest, Sr.

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

(3: Request to schedule a Public Hearing for July 11, 2006, regarding proposed revisions to Civil Service Rules:

- 3.11 – Layoff
- *4.7 – Sick Leave Conversion
- *4.18 – Personal Leave

- Proposed revisions allow Emergency Communications Center employees 3 Personal Days.

Jim Lynch said that Dorothy Berry, Human Resources Director, is requesting a public Hearing to consider proposed changes to the rules and policies that address 3.11 - layoff , 4.7 Sick Leave conversion and 4.18 Personal Leave. Meetings will be conducted during the next thirty days with Unions and employee groups to review draft proposals. Final proposals will be publicly posted and submitted to the Commission at the July meeting.

MOTION: *After some discussion, Commissioner Allen moved for approval of a Public Hearing following the regularly schedule Civil Service meeting on July 11, 2006. Seconded by Commissioner Sanders and the Commission approved without objection.*

(4: Review of Initial Order – Noel Leon, Sheriff's' Office, Dismissal

Noel Leon, Corrections Officer, was dismissed from employment with the Davidson County Sheriff's Office for violation of Civil Service rule 6.7 – provisions #10, 11, and 32, dealing with Standards of Conduct.

Mr. Leon appealed the decision to the Civil Service Commission. Lora Fox, Metro Attorney, represented the Sheriff's Office and Mr. Leon represented himself. On April 25, 2006, Administrative Law Judge James A. Hornsby entered an Order to uphold the decision to terminate Noel Leon from employment with the Sheriff's Office. No further briefs were filed in this proceeding.

Ms. Fox was present before the Commission for discussion. Mr. Leon, who was duly notified, did not attend the meeting.

MOTION: *After some discussion, Commissioner Sanders moved for approval to Uphold the Initial Order as submitted by Judge James Hornsby. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(5: Departmental Rules – General Services

Jerry Hall, General Services, said the department has been working to modify and institute policies that pertain to OSHA and other departmental issues. The request for approval of the proposed departmental rules were reviewed and approved by the Legal Department and Human Resources Department. Copies were posted and made available for employees and the Union.

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

(6: Departmental Rules – Information Technology Services

Carlton Gray, ITS, said the request for approval of the proposed departmental rules deals primarily with Security issues. The rules were reviewed and approved by the Legal Department and Human Resources Department. Copies were posted and made available to the employees two weeks prior to the Commission meeting.

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

(7: JOB DESCRIPTION Revisions

Water Maintenance Leader I & II

Ann Dooley said the Water Maintenance Leader 1 and 2 positions currently require a Commercial Driver's License. Based upon the size and weight of the truck, the CDL would only be required for those involved in driving a dump truck or pulling heavy equipment.

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 Telecommunications Assistant Director
 Emergency Telecommunications Manager
 Emergency Telecommunications Supervisor
 Emergency Telecommunications Trainer
 Emergency Telecommunications Officer 1, 2, 3 and 4

Susan Gish said ECC is requesting to revise the required licenses for classifications listed above by adding Emergency Fire Dispatch (EFD) Certification. The additional certification requirement provides nationally recognized call processing protocols to properly prioritize fire emergencies, increase response effectiveness and to ensure responder safety. Additionally, Emergency Telecommunications targeting requirement of eighteen (18) months should be changed to twelve (12) months reflecting a realistic time frame to obtain the necessary skills for advancement. It will also allow for a rapid progression within the series.

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

Fire Captain

Larry Pool, Fire Department, said the Fire Captain revisions will better describe the new duties and responsibilities of Fire Captains in the Fire Suppression Division of the department. Changes will reflect new fire prevention inspection duties as well as licenses required. Fire Captains in the Fire Suppression Division will now be required to hold a valid "Class D with F endorsement" Tennessee Drivers License as well as State of Tennessee Certification as a Fire Inspector (within six months of appointment).

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

(8: Communiqués from the public on pending hearings

 None

 With nothing further, the regular meeting adjourned at 9:06 a.m.

ATTEST:

APPROVED:

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

R. Steve Corbitt, Vice-Chairman
of the Civil Service Commission