

# AGENDA

## METROPOLITAN CIVIL SERVICE COMMISSION

June13, 2006

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, June 13, 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

**(A) MINUTES:** Approval of the minutes for the **May 9, 2006** Civil Service Commission regular meeting.

### **(B) APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>CODES ADMINISTRATION</u></b>			
Castleberry, Jeffrey C	Property Standards Insp Chief	Promotion	04/24/06
Mitchell, Ronnie T	Property Standards Insp Chief	Promotion	04/24/06
<b><u>FINANCE</u></b>			
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
<b><u>FIRE</u></b>			
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
<b><u>GENERAL SERVICES</u></b>			
Pinkleton, Bobbie J.	Administrative Services Officer 3	Promotion	5/22/2006
<b><u>INFORMATION TECHNOLOGY SERVICE</u></b>			
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
<b><u>PARKS</u></b>			
*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

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>PARKS</u></b>			
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)

**SHERIFF**

*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) to Civil Service

**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)

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>WATER SERVICES</u></b>			
Dawson, Woodrow S	Environmental Lab Supt	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

**(C) 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 Off 4	Resigned	Emerg Comm Ctr	05/09/06
Smith, Pamela A.	Emer Telecommunications Off 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
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

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

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Applicant Tech 2-Accts 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

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

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
HR 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 Sup Rep 3-Rec Center	Open	Parks
Program Spec 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
Indust 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

**DEPARTMENTAL ITEMS****HUMAN RELATIONS COMMISSION**

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

**POLICE**

Item # 2: Chief Ronal Serpas requests to Extend Out-of-Class Pay beyond 100 days for Madelyn Burford, as Police Operations Supervisor – 2<sup>nd</sup> Shift, Police Records Division

## ***HUMAN RESOURCES***

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

Item #3: Benefit Board Election Results – Retired Employee Representative

Item #4: Benefit Board Election Results – Fire Department Representative

Item #5: 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.

Item #6: Review of Initial Order – Noel Leon, Sheriff's' Office, Dismissal

Item #7: Departmental Rules – General Services

Item #8: Departmental Rules – Information Technology Services

Item #9: **JOB DESCRIPTION Revisions**

Water Maintenance Leader I & II  
Emergency Telecommunications Assistant Director  
Emergency Telecommunications Manager  
Emergency Telecommunications Supervisor  
Emergency Telecommunications Trainer  
Emergency Telecommunications Officer 1, 2, 3 and 4

Fire Captain

Item #10: Communiqués from the public on pending hearings



**Requests for ADA accommodation should be directed to the Metro Human Resources Dept. @ 862-6640**