

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

JANUARY 11, 2006

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on January 11, 2006 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:32 a.m.

Commission Members present: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, C. Michael Allen.

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

Member not present: Ms. Ervina S. Jarrett was not able to attend the meeting.

DECEMBER 13, 2005 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. It was noted that creation of the Claims Division Assistant Manager classification was set at a pay level of SR12.

With nothing further, Vice-Chairman Corbitt 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>
<u>EMERGENCY COMMUNICATION CENTER</u>			
Trotter, Deon L.	Emer Telecommunications Officer 1	New Hire	12/12/05
Campo, Apryl R.	Emer Telecommunications Officer 1	New Hire	12/12/05
Ford, D'ann R.	Emer Telecommunications Officer 1	New Hire	12/12/05
Hayes, Kelly M.	Emer Telecommunications Officer 1	New Hire	12/12/05
McGee, Kristy A.	Emer Telecommunications Officer 1	New Hire	12/12/05
Spivey, Audrey J.	Emer Telecommunications Officer 1	New Hire	12/12/05
Winbush, Adrienne A.	Emer Telecommunications Officer 1	New Hire	12/12/05

FINANCE

Carlton, Janice D.	Administrative Assistant	Promotion	12/05/05
Dodson, Donald R.	Auditing Manager	Promotion	12/05/05
Carr, Philip D.	Finance Manager	Promotion	12/05/05
Majors, Herbert L.	Finance Manager	Promotion	12/05/05
*Johnson Elizabeth A.	Finance Officer 2	Transition - Civil Service	12/19/05

*Department Transfer from JIS (Office Support Manager, SR9) to General Services (Finance Officer 2, SR 10)

FIRE

Agnew, Justin K.	Emergency Medical Tech 1	New Hire	12/01/05
Baker, Christy C.	Emergency Medical Tech 1	New Hire	12/01/05
Bates, Connie S.	Emergency Medical Tech 1	New Hire	12/01/05
Brantley, Richard D.	Emergency Medical Tech 1	New Hire	12/01/05
Davis, Jeffrey K.	Emergency Medical Tech 1	New Hire	12/01/05

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FIRE</u>			
Davis, Jeremy Michael	Emergency Medical Tech 1	Rehire	12/01/05
Fuson, Matthew L.	Emergency Medical Tech 1	New Hire	12/01/05
Giles III, Arthur	Emergency Medical Tech 1	New Hire	12/01/05
Hale, David E.	Emergency Medical Tech 1	Promotion	12/01/05
Huff-Dobson, Mary J	Emergency Medical Tech 1	New Hire	12/01/05
Knipfer, Joseph R.	Emergency Medical Tech 1	New Hire	12/01/05
Myers, Cameron M.	Emergency Medical Tech 1	Rehire	12/01/05
Shelby, Justin L.	Emergency Medical Tech 1	Rehire	12/01/05
Thomas, Jamie S.	Emergency Medical Tech 1	New Hire	12/01/05
Tolbert, Jeremy L.	Emergency Medical Tech 1	New Hire	12/01/05
Vivrette, Jennifer L.	Emergency Medical Tech 1	New Hire	12/01/05
Smith, Heather L.	Office Support Rep 2	New Hire	12/01/05
Felts, Gary B.	Paramedic 1	New Hire	12/01/05
Gallup, Erik M.	Paramedic 1	New Hire	12/01/05
Holzemer, Thomas F.	Paramedic 1	New Hire	12/01/05
Sisk, Michael W.	Paramedic 1	New Hire	12/01/05
Smith, Jimmy A.	Paramedic 1	New Hire	12/01/05
Tran, Daniel T.	Paramedic 1	New Hire	12/01/05

GENERAL SERVICES

Epley, Karen D.	Application Tech 2	Promotion	12/05/05
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HUMAN RESOURCES

Currey, Mary A.	Human Resources Analyst 3	Promotion	12/12/05
*Greer, Marla M.	Information Systems Specialist	Dept Transfer/Lateral	12/01/05

*Department Transfer from Finance to Human Resources, same classification

INFORMATION TECHNOLOGY SERVICES

Duke Jr., Danny C.	Information Systems Operations Analyst 2	New Hire	12/05/05
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PARKS

Jones, Jacqueline H.	Parks & Recreation Superintendent	Promotion	12/02/05
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POLICE

*Hale, Randy	Info Systems Application Analyst 1	Dept Transfer/ Vol Reduction In Grade	12/01/05
^Meredith, Sara L.	Paralegal	Depart Transfer/Lateral	12/01/05
**Baker, Candace D.	Police Officer 1	Class Change	12/16/05
**Baker, Trenton R.	Police Officer 1	Class Change	12/16/05
**Chisholm, Justin S.	Police Officer 1	Class Change	12/16/05
**Denson, Faye Y.	Police Officer 1	Class Change	12/16/05

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
**Espinosa, Sergio A.	Police Officer 1	Class Change	12/16/05
**Fulbright, Amy E.	Police Officer 1	Class Change	12/16/05
**Hafley, Curtis R.	Police Officer 1	Class Change	12/16/05
**Hannah, Michael D.	Police Officer 1	Class Change	12/16/05
**Hinson, Cody G.	Police Officer 1	Class Change	12/16/05
**Keeler, Derek C.	Police Officer 1	Class Change	12/16/05
**King, James E.	Police Officer 1	Class Change	12/16/05
**Pirtle, Julian M.	Police Officer 1	Class Change	12/16/05
**Powell, John J.	Police Officer 1	Class Change	12/16/05
**Pryor, John	Police Officer 1	Class Change	12/16/05
**Rivera, Christian	Police Officer 1	Class Change	12/16/05
**Ryan Jr., Michael G.	Police Officer 1	Class Change	12/16/05
**Sears, Matthew P.	Police Officer 1	Class Change	12/16/05
**Stanley, Jack A.	Police Officer 1	Class Change	12/16/05
**Terry, Wesley R.	Police Officer 1	Class Change	12/16/05
**Williams, Atif D.	Police Officer 1	Class Change	12/16/05
**Woosley, Ted C.	Police Officer 1	Class Change	12/16/05
Newbern, Daniel David	Police Officer 2	Re-Employment	12/01/05

*Department Transfer from ITS (IS Application Analyst 2, SR11) to Police (IS Application Analyst 1, SR10)

^Department Transfer from Legal to Police, same classification

**Class Change from Police Officer Trainee (PS 2) to Police Officer 1 (PS 3)

PUBLIC LIBRARY

Blackburn, Kristin J.	Library Associate 1	Promotion	12/19/05
Smothers, Nikeisha L.	Library Associate 1	Rehire	12/19/05

PUBLIC WORKS

^Majors Jr., Donald A.	Equipment Operator 2	Reclassification	12/19/05
Grempler, Kristofer K.	Maintenance & Repair Worker 1	New Hire	12/05/05
White, Michael S.	Maintenance & Repair Worker 1	New Hire	12/05/05
*Linville, Delaine B.	Professional Specialist	Depart Transfer/Lateral	12/05/05

^Reinstated to prior classification

*Department Transfer from Human Resources to Public Works, same classification

SHERIFF

Santiago, Maritza	Case Worker 2	New Hire	12/12/05
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SOCIAL SERVICES

Davis, Michelle C.	Contract Admin	New Hire	12/05/05
Harris, Clifton E.	Contract Admin	New Hire	12/12/05
Stewart, Lee T.	Contract Admin	New Hire	12/12/05
Brady, Lisa A.	Homemaker	New Hire	12/19/05
*Ives, William R.	System Services Manager	Dept Transfer/Lateral	12/13/05

*Department Transfer from Finance (Finance Manager, SR14) to Social Services (System Services Manager, SR14)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Harrington, Ken R.	Engineering Tech 3	Re-Hire	12/17/05
*Freistuhler, David J.	Industrial Mechanic 1	Vol Reduction In Grade	11/19/05
Frazier IV, John W.	Service Rep 1	Promotion	12/03/05
Parks-Bellamy, Jennifer L.	Service Rep 1	New Hire	12/03/05

*Voluntary Reduction in Grade from Treatment Plant Shift Operator (TS 9) to an Industrial Mechanic (TG11)

MOTION: *After some discussion, Vice-Chairman Corbitt 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>
Long, Debra J.	Emer Telecommunications Off 1	Resignation	Emerg Comm Ctr	11/21/05
Phillips, Debra M.	Emer Telecommunications Off 1	Dismissal	Emerg Comm Ctr	11/18/05
Taylor, Marilyn M.	Emer Telecommunications Off 1	Resignation	Emerg Comm Ctr	12/05/05
Fisher, Betty F.	Emer Telecommunications Supv	Pensioned	Emerg Comm Ctr	12/14/05
Tharp, William A.	Finance Officer 3	Resignation	Finance	11/14/05
Collins, Stephen J.	Equipment Mechanic	Pensioned	General Services	11/03/05
McKinney, Richard L.	Chief Info Officer	Resignation	Information Tech Srv	11/11/05
Newman, Kevin M.	Information Systems App Tech 2	Resignation	Information Tech Srv	11/11/05
Davis, Casandra A.	Information Systems Manager	Resignation	Information Tech Srv	11/23/05
Garvin, Jeffery A.	Maintenance & Repair Worker 2	Resignation	Parks	11/29/05
Morris, Amanda L.	Recreation Leader	Resignation	Parks	11/18/05
Taylor, Lindsay W.	Planning Tech 1	Resignation	Planning Commission	11/11/05
Cork, Sherry L.	Police Operations Coordinator 1	Pensioned	Police	11/30/05
Johnson, Kevin C.	Police Security Guard 1	Resignation	Police	12/06/05
Miller, Hannah M.	Administrative Services Officer 1	Resignation	Public Library	11/18/05
Nicholson, Nancy E.	Circulation Assistant 2	Pensioned	Public Library	11/30/05
Meeker Jr., Charles W.	Library Manager 3	Pensioned	Public Library	12/01/05
Wells, Christopher J.	Equipment Operator 2	Resignation	Public Works	12/30/05
Horner, Jeffrey T.	Equipment Operator 3	Dismissal	Public Works	11/30/05
Fletcher, Daniel L.	Maintenance & Repair Worker 1	Dismissal	Public Works	11/30/05
Glenn, Ronald O.	Maintenance & Repair Worker 1	Resignation	Public Works	12/30/05
Watkins, Derrick D.	Maintenance & Repair Worker 1	Dismissal	Public Works	11/22/05
Baker, Alan D.	Maintenance & Repair Worker 3	Resignation	Public Works	12/16/05
Shaw, Charles M.	Sanitation Worker	Resignation	Public Works	11/16/05
Benfield, Michael W.	Correctional Officer 1	Deceased	Sheriff	11/27/05
Johnson, John P.	Correctional Officer 1	Dismissal	Sheriff	11/29/05
Watson, Luther G.	Administrative Assistant	Pensioned	Water Services	11/30/05
Fisher, Valerie A.	Office Support Rep 1	Resignation	Water Services	11/18/05
Slate Jr., Sam	Treatment Plant Tech 2	Pensioned	Water Services	12/16/05
Black, Garry E	Water Maintenance Tech 3	Pensioned	Water Services	12/11/05

MOTION: *After some discussion, Vice-Chairman Corbitt 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>
Auditing Manager	Dept	Finance
Finance Administrator	Dept	Finance
Finance Manager	Dept	Finance
Applications Tech 2-Shared HR	Open	General Services
Finance Officer 2 - Payment Services	Open	General Services
HR Analyst 3 - Shared Services	Metro	General Services
HR Analyst 3	Dept	Human Resources
IS Division Manager - Operations	Open	ITS
IS Operations Analyst 3	Dept	ITS
IS Applications Tech 2 - Net	Dept	ITS
IS Applications Analyst 2 - Library	Open	Library
Building Maintenance Worker	Open	Municipal Auditorium
Engineer 2 - Traffic	Dept	Public Works
Administrative Specialist - PW	Dept	Public Works
Contract Admin - Quality Management	Open	Social Services
Contract Admin - Homeless	Open	Social Services
Service Rep 1 - Customer Service	Open	Water
Service Rep 1 – Customer Service	Dept	Water

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
04/19/2005	Customer Service Field Rep 1-Waste	15	Open

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

DEPARTMENTAL ITEM**PUBLIC WORKS**

REQUEST: Mr. John W. (Billy) Lynch, Director, requests approval of Employee Performance Bonus Awards as follows:

<u>NAME</u>	<u>CLASSIFICTION</u>	<u>BONUS AMOUNT</u>
Rick Kirkpatrick	Technical Specialist 2	\$650
Tracy Luton	Engineer Tech 3	\$500
Walter Knauf	Engineer 2	\$500
Shelia Knight	Engineer 1	\$450
Jim Snyder	Engineer 3	\$400
Charissa Mishu	Engineer in Training	\$400
Roy Brock	Sanitation Supervisor	\$500
Marcus Jackson	Sanitation Supervisor	\$500
Richard Davidson	Engineer Tech 3	\$500
Ricky Lloyd	Sanitation Supervisor	\$500
Ricky Beshearse	Sanitation Supervisor	\$500

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>BONUS AMOUNT</u>
Jack Tucker	Waste Management Superintendent	\$450
Cheryl Harrington	Administrative Specialist	\$450
Sharon Smith	Facilities Coordinator	\$450
Sherry Sloan	Recycling Coordinator	\$350
Vivian Hubble	Office Support Specialist 2	\$350
Kimberley Ghee	Office Support Specialist 2	\$350
Regina Farmer	Office Support Specialist	\$350
Wilson Tuttle	Sanitation Supervisor	\$350

ACTION: *This request was withdrawn by Public Works.*

HUMAN RESOURCES

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

- (1: Report - Appeal of Medical Disqualification - Brett Bjork, Applicant for Police Officer Trainee

Jim Lynch said that Mr. Bork was unable to pass the required standards of the Hearing test. The test results were reviewed by Dr. Fletcher, who then submitted a recommendation that Mr. Bjork not be admitted into the Metropolitan Nashville Police Training Academy,

Mr. Bjork was not present at the Commission meeting.

ACTION: *The Commission requested that Human Resources contact Mr. Bork to see if he had been advised of test results and if he intends to continue his appeal.*

- (2: Approval of language revision to Civil Service Policy 7.2 B-1 (revision in wording - “Exclusive Bargaining Agent”)

Sharon Felton said based on the results of the recent election which decertified the Fraternal Order of Police as the exclusive bargaining agent, revisions needed to be posted to Policy 7.2B-1 – Promotional Procedure for Police Sergeant, Lieutenant and Captain. The language reference Fraternal Order of Police will now have a neutral term as “elected exclusive representative, if any”.

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

- (3: Approval of Revision to Civil Service Policy 5.7 C-1-Exempt Overtime Pay in Emergency Situations

Mike Taylor said the Human Resources Department is proposing changes to Policy 5.7 C-I, Exempt Overtime Pay in Emergency Situations. The policy was originally created to allow overtime pay for exempt supervisors during a storm in the early 1990’s. Modification would be in classes where the employee frequently works overtime and where the overtime is vital to the safety and welfare of the city. Employees in these classes would be eligible for overtime pay whenever they work overtime and it would not be tied to a specific emergency. It is proposed that the Department Head and Human Resources Director designate the “emergency” and authorize the overtime payment. In the current policy, the Mayor must make the designation Proposed classes: Police Lieutenant, Industrial Maintenance Supervisor 1, 2 and Treatment Plant shift Supervisor.

Before any class would be eligible, the Commission would approve a change to the job description designating the class as Exempt OT-Eligible.

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

(4: Petition for Reconsideration of Final Order – Kendall Jaeger, Police - Appeal of Grievance Decision

ACTION: *The Commission deferred this item until the next regular meeting in February.*

(5: Approval of Memorandum of Understanding (MOU) with Fire Fighters Local 140

Sharon Felton said after several months of meetings with Union Representatives, a Memorandum of Understanding for IAFF (International Association of Fire Fighters, Local 140) has been approved and signed.

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

(6: Communiqués from the public on pending hearings

No report was made.

With nothing further, the regular meeting adjourned at 8:52 a.m.

ATTEST:

APPROVED:

Ms. Dorothy S. Berry, Director
Civil Service Commission

William H. Farmer, Chairman
Civil Service Commission