

## **MINUTES**

### **METROPOLITAN CIVIL SERVICE COMMISSION**

**OCTOBER 10, 2006**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on October 10, 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.

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

**Members Not Present:** D. Billye Sanders was not able to attend.

**September 12, 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 no corrections, Commissioner Jarrett moved for approval. Vice-Chairman Corbitt seconded the motion and the Commission approved without objection.***

### **APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
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#### **CODES ADMINISTRATION**

Stephens, Sharon L	Office Support Specialist 2	Promotion	09/11/06
Knipfer, Joseph R.	Plumbing Inspector 1	New Hire	08/28/06

#### **FINANCE**

Vogel, Markell Carl	Administrative Services Manager	New Hire	08/28/06
*Griffith, Terry A	Finance Manager	Dept Transfer/ Vol Reduction In Grade	09/01/06
Foster, Donna L	Finance Officer 2	New Hire	09/18/06
Sexton, Ronald J	Finance Officer 2	New Hire	09/25/06
Fields, Ellen K.	Finance Specialist	Promotion	09/11/06

\*Department Transfer from General Services (Special Project Manager, SR15) to Finance (Finance Manager, SR14)

#### **FIRE**

Gilley, Chad Lee	Emergency Medical Tech 1	Re-Hire	09/01/06
Glover, Darryl M	Emergency Medical Tech 1	New Hire	09/01/06
Hendricks Jr., Paul Cecil	Emergency Medical Tech 1	New Hire	09/01/06
Johnston, Gregory K	Emergency Medical Tech 1	New Hire	09/01/06
Leflouria Jr., Jesse J	Emergency Medical Tech 1	New Hire	09/01/06
McClure, Justin Brent	Emergency Medical Tech 1	Re-Hire	09/01/06
Perry, Daryl W	Emergency Medical Tech 1	New Hire	09/01/06

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>FIRE</u></b>			
Poole, Joshua L	Emergency Medical Tech 1	New Hire	09/01/06
Price, Derrick Ryan	Emergency Medical Tech 1	New Hire	09/01/06
Simmons, Daniel Jesse	Emergency Medical Tech 1	New Hire	09/01/06
Toll, Steven Shane	Emergency Medical Tech 1	New Hire	09/01/06
Wilson, Russell Taylor	Emergency Medical Tech 1	New Hire	09/01/06
Sewell, David H	Fire Assistant Chief	Promotion	09/16/06
White, David R.	Fire Assistant Chief	Promotion	09/16/06
Hodges Jr., Thomas E	Fire District Chief	Promotion	09/16/06
Kendall Jr., Ronald A.	Fire Instructor	Promotion	09/16/06
Lankford, Timothy W	Fire Instructor	Promotion	09/16/06
Dozier, Ronnie E	Office Support Rep 3	Promotion	09/16/06
Bouser, Michael B	Paramedic 1	New Hire	09/01/06
Clinard, Ronald Scott	Paramedic 1	New Hire	09/01/06
Combs, Nicholas Sean	Paramedic 1	New Hire	09/01/06
Croy, Jeffrey Alan	Paramedic 1	New Hire	09/01/06
Duong, David	Paramedic 1	New Hire	09/01/06
Eldridge, Raina Kelly	Paramedic 1	New Hire	09/01/06
Gupton Jr., James E	Paramedic 1	New Hire	09/01/06
Martin, Melonie I	Paramedic 1	New Hire	09/01/06
Middleton, Randolph A	Paramedic 1	New Hire	09/01/06
Petty, Clarence B	Paramedic 1	New Hire	09/01/06
Powell, Corey E	Paramedic 1	New Hire	09/01/06
Welch, Thomas Bradley	Paramedic 1	New Hire	09/01/06
Wilee, Candice B	Paramedic 1	New Hire	09/01/06

**GENERAL SERVICES**

Atwood, Dianna L	Administrative Services Officer 4	Promotion	09/11/06
Thomas, Gregory H	Equipment & Supply Clerk 2	New Hire	08/28/06
Beasley, Mark G.	Radio Tech 3	Promotion	09/01/06
Kenderdine, Lee R.	Technical Specialist 2	Re-Hire	09/11/06

**HUMAN RESOURCES**

*Stanton, Malia C	Application Tech 1	Dept Transfer/Lateral	08/28/06
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\*Department transfer from the Health Department (HR Assistant 2, SR7)

**INFORMATION TECHNOLOGY SERVICE**

Singleton Jr., John A	Info Systems Division Manager	Promotion	09/11/06
Harris Jr., Terry L.	Info Systems Manager	Promotion	09/14/06
Jackson, Debra J.	Information Systems Operator Tech 2	Promotion	09/25/06

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>JUVENILE COURT</u></b>			
Craig, Michael C.	Warrant Officer	Promotion	09/11/06
<b><u>METROPOLITAN CLERK</u></b>			
Jones, Jamila R	Office Support Rep 2	New Hire	09/01/06
<b><u>PARKS</u></b>			
Gregory, Anita R.	Facility Coordinator	Promotion	09/08/06
Neloms, Stevon D.	Facility Coordinator	Promotion	09/08/06
Henry Jr., John L.	Maintenance & Repair Leader 2	Promotion	09/01/06
*Lanius, Tyler A	Maintenance & Repair Worker 1	Transition - Civil Service	09/29/06
Williams, Dustin R	Maintenance& Repair Worker 2	New Hire	09/01/06
^Hall, Beverly C	Office Support Rep 3	Return From Medical Pension	09/08/06
**Neloms Jr., Parvin J.	Recreation Center Manager	Class Change/Lateral	09/08/06
*Velez, Julio	Maintenance and Repair Worker 1	Transition - Civil Service	09/29/06

\*Transition to Civil Service from Seasonal status

^Return to work from Medical Disability

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

**PLANNING COMMISSION**

*Edwards, Lou T	Office Support Spec 2	Transition - Civil Service	09/18/06
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\*Transition to Civil Service from contract status

**POLICE**

Hoffman, Jackie B	Administrative Services Officer 4	Promotion	09/16/06
*Hunter-Griffin, Arlene	Police Crisis Counselor 2	Dept Transfer/Promotion	09/01/06
^Adams, Wesley K.	Police Officer 2	Class Change	09/10/06
^Angulo Jr., Carlos	Police Officer 2	Class Change	09/10/06
^Bacon, Eric S.	Police Officer 2	Class Change	09/10/06
^Combs, Joshua L.	Police Officer 2	Class Change	09/10/06
^Frost, Jonathan R.	Police Officer 2	Class Change	09/10/06
^Hamm, Shannon L.	Police Officer 2	Class Change	09/10/06
^Large, Charles E.	Police Officer 2	Class Change	09/10/06
^Lunn, Joshua M.	Police Officer 2	Class Change	09/10/06
^Martin, Howard R.	Police Officer 2	Class Change	09/10/06
^Paul, Jacob A.	Police Officer 2	Class Change	09/10/06
^Rikal, Jarrad M.	Police Officer 2	Class Change	09/10/06
^Smith, Jeremy A.	Police Officer 2	Class Change	09/10/06
^Stephens, Kenneth D.	Police Officer 2	Class Change	09/10/06
^Upchurch, Michael T.	Police Officer 2	Class Change	09/10/06
^Wade, Russell N.	Police Officer 2	Class Change	09/10/06

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>POLICE</u></b>			
Beach, Chanda M.	Police Operations Assistant 1	New Hire	09/01/06
**Brown, Shelia H.	Police Operations Assistant 1	Transition - Civil Service	09/01/06
Hill, Mechico C.	Police Operations Assistant 1	New Hire	09/01/06
Moore, Ida A.	Police Operations Assistant 1	Re-Hire	09/01/06
^^Stevenson, Jonthany D	Police Operations Assistant 1	Dept Transfer/ Transition - Civil Service	09/01/06

\*Department Transfer from Social Services (Social Worker 3, SR10) to Police (Police Crisis Counselor 2, SR11)

^Class change from Police Officer 1 to Police Officer 2

\*\*Transition to Civil Service from Seasonal status

^^Transition to Civil Service from Juvenile Court Clerk (Seasonal Worker) to Police (Police Operations Assistant 1, SR4)

**PUBLIC LIBRARY**

*Penney, Kathleen	Circulation Assistant 1	Transition - Civil Service	08/28/06
Simpson, Ronald	Equipment Operator 1	Promotion	08/28/06
^Johnson, Elizabeth A	Human Resources Analyst 3	Dept Transfer/Promotion	08/21/06
Ball Jr., Donald A	Info Systems Analyst 2	New Hire	09/11/06

\*Transition to Civil Service from Part Time status

^Department Transfer from General Services (Finance Officer 2, SR10) to Library (HR Analyst 3, SR12)

**PUBLIC WORKS**

Jones, Johnny W.	Equipment Operator 2	Re-Employment	09/25/06
Dougherty, John A	Equipment Operator 3	New Hire	08/28/06
Morris, Terry D	Equipment Operator 3	New Hire	09/25/06
*Madden Jr., William R.	Maintenance & Repair Leader 1	Class Change/Lateral	09/11/06
Majors Jr., Donald A.	Maintenance & Repair Leader 1	Promotion	09/25/06
Elkins, Jeffrey L.	Maintenance & Repair Leader 2	Promotion	09/11/06
Sparkman, Paul B.	Maintenance & Repair Leader 2	Promotion	09/11/06
Bowers, Steven D	Maintenance & Repair Worker 1	Re-Hire	09/25/06
Cason, Bobby L Jr.	Maintenance & Repair Worker 1	New Hire	08/28/06
Maclin Byron O Jr.	Maintenance & Repair Worker 1	New Hire	08/28/06
^Phillips, Antwan L.	Maintenance & Repair Worker 2	Demotion	09/25/06
Knight, Keith J.	Sanitation Supervisor	Promotion	09/11/06
**Loyd, Joshua A.	Sanitation Worker	Demotion	09/25/06

\*Class change from Equipment Operator 3, (TG8) to Maintenance & Repair Leader 1, (TI7)

^Demoted from Equipment Operator 2 (TG7) to Maintenance & Repair Worker 2 (TG4)

\*\*Demoted from Sanitation Leader (TI6) to Sanitation Worker (TG5)

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SHERIFF</u></b>			
Dean, Angela D.	Correctional Officer 1	Re-Hire	08/26/06
^Gleaves, Derrick L.	Correctional Officer 1	Demotion	08/29/06
*Wolfe, Edward J.	Correctional Officer 1	Transition - Civil Service	08/27/06
Brown, Keith W.	Correctional Officer 2	Promotion	09/01/06
Dover, Philip B	Correctional Officer 2	Promotion	09/01/06
Tippins, Orlando	Correctional Officer 2	Promotion	08/23/06
Barnes, Curtis R	Correctional Officer Sergeant	Promotion	09/01/06
Steele, Thomas L	Correctional Officer Sergeant	Promotion	08/23/06

^Demotion from Correctional Officer Sergeant to Correctional Officer 1

\*Transition to Civil Service from a non-Civil Service position

**SOCIAL SERVICES**

Brice, Jeanette	Homemaker	New Hire	09/05/06
Jackman, Carolyn D	Homemaker	New Hire	09/05/06
Seats, Dorethia C	Homemaker	New Hire	09/05/06
Williams, Patricia D	Homemaker	New Hire	09/05/06

**WATER SERVICES**

Gullatte, Wesley D.	Administrative Services Manager	Promotion	09/09/06
*Hodges, Gregory T.	Customer Service Field Rep 2	Demotion	09/09/06
Pace, Tiffany L	Engineer In Training	New Hire	09/23/06
Boachie, Kwaku S.	Equipment Operator 2	Promotion	09/09/06
Demonbreun, Leon	Equipment Operator 2	Promotion	09/09/06
Dunn, David O.	Equipment Operator 2	Promotion	09/09/06
White, Katherine B	Service Rep 2	Promotion	08/26/06

\*Demotion from Customer Service Field Rep 3 (SR7) to Customer Service Field Rep 2 (SR6)

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

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Ford, D'ann R	Emer Telecommunications Off 1	Resignation	ECC	09/15/06
Fujino, Dolores M.	Emer Telecommunications Off 1	Resignation	ECC	09/10/06
Vidal, Alyanis	Emer Telecommunications Off 1	Resignation	ECC	09/08/06
Habicht Jr. John G	Emer Telecommunications Off 4	Resignation	ECC	09/01/06
Dungan, Casey L	Finance Admin	Resignation	Finance	09/22/06
Kendall Sr., Ronald A	Fire Captain	Pension	Fire	08/20/06
Moore, Stephen E	Fire Engineer	Pension	Fire	09/11/06

**TERMINATIONS/ PENSIONS**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Department</u></b>	<b><u>Date</u></b>
Woodroof Sr., Paul R.	Fire Engineer	Pension	Fire	08/12/06
Hargett, Robbie Jo	Administrative Services Officer 3	Pension	General Services	09/12/06
Getsay, Ricky G.	Administrative Services Manager	Resignation	Info Tech Service	09/07/06
Johnson Jr., David R.	Information Systems Oper Tech 1	Resignation	Info Tech Service	09/01/06
Evans, Betty S	Concessions Clerk 2	Pension	Parks	08/31/06
Morgan, Martha L.	Facility Coordinator	Pension	Parks	08/24/06
Hodges Jr., Ira L	Greenskeeper 1	Pension	Parks	08/24/06
Fox Jr., Victor M	Maintenance & Repair Worker 1	Dismissal	Parks	09/15/06
Rucker, Milton B	Recreation Leader	Dismissal	Parks	09/15/06
King, Hazel C.	Specialized Skills Instructor	Pension	Parks	09/07/06
Solomon, Deborah A	Specialized Skills Instructor	Pension	Parks	09/20/06
Hewitt, Steven W.	Police Lieutenant	Resignation	Police	09/15/06
Kimble, Ernest L.	Police Lieutenant	Pension	Police	08/31/06
Burchwell Jr., Jesse F.	Police Officer 2	Resignation	Police	08/31/06
Salahuddin, Doreisha T.	Police Officer 2	Resignation	Police	08/15/06
Star, Rayford A	Police Officer 2	Resignation	Police	08/31/06
Culver, Colette J	Police Operations Analyst 1	Resignation	Police	08/23/06
Council, Floyd G	Library Associate 1	Resignation	Public Library	08/25/06
Lanier, Marsha A.	Library Associate 1	Resignation	Public Library	09/06/06
Stemmler, Barbara A.	Library Associate 1	Resignation	Public Library	09/02/06
League, Barbara A.	Administrative Assistant	Resignation	Public Works	09/15/06
Cleghon, Jonathan M.	Engineer 2	Resignation	Public Works	08/31/06
Thomasson Jr., Michael W	Engineering Tech 3	Resignation	Public Works	08/31/06
Boyd Sr., Jerry L.	Equipment Operator 1	Resignation	Public Works	08/29/06
Gates, John B.	Equipment Operator 3	Resignation	Public Works	09/01/06
Peacher Jr., George W	Equipment Operator 3	Dismissal	Public Works	08/25/06
Medley, Randy E	Maintenance & Repair Worker 1	Dismissal	Public Works	09/01/06
Woodall, Timothy N.	Maintenance & Repair Worker 1	Dismissal	Public Works	08/30/06
Morgan, Michelle J.	Office Support Rep 3	Resignation	Public Works	09/22/06
Alvarez, Jason A.	Correctional Officer 1	Resignation	Sheriff	09/07/06
Cates, Clayton C.	Correctional Officer 1	Resignation	Sheriff	08/19/06
Coggins, Jessica R.	Correctional Officer 1	Dismissal	Sheriff	08/31/06
Covert, Keith D.	Correctional Officer 1	Resignation	Sheriff	09/01/06
Hunter, Joseph G.	Correctional Officer 1	Resignation	Sheriff	08/13/06
O'Connor, Harry K.	Correctional Officer 1	Resignation	Sheriff	09/07/06
Robey, Bettina E.	Correctional Officer 1	Dismissal	Sheriff	08/14/06
Taylor, Angelia G.	Correctional Officer 1	Dismissal	Sheriff	08/14/06
Tindall, Penny M.	Correctional Officer 1	Resignation	Sheriff	09/08/06
Trawick, Nicole R.	Correctional Officer 1	Resignation	Sheriff	08/30/06
West, Danny J.	Correctional Officer 1	Resignation	Sheriff	09/07/06
Wilkinson, Jeremy M.	Correctional Officer 1	Dismissal	Sheriff	08/14/06
Foster, Charles	Correctional Officer Lieutenant	Dismissal	Sheriff	08/23/06
Morgan, Windle	Administrative Services Officer 4	Resignation	Social Services	08/18/06
Baker, Jeremy R	Treatment Plant Tech 1	Resignation	Water Services	09/12/06
Cart, Jeremy M	Water Maintenance Tech 1	Resignation	Water Services	09/11/06

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

**ELIGIBILITY REGISTER REPORT- ESTABLISHED**

<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Requesting Department</u></b>
Finance Officer 3 - Compliance	Dept	Finance
Administrative Services Officer 4 - Gen Services	Dept	General Services
Radio Technician 3	Dept	General Services
Technical Spec 2 - ADA	Open	General Services
IS Division Manager - Security	Dept	ITS
IS Manager - Metro Channel 3	Open	ITS
IS Applications Analyst 2	Open	Library
Library Manager 3 - Edmondson	Open	Library
Maintenance & Repair Worker 2 - Structures	Dept	Parks
Administrative Services Officer 4 - Police	Dept	Police
Computer Operator 2	Open	Police
Police Operations Coordinator 2	Dept	Police
Maintenance & Repair Leader 1-Street Cleaning	Dept	Public Works
Maintenance & Repair Leader 2 - Alley Crew	Dept	Public Works
Administrative Services Manager - Construction	Dept	Water Service
Office Sup Rep 3 - Customer Services	Dept	Water Service

**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>
10/27/05	Fire Engineer	61	Dept
03/01/06	Administrative Services Manager - Media Relations	36	Open
05/04/05	Research Analyst	24	Open
01/10/06	Social Worker 2	39	Open

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

**DEPARTMENTAL ITEMS****BEER BOARD**

**REQUEST:** Ms. Jackie Eslick, Executive Director, requested approval of leave from Civil Service from July 1, 2006 to June 30, 2007.

**Ms. Eslick, who was appointed to this position by the Beer Board in 2004, requested leave from Civil Service under rule 4.15, which upon approval, allows her to continue to serve in the non-civil service position of Executive Director for another year.**

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

**COMMUNITY EDUCATION ALLIANCE**

REQUEST: Ms. Corine B. Jackson, Program Manager I, requests approval of leave from Civil Service from October 2, 2006 to October 1, 2007.

Ms. Jackson said she is requesting leave from Civil Service to work in a non-Civil Service position with the Board of Education as the Coordinator for Community Education Before/After School Program.

**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 COMMUNICATION CENTER**

REQUEST: Ms. RoxAnn Brown, Director, represented by Robin Brown and Erin Hampton, requested approval for the following:

- a. Hire Above midpoint Tim Smith, ECC Assistant Director, Open Range (ET08) effective October 10, 2006.

Mr. Smith has twelve years of experience and twenty years in Public Safety. He worked as Director of Consolidated 911 for three cities in Texas and as Assistant Chief of Technology for Denton Police Department. During his employment, he deployed RMS, JMS (broadband) Wireless Mobile, developed the GIS in preparation for Phase II Wireless that eventually moved to Phase II wireless. Under his leadership, staff met state certification requirements for public safety dispatchers.

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

- b. Promotional Increase above 15% for Jeannie Mallory, ECC Assistant Director (ET08) effective October 10, 2006.

Ms. Mallory was offered the position of Assistant Director for ECC at the annual salary of \$75,500. Due to administrative oversight, the offer exceeded the 15% max increase to receive a promotion. She has been functioning in a management capacity since March 2003 and has over twenty years experience.

**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.*

**GENERAL SERVICES**

REQUEST: Ms. Nancy Whittemore, Director, represented by Erin Hampton, requested approval to Hire Above Base Ms. Sandra Smith-Johnson, Office Support Representative 3, Step 2, effective October 10, 2006. SR 6

Erin Hampton said that Ms. Smith-Johnson is an individual who is able to work independently, to manage multiple projects and to make sound decisions. She has nine (9) years of experience in various office duties.

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

**INFORMATION TECHNOLOGY SYSTEMS**

**REQUEST:** Ms. Sandy Cole, Director, represented by Carlton Gray, requested approval of proposed ITS Departmental Rules – Security

Carlton Gray met with the Commission to review proposed Departmental Rules dealing with Security. There was in depth discussion regarding section 5.16 – Serious Misdemeanor. The Commission felt the definition was too vague and requested that ITS review this information and provide a better definition.

**ACTION:** *By request of the Commission, this matter will be brought back at the November meeting.*

**PUBLIC WORKS**

**REQUEST:** Mr. John W. Lynch, Director, represented by John Walker, requested the following:

- a. Approval of open range adjustments for the following employees:

Jim Snyder, Engineer 3 (SR14)

Mr. Snyder is the Chief Construction Project Manager and is currently in charge of all major capital improvement projects. Projects that Mr. Snyder managed were under budget, finished before the proposed deadline and exceeded quality expectations.

Jenna Smith-Sexter, Customer Service Manager (SR14)  
Jack Tucker, Waste Management Superintendent (SR13)

Both Ms. Smith-Sexter and Mr. Tucker assumed duties which were formerly under the Assistant Director for Waste Management. Mr. Tucker assumes the day to day management of the operational components of recycling, brush, refuse collection and drop-off center. While Ms. Smith-Sexter oversees the management of vendor contracts, regulatory reporting, data collection and analysis as well as other administrative functions. Both individuals have improved program clarity, coordination and customer satisfaction.

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

- b. Approval of an Increment Advancement for George Allen, Compliance Inspector 1, SR7 – Step 8 to Step 9, effective July 31, 2006.

Mr. Allen, who has been employed with the Public Works Department for twenty years, has an excellent performance record. In addition to his regular duties, Mr. Allen has been performing duties with Roadway Response Unit for the past three years.

**MOTION:** *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen 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:    JOB DESCRIPTIONS

Property Standards Inspection Chief  
Property Standards Inspector 1 & 2  
Building Inspector 1 & 2  
Electrical Inspector 1 & 2  
Mechanical/Gas Inspector 1 & 2  
Plumbing Inspector 1 & 2

SBCCI – Southern Building Code Congress International which regulates licenses for building codes, is now the International Code Council – ICC. Due to the conversion, building codes licenses were renamed and/or consolidated. Thirteen descriptions will need to be converted in order for titles of old licenses to coincide with the new licenses. Also identified were several housekeeping changes for Property Standards Inspector I. In that change, “complaints of violations” will become “requests for service” in the job objective section. Additional information to be inserted in the “Major Job Responsibilities” section is: makes on-site inspections of dwellings and surrounding premises; makes recommendations for rehabilitations/demolition of structures and assists with the property standards and zoning appeal process.

**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.*

( 2:    Request advance approval to hire above midpoint for the position of Human Resources Manager – Labor Relations

Ben Johnson said the Human Resources Department is in the process of recruiting an HR Manager to handle labor relations matters. The position serves as the primary Metro management representative for meeting and conferring with labor unions, evaluating impact of recommendations, administering, monitoring, preparing and ensuring compliance with MOU’s. Due to the complexity of the position, specialized skills required, and desired level of experience, HR is requesting approval in advance to hire above midpoint.

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

( 3:    Communiqués from the public on pending hearings

None

***Other Items for Commission review and consideration:***

( 4: Review of the Human Resource Director's performance evaluation / compensation

Pursuant to Civil Service Policy, the Commission received and further recommended a 10% merit increase based upon job performance.

***MOTION: After some discussion, Commissioner Jarrett moved for approval of a 10% increase in salary to Ms. Dorothy Berry, Director of Human Resources. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.***

With nothing further, the regular meeting adjourned at 9:20 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