

## AGENDA

### METROPOLITAN CIVIL SERVICE COMMISSION

OCTOBER 10, 2006

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, October 10, 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 September 12, 2006 Civil Service Commission regular meeting.

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

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

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>FIRE</u></b>			
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

**JUVENILE COURT**

Craig, Michael C.	Warrant Officer	Promotion	09/11/06
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**METROPOLITAN CLERK**

Jones, Jamila R	Office Support Rep 2	New Hire	09/01/06
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**(B) APPOINTMENTS**

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

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>PUBLIC LIBRARY</u></b>			
*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)

**SHERIFF**

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

**(B) APPOINTMENTS**

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

**(C) 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
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

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
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

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

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

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

**DEPARTMENTAL ITEMS**

**BEER BOARD**

Item #1: Ms. Jackie Eslick, Executive Director, requests approval of leave from Civil Service from July 1, 2006 to June 30, 2007.

**COMMUNITY EDUCATION ALLIANCE**

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

**EMERGENCY COMMUNICATION CENTER**

Item #3: Ms. RoxAnn Brown, Director, requests approval for the following:

- a. Hire Above midpoint Tim Smith, ECC Assistant Director, Open Range (ET08) effective October 10, 2006.
- b. Promotional Increase above 15% for Jeannie Mallory, ECC Assistant Director (ET08) effective October 10, 2006.

**GENERAL SERVICES**

Item #4: Ms. Nancy Whittemore, Director, requests approval to Hire Above Base Ms. Sandra Smith-Johnson, Office Support Representative 3, Step 2, effective October 10, 2006. SR 6

**INFORMATION TECHNOLOGY SYSTEMS**

Item #5: Ms. Sandy Cole, Director, requests approval of proposed ITS Departmental Rules – Security (Addressed at the September meeting )

**PUBLIC WORKS**

Item #6: Mr. John W. Lynch, Director, requests the following:

- a. Approval of open range adjustments for the following employees:
  - 1. Jim Snyder, Engineer 3 (SR14)
  - 2. Jenna Smith-Sexter, Customer Service Manager (SR14)
  - 3. Jack Tucker, Waste Management Superintendent (SR13)
- b. Approval of an Increment Advancement for George Allen, Compliance Inspector 1, SR7 – Step 8 to Step 9, effective July 31, 2006.

## **HUMAN RESOURCES**

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

Item #7:            **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  
Plans Examiner 1 & 2

Item #8            Request advance approval to hire above midpoint for the position of Human Resources Manager – Labor Relations

Item #9:            Communiqués from the public on pending hearings

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

Item #10:           Review of the Human Resource Director's performance evaluation / compensation

