

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

DECEMBER 12, 2006

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on December 12, 2006 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:35 a.m.

Commission Members present: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, C. Michael Allen, Ervina Jarrett and D. Billye Sanders.

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

November 14, 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 Steve Corbitt seconded the motion and the Commission approved without objection.

* NOTE: Chairman Farmer read a memorandum regarding an Announcement of Appeals Process pursuant to ordinance #BL2006-2050 where the Commission must announce at the beginning of each meeting the process and time frame for appealing a decision of the board or commission. Also addressed was an amendment to Chapter 2.68 of the Metropolitan Code of Laws by Ordinance # BL2006-1050.

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>EMERGENCY COMMUNICATION CENTER</u>			
Whipple, Justin K	Information Systems Tech 2	New Hire	11/06/06

FINANCE

Marks, Pamela M	Administrative Services Officer 2	Promotion	11/20/06
*Reeder, Theresa C.	Application Tech 3	Class Change/Lateral	11/20/06
^McCorkle, Joseph E	Finance Admin	Vol Reduction In Grade	11/20/06
Moyers, Beverly D.	Finance Officer 2	Promotion	11/20/06
**Gadsden Jr., James S	Finance Officer 3	Dept Transfer/Promotion	11/16/06
Love, Mary Ann	Systems Advisor 1	Promotion	11/20/06

*Class change from Office Support Manager (SR9) to Application Tech 3 (SR9)

^Voluntary reduction in grade from Finance Manager (SR14) to Finance Administrator (SR13)

**Department Transfer from General Services (Finance Officer 2, SR10) to Finance (Finance Officer 3, SR12)

FIRE

*Armes, Scott M.	Emergency Medical Tech 2	Return from IOD/Pension	11/01/06
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*Return from Pension to same classification

GENERAL SERVICES

Palk, Andrea H	Administrative Services Manager	Promotion	11/06/06
Woody, D Dwayne	Application Tech 2	Promotion	11/07/06

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
Stanton, Malia C	Application Tech 2	Promotion	11/06/06
Northern, Corey D	Human Resources Analyst 1	New Hire	11/20/06
Bussell, Jane H.	Professional Specialist	Promotion	11/01/06
Dickson, Lisa M.	Professional Specialist	Promotion	11/01/06
Henry, Lacy M.	Professional Specialist	Promotion	11/01/06
Waltenbaugh, Seth P	Professional Specialist	Promotion	11/01/06

PARKS

Floyd, Gernell D.	Program Coordinator	Promotion	11/03/06
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POLICE

Sherrell, Mickie J	Administrative Services Officer 3	Promotion	11/01/06
Corcoran, Lou Anne	Police Operations Analyst 1	Promotion	11/16/06
Hayes, Sandra D	Police Operations Supervisor	Promotion	11/01/06
Martin, Sharon K	Police Operations Supervisor	Promotion	11/01/06
Whitelow, Sanetta L	Police Operations Supervisor	Promotion	11/01/06

PUBLIC LIBRARY

Burns, Angela D	Circulation Assistant 1	New Hire	11/13/06
Morros, Jesse A	Circulation Assistant 1	New Hire	11/13/06
Williams, Kenneth W	Custodian 1	New Hire	11/20/06
Boling, Susan E	Librarian 1	New Hire	11/20/06
*Brooks, Linda L.	Library Associate 1	Transition - Civil Service	11/20/06
Blackburn, Kristin J.	Library Associate 2	Promotion	11/20/06

*Transition to Civil Service from Part Time status

PUBLIC WORKS

Afis, Ali T.	Engineer 3	Promotion	11/20/06
Campbell, Jeffrey J	Engineer 3	Promotion	11/20/06
Doyle, Devin P.	Engineer 3	Promotion	11/20/06
Jackson, Renee C	Engineer 3	Promotion	11/20/06
Knauf, Walter C.	Engineer 3	Promotion	11/20/06
Bowden, Korby B.	Engineering Tech 2	Promotion	11/06/06
Carney, Thomas A	Equipment Operator 3	New Hire	10/23/06
Hayes, David A	Maintenance & Repair Worker 1	New Hire	11/06/06
Thompson, Donald D	Maintenance & Repair Worker 1	New Hire	11/06/06
Jackson, Eureka M	Office Support Rep 2	New Hire	11/20/06
Morris, Melody M.	Office Support Specialist 1	Promotion	10/23/06
Denton, Brandi M.	Office Support Specialist 2	Promotion	10/23/06
*Cantu, Berardo D.	Parking Patrol Officer 2	Class Change/Lateral	10/23/06
Rowan, Rory B	Technical Specialist 1	Promotion	11/06/06
Rutledge Jr., Howard M.	Technical Specialist 1	Promotion	11/06/06

*Class change from Compliance Inspector 2, SR9 to Parking Patrol Officer 2, SR9)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Adams, Jonathon D.	Correctional Officer 1	New Hire	11/13/06
Anderson, Robin B.	Correctional Officer 1	New Hire	11/13/06
Barrett, Billy J.	Correctional Officer 1	New Hire	11/13/06
Barshaw, Matthew E.	Correctional Officer 1	New Hire	11/13/06
*Bass, John D.	Correctional Officer 1	Transition - Civil Service	11/13/06
Borchelt, Jr., Virgil W.	Correctional Officer 1	New Hire	11/13/06
Brown, Tracy L.	Correctional Officer 1	New Hire	11/13/06
Burdge, John D.	Correctional Officer 1	New Hire	11/13/06
Cahall, Kenneth R.	Correctional Officer 1	New Hire	11/13/06
Caulder, Pamela H.	Correctional Officer 1	New Hire	11/13/06
Clark II, Phillip D.	Correctional Officer 1	Re-Hire	11/13/06
Conrad, Thomas A.	Correctional Officer 1	New Hire	11/13/06
Dansby, Joshua M.	Correctional Officer 1	New Hire	11/13/06
Freely, Oliver W.	Correctional Officer 1	New Hire	11/13/06
Groves, Bobby N.	Correctional Officer 1	New Hire	11/13/06
Kucenas, Adam J.	Correctional Officer 1	New Hire	11/13/06
Lindsey, Corey T.	Correctional Officer 1	New Hire	11/13/06
Martin, Jeffrey J.	Correctional Officer 1	New Hire	11/13/06
Merritt, Aaron S.	Correctional Officer 1	New Hire	11/13/06
Morris, Mitchell B.	Correctional Officer 1	New Hire	11/13/06
Register, Alisha A.	Correctional Officer 1	New Hire	11/13/06
Rickman, Christopher D.	Correctional Officer 1	New Hire	11/13/06
Roberson, Brandon M.	Correctional Officer 1	New Hire	11/13/06
Sandoval, Jonathan A.	Correctional Officer 1	New Hire	11/13/06
Schmitz, Charles B.	Correctional Officer 1	New Hire	11/13/06
Shaver, Dorne J.	Correctional Officer 1	New Hire	11/13/06
Shipley, Phil	Correctional Officer 1	New Hire	11/13/06
Taylor, Lewis A.	Correctional Officer 1	New Hire	11/13/06
Van Metre, Hal G.	Correctional Officer 1	New Hire	11/13/06
Watson, Hugh L.	Correctional Officer 1	New Hire	11/13/06
Hollins, Joseph B.	Correctional Officer 2	Promotion	11/12/06
Hill, Tamera P.	Office Support Rep 2	New Hire	11/12/06

*Transition to Civil Service from Full Time/Non-Civil Service

SOCIAL SERVICES

Hillman, Joyce W	Administrative Services Officer 4	New Hire	11/14/06
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WATER SERVICES

Fulson, Sharon R	Office Support Rep 3	Promotion	11/04/06
Turner, Ross A	Service Rep 2	Promotion	11/18/06
Wilson, Ulgrace E.	Service Rep 2	Promotion	11/18/06
Barnes, Larry R	Technical Specialist 2	Promotion	11/04/06
Trimble, Michael E	Water Maintenance Leader 2	Promotion	11/18/06
Toosi, Cyrus	Water Services Assistant Director	Promotion	11/04/06

MOTION: *After some discussion, Vice-Chairman Corbitt 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>
Spain, Robert E	Mech/Gas Inspector 1	Deceased	Codes Administration	11/09/06
Sabados II, Steven C.	Info Systems Division Manager	Resignation	ITS	11/10/06
Vogt, Carol M.	Information System Oper Tech 1	Pension	ITS	11/03/06
Gilbert, Lee R	Maintenance & Repair Leader 1	Pension	Parks	11/14/06
Lewis, Kevin J	Maintenance & Repair Leader 1	Resignation	Parks	11/09/06
Howell, Kevin R	Planning Tech 1	Resignation	Planning Commission	10/27/06
Fisher Jr., John B	Police Officer 2	Resignation	Police	11/15/06
Jones, Kenneth L	Police Officer 2	Resignation	Police	10/30/06
Shedron, Kyle W.	Police Officer 2	Resignation	Police	11/09/06
Wilson, Andrea Laketia	Police Operations Assistant 3	Resignation	Police	11/15/06
Davenport, Carl R.	Police Security Guard 1	Deceased	Police	10/31/06
Hill, Adam M.	Archives Assistant 1	Resignation	Public Library	11/17/06
Scott, Mary A	Library Associate 2	Resignation	Public Library	10/28/06
Clark III, William E	Equipment Operator 3	Dismissal	Public Works	10/27/06
Fletcher Jr., Elias	Equipment Operator 3	Pension	Public Works	11/15/06
Clemmons, Julius M	Maintenance & Repair Worker 1	Dismissal	Public Works	11/17/06
Menzies, Tron A	Maintenance & Repair Worker 1	Dismissal	Public Works	11/03/06
Cantrell, Jeremy P.	Correctional Officer 1	Resignation	Sheriff	11/14/06
Fields, Semaj S.	Correctional Officer 1	Dismissal	Sheriff	11/13/06
Kocurek, Monica M.	Correctional Officer 1	Resignation	Sheriff	11/12/06
Tate, Richard L.	Correctional Officer 1	Resignation	Sheriff	11/17/06
Tisdale, Trenton G.	Correctional Officer 1	Resignation	Sheriff	11/14/06
Ward, Robert L.	Correctional Officer 1	Resignation	Sheriff	11/01/06
Wilson, Kyler D.	Correctional Officer 1	Resignation	Sheriff	11/12/06
Coleman, Jason B.	Correctional Officer 2	Resignation	Sheriff	10/23/06
Hooberry Jr., Ben C	Engineering Tech 2	Pension	Water Services	10/31/06

MOTION: *After some discussion, Vice-Chairman Corbitt 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

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Services Officer 2-Accounts	Dept	Finance
Finance Officer 2-Payroll	Dept	Finance
IS Advisor 1-Payroll	Dept	Finance
Applications Tech 2-Radio	Dept	General Services
Automotive Mechanic	Open	General Services
Finance Officer 2-Shared Business	Open	General Services
Library Associate 2	Open	Library
Office Support Rep 1-Library	Open	Library
Applications Tech 1-Master Plan	Open	Parks & Recreation
Planning Tech 1-Bonds	Dept	Planning Commission
Administrative Services Officer 3-Police	Open	Police
Engineer 3-Public Works	Dept	Public Works
Engineering Tech 2-Traffic	Dept	Public Works
Equipment Operator 1-Roads	Dept	Public Works
Equipment Operator 2-Roads	Dept	Public Works
Tech Specialist 1-Traffic	Dept	Public Works
Administrative Services Officer 4-Quality Assurance	Open	Social Service
Tech Specialist 2-Const Inspector	Dept	Water Service
Water Maintenance Leader 2-Sewer Maintenance	Dept	Water Service

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
3/31/06	Maintenance & Repair Worker 3-Grounds	02	Open
3/22/06	Customer Service Field Rep 1-Waste Management	24	Open

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

DEPARTMENTAL ITEM**PUBLIC WORKS**

REQUEST: Mr. John W. Lynch, Director, represented by Mark Macy, Assistant Director of Public Works, requested approval for an Increment Advance for:

- a. Jerry Brown, Engineering Technician 3, from Step 5 to Step 6, effective December 17, 2006. SR10

Mr. Macy said that Mr. Brown has developed new equipment for land surveying operations which saves time in the field and reduces potential safety hazards while working in traffic.

- b. Bonnie Crumby, Engineering Technician 3, from Step 6 to Step 7, effective December 17, 2006 SR 10

Mr. Macy said Mr. Crumby has incorporated a GIS system for the Streets and Addressing System. It is now linked to E-911, Metro Land Information System and KIVA Permitting System used by Codes, Planning and Water Services.

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.*

HUMAN RESOURCES

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

- (1: Review of Order - Jeff Ackerman, Fire Department/Grievance – IOD

Jeff Ackerman, Firefighter with the Metropolitan Nashville Fire Department, filed a grievance in response to a denial by Chief Stephen Halford for a claim of Injured on Duty. Ackerman maintained that he was on a special duty assignment by the Fire Department at the time of the injury. Administrative Law Judge Marion Wall was assigned to hear the case. Upon Motion by Ackerman, the Administrative Law Judge entered an Order to Dismiss the appeal with Prejudice.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the Order to Dismiss the appeal with Prejudice as submitted by Judge Marion Wall. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

(2: Review Order of Dismissal - Adrienne Lewis, MAC/Dismissal

Adrienne Lewis, Lead Teacher at Ross Head Start Center, was dismissed from employment with the Metro Action Commission for Violation of MAC policies 6.6, Engaging in Corporal punishment or emotional/physical abuse or humiliation of a student; 6.5.1 – Failure to perform official duties, and 6.5.27 – Standard of Conduct. Ms. Lewis appealed this decision to the Civil Service Commission. James Robinson, Metro Attorney, represented MAC and Ms. Lewis was represented by Attorney Lynn Agee.

On November 15, 2006, Administrative Law Judge Robert Fellman entered an Order of Dismissal due to the matter being mediated. A settlement was reached by all parties.

Mr. Agee, Attorney for Ms. Lewis was not present for the meeting. Mr. James Robinson, Metro Attorney, was present before the Commission to review and discuss the case.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the Order as submitted by Judge Robert Fellman. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

(3: Request for the Commission to review the Application of Civil Service Policy 3.13B – Disability Re-Employment - Calculation of Pay Rate for Return to Work. (Whitehouse et al. vs. Metro Government)

ACTION: *This matter has been deferred until the next regular meeting in January 2007.*

(4: **JOB DESCRIPTIONS**

Metropolitan Treasurer
Finance Assistant Director
Human Resources Manager

Susan Gish said that the Metropolitan Treasurer was revised to include management and an oversight of the Metropolitan Pension Trust Fund, administrative support for the Board of Education Retirement Committee, custodial responsibility for the Teacher Retirement Fund, Plan Administrator of Metro's 457 plan and other additional duties and responsibilities for bonded debt and other related functions.

The Finance Assistant Director's job description revision incorporates the Collection Officer and Public property Officer responsibilities. The proposed revision recognizes inclusion of jobs required by the Metro Charter – Section 8107 and Section 8.112.

The Human Resources Manager job description revision adds specific duties and responsibilities of Managers within the Human Resources Department.

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.*

(5: Election of Chairman and Vice-Chairman to the Civil Service Commission

MOTION: *After some discussion, Commissioner Allen moved for approval to re-elect William H. Farmer as Chairman. Seconded by Commissioner Jarrett and the Commission approved without objection.*

MOTION: *After some discussion, Commission Jarrett moved for approval to re-elect R. Steve Corbitt as Vice-Chairman. Seconded by Commissioner Allen and the Commission approved without objection.*

(6: Communiqués from the public on pending hearings

None

****NOTE:** Vice-Chairman R. Steve Corbitt said he had received and reviewed the most recent Administrative Hearing Schedule for employee appeals to the Civil Service Commission. He requested that an updated copy of this hearing schedule be provided to the Commission each quarter. The Commission further requested that Metro Government should make every effort to expedite pending cases through the legal system in a timely manner. Michael Safley, Attorney for the Commission, said he would convey this request to his staff.

With nothing further, the regular meeting adjourned at 8:50 a.m.

ATTEST:

APPROVED:

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

William H. Farmer
Chairman
Civil Service Commission