

## **MINUTES**

### **METROPOLITAN CIVIL SERVICE COMMISSION**

**JANUARY 9, 2007**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on January 9, 2007 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.

**December 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 one correction to the minutes, under Human Resources item #1, the record should reflect that Commissioner Jarrett seconded the motion. Vice-Chairman Corbitt moved for approval.***

**NOTE:** Chairman Farmer read a memorandum regarding an Announcement of Appeals Process pursuant to ordinance #BL2006-2050.

#### **APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>EMERGENCY COMMUNICATION CENTER</u></b>			
Clark, Christie G	Administrative Services Officer 3	New Hire	12/18/06
<b><u>FINANCE</u></b>			
Gouveia, Gerald G	Finance Officer 2	New Hire	12/18/06
<b><u>GENERAL SERVICES</u></b>			
Kostrub, William M	Administrative Services Officer 3	New Hire	12/18/06
*Cannady, Anne	Application Tech 1	Return From Medical Pension	12/04/06
Coley, Shannon T	Automotive Mechanic	New Hire	12/04/06
Davis Jr., Dave L	Automotive Mechanic	New Hire	12/04/06
England, Thomas D.	Building Maintenance Lead Mechanic	Promotion	12/18/06
Owens Jr., Thomas A.	Building Maintenance Lead Mechanic	Promotion	12/18/06
^Lynam, Mark J.	Finance Admin	Vol Reduction In Grade	12/22/06
Vance, Dwayne D	Finance Officer 2	New Hire	12/04/06

\*Return from Medical Pension

^Voluntary Reduction In Grade from IS Division Manager, SR14 to Finance Admin, SR13

#### **HUMAN RESOURCES**

Brock, Antonia Louise	Application Tech 2	Promotion	12/04/06
Copeland, Patricia J.	Application Tech 2	Promotion	12/04/06

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>INFORMATION TECHNOLOGY SERVICE</u></b>			
Kahan, Leigh E	Info Systems Mgr	New Hire	12/18/06
Martin Jr., George P.	Information Systems Operator Analyst 3	Promotion	12/04/06
*Auer, Jon E.	Information Systems Operator Tech 1	Dept Transfer/Promotion	12/18/06
Holland, Codey L	Information Systems Operator Tech 1	New Hire	12/07/06
Harbsmeier, David M	Program Spec 2	Re-Hire	12/18/06

\*Department Transfer from Water (Office Support Rep 2, SR5) to ITS (IS Operations Tech 1, SR8)

**JUVENILE COURT**

*Davis, Brian L.	Warrant Officer	Dept Transfer/Promotion	12/18/06
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\*Department Transfer from Sheriff's Office (Correctional Officer 1, CO1) to Juvenile Court (Warrant Officer 1, SR8)

**PARKS**

Crawley-Morrow, Darlene L.	Application Tech 1	Re-Hire	12/01/06
*Ingram, Richard L	Maintenance & Repair Worker 2	Demotion	12/22/06
Vollbrecht, Vera Ellen	Nature Center Manager	Promotion	12/15/06
^Kirby Jr., Elgrine J	Park Ranger 1	Return from Medical Pension	12/15/2006

\*Demoted From M&R Worker 3 (TG6) To M&R Worker 2 (TG4)

^Return From Pension To The Same Classification

**PLANNING COMMISSION**

Winston, L J.	Planning Tech 1	Promotion	12/4/2006
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**POLICE**

Mumford, Kristin A	Administrative Services Manager	New Hire	12/01/06
*Jones, Carlette Y.	Administrative Services Officer 3	Dept Transfer/Lateral	12/05/06
Tarkington, Pamela	Administrative Services Officer 3	Promotion	12/01/06
^Casteel, Justin B.	Police Officer 1	Class Change	12/15/06
^Dills, Vickie L.	Police Officer 1	Class Change	12/15/06
^Gautreaux, Julio H	Police Officer 1	Class Change	12/15/06
^Lawson, Michael B	Police Officer 1	Class Change	12/15/06
^Pulliam, Teresa A	Police Officer 1	Class Change	12/15/06
^Ramey Jr., James W	Police Officer 1	Class Change	12/15/06
^Ramirez, Gilbert	Police Officer 1	Class Change	12/15/06
^Ridgeway, Albert B.	Police Officer 1	Class Change	12/15/06
^Sipes, Matthew S	Police Officer 1	Class Change	12/15/06
^Slusser, James R	Police Officer 1	Class Change	12/15/06
**Anderson, Clay B.	Police Officer 2	Class Change	12/15/06
**Baney, Joshua L	Police Officer 2	Class Change	12/23/06
**Bolan, William E.	Police Officer 2	Class Change	12/15/06
**Brooks, Anthony L	Police Officer 2	Class Change	12/23/06

**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>			
**Hollifield, Michael B.	Police Officer 2	Class Change	12/15/06
**Lowry, Richard A.	Police Officer 2	Class Change	12/15/06
**Ranney, Seth J	Police Officer 2	Class Change	12/15/06
**Scandrett Jr., Larry P	Police Officer 2	Class Change	12/15/06
**Stogdill, Lauren Z.	Police Officer 2	Class Change	12/22/06
**Vallee, Andrew R.	Police Officer 2	Class Change	12/15/06
Willis, Kimberly K	Police Operations Coordinator 1	Promotion	12/01/06

\*Department Transfer from General Hospital (Accounts Payable Supervisor) to Police (Administrative Services Office 3, SR10)

^Class Change from Police Officer Trainee to Police Officer 1

\*\*Class Change from Police Officer 1 to Police Officer 2

**PUBLIC LIBRARY**

Wallace, Jeremy D	Circulation Assistant 1	New Hire	12/04/06
Arnell, Koran	Custodian 1	New Hire	12/04/06
*Mandyck, Maura B	Librarian 3	Vol Reduction -Salary Grade	12/18/06
^Blevins, Ashley D.	Library Associate 1	Transition - Civil Service	12/04/06
Hickson, Regina C	Library Associate 1	Promotion	12/18/06
Shaw, Charles T	Library Associate 1	New Hire	11/20/06
Bell, Christine	Library Associate 2	Promotion	12/18/06

\*Voluntary Reduction In Grade from Library Manager 2 (SR12) to Librarian 3 (SR11)

^Transition to Civil Service from Part Time Status

**PUBLIC WORKS**

*Jordan, Cedric W.	Customer Service Field Rep 1	Class Change/Lateral	12/18/06
^Smith, Tammy D	Customer Service Field Rep 1	Class Change/Lateral	12/18/06
Parker, Herschell B	Customer Service Field Rep 3	New Hire	12/18/06
**Kenderdine, Lee R.	Engineer 2	Dept Transfer/Promotion	12/18/06
Taylor, Lindsay W.	Engineering Tech 1	Re-Hire	12/18/06
Dickens, Ryan N.	Equipment Operator 1	Promotion	12/04/06
Kizer, James M.	Equipment Operator 1	Promotion	12/04/06
Archev, Steven Dwayne	Equipment Operator 2	Promotion	12/18/06
Cross, James A	Equipment Operator 2	Promotion	12/18/06
Fleckenstein Iii, David F.	Equipment Operator 2	Promotion	12/04/06
Hale, Randy L.	Equipment Operator 2	Promotion	12/18/06
Lowe Jr., Charles E.	Equipment Operator 2	Promotion	12/18/06
McMurray, Joseph R.	Equipment Operator 2	Promotion	12/18/06
Neville, Jeremy J.	Equipment Operator 2	Promotion	12/18/06
Rainey, Thomas J.	Equipment Operator 2	Promotion	12/04/06
Menzies, Tron A	Maintenance & Repair Worker 1	Re-Employment	12/04/06
Parker, Jerry J	Maintenance & Repair Worker 1	New Hire	12/04/06
Saud, Thomas A	Maintenance & Repair Worker 1	New Hire	12/18/06
Doolittle, Valerie L	Office Support Rep 2	New Hire	12/18/06
Radinger, William J.	Technical Specialist 1	Promotion	12/18/06

\*Class Change from Sanitation Worker (TG5) to Customer Service Field Rep 1 (SR5)

^Class Change from Office Support Rep 2 (SR5) to Customer Service Field Rep 1 (SR5)

\*\*Department Transfer from General Services (Technical Specialist 2, SR12) to Public Works (Engineer 2, SR13)

### APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>TRANSPORTATION LICENSING COMM</u></b>			
Bowling, Milton B.	Trans Licensing Inspector 2	New Hire	12/18/06

### WATER SERVICES

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
Swift, Ricky	Engineer 3	Promotion	12/16/06
Andrews, Mary H.	Office Support Spec 2	Promotion	12/16/06
Brown, Jo Ann H	Office Support Spec 2	Promotion	12/16/06
*Hathaway, Karion	Office Support Spec 2	Dept Transfer/Lateral	12/02/06
Holt, Bonnye P.	Office Support Spec 2	Promotion	12/16/06
Page, Felecia A	Office Support Spec 2	Promotion	12/16/06
Haynes, Thomas E.	Water Maintenance Leader 2	Promotion	12/02/06

\*Department Transfer from Public Works to Water Services

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

### TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Hamilton, Justen T	Emer Telecommunications Off 1	Dismissal	ECC	12/01/06
Darby, April R	Finance Officer 2	Resignation	Finance	12/01/06
Hale, Jerry W	Fire District Chief	Pension	Fire	12/14/06
Keen, Edward R	Fire Engineer	Pension	Fire	12/02/06
Lewellen, Donald E	Fire Engineer	Pension	Fire	12/13/06
Lockyear, David W	Paramedic 2	Pension	Fire	12/13/06
Couch, Teresa E	Human Resources Analyst 1	Resignation	Human Resources	12/12/06
Harris Jr., Terry L.	Information Systems Manager	Resignation	ITS	12/08/06
Clay, Justin M.	Systems Advisor 1	Resignation	ITS	11/27/06
Brown, Benjamin M	Maintenance & Repair Worker 1	Resignation	Parks	12/14/06
Sharlet, John S	Office Support Rep 2	Resignation	Parks	12/14/06
Sams, Stephen J	Park Ranger 1	Resignation	Parks	12/11/06
Neloms Jr. Parvin J.	Recreation Center Manager	Resignation	Parks	12/15/06
Teamer, Joseph A.	Police Officer 2	Resignation	Police	11/23/06
Hill, Mechico C.	Police Operations Asst 1	Resignation	Police	12/04/06
Reaves, David	Technical Specialist 1	Resignation	Police	11/30/06
Trinoskey, Jessica M	Librarian 1	Resignation	Public Library	12/01/06
Smith, Richard E.	Librarian 3	Pension	Public Library	12/15/06
Sharp, Judy A.	Library Manager 1	Pension	Public Library	12/14/06
Horton, Samuel D.	Equipment Operator 2	Pension	Public Works	11/21/06
Byars, Jeremy M	Correctional Officer 1	Resignation	Sheriff	12/13/06
Irvin, Latonya S.	Correctional Officer 1	Resignation	Sheriff	11/21/06
Pafford, William C.	Correctional Officer 1	Dismissal	Sheriff	11/21/06
Polk, Darrell L.	Correctional Officer 1	Resignation	Sheriff	11/21/06
Wainwright, Tiana M.	Correctional Officer 1	Dismissal	Sheriff	11/28/06
Wright, Daryl W.	Correctional Officer 1	Dismissal	Sheriff	11/28/06

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

### ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Program Manager 1 - Com Ed	Dept	Community Ed
Administrative Service Manager - Real Estate	Open	Finance
Office Sup Rep 3	Open	General Services
Human Resources Manager - Labor Relations	Open	Human Resources
Program Specialist 2 - Video	Open	ITS
Office Sup Rep 1 - Mail/Dist	Open	Library
Maintenance & Repair Worker 3-Carpenter	Dept	Parks
Nature Center Manager	Dept	Parks
Administrative Services Manager - Media	Open	Police
Police Sergeant	Dept	Police
Customer Service Field Rep 3	Open	Public Works
Engineer Tech 3 - Construction	Open	Public Works
Equipment Operator 2 - Signals	Dept	Public Works
Finance Manager - PW	Dept	Public Works
Transportation License Inspector 2	Open	Transportation
Office Supervisor Spec 2-Main	Dept	Water Services
Office Supervisor Spec 2-Npde	Dept	Water Services
Office Supervisor Spec 2-Plan	Dept	Water Services
Office Supervisor Spec 2-Stor	Dept	Water Services

### REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
06/02/05	Fire Inspector 1	05	Dept
03/22/06	Customer Service Field Rep 1	24	Open

**MOTION:** *After some discussion, Commissioner Jarrett moved to accept the Register Report as submitted. Seconded by Commissioner Sanders 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 Initial Order – Angela Coleman, ECC/Dismissal

Angela Coleman, Emergency Communications Center, was dismissed from the ECC for violation of Civil Service Rule 6.7, Provisions #2, 4, and 18, dealing with neglect or Failure to perform official duties, Absence without notification / approval and excessive absenteeism and/or abuse of sick leave. Ms. Coleman appealed this decision to the Civil Service Commission and represented herself. The ECC was represented by Metro Attorney Bill Herbert. The contested case was heard on August 10, 2006 by Administrative Law Judge Ann Johnson. On December 7, 2006, Judge Johnson entered an Initial Order that upheld the Termination.

Both parties being duly notified, Metro Attorney Bill Herbert was present, however Ms. Coleman was not in attendance.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval to uphold the Initial Order as submitted by Judge Ann Johnson. Seconded by Commissioner Jarrett. The Commission approved with one Abstention by Commissioner Allen. The vote was 3 to 1.*

**( 2: Review of Order to Dismiss the Appeal - Danny Dalton, ECC/7 Days Suspension**

Danny Dalton, Emergency Communications Center, was suspended for seven(7) days without pay for alleged violation of Civil Service Rule 6.7, dealing with Neglect or Failure to perform official duties. Mr. Dalton appealed this decision to the Civil Service Commission and represented himself. The ECC was represented by Metro Attorney Bill Herbert. On November 27, 2006, Administrative Law Judge Margaret Robinson entered an Order to Dismiss the appeal in response to a hand written request by the grievant to withdraw his appeal.

Both parties being duly notified, Metro Attorney Bill Herbert was present, however, Mr. Dalton did not attend the meeting.

**MOTION:** *After some discussion, Commissioner Jarrett moved for approval to uphold the Order Of Dismissal as submitted by Judge Margaret Robinson. 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)**

Mr. David Cooper, Attorney for plaintiff and Mr. Kevin Klein, Metro Attorney, were before the Commission to review and discuss the matter.

It was recommended by Chairman Farmer that the material be reviewed further by the Commission and that both Mr. Cooper and Mr. Klein provide a short brief. It was also recommended that the Order and Summary Judgment be submitted for Commission review.

**ACTION:** *The matter was deferred until the February 13, 2007 meeting for further review. The requested documents from Mr. Cooper and Mr. Klein are due in the Human Resources Department by February 6, 2007.*

**( 4: JOB DESCRIPTIONS**

a. Environmental Laboratory Manager

Susan Gish said based on discussions with Water Services, the proposed revision for the Environmental Laboratory Manager job description adds responsibilities for overseeing and administering the FOG program. The additional responsibilities include identification, investigation and enforcement of State and Federal regulations concerning industrial waste and pretreatment standards.

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

b. Upgrades for 25 Target Classifications  
(Requirement Revision from 2.0 to 2.25 in Performance Ratings)

Susan Gish said the Human Resources Department proposed to revise targeted job descriptions to require a performance rating of 2.25 rather than the previous requirement of 2.0. The proposed change is in accordance with Policy 5.6 B-I Upgrades for Targeted Classifications, revised July 11, 2006.

Archives Assistant 2	Master Technician
Circulation Assistant 2	Computer Operator 2
Computer Operator 3	Customer Service Field Representative 2
Emerg. Telecommunications Officer 2	Emerg. Telecommunications Officer 3
Emerg. Telecommunications Officer 4	Engineering Aide 2
Fire Fighter 3	Industrial Electrician 2
Industrial Technician Master	Industrial Electronics Technician 2
Industrial Mechanic 2	Paramedic 2
Park Police 2	Police Identification Specialist 2
Police Operations Assistant 3	Police Youth Counselor 2
Treatment Plant Technician 2	Treatment Plant Technician 3
Water Maintenance Technician 2	Water Maintenance Technician 3
Water Quality Analyst 2	

**MOTION:** *After some discussion, Commissioner Jarrett 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**

None

With nothing further, the regular meeting adjourned at 9:17a.m.

**ATTEST:**

**APPROVED:**

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

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William H. Farmer  
Chairman  
Civil Service Commission