

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

MAY 8, 2007

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on May 8, 2007 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 and D. Billy Sanders.

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

April 10, 2007 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 to the regular minutes, Vice-Chairman Corbitt moved for approval. Commissioner Allen seconded the motion.

April 10, 2007 Special Called: ***With no corrections to the Special Called meeting minutes, Vice-Chairman Corbitt moved for approval. Commissioner Allen seconded the motion.***

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

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
*Browning, Robert E	Finance Officer 3	Department Transfer/ Transition - Civil Service	04/01/07
Howe, Sondra K	Finance Admin	Promotion	04/23/07

*Department Transfer from JIS (IS Applications Analyst 3, SR12) to Finance (Finance Officer 3, SR12)

FIRE

Hurt, Scotty D	Equipment & Supply Clerk 3	New Hire	04/16/07
Birdwell, Gary K	Fire Captain	Promotion	04/16/07
Dean Jr., James T	Fire Captain	Promotion	04/16/07
Downey, Dennis D	Fire Captain	Promotion	04/16/07
Hampton, Darren R	Fire Captain	Promotion	04/16/07
Hollis, Leslie F	Fire Captain	Promotion	04/16/07
King, Daryl T	Fire Captain	Promotion	04/16/07
Legate, Philip O	Fire Captain	Promotion	04/16/07
Piercey, Jeffrey T	Fire Captain	Promotion	04/16/07
Soffiantino III, William H	Fire Captain	Promotion	04/16/07
White III, Harry E	Fire Captain	Promotion	04/16/07
Alford, Donald E	Fire District Chief	Promotion	04/01/07
Hoover Jr., Charles F	Fire District Chief	Promotion	04/01/07
King, Verner P	Fire District Chief	Promotion	04/01/07
Manning, Lenny A	Fire District Chief	Promotion	04/01/07

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>GENERAL SERVICES</u>			
*Law, Larry D.	Administrative Services Manager	Class Change/Lateral	04/23/07
^Steele, Michelle D	Administrative Services Manager	Department Transfer/ Transition - Civil Service	04/09/07
Cantrell III, Luther E	Administrative Services Officer 3	New Hire	04/23/07
**Stewart, Deborah L	Application Tech 2	Return - Medical Pension	04/11/07
Epley, Karen D	Application Tech 3	Promotion	03/26/07
^Mendez, Cesar A.	Building Maintenance Mechanic	Re-Classification	04/02/07
Karrick, John M	Equipment Mechanic	New Hire	04/09/07
Atwell, Jack A	Equipment Servicer	New Hire	04/23/07

*Class change from IS Manager (SR13) to Administrative Services Manager (SR13)

^Department Transfer from the Mayor's Office (Director Of Office Of Neighborhoods) to General Services (Administrative Services Manager)

**Return from pension to same classification

^Re-classification due to a position audit

HUMAN RESOURCES

*Wilkins, Jaunae C	Application Tech 1	Transfer - Civil Service	03/20/07
^Workings, Vechelle B	Office Support Rep 3	Department Transfer/ Promotion	04/09/07

*Transition to Civil Service from a temporary position

^Department Transfer from Parks (Concessions Clerk 2, SR5) to Human Resources (Office Support Rep 2, SR5)

INFORMATION TECHNOLOGY SERVICE

Talley, Betsy A.	Info Systems Division Manager	Promotion	04/30/07
Gillock, Jamie L	Information Systems Advisor 1	New Hire	03/30/07

PARKS

Moore, Geneva L	Custodian 1	New Hire	04/09/07
Hynes III, Lee W	Maintenance & Repair Worker 1	New Hire	03/23/07
Lewis, Jeffery S.	Maintenance & Repair Worker 2	Promotion	03/16/07
Braden, Kimitha P	Office Support Rep 3	New Hire	03/16/07

POLICE

McReynolds, Garry L	Info Systems Applications Analyst 3	Promotion	04/16/07
Russell, Brenda C.	Police Identification Analyst 1	Promotion	04/01/07
*Borum, Joshua R.	Police Officer 1	Class Change	04/06/07
*Howard, Daryl B.	Police Officer 1	Class Change	04/06/07
*Kahn, Donald R.	Police Officer 1	Class Change	04/06/07
*Mendenhall, Michael A.	Police Officer 1	Class Change	04/06/07
*Osment, Darrell R.	Police Officer 1	Class Change	04/06/07
*Price, Doyle A. Jr.	Police Officer 1	Class Change	04/06/07
*Wagner, Erik L	Police Officer 1	Class Change	04/06/07

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
*Whittaker, Brandon	Police Officer 1	Class Change	04/06/07
*Wong, Jason M.	Police Officer 1	Class Change	04/06/07
Farnow, Lindsay A	Police Operations Assistant 1	Re-Hire	04/01/07
Haines, Jessica G	Police Operations Assistant 1	New Hire	04/01/07
Watkins, Kerri	Police Operations Coordinator 1	Promotion	04/01/07
Hibbard, Jeffrey	Police Security Guard 2	Promotion	04/16/07

*Class Change from Police Officer Trainee to Police Officer 1

PUBLIC WORKS

Clemons, Lawrence R	Carpenter 2	New Hire	04/23/07
McClain, Ernest D	Customer Service Field Rep 1	New Hire	04/23/07
Cleghon, Jonathan M.	Engineer 2	Re-Employment	03/26/07
Honeycutt, Jonathan A	Engineer 2	Promotion	04/09/07
Smith, Joseph Andrew	Engineer 2	Promotion	04/09/07
Suber, Timothy D.	Engineer 2	Promotion	04/09/07
Wonderly Jr., John H.	Engineer 2	Promotion	04/09/07
Trotter, Steven E.	Equipment Operator 1	Promotion	03/26/07
Coleman, Matthew N	Maintenance & Repair Worker 1	New Hire	04/09/07

SHERIFF

Gustine, Thomas H.	Correctional Officer 2	Promotion	03/25/07
Hutcherson, John R.	Correctional Officer 2	Promotion	03/25/07
Kerr, Margo D.	Correctional Officer 2	Promotion	04/15/07
Longstreth II, Richard T.	Correctional Officer 2	Promotion	03/25/07
Schwarz, Barbara A.	Correctional Officer 2	Promotion	03/26/07
Sutton Jr., Toney R.	Correctional Officer 2	Promotion	03/26/07
White, Casey J.	Correctional Officer 2	Promotion	03/26/07
Dixon Jr., Donald R.	Correctional Officer Sergeant	Promotion	04/12/07

WATER SERVICES

^Broughton, Raymond E	Customer Service Field Rep 2	Demotion	04/02/07
Biggerstaff, Ross M	Customer Service Field Rep 3	Re-Hire	04/07/07
Crawford, Shawnita B	Office Support Rep 3	New Hire	04/07/07
Finney, Shanielle A	Office Support Rep 3	New Hire	04/07/07
Hiner, Marilynn E.	Office Support Rep 3	Promotion	03/10/07
*Holder, Karen D.	Office Support Rep 3	Dept. Transfer/ Transition - Civil Service	04/13/07
Richard, Tanya A	Office Support Rep 3	Promotion	03/10/07
Tomberlain, Lisa A	Office Support Rep 3	New Hire	04/07/07
Hillis, Matthew W	Treatment Plant Tech 1	New Hire	04/07/07
Johnson, Justin T.	Treatment Plant Tech 1	Promotion	04/07/07
Kenner Jr., James L	Treatment Plant Tech 1	Re-Hire	04/07/07
Kenner, Brian Davis	Treatment Plant Tech 1	New Hire	04/07/07
Knowles, Demitrius L	Treatment Plant Tech 1	New Hire	04/07/07

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Seagle, James H	Treatment Plant Tech 1	New Hire	04/07/07
Smith, Deborah J	Treatment Plant Tech 1	Re-Hire	04/07/07
Tabb, John K	Treatment Plant Tech 1	New Hire	04/07/07
Young, Jennifer A.	Treatment Plant Tech 1	Promotion	04/07/07
Young, Michael D	Treatment Plant Tech 1	New Hire	04/07/07
^Bush Jr., Thomas E	Water Maintenance Leader 1	Class Change/Lateral	04/07/07
^Hooberry, Robert C.	Water Maintenance Leader 1	Class Change/Lateral	04/07/07
**Jackson, Calvin J	Water Maintenance Leader 1	Class Change/Lateral	04/07/07
McKinnon, Ashley P.	Water Maintenance Leader 1	Promotion	04/07/07
Proctor, Robert E	Water Maintenance Tech 1	New Hire	04/07/07
Womer, Sean M	Water Maintenance Tech 1	New Hire	03/24/07

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

*Department Transfer from State Trial Courts (Seasonal Position) to Water (Office Support Rep 3, SR6)

^Class change from Equipment Operator 3 (TG8) to Water Maintenance Leader1 (TI7)

**Class change from Customer Service Field Rep 3 (SR7) to Water Maintenance Leader 1 (TI7)

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>
Dugger, Aaron S.	Beer Permit Inspector 1	Resignation	Beer Board	03/30/07
Ballentine, Dennis R	Emer Telecommunications Officer 1	Resignation	ECC	03/23/07
Winbush, Adrienne A	Emer Telecommunications Officer 2	Resignation	ECC	04/20/07
Mayes, Michelle D	Emer Telecommunications Officer 4	Resignation	ECC	04/04/07
Stephens, Jeremy Lee	Finance Officer 3	Resignation	Finance	04/05/07
Vance, Joseph R.	Technical Specialist 1	Resignation	Finance	04/20/07
Upchurch, Jerry D	Fire District Chief	Pension	Fire	03/29/07
Edwards, Claude T	Firefighter 3	Pension	Fire	04/04/07
Faulkner, Levi T	Firefighter 3	Pension	Fire	03/30/07
Adams, David E.	Paramedic 2	Deceased	Fire	04/02/07
Bolden, Linda K	Application Tech 2	Resignation	General Services	03/30/07
Garcia, Javier E	Equipment Mechanic	Dismissal	General Services	03/22/07
Blakemore, Lacy	Human Resources Assistant 2	Pension	Human Resources	03/23/07
Carver, Derek C	Info Systems Assistant Director	Resignation	ITS	03/15/07
Patten, Wanda R	Office Support Rep 3	Pension	Juvenile Crt Clerk	03/20/07
Lavender, John P	Administrative Services Officer 4	Resignation	Parks	04/16/07
Hurt, Jonathan D	Maintenance & Repair Worker 3	Resignation	Parks	04/09/07
Magee, Nathan	Recreation Leader	Resignation	Parks	04/19/07
Chmielewski Jr Richard H.	Police Officer 2	Resignation	Police	04/06/07
Niebuhr, Justin M	Police Officer 2	Resignation	Police	03/15/07
Osborne, Joseph Q.	Police Officer 2	Resignation	Police	03/23/07
Williams, Charles M	Police Officer 2	Resignation	Police	04/12/07
Herald, Phillip A.	Police Officer 3	Pension	Police	03/31/07
Roll, Charles R.	Police Officer 3	Pension	Police	04/15/07

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Folad, Tony T	Police Operations Assistant 1	Resignation	Police	03/18/07
Brookes, Robert P.	Police Sergeant	Resignation	Police	04/14/07
Davis, Cynthia G	Police Sergeant	Resignation	Police	03/26/07
Pardue, Douglas A.	Police Sergeant	Pension	Police	03/31/07
Sage, Phillip C.	Police Sergeant	Pension	Police	03/15/07
Thompson, Gary L.	Police Sergeant	Pension	Police	04/15/07
Custer, Mamie C	Librarian 1	Resignation	Public Library	03/19/07
Moss, Jeremy W	Office Support Rep 1	Resignation	Public Library	03/14/07
Parker, Herschell B	Customer Service Field Rep 3	Resignation	Public Works	04/06/07
Jamison, Cory Q.	Signal Tech 1	Resignation	Public Works	03/16/07
Fogle, Jacob M.	Correctional Officer 1	Resignation	Sheriff	03/21/07
Springston, William F.	Correctional Officer 1	Resignation	Sheriff	03/18/07
Tisdale III, Patrick H.	Correctional Officer 1	Resignation	Sheriff	03/12/07
Walton, Peggy J.	Correctional Officer 1	Resignation	Sheriff	03/27/07
Williams, Tamara M.	Correctional Officer 1	Resignation	Sheriff	03/27/07
Lawson, Bernice M.	Nutrition Site Coordinator	Resignation	Social Services	03/21/07
Bennett Jr., John M.	Industrial Electrician 2	Deceased	Water Services	03/21/07
Hall Jr., Charles E	Water Maintenance Leader 1	Pension	Water Services	03/20/07

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>
Finance Administrator	Dept	Finance
Administrative Assistant - Fire	Dept	Fire
Fire Captain - Suppression	Dept	Fire
Administrative Service Manager - Call Center	Open	General Service
Admin Services Officer 3 - Fleet Business Office	Open	General Service
Equipment Servicer - Fleet	Open	General Service
IS Division Manager - Applications	Dept	ITS
Concessions Clerk 2	Open	Parks
Program Coordinator - Fitness	Open	Parks
IS Applications Analyst 3	Dept	Police
Police Security Guard 2	Dept	Police
Carpenter 2	Open	Public Works
Administrative Assistant - Health	Dept	Water Service
Application Tech 1 - Billing	Dept	Water Service
Application Tech 1 - Call Center	Dept	Water Service
Application Tech 1 - Field Activities	Dept	Water Service
Application Tech 1 - Meter Reading	Dept	Water Service
Customer Service Field Rep 3	Dept	Water Service

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
09/30/05	Applications Tech 3-Business Solutions	26	Open
10/25/06	Finance Officer 3 - Budgets	01	Dept

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
12/01/04	Technical Spec 1 - Projects	17	Open
06/06/05	Fire Captain - Suppression	22	Dept
07/21/06	IS Advisor 1 - Strategy	05	Open
08/01/05	Maintenance & Repair Worker 2-Grounds	03	Dept
03/27/06	Maintenance & Repair Worker 2-Grounds	10	Open
06/12/06	Recreation Leader Aquatics	07	Open
11/29/04	Signal Tech 1	06	Open

MOTION: *After some discussion, Vice Chairman Corbitt moved to approve all of the registers established and abolished with exception of the Fire Captain. Seconded by Commissioner Jarrett and the Commission approved without objection.*

Chairman Farmer opened the floor for discussion of the Fire Captain- Suppression promotional register. Mr. Dewey Branstetter, Attorney for the applicants, and Fire Chief Stephen Halford, were both present before the Civil Service Commission to discuss abolishment of the promotional register. Mr. Branstetter stated there were approximately 22 people remaining on the register. Approximately 6 remaining applicants have completed all requirements and 10 are near completion of the certification for Suppression. Chief Halford stated that he has promoted a substantial number of applicants from the old register and that he is now requesting to abolish this register and create a new one.

MOTION: *After much discussion, Commissioner Sanders moved for approval to abolish the Fire Captain register. Seconded by Commissioner Jarrett and the Commission approved with two objections. Vice-Chairman Corbitt and Commissioner Allen opposed. Chairman Farmer voted “aye”, to break the tie vote.*

DEPARTMENTAL ITEMS

CODES ADMINISTRATION

REQUEST: Mr. Terry Cobb, Director, requested approval of a Leave from Civil Service for Mr. Billy Fields, to serve as Director of Neighborhoods in the Mayor’s Office.

Jim Lynch said Mr. Fields is requesting Leave from Civil Service to work as the non-Civil Service Director of Neighborhoods in the Mayor’s Office, effective April 17, 2007, for the remainder of Mayor Bill Purcell’s term.

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.*

INFORMATION TECHNOLOGY SERVICES

REQUEST: Ms. Sandy Cole, Director, requested approval to Hire Above midpoint, Charles Stephens, Information Technology Division Manager, effective May 8, 2007. (SR 14)

Sandy Cole said the Division Manager position demands a thorough understanding of data transmission for all Metro applications and data storage. This position will ensure successful installations of the new data/network system in high profile building projects such as the Fire Administration Bldg., Fire stations, Police precincts, Head Start schools and general Metro business facilities.

Mr. Stephens has worked as a contractor and has exhibited the ability to make sound decisions, manage multiple projects, and manage operational as well as capital budgets.

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

POLICE

REQUEST: Chief Ronal Serpas, represented by Jackie Hoffman, requested approval for an Increment Advancement for Debbie Savage, Executive Assistant to Chief, from Step 7 to Step 9, effective May 16, 2007. (SR 10)

Jackie Hoffman said Ms. Savage is the personal assistant for Chief Serpas. Ms. Savage's administrative duties have increased considerably and her strong work ethic, dedication and initiative make her an outstanding employee.

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

SOCIAL SERVICES

REQUEST: Ms. Gerri Robinson, Director, requested approval of Leave from Civil Service for Danielle Mezera, to serve in a non-Civil Service position in the Mayor's Office.

Jim Lynch said Ms. Mezera is requesting Leave from Civil Service to work in the Mayor's Office, effective March 14, 2007, for the remainder of Mayor Bill Purcell's term in office,

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

HUMAN RESOURCES

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

(1: Review the Appeal of Kenneth Barnes, NFD - Disqualification for Fire Captain-Staffing, Promotional Exam

The promotional position of Fire Captain was announced, applications were accepted and Human Resources staff analyzed and qualified applicants according to minimum qualifications as defined in the job description and exam announcement. Mr. Barnes was notified of his disqualification and then appealed to Ms. Dot Berry, Director of Human Resources. Mr. Barnes was notified by Director Berry that his appeal was reviewed and that under Civil Service rule 2.13, an applicant may not appeal any minimum requirements in the job description and that he did not meet the minimum requirements.

Mr. Barnes and Sonny Lyons, HR Manager, were present before the Commission to discuss the disqualification issue.

MOTION: *After some discussion, Commissioner Sanders moved that Mr. Barnes's promotional application be reconsidered under the substitution policy. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(2: Request Approval of the Proposed Civil Service Rules for the Davidson County Sheriff's Office

On April 10, 2007, a public hearing was conducted to discuss proposed Civil Service Rules for the Davidson County Sheriff's Office. The proposals included an additional chapter (9) with department specific rules. Jim Kramer, HR Manager, was present to answer the Commission's questions.

MOTION: *After some discussion, Commissioner Allen moved for approval of the CS rule proposals for the Davidson County Sheriff's Office. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(3: Request Approval of Departmental Rules "On Call Policy" – General Services

Erin Hampton, General Services, said this policy will provide compensation to employees who have been designated and required to serve in an "on call status" within the department.

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.*

(4: Request Approval of Departmental Rules "Security and Parking"– Emergency Communications Center

Lisa Sullivan, ECC, was present before the Commission to discuss proposed changes. Doug Collier, President of SEIU, came forward and stated that he has not been able to meet with Director Brown to discuss proposed changes to the departmental rules. The commission requested that both parties should schedule a meet and confer.

ACTION: *This matter was deferred until June 12th.*

(5: Communiqués from the public on pending hearings

With nothing further, the regular meeting adjourned at 10:05 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