

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

JULY 10, 2007

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on July 10, 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, Ervina Jarrett, C. Michael Allen and D. Billye Sanders.

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

June 12, 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, Commissioner Jarrett moved for approval. Commissioner Sanders 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>			
Friedmann, Starla M.	Application Tech 3	Promotion	06/04/07
*Young, Nancy E.	Application Tech 3	Department Transfer/ Transition - Civil Service	06/13/07
Bousamra, Fadi J	Finance Manager	Promotion	06/04/07
Neumaier, Anthony J.	Finance Manager	Promotion	06/01/07
Green, Kathy R.	Finance Officer 3	Promotion	06/11/07
Runion, Heidi L.	Finance Officer 3	Promotion	06/11/07

*Department Transfer from NCAC (Accounting Assoc) to Finance (Application Tech 3)

FIRE

*Kendall Jr., Ronald A.	Fire Engineer	Vol. Reduction In Grade	06/16/07
^Binkley, Dana W	Fire Fighter 2	Class Change	06/16/07
^Brantley, Richard D	Fire Fighter 2	Class Change	06/16/07
^Gilmore, James F.	Fire Fighter 2	Class Change	06/16/07
^Hastings, Terry D	Fire Fighter 2	Class Change	06/16/07
^Knipfer, Joseph R	Fire Fighter 2	Class Change	06/16/07
^Martin, David	Fire Fighter 2	Class Change	06/16/07
^Masner, Paula A.	Fire Fighter 2	Class Change	06/16/07
^Seay, David R.	Fire Fighter 2	Class Change	06/16/07
^Stubblefield Jr., Truman L	Fire Fighter 2	Class Change	06/16/07
^Woodard, Jason R.	Fire Fighter 2	Class Change	06/16/07

*Voluntary Reduction In Grade from Fire Instructor (PS6) to Fire Engineer (PS5)

^Class Change from Fire Fighter 1 to Fire Fighter 2

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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GENERAL SERVICES

*Carr Jr., Majel L	Technical Specialist 2	Dept. Transfer/Promotion	05/29/07
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*Department Transfer from Finance (Technical Specialist 1, SR11) to General Services (Technical Specialist 2, SR12)

HISTORICAL COMMISSION

*Ogren, Yvonne L.	Office Support Spec 2	Dept Transfer/Promotion	06/12/07
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*Department Transfer from Codes (Office Support Rep 3, SR6) to Historical Commission (Office Support Specialist 2, SR8)

HUMAN RESOURCES

Johnson, Benjamin Evan	Human Resources Analyst 3	Promotion	06/02/07
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INFORMATION TECHNOLOGY SERVICE

Gregorich, Carl A	Information Systems Advisor 1	New Hire	06/01/07
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PARKS

Martin-Douglas, Brenda S.	Custodial Services Assistant Supv.	Promotion	06/01/07
Denning Jr., Oscar E	Custodian 1	New Hire	06/05/07
*Bobo, James L.	Maintenance & Repair Worker 1	Return - I.O.D. Pension	06/01/07
^Phillips, William R	Maintenance & Repair Worker 1	Transition - Civil Service	06/01/07
^Roake, Terry A	Maintenance & Repair Worker 1	Transition - Civil Service	06/01/07
^^Williams, Dustin R	Maintenance & Repair Worker 1	Demotion	06/08/07
#Walters, Howard M.	Maintenance & Repair Worker 2	Recall - Layoff List	06/08/07
**Akins, Gregory T.	Recreation Leader	Transition - Civil Service	06/01/07
**Jones, Gina R.	Recreation Leader	Transition - Civil Service	06/01/07
**Pillow Jr., William F	Recreation Leader	Transition - Civil Service	06/01/07

*Return from Pension to Maintenance and Repair Worker 1 (TG3)

^Transition to Civil Service from a Seasonal Status

Recall from Layoff List - Police Department

**Transition to Civil Service from a Part Time Status

^^Demotion from Maintenance and Repair Worker 2 (TG4) to Maintenance and Repair Worker 1 (TG3)

POLICE

*Casteel, Justin B.	Police Officer 2	Class Change	06/15/07
*Dills, Vickie L.	Police Officer 2	Class Change	06/15/07
*Gautreaux, Julio H	Police Officer 2	Class Change	06/15/07
*Lawson, Michael B	Police Officer 2	Class Change	06/15/07
*Pulliam, Teresa A	Police Officer 2	Class Change	06/15/07
*Ramey Jr., James W	Police Officer 2	Class Change	06/15/07

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
*Ramirez, Gilbert	Police Officer 2	Class Change	06/15/07
*Ridgeway, Albert B.	Police Officer 2	Class Change	06/15/07
^Shepherd, Dennis R	Police Officer 2	Return - I.O.D. Pension	06/16/07
*Slusser, James R	Police Officer 2	Class Change	06/15/07
Childress, Patrice	Police Operations Assistant 1	Re-Hire	06/01/07
Murphy, Dorothy A.	Police Operations Coordinator 1	Promotion	06/16/07
White, Allan R.	Police Operations Coordinator 1	Promotion	06/01/07
Carter, Scott I	Police Sergeant	Promotion	06/16/07
Skinner, Robert W.	Police Sergeant	Promotion	06/16/07
Wood, Bryan S	Technical Specialist 1	New Hire	06/16/07

*Class Change from Police Officer 1 to Police Officer 2

^Return from Pension to Same Classification

PUBLIC LIBRARY

Williams, Scottie L	Custodian 1	New Hire	06/04/07
Hathaway, Christopher	Office Support Rep 1	New Hire	06/11/07

PUBLIC WORKS

Troup, Terri R	Technical Specialist 1	Promotion	06/18/07
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WATER SERVICES

Jackson-Campbell, Gloria	Administrative Services Manager	Promotion	06/16/07
Jordan Jr., James F	Compliance Inspector 3	Promotion	06/16/07
Johnson, Cory W	Indust Electrician 1	New Hire	06/16/07
Ward, Jonathan B	Indust Electrician 1	Promotion	06/16/07
Haggard, Randy D	Indust Mechanic 1	New Hire	06/16/07

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>
Balthazar, Sheena L	Emer Telecommunications Officer 1	Resignation	ECC	06/12/07
Goad, Sandra M	Emer Telecommunications Officer 1	Resignation	ECC	06/12/07
Neal, Judy E	Emer Telecommunications Officer 1	Resignation	ECC	06/15/07
Berry, Danny	Fire Captain	Pension	Fire	06/09/07
Bozarth, Ronald W	Fire Fighter 2	Pension	Fire	06/04/07
Hudson, Lonnie A	Fire Inspector 2	Pension	Fire	05/31/07
Schipper, Wolfgang R	Administrative Services Manager	Resignation	General Services	05/25/07
Whitmore, Keith R	Equipment Mechanic	Dismissed	General Services	06/13/07
Duncan, Alphonse E	Probation Officer 1	Resignation	Juvenile Court	06/15/07
Gordon, Khalil R	Probation Officer 1	Resignation	Juvenile Court	06/01/07
Brunton, Sarah M.	Office Support Rep 2	Resignation	Legal	05/24/07
Moore, Michael	Maintenance & Repair Worker 2	Resignation	Parks	05/29/07

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Hunter, John F	Maintenance & Repair Worker 3	Pension	Parks	05/29/07
Walters, Howard M.	Building Maintenance Worker	Layoff	Police	06/07/07
Bisch, Gregory W.	Police Officer 2	Resignation	Police	05/31/07
Boyd, Paul K.	Police Officer 2	Pension	Police	05/24/07
Fielden, Mark S	Police Officer 2	Pension	Police	06/14/07
Barry, Robert B	Police Officer 3	Pension	Police	06/15/07
Mitchell, Michael D.	Technical Specialist 2	Resignation	Police	06/13/07
Jackson, Jamarious D Jr.	Customer Service Field Rep 1	Dismissed	Public Works	06/01/07
McNeil, Tony E.	Equipment Operator 2	Deceased	Public Works	05/19/07
Hackney, Bennie R	Maintenance & Repair Worker 1	Dismissed	Public Works	05/31/07
Hayes, David A	Maintenance & Repair Worker 1	Resignation	Public Works	06/15/07
Dean, Angela D.	Correctional Officer 1	Resignation	Sheriff	05/30/07
Jackson, Fredilia J.	Correctional Officer 1	Resignation	Sheriff	05/25/07
Lewis, Kiawantis L.	Correctional Officer 1	Resignation	Sheriff	05/29/07
Olson, Derrick P.	Correctional Officer 1	Resignation	Sheriff	05/23/07
Turner, Anthony L.	Correctional Officer 1	Resignation	Sheriff	06/12/07
Maki, William R	Correctional Officer Sergeant	Resignation	Sheriff	06/06/07
Dailey II, Kenneth W	Maintenance & Repair Worker 1	Resignation	Water Services	06/11/07
Caldwell, Raymond W	Treatment Plant Tech 1	Pension	Water Services	05/31/07
Lawrence, Ace S	Water Maintenance Tech 1	Dismissed	Water Services	06/15/07

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>
Beer Permit Inspector 1	Open	Beer Board
Administrative Assistant - Real Property	Dept	Finance
Finance Officer 3 - Budgets	Dept	Finance
Fire Inspector 1	Open	Fire
IS Advisor 1 - Database Administrator	Open	ITS
IS Advisor 1 - Enterprise Services	Dept	ITS
IS Applications Analyst 2	Dept	ITS
IS Applications Analyst 2-Inter/Intranet	Dept	ITS
IS Manager - Inter/Intranet	Dept	ITS
IS Manager - Tech Support	Dept	ITS
IS Operations Technician 1	Dept	ITS
Program Manager 1 - Metro 3	Dept	ITS
Loss Prevention Specialist	Open	Legal
Administrative Services Officer 3 - Marketing Director	Open	Municipal Auditorium
Administrative Services Officer 4 - Greenways	Open	Parks
Application Tech 1 - Parks	Dept	Parks
Maintenance & Repair Worker 1 - Grounds	Open	Parks
Maintenance & Repair Worker 2 - Grounds	Open	Parks
Tech Specialist 1 - Software Quality	Dept	Public Works
Administrative Assistant - Water Administration	Dept	Water Services
Administrative Services Manager - Customer Service Center	Dept	Water Services
Compliance Inspector 3 - Permits	Dept	Water Services
Industrial Maintenance Supervisor 2 - Omuhundro	Dept	Water Services
Industrial Electrician 1	Open	Water Services
Industrial Mechanic 1-Central	Open	Water Services
Office Support Rep 3 - Systems Services	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
02/23/06	IS Applications Analyst 3 - Business Solutions	02	Open
11/30/04	Technical Specialist 2 - Construction	01	Dept

MOTION: *After some discussion, Commissioner Jarrett moved to approve the registers established and abolished. Seconded by Commissioner Sanders and the Commission approved without objection.*

DEPARTMENTAL ITEMS**BEER BOARD**

REQUEST: Ms. Jackie Eslick, Executive Director, requests approval for a Leave from Civil Service effective July 1, 2007 through June 30, 2008, to continue serving in the non-civil service position of Executive Director.

Mr. Jim Lynch said that Ms. Eslick is requesting approval of Leave from Civil Service for one year to continue in her assignment as Executive Director. Human Resources recommends approval.

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

FINANCE

REQUEST: Mr. David Manning, Finance Director, requests approval of Leave from Civil Service for Ms. Terry Griffith, Finance Manager, effective July 10, 2007, until such time the Emergency Communications Director recruitment is completed and the appointment is made.

Ms. Erin Hampton said that Ms. Griffith is requesting Leave from Civil Service for one year until July 10, 2007 to serve as the ECC Director.

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 RELATIONS COMMISSION

REQUEST: Mr. Kelvin Jones, Executive Director, requests approval for a two step Increment Advance for Leoncio Dominguez, Program Specialist 3, Step 4 to Step 6, effective July 14, 2007.

Mr. Jones said that Mr. Dominguez has led dialogues focusing on cross cultural understanding among a widely diverse population through community group meetings. He continues to exceed expectations. He has conducted Cultural Diversity Training for Metro Social Services, worked with the Results Matter budget and has worked with the Human Relations Commission, keeping the Commission informed of city ordinances.

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.*

JUVENILE COURT

REQUEST: Judge Betty Adams Green requests approval for the following:

- a. An increment advance for Sonja Davidson, Juvenile Court Warrant Officer, from Step 7 to Step 8, effective 7/16/07.

Ms. Phoebe Johnson, said that Ms. Davidson has been assigned additional responsibilities over and above the typical Warrant Officer duties. She assists with supervision of Warrant, Court and Security Officers, coordinates transport of prisoners and detainees to the Juvenile Justice Center. She is responsible for processing arrest orders and summons, assist the Director with management of Leave in the Warrant and Security Division, acts as Law Enforcement liaison, conducts vehicle and Uniform inspections, and assumes role of supervisor in the absence of others.

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. Request for Leave from Civil Service effective July 1, 2007 to June 30, 2008 for:
 1. L'Tannia H. Williams, Program Manager – Child Support Enforcement
 2. Margo Cooper, Administrative Assistant – Child Support Enforcement

Ms. Phoebe Johnson said that both Ms. Williams and Ms. Cooper continue to work on the Child Support Grants for Juvenile Court. These employees have a long history with Juvenile Court and are very knowledgeable in this field

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, Director, submits the following for the Commission's consideration and appropriate action:

- (1): Request for a Medical Waiver by Mr. Ralph C. Harvey, Police Officer Trainee Applicant.

Mr. Ralph Harvey, Police Applicant, was present before the Commission to request a medical waiver for the position of Police Officer Trainee. Mr. Harvey had been disqualified in the process by Medical Examiner Chris Fletcher. It was noted that Mr. Harvey had served in the Military since his medical corrective procedure and had not had any restrictions or limitations in performance of his Military duty. Mr. Harvey submitted a fit for duty medical evaluation from his Physician for the Commission to review. The Metro Medical Examiner recommended that Mr. Harvey should be disqualified according Army Regulation 40-501, and submitted correspondence stating that he would not request a wavier for Mr. Harvey.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval to grant the medical waiver. Seconded by Commissioner Sanders and the Commission approved without objection.*

(2: Review of Order Granting Motion to Dismiss Appeal – Trena Pennington, Human Resources

Trena Pennington, Human Resources Analyst 2, was suspended thirty (30) days without pay and demoted to an HR Analyst 1, for alleged violation of Civil Service rule 6.7 – dealing with deficient or inefficient performance of duties and conduct unbecoming. Ms. Pennington appealed to the Commission and the case was assigned to Administrative law Judge Anthony Adgent. Ms. Pennington represented herself and Susan Jones, Metro Attorney, represented HR.

On June 11, 2007, Metro Government filed a Motion to dismiss the appeal based on the fact that Ms. Pennington failed to timely appeal her suspension and demotion. On June 13, 2007, Judge Adgent entered an order that Metro Government's Motion to Dismiss was well taken and granted, and that the matter be dismissed.

Ms. Susan T. Jones, Metro Attorney was present for the Commission review. Ms. Pennington was notified but was not present.

MOTION: *After some discussion, Commissioner Jarrett moved for approval to uphold the Order Granting the Motion to Dismiss as entered by Judge Anthony Adgent. Seconded by Commissioner Sanders and the Commission approved without objection.*

(3: **JOB DESCRIPTION REVISIONS**

Auto Mechanic Leader
Auto Mechanic
Auto Mechanic-Certified
Automotive Service Writer
Auto Shop Supervisor

Equipment Mechanic
Equipment Mechanic-Certified
Equipment Operator 1
Equipment Operator 2
Equipment Operator 3
Equipment Servicer
Equipment Shop Supervisor
Equipment Supply Clerk 1
Equipment Supply Clerk 2
Equipment Supply Clerk 3

Emergency Vehicle Technician 1
Emergency Vehicle Technician 2

Garage Manager
Garage Supervisor 1
Garage Supervisor 2

Master Technician
Parts Supervisor
Welder

Mr. Antione Nunn said that Human Resources has conducted a study and recommends approval of the physical demand requirements for the above listed job descriptions. In discussion of proposed changes, the Commission requested that this matter be deferred until such time the Unions have been advised of proposals.

ACTION: *This matter was deferred until the August 14th meeting.*

(4: Communiqués from the public on pending hearings

With nothing further, the regular meeting adjourned at 8:49 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