

METROPOLITAN CIVIL SERVICE COMMISSION

AGENDA

August 14, 2007

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, August 14, 2007 at 8:30 a.m.

CSC MEMBERS: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, Mr. Michael Allen, Ms. Ervina Jarrett and Ms. D. Billye Sanders

Announcement of Appeals Process, Metropolitan Code of Laws 2.68.030

(A) MINUTES: Approval of the Civil Service Commission regular meeting minutes held on July 10, 2007. Special called meeting minutes of July 30, 31, 2007.

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|---|----------------------------|-------------------------|-------------|
| <u>BEER BOARD</u> | | | |
| *Davis, Marcus G. | Beer Permit Inspector 1 | Dept Transfer/Promotion | 07/16/07 |
| *Department Transfer from Sheriff's Office Correctional Officer 1, (CO1) to Beer Board Beer Permit Inspector 1, (SR8) | | | |
| <u>CODES ADMINISTRATION</u> | | | |
| Whitehead, Karin A. | Office Support Rep 3 | New Hire | 07/23/07 |
| <u>FINANCE</u> | | | |
| Robinson, Arlene M. | Administrative Assistant | Promotion | 06/18/07 |
| Granderson, Leah S. | Technical Specialist 1 | New Hire | 07/30/07 |
| <u>FIRE</u> | | | |
| *Natali, Michael A. | Fire Fighter 2 | Class Change | 06/16/07 |
| *Tippitt, Jason W. | Fire Fighter 2 | Class Change | 06/16/07 |
| Young, Eileen E. | Fire Inspector 1 | Promotion | 07/16/07 |
| Brown, Alana C. | Fire Instructor | Promotion | 07/16/07 |
| Lively, Paul S. | Fire Instructor | Promotion | 07/16/07 |
| *Class Change from Fire Fighter 1 to Fire Fighter 2 | | | |
| <u>GENERAL SERVICES</u> | | | |
| Clinton, Michael I. | Automotive Shop Supervisor | New Hire | 7/23/2007 |
| Pope, Warren J. | Radio Tech 3 | New Hire | 6/25/2007 |
| <u>HISTORICAL COMMISSION</u> | | | |
| Miles, Scarlett C. | Historic Preservationist 1 | New Hire | 07/23/07 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|--|---------------------------------|----------------------------|-------------|
| <u>HUMAN RESOURCES</u> | | | |
| Essary, Dirk W. | Training Coordinator | New Hire | 07/30/07 |
| <u>INFORMATION TECHNOLOGY SERVICE</u> | | | |
| ^Auer, Jon E. | Computer Operator 2 | Class Change | 06/18/07 |
| King, Thomas R. | Info Systems Comm Analyst 1 | New Hire | 07/16/07 |
| Adams, Matthew J. | Info Systems Manager | Promotion | 06/19/07 |
| Humphrey, Cynthia L. | Info Systems Manager | Promotion | 06/27/07 |
| Redding, Benecca S. | Information Systems Oper Tech 1 | Promotion | 06/27/07 |
| Walling, Phillip E. | Information Systems Advisor 1 | Promotion | 06/26/07 |
| *Weatherford, Steven R. | Information Systems Advisor 1 | Dept Transfer/Class Change | 07/02/07 |
| Williams, Mary E. | Information Systems Advisor 1 | Promotion | 06/22/07 |
| Cowles, Aaron D. | Program Manager 1 | Promotion | 06/21/07 |

^Transfer/Promotion from Water - IS Operations Tech 1. A failed work test resulted in a class change from IS Operations Tech 1 (SR8) to Computer Operator 2 (SR6)

*Department Transfer from Health IS Manager, (SR13) to IT Services IS Advisor 1, (SR13)

INTERNAL AUDIT

| | | | |
|-----------------------|-----------------------|-----------------------|----------|
| *Dodson, Donald R. | Auditing Manager | Dept Transfer/Lateral | 07/01/07 |
| *Neumaier, Anthony J. | Finance Manager | Dept Transfer/Lateral | 07/01/07 |
| *Terry, Jane K. | Finance Officer 2 | Dept Transfer/Lateral | 07/01/07 |
| *Spain, Loreen K. | Office Support Spec 2 | Dept Transfer/Lateral | 07/01/07 |

*Department Transfer from Finance to Internal Audit

LEGAL

| | | | |
|----------------------|-----------------------------------|----------|----------|
| Bishop, Sarah B. | Administrative Services Officer 1 | New Hire | 07/23/07 |
| Stanley, Brian F. | Loss Prevention Spec | New Hire | 06/25/07 |
| Woodruff, Walker R. | Loss Prevention Spec | New Hire | 06/25/07 |
| Weakley, Patricia A. | Office Support Rep 2 | New Hire | 06/28/07 |

MUNICIPAL AUDITORIUM

| | | | |
|-----------------|-----------------------------------|----------|---------|
| Hester, Mary J. | Administrative Services Officer 3 | New Hire | 07/1/07 |
|-----------------|-----------------------------------|----------|---------|

PARKS

| | | | |
|-------------------------|-----------------------------------|---------------------|----------|
| Bradfield, Mark H. | Administrative Services Officer 4 | New Hire | 06/20/07 |
| Lackey, Mary T. | Application Tech 1 | Promotion | 06/29/07 |
| *McDade, Drue W | Concessions Clerk 2 | Voluntary Reduction | 07/22/07 |
| Tackett, Catherine A. | Concessions Clerk 2 | New Hire | 07/27/07 |
| Welch, Andrea D. | Custodian 1 | New Hire | 06/29/07 |
| **Westfield, Richard D. | Golf Course Manager | Class Change | 07/13/07 |
| Cook, Jerry W. | Greenskeeper 2 | Promotion | 06/15/07 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------|-------------------------------|----------------------------|-------------|
| <u>PARKS</u> | | | |
| ^Jordan, Roy A | Maintenance & Repair Worker 1 | Transition - Civil Service | 07/23/07 |
| Boyd, Andrew O. | Maintenance & Repair Worker 2 | Re-Hire | 07/27/07 |
| Cox, Bobby R. | Maintenance & Repair Worker 2 | Promotion | 06/15/07 |
| James, Justin C. | Maintenance & Repair Worker 2 | Promotion | 06/15/07 |
| Karnes, Eric D. | Maintenance & Repair Worker 2 | Promotion | 06/15/07 |
| Binkley, Charles C. | Maintenance & Repair Worker 3 | Promotion | 07/27/07 |
| Love, Timothy D. | Maintenance & Repair Worker 3 | Promotion | 07/13/07 |
| ^Doolittle, Valerie L. | Office Support Rep 3 | Dept Transfer/Promotion | 07/15/07 |
| ^^Rhodes, Alonzo N. | Recreation Center Manager | Class Change/Lateral | 07/13/07 |
| German, Carolyn J. | Specialized Skills Supervisor | New Hire | 07/23/07 |

* Voluntary Reduction in grade from Office Support Rep 3 (SR6) Concessions Clerk 2 (SR5)

**Returned from Disability Pension (1995) class change from returned classification Special Programs Coordinator (SR10) to original classification, Golf Course Manager (SR11)

^Transition to Civil Service from Seasonal Status

^^Department Transfer from Public Works Office Support Rep 2 , (SR5) to Parks Office Support Rep 3, (SR6)

^^Class Change from Program Coordinator (SR9) to Recreation Center Manager (SR9)

POLICE

| | | | |
|------------------------|-------------------------------|-------------------|----------|
| ^James, Christy L. | Office Support Spec 2 | Re-Classification | 07/01/07 |
| Alexander, Tiffany | Police Identification Spec 1 | Promotion | 07/01/07 |
| Gentry, Christopher D. | Police Identification Spec 1 | Promotion | 07/16/07 |
| *Bates, Allen D. | Police Officer 1 | Class Change | 06/27/07 |
| *Clark, Felix J. | Police Officer 1 | Class Change | 06/27/07 |
| *Cole, Daniel E. | Police Officer 1 | Class Change | 06/27/07 |
| *Gann, Gerry A. | Police Officer 1 | Class Change | 06/27/07 |
| *Gibson, Jeffrey R. | Police Officer 1 | Class Change | 06/27/07 |
| *Harris, Ebony T. | Police Officer 1 | Class Change | 06/27/07 |
| *Hayes, Eric J. | Police Officer 1 | Class Change | 06/27/07 |
| *Jones, Aaron L. | Police Officer 1 | Class Change | 06/27/07 |
| *Proffitt, Waylon J. | Police Officer 1 | Class Change | 06/27/07 |
| *Read, Adam D. | Police Officer 1 | Class Change | 06/27/07 |
| *Robertson, Joshua E. | Police Officer 1 | Class Change | 06/27/07 |
| *Shipley, Paul A. | Police Officer 1 | Class Change | 06/27/07 |
| *Starling, Andrae K. | Police Officer 1 | Class Change | 06/27/07 |
| *Studer Jr., David L.. | Police Officer 1 | Class Change | 06/27/07 |
| *Truan, Nicholas | Police Officer 1 | Class Change | 06/27/07 |
| *Tuberville, John C. | Police Officer 1 | Class Change | 06/27/07 |
| Chambers, Tiffany N. | Police Operations Assistant 1 | Re-Hire | 07/01/07 |
| Fosbinder, Laura L. | Police Security Guard 1 | Re-Employment | 07/04/07 |

^Re-Classification from Police Operations Assistant 3 (SR6) to Office Support Spec 2 (SR8) due to a position audit

*Class Change from Police Officer Trainee to Police Officer 1

PUBLIC LIBRARY

| | | | |
|---------------------|-------------------|----------|----------|
| Rutherford, Noel M. | Library Manager 2 | New Hire | 06/18/07 |
|---------------------|-------------------|----------|----------|

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|----------------------------|-------------------------------|-------------|-------------|
| <u>PUBLIC WORKS</u> | | | |
| Hatcher, Kortland N. | Maintenance & Repair Leader 1 | Promotion | 07/30/07 |
| Hooper, Jeffrey N. | Maintenance & Repair Leader 1 | Promotion | 07/30/07 |
| *Trotter, Steven E. | Maintenance & Repair Worker 1 | Demotion | 07/30/07 |

*Demotion from Equipment Operator 1 (TG5) to Maintenance and Repair Worker 1 (TG3)

SHERIFF

| | | | |
|-------------------------|------------------------|-----------|----------|
| Ball, Carrie L. | Correctional Officer 1 | New Hire | 07/30/07 |
| Banks, Angela P. | Correctional Officer 1 | Re-Hire | 07/30/07 |
| Bowen, Shaun P. | Correctional Officer 1 | New Hire | 07/30/07 |
| Brummett, Nicole W. | Correctional Officer 1 | Promotion | 07/06/07 |
| Campbell, Michael A. | Correctional Officer 1 | New Hire | 07/30/07 |
| Cantrell, Jeremy P. | Correctional Officer 1 | Re-Hire | 07/30/07 |
| Davis, Bobbi J. | Correctional Officer 1 | New Hire | 07/30/07 |
| Fannin, Jr., Monroe W. | Correctional Officer 1 | New Hire | 07/30/07 |
| Flaherty IV, Raymond F. | Correctional Officer 1 | New Hire | 07/30/07 |
| Frederick, Travis S. | Correctional Officer 1 | New Hire | 07/30/07 |
| Gann, Robert J. | Correctional Officer 1 | New Hire | 07/30/07 |
| Graulau, Michael P. | Correctional Officer 1 | New Hire | 07/30/07 |
| Hendrix, Yolonda R. | Correctional Officer 1 | New Hire | 07/30/07 |
| Hicks, Jason D. | Correctional Officer 1 | New Hire | 07/30/07 |
| Jones, Michael D. | Correctional Officer 1 | New Hire | 07/30/07 |
| Lawrence, Joshua T. | Correctional Officer 1 | New Hire | 07/30/07 |
| Lozer, Kareem S. | Correctional Officer 1 | New Hire | 07/30/07 |
| Maynard, James M. | Correctional Officer 1 | New Hire | 07/30/07 |
| McGregor, Marty D. | Correctional Officer 1 | New Hire | 07/30/07 |
| Mills, Maile A. | Correctional Officer 1 | New Hire | 07/30/07 |
| Newton, Mark L. | Correctional Officer 1 | New Hire | 07/30/07 |
| Pickens, Richard B. | Correctional Officer 1 | New Hire | 07/30/07 |
| Post, Brandon J. | Correctional Officer 1 | New Hire | 07/30/07 |
| Temple, Jr., Ricky D. | Correctional Officer 1 | New Hire | 07/30/07 |
| Tibbetts, Candace W. | Correctional Officer 1 | New Hire | 07/30/07 |
| Whidbee, Kendra D. | Correctional Officer 1 | New Hire | 07/30/07 |
| Wilfert, Anthony J. | Correctional Officer 1 | New Hire | 07/30/07 |
| Williams, Celesta L. | Correctional Officer 1 | New Hire | 07/30/07 |
| Woods, Stanford F. | Correctional Officer 1 | New Hire | 07/30/07 |

WATER SERVICES

| | | | |
|--------------------|---------------------------------|-------------------------|----------|
| Derrick, Sandra J. | Administrative Assistant | Promotion | 06/30/07 |
| Silva, Jose E. | Engineering Tech 2 | Promotion | 07/14/07 |
| Doss, Glen K. | Indust Maintenance Supervisor 2 | Promotion | 06/30/07 |
| Drew, Mary Y. | Office Support Rep 3 | Promotion | 06/30/07 |
| *Harmon, Randy L. | Treatment Plant Tech 1 | Dept Transfer/Promotion | 06/30/07 |

*Department Transfer from Parks Maintenance and Repair Worker 1, (TG3) to Water Treatment Plant Tech 1, (TG8)

(C) TERMINATIONS/ PENSIONS

| <u>Name</u> | <u>Classification</u> | <u>Type</u> | <u>Department</u> | <u>Date</u> |
|------------------------|-----------------------------------|-------------|-------------------|-------------|
| Ritchey, Howard S. | Emer Telecommunications Off 4 | Resignation | ECC | 06/16/07 |
| Parks II, John W. | Emer Telecommunications Off 4 | Resignation | ECC | 07/13/07 |
| Francisco, Melanye L. | Emer Telecommunications Off 1 | Resignation | ECC | 06/16/07 |
| Stanfield, Loretta L. | Emer Telecommunications Off 1 | Resignation | ECC | 07/15/07 |
| Baldwin, Jacqueline F. | Emer Telecommunications Off 1 | Resignation | ECC | 07/20/07 |
| Burk, Tammy L. | Emer Telecommunications Off 1 | Resignation | ECC | 07/06/07 |
| Tyson, Sarah L. | Emer Telecommunications Off 1 | Resignation | ECC | 07/08/07 |
| Cobb, Beverly K. | Emer Telecommunications Off 1 | Resignation | ECC | 07/02/07 |
| Wilson-West, Marcia L. | Emer Telecommunications Off 1 | Resignation | ECC | 07/02/07 |
| Reeder, Theresa C. | Application Tech 3 | Resignation | Finance | 07/13/07 |
| Bowling, Lynda C | Information Systems Advisor 1 | Resignation | Finance | 06/29/07 |
| Harrington, Hal C. | Fire Captain | Pension | Fire | 06/22/07 |
| McPherson, Stephanie | Paramedic 2 | Pension | Fire | 07/11/07 |
| Bratcher, John A. | Paramedic 2 | Resignation | Fire | 06/19/07 |
| Murphy, James E. | Mechanic Helper 1 | Pension | General Services | 07/13/07 |
| Gregorich, Carl A. | Information Systems Advisor 1 | Resignation | ITS | 07/27/07 |
| Gouveia, Gerald G. | Finance Officer 2 | Resignation | Internal Audit | 07/20/07 |
| Magness, David S. | Probation Officer 1 | Resignation | Juvenile Court | 07/20/07 |
| Sale, Terry W. | Maintenance & Repair Worker 1 | Resignation | Parks | 06/29/07 |
| Holleman, John M. | Specialized Skills Supervisor | Resignation | Parks | 06/28/07 |
| Williams, Dustin R. | Maintenance & Repair Worker 1 | Resignation | Parks | 06/18/07 |
| Weathersby, Evan W. | Concessions Clerk 1 | Dismissal | Parks | 06/25/07 |
| Reed, William R. | Police Sergeant | Dismissal | Police | 07/06/07 |
| Farris, Darlyn G. | Police Operations Coordinator 1 | Pension | Police | 06/30/07 |
| Knowles Jr., John N. | Police Officer 3 | Pension | Police | 06/30/07 |
| Allison, Larry B. | Police Officer 2 | Resignation | Police | 06/27/07 |
| Mandyck, Maura B. | Librarian 3 | Resignation | Public Library | 06/27/07 |
| Finley, Bonnie A. | Circulation Assistant 2 | Resignation | Public Library | 07/12/07 |
| Parsley, Leslie | Office Support Rep 3 | Pension | Public Library | 06/29/07 |
| Gore, Thomas W. | Library Manager 1 | Resignation | Public Library | 07/27/07 |
| Wallace, Jeremy D. | Library Associate 1 | Resignation | Public Library | 07/13/07 |
| Woods, John | Maintenance & Repair Worker 2 | Resignation | Public Works | 07/13/07 |
| Tuttle, Wilson O. | Sanitation Supervisor | Pension | Public Works | 07/06/07 |
| Odom, John P. | Administrative Services Officer 2 | Resignation | Public Works | 07/15/07 |
| Carper, David C. | Equipment Operator 3 | Resignation | Public Works | 07/06/07 |
| Coleman, William J. | Sanitation Worker | Dismissal | Public Works | 06/26/07 |
| Reid, Dewayne G. | Correctional Officer 1 | Resignation | Sheriff | 07/24/07 |
| Smitty, Jason L. | Correctional Officer 1 | Resignation | Sheriff | 07/15/07 |
| Smith Jr., Herbert E. | Engineering Tech 3 | Pension | Water Services | 07/27/07 |
| Mason, Donald S. | Technical Specialist 2 | Pension | Water Services | 07/05/07 |
| Cowden, Ilene H. | Occupational Health Manager | Pension | Water Services | 07/13/07 |
| Anderson, Rose G. | Water Quality Analyst 2 | Pension | Water Services | 07/13/07 |
| Vaught, Robert L.. | Engineering Tech 3 | Pension | Water Services | 06/29/07 |
| Weimer, David C. | Industrial Electrician 1 | Resignation | Water Services | 06/22/07 |

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

| <u>Classification</u> | <u>Type</u> | <u>Requesting Department</u> |
|--|-------------|------------------------------|
| Office Support Specialist 1 | Dept | Arts Commission |
| IS Applications Analyst 3-Business Solutions | Open | Finance |
| Tech Specialist 1-Project Officer/Design | Open | Finance |

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

| <u>Classification</u> | <u>Type</u> | <u>Requesting Department</u> |
|---|--------------------|-------------------------------------|
| Fire Captain - Staff Services | Dept | Fire |
| Fire Recruit | Open | Fire |
| IS Communications Analyst 2 - Radio Comm. | Open | General Services |
| Professional Specialist | Dept | Human Resources |
| Training Coordinator | Open | Human Resources |
| IS Advisor 2-Network Com & Security | Open | ITS |
| IS Communications Analyst 1-Network | Open | ITS |
| IS Operations Analyst 1-Deployment | Dept | ITS |
| Administrative Services Officer 1-Safety | Open | Legal |
| Archives Assistant 1 | Open | Library |
| Concessions Clerk 2-Gift Shop Sales | Open | Parks and Recreation |
| Office Support Rep 3-Reservations | Open | Parks and Recreation |
| Special Skills Instructor-Disabilities | Dept | Parks and Recreation |
| Police Operations Coordinator 1-Warrants | Dept | Police |
| Correctional Officer 2-Transportation | Dept | Sheriff |
| Social Worker 3 | Open | Social Services |

REGISTERS ABOLISHED

| <u>Date Established</u> | <u>Classification</u> | <u>Number On Register</u> | <u>Register</u> |
|--------------------------------|---------------------------------------|----------------------------------|------------------------|
| 10/02/2006 | Applications Tech 2 - MPS | 06 | Dept |
| 12/15/2004 | Finance Administrator - SBO | 01 | Dept |
| 02/24/2005 | Office Sup Rep 3 - LTS | 32 | Open |
| 08/30/2006 | Maintenance & Repair Leader 1 - Roads | 03 | Dept |
| 05/17/2006 | Maintenance & Repair Worker 2 - Golf | 14 | Open |

DEPARTMENTAL ITEMS**GENERAL SERVICES**

Item #1: Ms. Nancy Whittemore, Director, requests approval for an Extended Administrative Leave with pay for Ms. Martis Brown.

POLICE

Item #2: Chief Ronal Serpas requests approval for the current promotional eligibility list of Police Lieutenant be extended for a period of six (6) months.

PUBLIC WORKS

Item #3: Mr. John W. Lynch, Director, requests approval for a Leave from Civil Service for Mr. Eddie Davidson, from September 1, 2007 thru September 10, 2007. Mr. Davidson will work as Director of Legislative Affairs in the Mayor's Office, which is a non- Civil Service position.

HUMAN RESOURCES

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

Item #4: Request to conduct a Public Hearing on September 11, 2007 – Proposed Civil Service Rule Changes pertaining to:

- a. CS rule 4.12 – Military Leave
- b. CS rule 6.5 – Types of Disciplinary Actions

Item #5: Review of appeal of Larry Stewart, ECC/Disqualification for Emergency Telecommunications Supervisor

Item #6: ADMINISTRATIVE HEARINGS – Review of Orders Dismissing Appeals

- a. Kawanis Huggins, Social Services/Termination
- b. Amy Roberson, ECC/Termination
- c. Charles Stephens, Police/Grievance
- d. Randy Fowler, Police/Grievance

Item #7: Review of Initial Order - Clifford Mann, Police/Dismissal

Item #8: Review of Order – James Ballentine, Water Services/30 Days Suspension and Demotion to Water Maintenance Technician I

Item #9: Review of Initial Order - Milton Rucker, Parks/Dismissal

Item #10: Job Description Revisions

- Auto Mechanic Leader
- Auto Mechanic
- Auto Mechanic – Certified
- Auto Service Writer
- Auto Shop Supervisor
- Equipment Mechanic
- Equipment Mechanic – Certified
- Equipment Operator 1, 2, 3
- Equipment Servicer
- Equipment Shop Supervisor
- Equipment Supply Clerk 1, 2, 3
- Emergency Vehicle Technician 1, 2
- Garage Manager
- Garage Supervisor 1, 2
- Master Technician
- Parts Supervisor
- Welder

Item #11: Communiqués from the public on pending hearings