

# MINUTES

## METROPOLITAN CIVIL SERVICE COMMISSION

SEPTEMBER 11, 2007

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on September 11, 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 and D. Billy Sanders.

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

**Members not present:** Ervina Jarrett and Michael Allen were unable to attend the meeting.

### August 14, 2007 REGULAR 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 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>
<b><u>ARTS COMMISSION</u></b>			
Miller, Judith S.	Office Support Specialist 1	Promotion	08/13/07
<b><u>FINANCE</u></b>			
Dillard, Warren T.	Info Systems App Technician 2	New Hire	08/13/07
Stephens, Rebekah L.	Finance Officer 3	Promotion	08/13/07
*Poole, Diane G.	Info Systems App Analyst 3	Dept Transfer/Promotion	07/30/07
Granderson, Leah S.	Technical Specialist 1	New Hire	07/30/07

\*Department Transfer from Water Services Dept./Office Support Spec 2, SR8 to the Finance Dept./IS Application Analyst 3, SR12.

### **FIRE**

Hooper, Denise Sue	Administrative Assistant	Promotion	08/01/07
Lankford, Gail C.	Administrative Assistant	Promotion	08/01/07
Hooper, Heather L.	Office Support Rep 3	Promotion	08/01/07

### **GENERAL SERVICES**

Briscoe, Rosie A.	Application Tech 2	Re-Employment	08/13/07
Silver, Carl V.	Building Maintenance Mechanic	Promotion	08/13/07
Nabors, Beverly A.	Finance Administrator	Promotion	08/13/07

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>HUMAN RESOURCES</u></b>			
Harris-Carrethers, Alisha	Professional Specialist	Promotion	08/27/07
Essary, Dirk W.	Training Coordinator	New Hire	07/30/07

**INFORMATION TECHNOLOGY SERVICE**

Ragland, Sonja D.	Information Systems Oper Sys Analyst 1	Promotion	07/30/07
Flaum, Manning X.	Information Systems Advisor 1	Promotion	07/30/07
Jones, Rebecca L.	Information Systems Advisor 2	New Hire	08/06/07

**PARKS**

Adkins III, Golden G.	Specialized Skills Instructor	Promotion	08/10/07
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**POLICE**

*Corcoran, Lou Anne	Office Support Specialist 2	Class Change/Lateral	08/16/07
Johnson, Ashley C.	Police Operations Assistant 1	New Hire	08/16/07
Reasonover, Rachel D.	Police Operations Assistant 1	New Hire	08/16/07
King, Donya S.	Police Operations Coordinator 1	Promotion	08/01/07
Avros, James P.	Police Security Guard 1	New Hire	08/01/07
Nolan, Whitney K..	Police Security Guard 1	New Hire	08/01/07
Richardson, Michael L.	Police Security Guard 1	New Hire	08/01/07

\*Class Change from Police Operations Analyst 1, SR8 to Office Support Spec 2, SR8.

**PUBLIC LIBRARY**

Merlin, Jack A.	Custodian 1	New Hire	08/13/07
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**PUBLIC WORKS**

Grant, Raeffel A.	Maintenance & Repair Worker 1	New Hire	08/13/2007
Ragland, Marty L. Jr.	Maintenance & Repair Worker 1	New Hire	08/13/2007
Mangrum, Joshua W.	Sanitation Supervisor	Promotion	08/13/2007

**SHERIFF**

Looch, Laura	Correctional Officer 1	Re-Hire	07/30/07
Turner, Anthony L.	Correctional Officer 1	Re-Hire	08/19/07
Taylor, Deirdre L.	Correctional Officer 2	Promotion	08/15/07
Walton Jr., J. C.	Correctional Officer Lieut.	Promotion	07/17/07
Davis Jr., Ronnie A.	Correctional Officer Sergeant	Promotion	07/17/07
Gise, William J.	Correctional Officer Sergeant	Promotion	07/17/07

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SOCIAL SERVICES</u></b>			
Washington, Diana	Social Worker 3	New Hire	08/13/07

**WATER SERVICES**

*Taylor, Michael D.	Administrative Services Officer 4	Dept Transfer/Lateral	07/28/07
Fortson, Brandon J.	Equipment Operator 3	Promotion	07/28/07
Madden, John B.	Equipment Operator 3	Promotion	07/28/07
Howell Jr., Jimmy F.	Treatment Plant Shift Supervisor	Promotion	07/28/07
King, Mark W.	Treatment Plant Shift Supervisor	Promotion	07/28/07
McGregor, Scott D.	Treatment Plant Shift Supervisor	Promotion	07/28/07
Moore, Angie D.	Treatment Plant Shift Supervisor	Promotion	07/28/07
Schutt, Andrew R.	Treatment Plant Shift Supervisor	Promotion	07/28/07

\*Department Transfer from Public Works Dept./Administrative Services Officer 4, SR12 to Water Services Dept./Administrative Services Officer 4, SR12.

***MOTION: After some discussion, Vice-Chairman Corbitt 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>
Washington, Shaketa S.	Emer Telecommunications Officer 1	Resignation	ECC	08/06/07
Maxwell, Joni L.	Emer Telecommunications Officer 2	Resignation	ECC	08/04/07
Young, Brenda G.	Emer Telecommunications Trainer	Pension	ECC	08/03/07
Hatcher II Joseph D.	Finance Officer 3	Resignation	Finance	08/01/07
Williams, Herbert E.	Fire Captain	Pension	Fire	07/17/07
Warren, Wendy M.	Fire Fighter/Paramedic	Pension	Fire	08/02/07
Brown, Martis R.	Equipment & Supply Clerk 2	Resignation	General Services	08/03/07
Morin, Michael L.	Historic Preservationist 1	Dismissal	Historical Comm	08/03/07
Rost, Laura A.	Historic Preservationist 1	Resignation	Historical Comm	07/31/07
Gregorich, Carl A.	Information Systems Advisor 1	Resignation	ITS	07/27/07
Campbell, James G.	Custodian 1	Resignation	Parks	07/22/07
Baker Jr., Donald W.	Maintenance & Repair Worker 1	Resignation	Parks	08/09/07
Petty, Charles W.	Maintenance & Repair Worker 1	Resignation	Parks	08/03/07
Baney, Joshua L.	Police Officer 2	Resignation	Police	08/04/07
Gulla, Michael D.	Police Officer 2	Resignation	Police	07/19/07
Hooper, Carl M.	Police Officer 2	Resignation	Police	07/31/07
Hunter, Jason R.	Police Officer 2	Resignation	Police	07/30/07
Stueck, Thomas A.	Police Officer 2	Resignation	Police	07/23/07
McClain, Evita L.	Police Operations Assistant 2	Resignation	Police	07/20/07
Petre Jr., James A.	Police Operations Assistant 3	Pension	Police	07/23/07
Willis, Charles D.	Police Operations Assistant 3	Resignation	Police	08/03/07
Howd, Steven C.	Police Sergeant	Resignation	Police	07/31/07
Gore, Thomas W.	Library Manager 1	Resignation	Public Library	07/27/07
Wood, Christopher C.	Radio Announcer	Resignation	Public Library	07/29/07
Spain, William A.	Compliance Inspector 2	Pension	Public Works	07/31/07
Cantrell, Jeremy P.	Correctional Officer 1	Resignation	Sheriff	08/02/07
Eads, Gary P.	Correctional Officer 1	Resignation	Sheriff	08/07/07
Stottman, Rachel H.	Correctional Officer 1	Resignation	Sheriff	07/31/07

**MOTION:** *After some discussion, Vice-Chairman Corbitt 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>
IS Applications Tech 2 - EAM/Inventory	Open	Finance
Emergency Telecommunications Supervisor	Dept	General Services
Finance Administrator - Metro Payment Services	Dept	General Services
IS Operations Analyst 1 - Desktop	Dept	ITS
IS Operations Analyst 2 - Tech Support	Open	ITS
Facilities Coordinator - East/Coleman Centers	Dept	Parks
Program Coordinator - Regional Recreation	Open	Parks
Special Projects Manager	Dept	Public Works
Engineering Tech 3 - Stormwater	Open	Water Services
Environmental Compliance Officer 1 - Lab	Open	Water Services
Treatment Plant Shift Operator	Dept	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
09/12/06	IS Applications Analyst 2 - Library	20	Open
03/17/06	Water Quality Analyst 1 - Lab	17	Open

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved to approve the registers established and abolished. 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: ADMINISTRATIVE HEARINGS – Review of Orders Dismissing Appeals**

- a. Porsha Perkins, Metro Action Commission /Dismissal

This case was appealed to the Civil Service Commission and scheduled to be heard by Administrative Law Judge Joyce G. Safley. In processing the case, the Administrative Judge entered an Order dismissing the appeal with prejudice, pursuant to a settlement agreement and release. All parties involved in this case were notified that the Order entered by the Judge, dismissing the appeal, will be reviewed by the full Civil Service Commission in accordance with provisions in the Civil Service Rules.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval to uphold the Order to Dismiss the Appeal of Porsha Perkins as submitted by Judge Joyce G. Safley. Seconded by Commissioner Sanders and the Commission approved without objection. A recommended Final Order will be sent to the Metro Action Commission in accordance with the established agreement.*

- b. Robert Zulewski, Emergency Communications Center /15 Days Suspension

This case was appealed to the Civil Service Commission and scheduled to be heard by Judge Randall LaFevor. During a telephone pre-hearing conference, it was announced by Mr. Zulewski that he wished to withdraw his appeal.

**MOTION:** *After some discussion, Commissioner Sanders moved for approval to uphold the Order to Dismiss the Appeal of Robert Zulewski as submitted by Judge Randall LaFevor. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

**( 2: Communiqués from the public on pending hearings**

There were no communiqués from the public.

With nothing further, the regular meeting adjourned at 8:36a.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