

METROPOLITAN CIVIL SERVICE COMMISSION

AGENDA

NOVEMBER 13, 2007

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, November 13, 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 **October 9, 2007.**
Approval of Public Hearing Minutes held on October 9, 2007.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Dawkins Jr., John D.	Plans Examiner 2	New Hire	10/01/07
<u>FINANCE</u>			
Jones, Joya K.	Finance Officer 2	New Hire	10/22/07
Watson, Heather L.	Finance Officer 2	New Hire	10/15/07
<u>FIRE</u>			
*Angell, Clyde E.	Fire Maintenance Worker 1	Dept Transfer/ Vol Reduction in Grade	10/16/07
*Department Transfer from General Services (Master Tech, TG13) to Fire (Fire Maintenance Worker 1, TG12)			
<u>GENERAL SERVICES</u>			
Mohon, Glenn A.	Building Maintenance Mechanic	New Hire	10/08/07
Maxwell, James E.	Equipment Mechanic Leader	Promotion	09/24/07
<u>HISTORICAL COMMISSION</u>			
Alexander, Sean M.	Historic Preservationist 1	New Hire	10/08/07

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
Bell, Stephen F.	Application Tech 2	Promotion	09/24/07
Brock, Antonia Louise	Application Tech 3	Promotion	09/24/07
Copeland, Patricia J.	Application Tech 3	Promotion	09/24/07
Stanton, Malia C.	Application Tech 3	Promotion	09/24/07
Wilkerson, Patricia A.	Application Tech 3	Promotion	09/24/07
Adams-Bowles, Sue A.	Human Resources Analyst 2	Promotion	09/24/07
<u>INFORMATION TECHNOLOGY SERVICES</u>			
Scott, Ashley C.	Info Systems App Analyst 1	Promotion	10/08/07
Grieffy Jr., John C.	Info Systems Division Manager	Re-Employment	10/05/07
Wallace, Timothy L.	Information Sys Operations Analyst 3	New Hire	09/26/07
Que, Allan Melvin	Information Systems Advisor 2	Promotion	10/15/07
Rorie, Samuel Todd	Information Systems Advisor 2	Promotion	10/16/07
<u>PARKS</u>			
Taylor V, Richard J.	Facilities Manager	Promotion	10/05/07
Floyd, Gernell D.	Facility Coordinator	Promotion	09/28/07
Pittman, Barbara S.	Facility Coordinator	Promotion	09/28/07
Personett Jr., Loren R.	Golf Course Manager	Promotion	10/12/07
*Baugh Jr., Sterling	Maintenance & Repair Worker 1	Transition - Civil Service	09/21/07
*Blair, Henderson D.	Maintenance & Repair Worker 1	Transition - Civil Service	09/21/07
**Weyer, Denise M.	Nature Center Manager	Transition - Civil Service	10/19/07
*Transition to Civil Service from Seasonal Status			
**Transition to Civil Service from non Civil Service Status.			
<u>POLICE</u>			
Bebout, Jeanette G.	Administrative Assistant	Promotion	10/01/07
Burnett, Sheri	Administrative Assistant	Promotion	10/01/07
Hagar, Rhonda R.	Administrative Assistant	Promotion	10/01/07
Peaks, Bernadine W.	Administrative Assistant	Promotion	10/01/07
Stiddum, Susan L.	Administrative Assistant	Promotion	10/01/07
Williamson, Barbara A.	Administrative Assistant	Promotion	10/01/07
Hale, Randy	Info Systems App Analyst 2	Promotion	09/16/07
Hambrick, Brenda W.	Info Systems App Analyst 2	Promotion	09/16/07
*Davenport, David L.	Information Systems Media Analyst 2	Re-Classification/Lateral	10/01/07
Goodwin, Robert D.	Police Operations Assistant 1	New Hire	10/01/07
Grant, Zina L.	Police Operations Assistant 1	Re-Hire	10/01/07
Mosley, Senna L.	Police Operations Assistant 1	New Hire	10/01/07
Moss, Bethany L.	Police Operations Coordinator 1	New Hire	10/01/07
Gilliam, Sharon W.	Police Operations Coordinator 2	Promotion	10/01/07
Hunter, Pamela L.	Police Operations Coordinator 2	Promotion	10/01/07
Reeves, Lisa D.	Police Operations Coordinator 2	Promotion	10/01/07
Sutherland, Chandra R.	Police Operations Coordinator 2	Promotion	10/01/07
Braden, Kenneth L.	Police Security Guard 2	Promotion	10/09/07
^Wyatt, Jason M.	Professional Specialist	Transition -Civil Service	10/01/07
Dyess, Aaron W.	Technical Specialist 1	New Hire	10/01/07
Tolbert, Todd A.	Technical Specialist 1	New Hire	10/01/07

*Reclassification from IS Communications Tech 2, SR9 to Is Media Analyst 2, SR9

^Transition to Civil Service from non-Civil Service Status

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
Lyons, Michael G.	Circulation Assistant 1	New Hire	09/24/07
Mattes, Jeffery F.	Circulation Assistant 1	New Hire	10/22/07
*Kassae, Lili S	Info Systems App Analyst 2	Dept Transfer/Promotion	10/22/07
Frederick, Angela S.	Librarian 1	New Hire	10/22/07
Pawlak, Patricia A.	Librarian 1	Re-Hire	10/08/07
Council, Floyd G.	Library Associate 1	New Hire	10/22/07
Morros, Jesse A	Library Associate 1	Promotion	10/22/07
^Shivers, Carlos M.	Library Associate 1	Transition - Civil Service	10/22/07
Townsend, Montoya S.	Library Associate 1	New Hire	10/15/07
Dickerson, Mickey A.	Office Support Rep 3	Re-Hire	09/24/07

*Department Transfer from Finance (IS Applications Analyst 1, SR10) to Library (IS Applications Analyst 2, SR11)

^Transition to Civil Service from Part Time status

PUBLIC WORKS

Buice, Tommy L	Equipment Operator 3	Re-Hire	10/08/07
Irvine, Bobby J Jr.	Equipment Operator 3	New Hire	10/22/07
Thomas, Bryan S	Equipment Operator 3	Promotion	10/22/07
Calloway, Micheal W.	Maintenance & Repair Worker 1	New Hire	10/22/07
Madden, John Jr.	Maintenance & Repair Worker 1	New Hire	10/22/07
*Bessire, Maurice E.	Sanitation Worker	Vol Reduction in Grade	10/22/07
Callies, Dennis M	Sanitation Worker	New Hire	10/08/07
Merriweather, John	Sanitation Worker	New Hire	10/08/07
Raines, Anthony	Sanitation Worker	New Hire	10/22/07

*Voluntary Reduction in Grade from Equipment Operator 3 (TG8) to Sanitation Worker (TG5)

SHERIFF

*Davis, Marcus G.	Correctional Officer 1	Dept Transfer/ Vol Reduction in Grade	10/22/07
Jackson, Fredilia J.	Correctional Officer 1	Re-Hire	10/21/07
Cothron, William M.	Correctional Officer 2	Promotion	09/27/07
Franklin III, Thomas D.	Correctional Officer 2	Promotion	09/16/07
Moore, Brandi R.	Correctional Officer 2	Promotion	10/05/07
Pass, Don R.	Correctional Officer Sergeant	Promotion	09/28/07

*Department Transfer from Beer Board (Beer Inspector 1, SR8) to the Sheriff's Office (Correctional Officer 1, CO1)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Davis Jr., Ivan R	Administrative Services Officer 4	New Hire	10/20/07
Osborne, Billie C	Engineer 2	New Hire	10/20/07
Owens, Amanda A	Engineering Tech 3	New Hire	10/06/07
Taylor, Ted A	Environmental Compliance Officer 1	New Hire	10/20/07
White, Amy J	Environmental Compliance Officer 1	New Hire	10/20/07
Canfield, Daniel R	Maintenance & Repair Worker 1	New Hire	10/20/07
Golden, Darrell L	Maintenance & Repair Worker 1	New Hire	10/20/07
Thompson, Ethan W	Maintenance & Repair Worker 1	New Hire	10/20/07
Moore, Kimberly V.	Technical Services Coordinator	Promotion	10/20/07
Coleman, Brice E.	Water Maintenance Leader 1	Promotion	10/20/07
Himes, Terrence D.	Water Maintenance Leader 1	Promotion	10/20/07
Johnson, George W	Water Maintenance Leader 1	Promotion	10/20/07
Henderson, Gregory B.	Water Maintenance Leader 2	Promotion	10/06/07

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Brown, Patricia L.	Customer Service Supervisor	Resignation	Codes	10/19/07
Sapp, Joy F.	Property Stand Inspector 2	Resignation	Codes	09/28/07
Hampton, Charles C.	Fire Captain	Pension	Fire	09/28/07
Lee Jr., Jerry D.	Paramedic 2	Pension	Fire	09/27/07
Heath, Henry Wayne	Automotive Mechanic	Resignation	General Services	10/01/07
Moorman, Keenon Eugene	Info Systems Comm Analyst 3	Resignation	ITS	09/28/07
Baker, Robert A	Recreation Leader	Resignation	Parks	10/10/07
Forte, Kenneth W.	Administrative Services Manager	Resignation	Police	09/28/07
Gant, David R.	Police Officer 2	Pension	Police	09/30/07
Goad, Stanton R.	Police Officer 2	Pension	Police	09/30/07
Pack, Mark W.	Police Officer 2	Pension	Police	09/30/07
Teague, Fredrick L.	Police Officer 2	Resignation	Police	09/27/07
Freeman, Steven J	Police Officer 3	Pension	Police	09/29/07
Hullett, Robert L.	Police Sergeant	Pension	Police	09/30/07
Colburn, Ariel F.	Librarian 3	Pension	Public Library	09/28/07
Cornelisen, Wendy A	Library Associate 1	Resignation	Public Library	10/02/07
Hix, Lewis D.	Library Associate 1	Pension	Public Library	10/01/07
Shaw, Charles T	Library Associate 1	Resignation	Public Library	09/27/07
Coleman, Matthew N	Maintenance & Repair Worker 1	Dismissal	Public Works	10/05/07
Sawyers, Dontae D	Maintenance & Repair Worker 1	Deceased	Public Works	10/10/07
Trotter, Steven E.	Maintenance & Repair Worker 1	Resignation	Public Works	10/19/07
Barnett, Marcus J.	Correctional Officer 1	Resignation	Sheriff	10/12/07
Nimmo, David W.	Information Systems Advisor 2	Resignation	Social Services	09/21/07
Ryan, Nancy D	Info Systems Manager	Pension	Water Services	10/01/07

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Mechanical/Gas Inspector 1	Open	Codes
Finance Officer 2-Contract Management/Purchasing	Open	Finance
Finance Officer 2-Results Matter	Open	Finance

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Assistant - EMS	Dept	Fire
Applications Tech 2 - SBO/HR	Dept	General Services
Finance Officer 3-Internal Auditor	Dept	Internal Audit
IS Applications Analyst 1-Internet/Intranet	Dept	ITS
IS Media Analyst 2-Metro 3	Dept	ITS
IS Operations Analyst 2-Desktop Support	Dept	ITS
IS Operations Tech 2-Desktop	Open	ITS
IS Applications Analyst 2-Library	Open	Library
Library Associate 1-Children's Services	Open	Library
Library Associate 1-Teen Services	Open	Library
Office Support Rep 3-Metro Clerk's Office	Dept	Metro Clerk's Office
Maintenance & Repair Leader 1-Golf	Open	Parks
Maintenance & Repair Worker 2-Golf	Open	Parks
Maintenance & Repair Worker 2-Landscaping	Dept	Parks
IS Operations Analyst 2-Records Management	Open	Police
Administrative Services Officer 4-Administration	Open	Water Services
Technical Services Coordinator-Plans	Dept	Water Services
Water Maintenance Leader 2- Tapping Crew	Dept	Water Services
Water Maintenance Leader 2-Valve Truck	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
08/10/06	IS Applications Analyst 1 - Development	50	Open
01/23/06	IS Applications Tech 2 - Applications	19	Open

DEPARTMENTAL ITEMS

EMERGENCY COMMUNICATIONS CENTER

Item #1: Police Chief Ronal Serpas, requests Extension of out of Class Pay beyond 100 days for Mr. Bruce Sanschargin, as Interim Assistant Director – ECC.

FINANCE

Item #2: Mr. Gene Nolan, Interim Director, requests approval of Leave from Civil Service for Ms. Michelle Lane from October 15, 2007 to October 14, 2008.

INFORMATION TECHNOLOGY SERVICES

Item #3: Ms. Sandy Cole, Director, requests approval of Departmental Rules – Dress Code.

HUMAN RESOURCES

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

- Item #4: Consideration of Medical Waiver request from Mr. John Burdge – Police Trainee Applicant.

- Item #5: Approval of Proposed Civil Service Rule Changes proposed in Public Hearing on October 9, 2007
 - a. Section 6.5 – Types of Disciplinary Actions
 - b. Section 4.12 – Military Leave

- Item #6: Benefit Board Election Plan/ Police Employee Representative – January 22, 2008

- Item #7: Review of Initial Order - Milton Rucker, Parks/Dismissal

- Item #8: Communiqués from the public on pending hearings



Requests for ADA accommodation should be directed to the Metro Human Resources Dept. @ 862-6640