

METROPOLITAN CIVIL SERVICE COMMISSION

AGENDA

DECEMBER 11, 2007

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, December 11, 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 **November 13, 2007.**

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Langley, Carla J.	Customer Service Supervisor	Promotion	11/19/07
Hicks, Joseph M.	Mechanical Gas Inspector 1	New Hire	11/12/07
Roberts, Shannon A.	Mechanical Gas Inspector 1	New Hire	11/12/07
<u>EMERGENCY COMMUNICATION CENTER</u>			
Stone, Tanya A.	Emer Telecommunications Supervisor	Promotion	10/30/07
Williams, Natalie E.	Emer Telecommunications Supervisor	Promotion	10/30/07
<u>FINANCE</u>			
Hartlage, Kenneth J.	Finance Admin	Promotion	11/19/07
<u>GENERAL SERVICES</u>			
Johnson, Sandra D.	Application Tech 2	Promotion	10/29/07
<u>INFORMATION TECHNOLOGY SERVICES</u>			
Riche, Terrence L.	Info Systems App Analyst 2	Promotion	11/12/07
*Collingwood II, Bradley Y.	Info Systems Division Manager	Re-Classification	11/12/07
Brazelton, Samaki N.	Information System Operator Tech 2	Promotion	10/26/07

*Reclassification due to a Job Audit from IS Manager (SR13) to IS Division Manager (SR14)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INTERNAL AUDIT</u>			
McGinley, Joseph	Finance Admin	New Hire	11/5/07
Terry, Jane K.	Finance Officer 3	Promotion	11/5/07
<u>JUVENILE COURT</u>			
Kemper, Teresa R.	Office Support Specialist 2	Promotion	11/5/07
<u>METROPOLITAN CLERK</u>			
Kidwell, Rose J.	Office Support Rep 3	Promotion	11/4/07
<u>PARKS</u>			
Denton, Brandon J.	Maintenance & Repair Leader 1	Re-Hire	11/9/07
Abbott, Martin W.	Maintenance & Repair Worker 2	Promotion	10/26/07
Garvin, Jeffery A.	Maintenance & Repair Worker 2	Promotion	11/16/007
Lanius, Tyler A.	Maintenance & Repair Worker 2	Promotion	11/16/07
Merritt, Brennan J.	Maintenance & Repair Worker 2	New Hire	11/1/07
Velez, Julio	Maintenance & Repair Worker 2	Promotion	11/16/07
Butler, David J.	Maintenance & Repair Worker 3	Promotion	11/2/07
Smith, Jamie S.	Office Support Rep 3	Promotion	11/16/07
<u>POLICE</u>			
Mayes, Pamela P.	Information Systems Operations Anal 2	Promotion	11/1/07
*Snyder, Eric B.	Police Lieutenant	Vol Reduction In Grade	11/16/07
Fite, Jarrika D.	Police Operations Assistant 1	New Hire	11/1/07
Mays, Lisa D.	Police Operations Coordinator 1	Promotion	11/1/07
Meeks, Shawn D.	Technical Specialist 1	New Hire	11/1/07
* Voluntary reduction in grade from Police Captain (PS8) to Police Lieutenant (PS7)			
<u>PUBLIC LIBRARY</u>			
Walden, Esther M.	Circulation Asst 1	New Hire	11/19/07
Frederick, Angela S.	Librarian 1	New Hire	10/22/07
Jones, Bryan N.	Librarian 1	New Hire	11/19/07
Piper, Mary J.	Librarian 1	New Hire	11/5/07
Bryant, Marva J.	Librarian 2	Promotion	2/12/07
Collins, Andrea E	Library Associate 1	New Hire	11/19/07
Hemphill, Lea D.	Library Associate 1	Re-Hire	11/5/07
*Riley, Christan L.	Library Associate 1	Transition - Civil Service	11/19/07
Tekulve, Nicole R.	Library Associate 1	Promotion	11/5/07

*Transition to Civil Service from Part Time status

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Flemming, Michael A.	Maintenance & Repair Worker 1	New Hire	11/5/07
Sparkman, Paul B.	Maintenance & Repair Worker 2	Re-Employment	11/5/07
<u>SHERIFF</u>			
Denton, Parrish C.	Correctional Officer Sergeant	Promotion	11/11/07
Dotson, Trina A.	Correctional Officer Sergeant	Promotion	11/11/07
<u>SOCIAL SERVICES</u>			
Williams, Wendy K.	Homemaker	New Hire	11/19/07
<u>WATER SERVICES</u>			
*Lavender, Eric D.	Customer Service Field Rep 3	Return from Medical Pension	11/3/07
^Johnson Jr., Roger A.	Engineering Tech 2	Class Change/Lateral	11/17/07
Reece Jr., Milton M.	Treatment Plant Shift Operator	Promotion	11/3/07
Lovell, Shaun E.	Treatment Plant Tech 1	New Hire	11/3/07
**Alexander, Brian K.	Water Maintenance Leader 1	Class Change/Lateral	11/17/07
^^Harmon, Randy L.	Water Maintenance Tech 3	Vol Reduction In Grade	11/17/07

*Return from Pension to same classification

^Class change from Water Maintenance Leader 2 (TL9) to Engineering Tech 2 (SR8)

**Class change from Service Rep 2 (SR7) to Water Maintenance Leader 1 (TL7)

^^Class change from Treatment Plant Tech 1 (TG8) to Water Maintenance Tech 3 (TG6)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Mallory, Jeanne C	Emer Telecomm Assistant Director	Resignation	ECC	11/08/07
Asher, Mary E.	Emer Telecomm Officer 3	Resignation	ECC	11/02/07
Swezea, Melanie F.	Emer Telecomm Officer 2	Dismissal	ECC	11/07/07
McGee, Kristy A	Emer Telecomm Officer 2	Resignation	ECC	11/09/07
Whipple, Justin K	Info Systems App Tech 2	Resignation	ECC	10/26/07
Tinnin, Samuel T	Fire Fighter 2	Dismissal	Fire	10/31/07
Bishop, Sarah B	Administrative Services Officer 1	Resignation	Law	11/02/07
Clark, Rhonda D	Recreation Center Manager	Dismissal	Parks	10/31/07
McKisic, Paul L.	Custodial Services Assistant Supv	Dismissal	Parks	11/14/07
Brewer, Chris	Maintenance & Repair Worker 1	Resignation	Parks	11/01/07
Starkovich, Kyle T	Maintenance & Repair Leader 1	Dismissal	Parks	11/02/07
McGowan, Terry A.	Police Officer 2	Pension	Police	10/28/07
Harris, Marissa A.	Library Associate 1	Resignation	Public Library	11/06/07
Hackett, Lance A.	Correctional Officer 1	Resignation	Sheriff	11/05/07
Patton-Bayne, Gail L.	Correctional Officer 1	Resignation	Sheriff	10/29/07

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Tolliver, Erica L.	Correctional Officer 1	Resignation	Sheriff	11/15/07
Lawrence, Joshua T.	Correctional Officer 1	Dismissal	Sheriff	11/12/07
Williams, Patricia D	Homemaker	Resignation	Social Services	10/31/07
Hall, Gladys P	Homemaker	Resignation	Social Services	11/02/07
Ballentine, Andrew L	Utility System Helper	Pension	Water Services	11/01/07
Mauck, Thomas C.	Engineering Tech 3	Deceased	Water Services	11/10/07
Peterson, Joseph David	Customer Service Field Rep 1	Dismissal	Water Services	10/23/07

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Customer Service Supervisor	Dept	Codes
Finance Administrator-OMB	Open	Finance
Administrative Services Officer 2-Juvenile Court	Dept	Juvenile Court
Maintenance & Repair Supervisor-Grounds	Dept	Parks and Recreation
Naturalist 2-Nature Centers	Open	Parks and Recreation
Naturalist 3-Nature Centers	Open	Parks and Recreation
Administrative Services Officer 1-Police Fiscal Affairs	Open	Police
Office Support Rep 3-Waste Management	Dept	Public Works
Contract Administrator - Children Services Coordinator	Dept	Social Services
Application Tech 3-Cash/Payment Process	Dept	Water Services
Engineer Tech 3-Storm Remedial Maintenance	Dept	Water Services
Environmental Lab Manager	Dept	Water Services
Equipment & Supply Clerk 2-Stores	Dept	Water Services
Equipment Mechanic-Fleet Maintenance	Dept	Water Services
Treatment Plant Shift Operator-Whites Creek	Dept	Water Services
Water Maintenance Leader 2-Sewer Maintenance	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
02/24/2006	Finance Officer 3 - Budgets	14	Open
12/13/2006	Program Specialist 2 - Video	21	Open
11/29/2005	Program Manager 2	01	Dept

DEPARTMENTAL ITEMS

FINANCE

Item #1: Mr. Richard Riebeling, Director, requests approval of a 7% Open Range Salary Adjustment for Mr. Gene Nolan, Deputy Director, to \$128, 825.

SHERIFF

Item #2: Sheriff Daron Hall requests approval of Departmental Rules – Personal Appearance.

HUMAN RESOURCES

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

- Item #3: Review of Initial Order – Dawn Daman, Water Services /Grievance
- Item #4: Review of Initial Order – Connie Bates, Fire/20 Days Suspension
- Item #5: Review of Initial Order – James Dunkling, Public Works/Dismissal
- Item #6: Review of Initial Order – William Medina, ITS/3 Days Suspension
- Item #7: Report of Employee Benefit Board Election Results – Police Representative
- Item #8: Election of Chairman and Vice-Chairman to the Civil Service Commission
- Item #9: Request for Commissioners to begin hearing employee appeals of suspensions, temporary demotions and grievance decisions due to budgetary constraints
- Item #10: Communiqués from the public on pending hearings

