

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

MAY 8, 2007

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, May 8, 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

NOTE: On April 17, 2007, the Metro Council affirmed the re-appointment of D. Billye Sanders as Civil Service Commissioner thru March 31, 2012.

(A) MINUTES: Approval of the minutes for the April 10, 2007 Civil Service Commission regular meeting. **Public Hearing Minutes of April 10, 2007**

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
*Browning, Robert E	Finance Officer 3	Department Transfer/ Transition - Civil Service	04/01/07
Howe, Sondra K	Finance Admin	Promotion	04/23/07
*Department Transfer from JIS (IS Applications Analyst 3, SR12) to Finance (Finance Officer 3, SR12)			
<u>FIRE</u>			
Hurt, Scotty D	Equipment & Supply Clerk 3	New Hire	04/16/07
Birdwell, Gary K	Fire Captain	Promotion	04/16/07
Dean Jr., James T	Fire Captain	Promotion	04/16/07
Downey, Dennis D	Fire Captain	Promotion	04/16/07
Hampton, Darren R	Fire Captain	Promotion	04/16/07
Hollis, Leslie F	Fire Captain	Promotion	04/16/07
King, Daryl T	Fire Captain	Promotion	04/16/07
Legate, Philip O	Fire Captain	Promotion	04/16/07
Piercey, Jeffrey T	Fire Captain	Promotion	04/16/07
Soffiantino III, William H	Fire Captain	Promotion	04/16/07
White III, Harry E	Fire Captain	Promotion	04/16/07
Alford, Donald E	Fire District Chief	Promotion	04/01/07
Hoover Jr., Charles F	Fire District Chief	Promotion	04/01/07
King, Verner P	Fire District Chief	Promotion	04/01/07
Manning, Lenny A	Fire District Chief	Promotion	04/01/07
<u>GENERAL SERVICES</u>			
*Law, Larry D.	Administrative Services Manager	Class Change/Lateral	04/23/07
^Steele, Michelle D	Administrative Services Manager	Department Transfer/ Transition - Civil Service	04/09/07
Cantrell III, Luther E	Administrative Services Officer 3	New Hire	04/23/07
**Stewart, Deborah L	Application Tech 2	Return - Medical Pension	04/11/07
Epley, Karen D	Application Tech 3	Promotion	03/26/07
^Mendez, Cesar A.	Building Maintenance Mechanic	Re-Classification	04/02/07
Karrick, John M	Equipment Mechanic	New Hire	04/09/07
Atwell, Jack A	Equipment Servicer	New Hire	04/23/07

*Class change from IS Manager (SR13) to Administrative Services Manager (SR13)

^Department Transfer from the Mayor's Office (Director Of Office Of Neighborhoods) to General Services (Administrative Services Manager)

**Return from pension to same classification

^Re-classification due to a position audit

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
*Wilkins, Jaunae C	Application Tech 1	Transfer - Civil Service	03/20/07
^Workings, Vechelle B	Office Support Rep 3	Department Transfer/ Promotion	04/09/07

*Transition to Civil Service from a temporary position

^Department Transfer from Parks (Concessions Clerk 2, SR5) to Human Resources (Office Support Rep 2, SR5)

INFORMATION TECHNOLOGY SERVICE

Talley, Betsy A.	Info Systems Division Manager	Promotion	04/30/07
Gillock, Jamie L	Information Systems Advisor 1	New Hire	03/30/07

PARKS

Moore, Geneva L	Custodian 1	New Hire	04/09/07
Hynes III, Lee W	Maintenance & Repair Worker 1	New Hire	03/23/07
Lewis, Jeffery S.	Maintenance & Repair Worker 2	Promotion	03/16/07
Braden, Kimitha P	Office Support Rep 3	New Hire	03/16/07

POLICE

McReynolds, Garry L	Info Systems Applications Analyst 3	Promotion	04/16/07
Russell, Brenda C.	Police Identification Analyst 1	Promotion	04/01/07
*Borum, Joshua R.	Police Officer 1	Class Change	04/06/07
*Howard, Daryl B.	Police Officer 1	Class Change	04/06/07
*Kahn, Donald R.	Police Officer 1	Class Change	04/06/07
*Mendenhall, Michael A.	Police Officer 1	Class Change	04/06/07
*Osment, Darrell R.	Police Officer 1	Class Change	04/06/07
*Price, Doyle A. Jr.	Police Officer 1	Class Change	04/06/07
*Wagner, Erik L	Police Officer 1	Class Change	04/06/07
*Whittaker, Brandon	Police Officer 1	Class Change	04/06/07
*Wong, Jason M.	Police Officer 1	Class Change	04/06/07
Farnow, Lindsay A	Police Operations Assistant 1	Re-Hire	04/01/07
Haines, Jessica G	Police Operations Assistant 1	New Hire	04/01/07
Watkins, Kerri	Police Operations Coordinator 1	Promotion	04/01/07
Hibbard, Jeffrey	Police Security Guard 2	Promotion	04/16/07

*Class Change from Police Officer Trainee to Police Officer 1

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Clemons, Lawrence R	Carpenter 2	New Hire	04/23/07
McClain, Ernest D	Customer Service Field Rep 1	New Hire	04/23/07
Cleghon, Jonathan M.	Engineer 2	Re-Employment	03/26/07
Honeycutt, Jonathan A	Engineer 2	Promotion	04/09/07
Smith, Joseph Andrew	Engineer 2	Promotion	04/09/07
Suber, Timothy D.	Engineer 2	Promotion	04/09/07
Wonderly Jr., John H.	Engineer 2	Promotion	04/09/07
Trotter, Steven E.	Equipment Operator 1	Promotion	03/26/07
Coleman, Matthew N	Maintenance & Repair Worker 1	New Hire	04/09/07
<u>SHERIFF</u>			
Gustine, Thomas H.	Correctional Officer 2	Promotion	03/25/07
Hutcherson, John R.	Correctional Officer 2	Promotion	03/25/07
Kerr, Margo D.	Correctional Officer 2	Promotion	04/15/07
Longstreth II, Richard T.	Correctional Officer 2	Promotion	03/25/07
Schwarz, Barbara A.	Correctional Officer 2	Promotion	03/26/07
Sutton Jr., Toney R.	Correctional Officer 2	Promotion	03/26/07
White, Casey J.	Correctional Officer 2	Promotion	03/26/07
Dixon Jr., Donald R.	Correctional Officer Sergeant	Promotion	04/12/07
<u>WATER SERVICES</u>			
^Broughton, Raymond E	Customer Service Field Rep 2	Demotion	04/02/07
Biggerstaff, Ross M	Customer Service Field Rep 3	Re-Hire	04/07/07
Crawford, Shawnita B	Office Support Rep 3	New Hire	04/07/07
Finney, Shanielle A	Office Support Rep 3	New Hire	04/07/07
Hiner, Marilynn E.	Office Support Rep 3	Promotion	03/10/07
*Holder, Karen D.	Office Support Rep 3	Dept. Transfer/ Transition - Civil Service	04/13/07
Richard, Tanya A	Office Support Rep 3	Promotion	03/10/07
Tomberlain, Lisa A	Office Support Rep 3	New Hire	04/07/07
Hillis, Matthew W	Treatment Plant Tech 1	New Hire	04/07/07
Johnson, Justin T.	Treatment Plant Tech 1	Promotion	04/07/07
Kenner Jr., James L	Treatment Plant Tech 1	Re-Hire	04/07/07
Kenner, Brian Davis	Treatment Plant Tech 1	New Hire	04/07/07
Knowles, Demitrius L	Treatment Plant Tech 1	New Hire	04/07/07
Seagle, James H	Treatment Plant Tech 1	New Hire	04/07/07
Smith, Deborah J	Treatment Plant Tech 1	Re-Hire	04/07/07
Tabb, John K	Treatment Plant Tech 1	New Hire	04/07/07
Young, Jennifer A.	Treatment Plant Tech 1	Promotion	04/07/07
Young, Michael D	Treatment Plant Tech 1	New Hire	04/07/07
^Bush Jr., Thomas E	Water Maintenance Leader 1	Class Change/Lateral	04/07/07
^Hooberry, Robert C.	Water Maintenance Leader 1	Class Change/Lateral	04/07/07
**Jackson, Calvin J	Water Maintenance Leader 1	Class Change/Lateral	04/07/07
McKinnon, Ashley P.	Water Maintenance Leader 1	Promotion	04/07/07
Proctor, Robert E	Water Maintenance Tech 1	New Hire	04/07/07
Womer, Sean M	Water Maintenance Tech 1	New Hire	03/24/07

^Demotion from Customer Service Field Rep 3 (SR7) to Customer Service Field Rep 2 (SR6)

*Department Transfer from State Trial Courts (Seasonal Position) to Water (Office Support Rep 3, SR6)

^Class change from Equipment Operator 3 (TG8) to Water Maintenance Leader1 (TI7)

**Class change from Customer Service Field Rep 3 (SR7) to Water Maintenance Leader 1 (TI7)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Dugger, Aaron S.	Beer Permit Inspector 1	Resignation	Beer Board	03/30/07
Ballentine, Dennis R	Emer Telecommunications Officer 1	Resignation	ECC	03/23/07
Winbush, Adrienne A	Emer Telecommunications Officer 2	Resignation	ECC	04/20/07
Mayes, Michelle D	Emer Telecommunications Officer 4	Resignation	ECC	04/04/07
Stephens, Jeremy Lee	Finance Officer 3	Resignation	Finance	04/05/07
Vance, Joseph R.	Technical Specialist 1	Resignation	Finance	04/20/07
Upchurch, Jerry D	Fire District Chief	Pension	Fire	03/29/07
Edwards, Claude T	Firefighter 3	Pension	Fire	04/04/07
Faulkner, Levi T	Firefighter 3	Pension	Fire	03/30/07
Adams, David E.	Paramedic 2	Deceased	Fire	04/02/07
Bolden, Linda K	Application Tech 2	Resignation	General Services	03/30/07
Garcia, Javier E	Equipment Mechanic	Dismissal	General Services	03/22/07
Blakemore, Lacy	Human Resources Assistant 2	Pension	Human Resources	03/23/07
Carver, Derek C	Info Systems Assistant Director	Resignation	ITS	03/15/07
Patten, Wanda R	Office Support Rep 3	Pension	Juvenile Crt Clerk	03/20/07
Lavender, John P	Administrative Services Officer 4	Resignation	Parks	04/16/07
Hurt, Jonathan D	Maintenance & Repair Worker 3	Resignation	Parks	04/09/07
Magee, Nathan	Recreation Leader	Resignation	Parks	04/19/07
Chmielewski Jr Richard H.	Police Officer 2	Resignation	Police	04/06/07
Niebuhr, Justin M	Police Officer 2	Resignation	Police	03/15/07
Osborne, Joseph Q.	Police Officer 2	Resignation	Police	03/23/07
Williams, Charles M	Police Officer 2	Resignation	Police	04/12/07
Herald, Phillip A.	Police Officer 3	Pension	Police	03/31/07
Roll, Charles R.	Police Officer 3	Pension	Police	04/15/07
Folad, Tony T	Police Operations Assistant 1	Resignation	Police	03/18/07
Brookes, Robert P.	Police Sergeant	Resignation	Police	04/14/07
Davis, Cynthia G	Police Sergeant	Resignation	Police	03/26/07
Pardue, Douglas A.	Police Sergeant	Pension	Police	03/31/07
Sage, Phillip C.	Police Sergeant	Pension	Police	03/15/07
Thompson, Gary L.	Police Sergeant	Pension	Police	04/15/07
Custer, Mamie C	Librarian 1	Resignation	Public Library	03/19/07
Moss, Jeremy W	Office Support Rep 1	Resignation	Public Library	03/14/07
Parker, Herschell B	Customer Service Field Rep 3	Resignation	Public Works	04/06/07
Jamison, Cory Q.	Signal Tech 1	Resignation	Public Works	03/16/07
Fogle, Jacob M.	Correctional Officer 1	Resignation	Sheriff	03/21/07
Springston, William F.	Correctional Officer 1	Resignation	Sheriff	03/18/07
Tisdale III, Patrick H.	Correctional Officer 1	Resignation	Sheriff	03/12/07
Walton, Peggy J.	Correctional Officer 1	Resignation	Sheriff	03/27/07
Williams, Tamara M.	Correctional Officer 1	Resignation	Sheriff	03/27/07
Lawson, Bernice M.	Nutrition Site Coordinator	Resignation	Social Services	03/21/07
Bennett Jr., John M.	Industrial Electrician 2	Deceased	Water Services	03/21/07
Hall Jr., Charles E	Water Maintenance Leader 1	Pension	Water Services	03/20/07

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Finance Administrator	Dept	Finance
Administrative Assistant - Fire	Dept	Fire
Fire Captain - Suppression	Dept	Fire
Administrative Service Manager - Call Center	Open	General Service
Admin Services Officer 3 - Fleet Business Office	Open	General Service
Equipment Servicer - Fleet	Open	General Service
IS Division Manager - Applications	Dept	ITS
Concessions Clerk 2	Open	Parks
Program Coordinator - Fitness	Open	Parks
IS Applications Analyst 3	Dept	Police
Police Security Guard 2	Dept	Police
Carpenter 2	Open	Public Works
Administrative Assistant - Health	Dept	Water Service
Application Tech 1 - Billing	Dept	Water Service
Application Tech 1 - Call Center	Dept	Water Service
Application Tech 1 - Field Activities	Dept	Water Service
Application Tech 1 - Meter Reading	Dept	Water Service
Customer Service Field Rep 3	Dept	Water Service

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
09/30/05	Applications Tech 3-Business Solutions	26	Open
10/25/06	Finance Officer 3 - Budgets	01	Dept
12/01/04	Technical Spec 1 - Projects	17	Open
06/06/05	Fire Captain - Suppression	22	Dept
07/21/06	IS Advisor 1 - Strategy	05	Open
08/01/05	Maintenance & Repair Worker 2-Grounds	03	Dept
03/27/06	Maintenance & Repair Worker 2-Grounds	10	Open
06/12/06	Recreation Leader Aquatics	07	Open
11/29/04	Signal Tech 1	06	Open

DEPARTMENTAL ITEMS**CODES ADMINISTRATION**

Item #1: Terry Cobb, Director, requests approval of a Leave from Civil Service for Mr. Billy Fields, to serve in the non-Civil Service position of Director of Neighborhoods in the Mayor's Office. Effective April 17, 2007 thru the remainder of the Mayor's term.

INFORMATION TECHNOLOGY SERVICES

Item #2: Sandy Cole, Director, requests approval to Hire Above midpoint, Charles Stephens, Information Technology Division Manager, Effective May 8, 2007. (SR 14)

POLICE

Item #3: Chief Ronal Serpas requests approval for Increment Advancement for Debbie Savage, Executive Assistant to Chief, from Step 7 to Step 9, effective May 16, 2007. (SR 10)

SOCIAL SERVICES

Item #4: Gerri Robinson, Director, requests approval of Leave from Civil Service for Danielle Mezera, to serve in a non-Civil Service position in the Mayor's Office.
Effective March 14, 2007 thru the remainder of the Mayor's term.

HUMAN RESOURCES

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

Item #5: Review the Appeal of Kenneth Barnes, NFD - Disqualification for Fire Captain Promotional Exam

Item #6: Request Approval of the Proposed Civil Service Rules for the Davidson County Sheriff's Office

Item #7: Request Approval of Departmental Rules "On Call Policy" – General Services

Item #8: Request Approval of Departmental Rules "Security" – Emergency Communications Center

Item #9: Communiqués from the public on pending hearings

