

# AGENDA

## METROPOLITAN CIVIL SERVICE COMMISSION

APRIL 8, 2008

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, April 8, 2008 at 8:30 a.m.

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

**(A) MINUTES:** Approval of the Minutes for the **March 11, 2008** Civil Service Commission regular meeting.

### ***Announcement of Appeals Process, Metropolitan Code of Laws 2.68.030***

#### **(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CODES ADMINISTRATION</u></b>			
Stephens, Jimmy W	Plans Examiner 2	New Hire	02/25/08
<b><u>FIRE</u></b>			
*Crum, Michael A	Firefighter 3	Demotion	03/16/08
*Demotion from Fire Captain (PS6) to Firefighter 3 (PS5)			
<b><u>GENERAL SERVICES</u></b>			
Sinor, Calvin E	Stores Manager	Promotion	02/25/08
<b><u>INFORMATION TECHNOLOGY SERVICES</u></b>			
Waltenbaugh, Joel K	Info Systems App Analyst 3	Re-Hire	03/10/08
<b><u>JUVENILE COURT</u></b>			
*Robinson, Amy M	Office Support Rep 3	Transition - Civil Service	02/25/08
*Transition to Civil Service from Non-Civil Service status			
<b><u>PARKS</u></b>			
*Dodson, Jonathan B	Aquatics Coordinator	Class Change/Lateral	02/15/08
Whitworth Jr., Aubrey C	Park Police Sergeant	Promotion	02/22/08
Geist, Amanda S	Recreation Leader	New Hire	03/14/08
^Greene II, Curtis D	Recreation Leader	Transition - Civil Service	02/22/08
*Class Change from Recreation Center Manager (SR9) to Aquatics Coordinator (SR9)			
^Transition to Civil Service from Part Time status			

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>POLICE</u></b>			
Hunt, Rhonda F	Info Systems App Tech 2	New Hire	03/01/08
O'Neil, Kevin M	Information Systems Advisor 1	New Hire	03/16/08
*Acevedo, Gabriel E.	Police Officer 1	Class Change	03/07/08
*Akhom, Kethsada	Police Officer 1	Class Change	03/07/08
*Baird, Patrick N	Police Officer 1	Class Change	03/07/08
*Bell, Jerry W.	Police Officer 1	Class Change	03/07/08
*Blackburn, Gregory S.	Police Officer 1	Class Change	03/07/08
*Callahan, Stephanie D.	Police Officer 1	Class Change	03/07/08
*Drake, Forrest A	Police Officer 1	Class Change	03/07/08
*Edwards, Timothy W.	Police Officer 1	Class Change	03/07/08
*Evans, Brandon O.	Police Officer 1	Class Change	03/07/08
*Feinstein, Richard S	Police Officer 1	Class Change	03/07/08
*Feldmann, Dustin T.	Police Officer 1	Class Change	03/07/08
*Fly, Jerre M.	Police Officer 1	Class Change	03/07/08
*Gilbert, Julie A.	Police Officer 1	Class Change	03/07/08
*Hanlon, Bert W	Police Officer 1	Class Change	03/07/08
*Hawk, Christopher R	Police Officer 1	Class Change	03/07/08
*Holland, Stephen N.	Police Officer 1	Class Change	03/07/08
*Jayne, John L.	Police Officer 1	Class Change	03/07/08
*Jenkins, Steven M.	Police Officer 1	Class Change	03/07/08
*Kenney, Brett C	Police Officer 1	Class Change	03/07/08
*Murphy, Phillip J.	Police Officer 1	Class Change	03/07/08
*Nelson, Kyle M	Police Officer 1	Class Change	03/07/08
*Newman, Eric D.	Police Officer 1	Class Change	03/07/08
*Owsley, Randal V.	Police Officer 1	Class Change	03/07/08
*Peercy, Christopher J.	Police Officer 1	Class Change	03/07/08
*Poole, Jeffrey L.	Police Officer 1	Class Change	03/07/08
*Reese, Adam G	Police Officer 1	Class Change	03/07/08
*Reese, James R	Police Officer 1	Class Change	03/07/08
*Tyson, Shaun C	Police Officer 1	Class Change	03/07/08
*Watkins Jr., Bobby W.	Police Officer 1	Class Change	03/07/08
*Williams, Brian J	Police Officer 1	Class Change	03/07/08
*Young, Robert A.	Police Officer 1	Class Change	03/07/08
^Petre Jr., James A	Police Operations Assistant 3	Return - Medical Pension	03/01/08
Spraggins, Aisha I	Police Operations Coordinator 1	Re-Hire	03/16/08

\*Class Change from Police Officer Trainee (PS2) to Police Officer 1 (PS3)

^Return from Medical Pension to same classification

**SHERIFF**

England, Christopher M	Correctional Officer 2	Promotion	03/03/08
Little, Steven A.	Correctional Officer 2	Promotion	03/09/08

**SOCIAL SERVICES**

Drake, Krishauna D	Homemaker	New Hire	02/25/08
Franzen, David D	Information Systems Advisor 2	New Hire	03/03/08
Ramsey, Terry P	Social Worker 3	Re-Hire	02/25/08
*Eakes, Melinda S	Van Driver	Transition - Civil Service	03/17/08

\*Transition to Civil Service from Part Time Status

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>WATER SERVICES</u></b>			
Scruggs, Eugene	Administrative Services Officer 3	Promotion	03/08/08
*Crockett, Thomas J	Equipment Operator 2	Vol Reduction In Salary Grade	03/22/08
Jumper Jr., Walter	Equipment Operator 3	Promotion	02/23/08
Belcher, Dale W	Industrial Mechanic 1	Promotion	03/08/08
Ryder, Thomas L.	Industrial Mechanic 1	Promotion	02/23/08
**Hailey III, William	Office Support Rep 3	Dept Transfer/Lateral	03/22/08
^McWhorter, Sally A	Office Support Rep 3	Dept Transfer/Promotion	02/23/08
Peacher, Stanley C	Water Maintenance Leader 2	Promotion	03/08/08

\*Voluntary Reduction In Grade from Equipment Mechanic (TG11) to Equipment Operator 2 (TG7)

^Department Transfer from Juvenile Court (Office Support Rep 2, SR5) to Water Services (Office Support 3, SR6)

\*\*Department Transfer from the Health Department to Water Services, same classification (CS Policy 3.9 D1)

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Lindsay, Gloria D	Emer Telecommunications Off 4	Resignation	ECC	02/29/08
Dotye, Christopher B	Fire Assistant Chief	Pension	Fire	02/29/08
Hoover Jr., James H	Fire Captain	Pension	Fire	02/29/08
Overstreet, John L	Fire Maintenance Worker 2	Dismissal	Fire	03/14/08
Johnson, Edward L	Firefighter 3	Pension	Fire	03/04/08
Davis, Erik D	Probation Officer 1	Resignation	Juvenile Court	03/04/08
Carter, Dennis C	Maintenance & Repair Worker 1	Resignation	Parks	03/14/08
Moore, Michael S	Maintenance & Repair Worker 1	Resignation	Parks	03/07/08
Doolittle, Valerie L	Office Support Rep 3	Resignation	Parks	03/19/08
Moorman, Charles	Recreation Center Manager	Pension	Parks	03/04/08
Rucker, Fredrica F.	Recreation Leader	Resignation	Parks	02/14/08
Anderson, Christy R.	Office Support Rep 3	Resignation	Planning Commission	02/13/08
Page, Angela P.	Police Officer 2	Resignation	Police	02/15/08
White, Kelly Nicole	Police Officer 2	Resignation	Police	03/07/08
Haines, Jessica G	Police Operations Assistant 1	Resignation	Police	02/19/08
Jines, Julie A	Police Operations Assistant 1	Resignation	Police	02/22/08
Wade, Sandy L.	Police Operations Assistant 3	Resignation	Police	02/29/08
Grant, Peggy K	Police Operations Coordinator 1	Pension	Police	02/26/08
Reed, Linda G.	Police Sergeant	Pension	Police	03/13/08
Root, Larissa T.	Librarian 1	Resignation	Public Library	03/06/08
Jones, Celia M.	Librarian 2	Pension	Public Library	03/01/08
Collins, Andrea E	Library Associate 1	Resignation	Public Library	02/28/08
Council, Floyd G	Library Associate 1	Resignation	Public Library	03/06/08
Jackson, Fredilia J.	Correctional Officer 1	Resignation	Sheriff	03/07/08
Matthews, Jacqueline D	Correctional Officer 1	Dismissal	Sheriff	03/11/08
Sarmiento, Daniel S.	Correctional Officer 1	Resignation	Sheriff	03/07/08
Tibbetts, Candace W.	Correctional Officer 1	Resignation	Sheriff	03/08/08
Nichols, David E.	Treatment Plant Tech 2	Deceased	Water Services	03/18/08

**(D) ELIGIBILITY REGISTER REPORT**

<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Requesting Department</u></b>
Museum Specialist 2-Education Manager	OPEN	Parks
M & R Worker 2 - Grounds	DEPT	Parks
M & R Worker 3 - Grounds	DEPT	Parks
IS Advisor 1-Database Administrator	OPEN	Police
Information Systems Applications Technician 2-Quality Assurance	OPEN	Police
Police Operations Coordinator 1-Chief's Office	OPEN	Police
Correctional Officer Sergeant	DEPT	Sheriff's Office
IS Advisor 2-Social Services	OPEN	Social Services
Industrial Mechanic 1	OPEN	Water Services
Industrial Electronics Technician 1-Omohundro	OPEN	Water Services
Water Maintenance Leader 2-Night & 2nd Shift	DEPT	Water Services

**DEPARTMENTAL ITEMS**

**JUVENILE COURT**

Item #1: Judge Betty Adams Green requests an Increment Advance for Ernest Jones, Jr., Warrant Officer 1, from Step 3 to Step 5, effective May 2, 2008. SR08

**POLICE**

- Item #2:
- a. Chief Ronal Serpas requests approval to Hire Above (mid-point), Mr. Kevin O'Neil, Information Systems Advisor I, Information Technology, at \$70,000 annually, effective March 16, 2008. SR13
  - b. Chief Ronal Serpas requests approval to extend Police Lieutenant Promotional List.

**HUMAN RESOURCES**

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

Item #3: Review of Initial Order, Ace Lawrence, WS/Dismissal

Item #4: Review of Initial Order, Teddy Frazier, Parks/5 Days Suspension

Item #5: Request for Reconsideration of Medical Waiver – Chris Franklin, Fire Recruit Applicant.  
(Deferred from March 11<sup>th</sup> meeting)

Item #6: **JOB DESCRIPTION CHANGES**

- Fire Instructor
- Automotive Mechanic
- Automotive Mechanic – Certified
- Equipment Mechanic
- Equipment Mechanic – Certified
- Master Technician

Item #7: Consideration and approval of a Benefit Board Election Plan  
General Government Representative - May 9, 2008

Item #8 Consideration and Approval of proposed revisions to Civil Service Rules / Policy  
(Revisions from Public Hearing, and deferred from March 11<sup>th</sup> Meeting)

- \* Appendix 3 Family Medical Leave Act (FMLA Handbook)
- \* Proposed Revisions to FMLA language in the following:
- \* Chapter 3.8 Outside Employment
- \* Chapter 4.7 Sick Leave
- \* Chapter 4.16 Family Medical Leave Act
- \* Chapter 7.5 Outside Employment
- \* Chapter 8.5 Outside Employment
- \* Policy 4.16 FMLA

Item #9: Communiqués from the public on pending hearings



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