

# **MINUTES**

## **METROPOLITAN CIVIL SERVICE COMMISSION JULY 8, 2008**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on July 8, 2008 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, R. Steve Corbitt, C. Michael Allen, Ervina Jarrett and D. Billye Sanders.

**Other Members present:** Ron Deardorff, Assistant Director of Human Resources and Nicki Eke, Metro Legal Department - Attorney.

**Members not present:** Dorothy S. Berry, Director of Human Resources was not able to attend the meeting.

### **June 10, 2008 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 Jarrett seconded the motion.*

**NOTE:** Chairman Farmer read a memorandum regarding an Announcement of Appeals Process pursuant to ordinance #BL2006-2050.

### **APPOINTMENTS**

#### **NAME**

#### **CLASSIFICATION**

#### **TYPE**

#### **DATE**

#### **FINANCE**

*Northern, Kimberly M.	Application Tech 2	Dept. Transfer/Lateral	06/02/08
^Griffith, Terry A.	Finance Manager	Dept. Transfer/Class Change	06/18/08

\*Department Transfer from General Services to Finance, Same Classification

^Department Transfer from Emergency Communications Center (Emergency Communications Director-Interim) to Finance (Finance Manager)

#### **GENERAL SERVICES**

*Henning, Joshua M.	Equipment Servicer	Dept. Transfer/Lateral	06/02/08
^Saud, Thomas A.	Mechanic Helper 1	Dept. Transfer/Promotion	06/02/08

\*Department Transfer from Public Works (Customer Service Field Rep 1, SR5) to General Services (Equipment Servicer, TG5)

^Department Transfer from Public Works (Maintenance and Rep Worker 1, TG3) to General Services (Mechanic Helper, TG5)

#### **HUMAN RESOURCES**

Northern, Corey D.	Professional Specialist	Promotion	06/16/08
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**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>INFORMATION TECHNOLOGY SERVICES</u></b>			
Thompson, Noel	Info Systems Application Tech 2	Promotion	06/02/08
Brindley, Charles N.	Information Systems Oper Tech 1	Promotion	06/16/08

**JUVENILE COURT**

Cothorn, Vicki L.	Office Support Rep 3	Promotion	06/05/08
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**PARKS**

*Grant, Raeffel A.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
*McElhiney, Kyle S.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
*Parker, Jerry J.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
*Ragland Jr., Marty L.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
Burnett, Anthony S.	Maintenance & Repair Worker 2	Promotion	06/13/08
Butler, Wayne E.	Maintenance & Repair Worker 2	Promotion	05/30/08
Corron, Michele E.	Maintenance & Repair Worker 2	Promotion	06/06/08
Binkley Jr., Claude T.	Maintenance & Repair Worker 3	Promotion	05/30/08
Webb, Kevin D.	Maintenance & Repair Worker 3	Promotion	05/30/08
Rogers, Travis C.	Recreation Center Manager	Promotion	06/13/08

\*Department Transfer from Public Works to Parks, same classification

**POLICE**

Tune, Barbara A.	Administrative Assistant	New Hire	06/01/08
Steele, David D.	Computer Operator 2	New Hire	06/01/08
^Summers, Dustin G.	Equipment & Supply Clerk 3	Dept Transfer/Promotion	06/01/08
Donegan, Jamie M.	Police Captain	Promotion	06/01/08
*Bryner, Ben A.	Police Officer 2	Class Change	06/04/08
*Coker, Justin D.	Police Officer 2	Class Change	06/04/08
*Cothran, Walter A.	Police Officer 2	Class Change	06/04/08
*Covert, Keith	Police Officer 2	Class Change	06/04/08
*Cregan, Justin S.	Police Officer 2	Class Change	06/04/08
*Douglas, Michael J.	Police Officer 2	Class Change	06/04/08
*Gray, Michael R.	Police Officer 2	Class Change	06/04/08
*Gregg, Jimmy L.	Police Officer 2	Class Change	06/04/08
*Haggard, Cory D.	Police Officer 2	Class Change	06/04/08
*Jones, Raymond	Police Officer 2	Class Change	06/04/08
*Kordie, Daniel D	Police Officer 2	Class Change	06/04/08
*Lawman, Donald E	Police Officer 2	Class Change	06/04/08
*Rumbley, Bradley M	Police Officer 2	Class Change	06/04/08
*Shepherd, Jonathan A.	Police Officer 2	Class Change	06/04/08
*Turner, Christopher L	Police Officer 2	Class Change	06/04/08
*Warren, Michael A.	Police Officer 2	Class Change	06/04/08
Hernandez, Sharon L	Police Operations Coordinator 1	Promotion	06/01/08
Howse Jr., Robert L.	Police Operations Coordinator 1	Promotion	06/01/08
Massie, Jonathan D.	Police Operations Coordinator 1	Promotion	06/01/08
Threadgill, Tonetta	Police Operations Coordinator 1	Promotion	06/01/08
Fite Maxwell, Shelia D	Police Operations Supervisor	Promotion	06/01/08
Fosbinder, Laura L.	Police Operations Supervisor	Promotion	06/01/08

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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^Department Transfer from General Services (Equipment and Supply Clerk 1, SR4) to Police (Equipment and Supply Clerk 3, SR7)

\*Class change from Police Officer 1 to Police Officer 2

**PUBLIC LIBRARY**

*Johnson, Sandra D.	Human Resources Assistant 1	Dept Transfer/ Vol. Reduction In Grade	06/16/08
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\*Department transfer from General Services (Application Tech 2, SR8) to Library (Human Resources Assistant 1, SR6)

**SHERIFF**

Anderson Jr., Willie L.	Correctional Officer 1	New Hire	06/16/08
Arnold, Scott C.	Correctional Officer 1	New Hire	06/16/08
Baylis, Evin J.	Correctional Officer 1	Re-Hire	06/16/08
Brown, Lamondo V.	Correctional Officer 1	Re-Hire	06/16/08
Carlton, Keenan P.	Correctional Officer 1	New Hire	06/16/08
Cartwright, Matthew L.	Correctional Officer 1	New Hire	06/16/08
Clark Jr., Davd A.	Correctional Officer 1	New Hire	06/16/08
Custer, Christopher N.	Correctional Officer 1	New Hire	06/16/08
Dalton Jr., Larry C.	Correctional Officer 1	Re-Hire	06/16/08
Flahardy, Sean D.	Correctional Officer 1	New Hire	06/16/08
Gant, Tarik D.	Correctional Officer 1	New Hire	06/16/08
Henley, Brian M.	Correctional Officer 1	New Hire	06/16/08
Huddleston, Nateshia Y.	Correctional Officer 1	New Hire	06/16/08
Huff, Joel A.	Correctional Officer 1	New Hire	06/16/08
Hughes, Paul W.	Correctional Officer 1	New Hire	06/16/08
Jackson, Bryan M.	Correctional Officer 1	New Hire	06/16/08
Kouhail, Coleen	Correctional Officer 1	New Hire	06/16/08
Lang, Mark R.	Correctional Officer 1	New Hire	06/16/08
Malveaux, Charisma C.	Correctional Officer 1	New Hire	06/16/08
Martinez, Deambrosia J.	Correctional Officer 1	New Hire	06/16/08
Nowack, Micah S.	Correctional Officer 1	New Hire	06/16/08
Petersen, Denmark J.	Correctional Officer 1	New Hire	06/16/08
Riggs, Zane W.	Correctional Officer 1	Re-Hire	06/16/08
Rodriguez Jr., Felipe	Correctional Officer 1	New Hire	06/16/08
Ross, Rachael B.	Correctional Officer 1	New Hire	06/16/08
Schonter, Christi D.	Correctional Officer 1	New Hire	06/16/08
Tollison, Dennis W.	Correctional Officer 1	New Hire	06/16/08
Tribble Jr., David L.	Correctional Officer 1	New Hire	06/16/08
Turner, Christopher A.	Correctional Officer 1	New Hire	06/16/08
Wall, Matthew R.	Correctional Officer 1	Re-Hire	06/16/08
Weber, Jason S.	Correctional Officer 1	New Hire	06/16/08
Weir, Stephen J.	Correctional Officer 1	New Hire	06/16/08
Wells, Tanisha S.	Correctional Officer 1	New Hire	06/16/08
West, Terry L.	Correctional Officer 1	New Hire	06/16/08
Williamson, Gregory W.	Correctional Officer 1	New Hire	06/16/08
*Winston, Donald G.	Correctional Officer 1	Transition - Civil Service	06/16/08
Cornish Jr., Jerome	Correctional Officer 2	Promotion	05/17/08
Poole, Yolanda R.	Correctional Officer 2	Promotion	06/20/08
Newton, Sara H.	Correctional Officer Sergeant	Promotion	06/08/08

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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\*Transition to Civil Service from a non-Civil Service position

**SOCIAL SERVICES**

*McEwen, Pamela M.	Finance Manager	Re-Classification	06/12/08
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\*Re-Classification resulting from the performance of a position audit

**WATER SERVICES**

^^Binkley, Christina L	Administrative Services Officer 3	Class Change/Lateral	05/17/08
*Mefford, Traci L.	Application Tech 1	Dept Transfer/Lateral	06/14/08
Turner, Ross A.	Compliance Inspector 3	Promotion	06/14/08
Reagan, George M.	Engineer In Training	New Hire	05/31/08
^Taylor, Lindsay W.	Engineering Tech 1	Dept Transfer/Lateral	06/14/08
^Conner, Michael A.	Engineering Tech 3	Dept Transfer/Lateral	06/14/08
^Towe, John D.	Equipment Operator 3	Dept Transfer/Lateral	06/21/08
^Wilcox, Antwan D.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	06/21/08
**Calloway, Micheal W.	Treatment Plant Tech 1	Dept Transfer/Promotion	06/21/08
**Cason, Bobby L Jr.	Treatment Plant Tech 1	Dept Transfer/Promotion	06/21/08
**Wood, Jack R.	Treatment Plant Tech 1	Dept Transfer/Promotion	06/21/08
^^Arnell, Jeffery E.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^Davis, Joshua A.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^Maclin Jr., Byron O.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^McKay, Jonathan D.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^Menzies, Tron A.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
***Blackwell Jr., Kevin D	Water Maintenance Tech 2	Dept Transfer/Lateral	06/21/08
***McClain, Ernest D.	Water Maintenance Tech 2	Dept Transfer/Lateral	06/21/08

^^Class Change from Customer Service Supervisor (SR10) to Administrative Services Officer 3 (SR10)

\*Department Transfer from General Services to Water, same classification

^Department Transfer from Public Works to Water, same classification

\*\*Department Transfer from Public Works (Maintenance and Repair Worker 1, TG3) to Water (Treatment Plant Tech 1, TG8)

^^Department Transfer from Public Works (Maintenance and Repair Worker 1, TG3) to Water (Water Maintenance Tech 1, TG3)

\*\*\*Department Transfer from Public Works (Customer Service Field Rep 1, SR5) to Water (Water Maintenance Tech 2, TG4)

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the appointments as listed above. Seconded by Commissioner Jarrett and the Commission approved without objection.*

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Kenderdine, Christopher R.	Emerg Telecomm Officer 1	Dismissal	ECC	06/06/08
Schonborg, Irma L.	Emerg Telecomm Officer 1	Dismissal	ECC	05/27/08
Trawick, Nicole R.	Emerg Telecomm Officer 1	Dismissal	ECC	05/30/08
Bethune, Roxianne	Business Development Officer	Resignation	Finance	05/30/08

**TERMINATIONS/ PENSIONS**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Department</u></b>	<b><u>Date</u></b>
Howe, Sondra K.	Finance Administration	Resignation	Finance	06/13/08
Aaron, James William	Finance Manager	Resignation	Finance	05/27/08
Hayes, William N.	Fire District Chief	Pension	Fire	06/06/08
Belcher, Phillip R.	Fire Engineer	Pension	Fire	06/03/08
Bell, Walter L.	Fire Inspector 2	Pension	Fire	06/04/08
Sullivan, Gregory S.	Paramedic 2	Pension	Fire	06/06/08
Clymer, Troy Lee	Building Maintenance Lead Mech.	Resignation	General Services	05/28/08
Trujillo, Rhonda D.	Office Support Rep 2	Dismissal	Juvenile Court	06/13/08
Geist, Amanda S.	Recreation Leader	Resignation	Parks	05/18/08
Graham, Jenness .D	Crime Scene Technician 1	Resignation	Police	05/31/08
Williams, David J.	Police Lieutenant	Pension	Police	05/14/08
Burrow, Alfred F.	Police Officer 2	Pension	Police	05/31/08
Lawrence, Edwin	Police Officer 2	Pension	Police	05/31/08
Scarberry, Billy R.	Police Officer 2	Pension	Police	05/15/08
Johnson, Ashley C.	Police Operations Assistant 1	Resignation	Police	06/08/08
King, Scott A.	Police Operations Assistant 1	Resignation	Police	05/23/08
Moore, Sonya R.	Police Operations Assistant 1	Resignation	Police	06/06/08
Stewart, James M.	Archives Assistant 2	Pension	Public Library	05/22/08
Jones, Vickie L.	Human Resources Assistant 1	Resignation	Public Library	06/04/08
Forsell, Polly K.	Librarian 2	Resignation	Public Library	06/12/08
Lindsey, William A.	Engineering Tech 3	Resignation	Public Works	06/13/08
Hudson, Larry W.	Equipment Operator 3	Deceased	Public Works	06/13/08
Madden Jr., John	Maintenance & Repair Worker 1	Resignation	Public Works	05/30/08
Prisco, Daniel E.	Maintenance & Repair Worker 1	Resignation	Public Works	06/06/28
Rector, Mikal T.	Maintenance & Repair Worker 2	Resignation	Public Works	06/13/08
King, Brad A.	Correctional Officer 1	Resignation	Sheriff	05/27/08
Senart Jr., David A	Correctional Officer 1	Resignation	Sheriff	05/17/08
Staggs, Jamie L.	Correctional Officer 1	Resignation	Sheriff	05/30/08
Mills, Maile A.	Correctional Officer 1	Resignation	Sheriff	05/17/08
Belles Jr., David R.	Correctional Officer 1	Resignation	Sheriff	05/21/08
Jordan Jr., James F.	Compliance Inspector 3	Pension	Water Services	05/30/08
Lincoln, Cherie D.	Office Support Rep 3	Pension	Water Services	05/30/08

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved to accept the Termination/ Pension report for the dates and reasons stated. Seconded by Commissioner Jarrett and the Commission approved without objection.*

**ELIGIBILITY REGISTER REPORT**

<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Requesting Department</u></b>
Plumbing Inspector 1	Open	Codes Administration
Fire Maintenance Worker 2	Dept	Fire
Professional Specialist	Dept	Human Resources
IS Division Manager-Library Automation	Open	Library
Police Crisis Counselor 2	Open	Police
IS Apps Tech 2-Police Datacenter Support	Open	Police
Customer Service Field Rep 3-Customer Service	Dept	Water Services
Equipment Operator 2-Stormwater	Dept	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
09/18/2007	Equipment Mechanic-Grounds	OPEN	19
10/04/2007	Library Associate 1-Teen Services	OPEN	48
10/04/2007	Library Associate 1-Children's Services	OPEN	47

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved to approve the registers established and abolished. Seconded by Commissioner Jarrett and the Commission approved without objection.*

**DEPARTMENTAL ITEM****GENERAL SERVICES**

**REQUEST:** **Ms. Nancy Whittemore, Director, requests approval for a pay advancement for Leah Granderson, Administrative Services Officer 4, from \$52,190 to \$56,573 effective July 1, 2008. SR12**

Ms. Whittemore stated that Ms. Granderson was promoted in May 2008 from a Technical Specialist 1 (SR11) from Real Property to an Administrative Service Officer 4 (SR12) in General Services with a salary increase of 15%. The request for an additional 7% is based on previous technical expertise in design/construction project management.

Ms. Granderson has a Bachelor's in Architectural and Facilities Engineering from TSU. She is also OSHA trained and certified. It was also noted that prior to her employment with Metro, she had extensive experience managing multi-million dollar construction projects while employed at Batten & Shaw, Inc. & M.A. Mortenson Construction Company.

**MOTION:** *After some discussion, Commissioner Sanders moved for approval of the request as listed. Seconded by Commissioner Jarrett and the Commission approved without objection.*

**HUMAN RESOURCES**

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

**( 1: Review of Initial Order - Albert Roberts, Sheriff's Office/Dismissal**

Corporal Albert Roberts, Davidson County Sheriff's Office, was terminated for alleged violation of Civil Service Rule 6.7 and Sheriff's Office policy, dealing with unnecessary or excessive use of force, employee conduct, and provisions in the use of force policy. Mr. Roberts appealed his dismissal to the Commission and the case was assigned to Administrative Law Judge Lyn England. Mr. Roberts represented himself, while Cynthia Gross, Metro Attorney, represented the Sheriff's Office. The case was heard on April 16, 2008. On June 3, 2008, Administrative Law Judge Lynn England entered an Order with the following provisions.

- Appellant's termination shall be reduced to 27 days suspension
- Appellant shall attend 8 hours of subject control and restraint classes
- Appellant shall be awarded back pay and restoration of any other leave/benefits to which he is entitled.

Mr. Roberts and Metro Attorney Cynthia Gross were present before the Commission to discuss the case.

**MOTION:** *After much discussion, Vice-Chairman Corbitt moved to Overturn the Administrative Law Judge's ruling and UPHOLD the initial decision by the Sheriff's Office to terminate the employment of Albert Roberts. Seconded by Commissioner Sanders and the Commission approved without objection.*

**( 2: Review of Initial Order -Thom Brown, ECC/Grievance**

Thom Brown, Emergency Communications Center, filed a grievance on behalf of ECC employees represented by SEIU, concerning an alleged violation of the rules related to implementation of the 2005 Metro pay plan. The grievance proceeded through the departmental process and was denied by Director Roxanne Brown. Thom Brown then appealed the denial of his grievance to the Civil Service Commission, whereas the case was assigned to Administrative Law Judge Mattielyn Williams.

Mr. Brown was represented by Attorneys Lynn Agee and Christopher Van Atta, while Metro Attorneys Cynthia Gross and Kathryn Evans represented the ECC. The contested case became ready for consideration on April 23, 2008. On June 6, 2008, Judge Williams entered an Initial Order that denied the grievance, finding that Metro Government's actions on pay plan implementation were appropriate and in accordance with established rules and policy.

Metro Attorney Cynthia Gross was present before the Commission. She stated that Mr. Agee had asked for a continuance due to conflicts. Ms. Gross stated she did not have a problem with deferring the matter. Both Ms. Gross and Mr. Agee requested it be heard at the Commission at the October meeting.

**ACTION:** *The matter was deferred until the October 14, 2008 meeting.*

**( 3: Review of Initial Order - Melanie Swezea, ECC/Dismissal**

Melanie Swezea, Emergency Communications Center, was terminated from employment with the ECC concerning an alleged violation of the rules related to unauthorized sleeping while on duty. Ms. Swezea appealed the termination to the Civil Service Commission, whereas the case was assigned to Administrative Law Judge Ann Johnson.

Ms. Swezea had represented herself, while Metro Attorney Cynthia Gross represented the ECC. The case was scheduled and heard on April 11, 2008. Metro Attorney Gross was present for the case hearing, however, neither the appellant nor representative was present. Metro Attorney Gross then moved to hold Ms. Swezea in default and the motion was granted by Judge Johnson, which upheld the termination. The Judge found that Ms. Swezea failed to prosecute her appeal.

Ms. Cynthia Gross, Metro Attorney, was present before the Commission to discuss the case. Ms. Swezea did not attend the meeting.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval to uphold the Initial Order as submitted by Administrative Law Judge Johnson. Seconded by Commissioner Jarrett and the Commission approved without objection.*

**( 4:    JOB DESCRIPTIONS**

Librarian 1  
Librarian 2  
Librarian 3  
Librarian Manager 1  
Librarian Manager 2  
Librarian Manager 3  
Library Administrator

***ACTION:***        ***This request was withdrawn by the Library at this time.***

**( 5:    Approval to consider an amendment to the Metro pay plan adding the Civil Service classifications as listed below, and consideration of the corresponding job descriptions and salary levels.**

Internal Auditor 1 – SR 10  
Internal Auditor 2 – SR 12  
Sr. Internal Auditor – SR 13  
Principal Internal Auditor – SR 14  
Internal Audit Manager – SR 15

Mr. Mark Swan, Metro Auditor, said the job descriptions are to distinguish classifications that are separate from the Financial Officer classifications and are recognized as Internal Audit positions.

***MOTION:***        ***After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen and the Commission approved without objection.***

**( 6:    Updated Report of Approved Departmental Layoff Plans**

An updated report regarding the mandatory staff reduction was provided by Mr. Stephen Cain. He presented three (3) revised layoff plans and one (1) new layoff plan from the Finance Department. The three (3) revised plans were changed due to job placement of employees who were originally targeted for layoff. Jamie Summers stated that there are 16 Metro employees to be placed on the layoff list. She noted that the Human Resources Department was working diligently to place these employees. The Commission requested that another report be given at the next meeting in August.

***ACTION:***        ***Report only, no action necessary***

**( 7:    Request for Medical Waiver by Police Trainee Applicant Cornelius Gaines**

Mr. Cornelius Gaines was disqualified as a Police Officer Trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Chris Fletcher. Mr. Gaines maintains that he is fully capable of performing the duties required as a Police Officer and wishes to request a medical waiver.

Chris Fletcher, Medical Examiner, reviewed the independent medical evaluations and other medical standards that were relative to the requirements of this position. He responded that he would not recommend a medical waiver for Mr. Gaines since he does not meet the adopted physical/medical standards required to perform the job.

Mr. Gaines was present before the Commission to discuss his case. Ms. Sue Bibb, HR Manager -Police Department, was also present at the meeting.

**MOTION:** *After some discussion, Commissioner Jarrett moved to deny the requested waiver based on the medical findings related to Mr. Gaines's medical condition. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

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

There were no communiqués from the public.

With nothing further, the regular meeting adjourned at 9:23a.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