

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION **AUGUST 12, 2008**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on August 12, 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: Vice-Chairman R. Steve Corbitt, C. Michael Allen, Ervina Jarrett and D. Billye Sanders.

Other Members of CSC present: Dorothy S. Berry, Director of Human Resources and Nicki Eke, Metro Legal Department - Attorney.

Members not able to attend: Chairman William H. Farmer

July 8, 2008 REGULAR MINUTES:

Vice-Chairman Corbitt 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, Commissioner Allen moved for approval. Commissioner Jarrett seconded the motion.

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

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
*Steele, Michelle D.	Customer Service Supervisor	Dept Transfer/ Rollback-Class	06/30/08
^Harris, Richard W.	Plans Examiner 2	Dept Transfer/ Rollback-Class	06/30/08
Hodge, James L.	Plumbing Inspector 1	New Hire	07/21/08
Selby, Terry D.	Plumbing Inspector 1	New Hire	07/14/08
Hargis, Joel K.	Zoning Examination Chief	Promotion	06/30/08

*Department Transfer from General Services (Administrative Services Manager, SR13) to Codes (Customer Services Supervisor, SR10)

^Department Transfer from Finance (Finance Manager, SR14) to Codes (Plans Examiner 2, SR12)

EMERGENCY COMMUNICATION CENTER

*Wade, Freda A.	Application Tech 2	Dept Transfer/Lateral	07/01/08
*Vance, Dwayne D.	Finance Officer 2	Dept Transfer/Lateral	07/01/08
*Dawkins, Lynette S.	Human Resources Analyst 3	Dept Transfer/Lateral	07/01/08

*Department Transfer from General Services, same classification

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
*Griffith, Terry A.	Administrative Services Manager	Rollback-Class	07/01/08
^Cannady, Anne	Application Tech 1	Dept Transfer/Lateral	07/01/08
**McMillin, Arlene M.	Application Tech 3	Class Change/Lateral	07/01/08
^Lee J., James L.	Finance Officer 3	Class Change/Lateral	07/01/08

*Rollback from Finance Manager (SR14) to Administrative Services Manager (SR13)

^Department Transfer from General Services to Finance, same classification

**Class Change from Administrative Assistant (SR9) to Application Tech 3 (SR9)

^Class Change from Technical Specialist 2 (SR12) to Finance Officer 3 (SR12)

FIRE

*Sain, Jon T.	Emergency Medical Tech 2	Class Change/Lateral	07/01/08
^Lawson, Kimberly H.	Fire Assistant Chief	Vol Reduction	
		In Salary Grade	07/01/08
**Birdwell, David Wayne	Fire Captain	Rollback-Class	07/01/08
^Campbell, Deborah D.	Fire Captain	Rollback-Class	07/01/08
^Hoover Jr., Charles F.	Fire Captain	Rollback-Class	07/01/08
^Manning, Lenny A.	Fire Captain	Rollback-Class	07/01/08
^Moyers, Timothy L.	Fire Captain	Rollback-Class	07/01/08
***Whisenant, Mary K.	Fire Captain	Vol Reduction	
		In Salary Grade	07/01/08
^^Amburgey, Jason A.	Fire Fighter 1	Class Change	07/16/08
^^Demay III, Daniel J.	Fire Fighter 1	Class Change	07/16/08
^^Demonbreun III, Walter E.	Fire Fighter 1	Class Change	07/16/08
^^Hardin Jr., James T.	Fire Fighter 1	Class Change	07/16/08
^^Holaway, Chatt E.	Fire Fighter 1	Class Change	07/16/08
^^Lee, Robby D.	Fire Fighter 1	Class Change	07/16/08
^^Linder, Stephanie R.	Fire Fighter 1	Class Change	07/16/08
^^McCallister Jr., Michelangelo	Fire Fighter 1	Class Change	07/16/08
^^Michael, Derek A.	Fire Fighter 1	Class Change	07/16/08
^^Mitchell, Joel H.	Fire Fighter 1	Class Change	07/16/08
^^Peterson, Eric R.	Fire Fighter 1	Class Change	07/16/08
^^Ryman Jr., Michael K.	Fire Fighter 1	Class Change	07/16/08
^^Soulliere, Randall T.	Fire Fighter 1	Class Change	07/16/08
****Brown, Alana C.	Fire Instructor	Rollback-Class	07/01/08
#McAlister, Lori Lea	Paramedic 2	Vol Reduction	
		In Salary Grade	07/01/08

*Class Change from Fire/EMT Dispatcher (PS4) to EMT 2 (PS4)

^Voluntary Reduction In Grade from Fire Deputy Chief (PS10) to Fire Assistant Chief (PS8)

**Rollback In Class from Fire Assistant Training Officer (PS7) to Fire Captain (PS6)

^Rollback In Class from Fire District Chief (PS7) to Fire Captain (PS6)

***Voluntary Reduction In Grade from Fire Assistant Chief (PS8) to Fire Captain (PS6)

^^Class Change from Fire Recruit (PS2) to Fire Fighter 1 (PS3)

****Rollback In Class from Fire District Chief (PS7) to Fire Instructor (PS6)

Voluntary Reduction In Grade from Fire Instructor (PS6) to Paramedic 2 (PS5)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>GENERAL SERVICES</u>			
*Ingram, Charles R.	Administrative Services Officer 4	Dept Transfer/ Roll-Back Class	07/01/08
^Lazo, Lori L.	Administrative Services Officer 4	Dept Transfer/Lateral	07/01/08
^Swinson, Elizabeth H.	Administrative Services Officer 4	Dept Transfer/Lateral	07/01/08
**Moseley, Jerry F.	Automotive Mechanic Leader	Class Change/Lateral	07/01/08
**Tinsley, Andrew J.	Automotive Mechanic Leader	Class Change/Lateral	07/01/08
^Spence, Jerry W.	Technical Specialist 1	Dept Transfer/Lateral	07/01/08
Whitson, Randal K.	Technical Specialist 2	Promotion	07/14/08

*Department Transfer from Finance (Administrative Services Manager, SR13) to General Services (ASO 4, SR12)

^Department Transfer from Finance (Technical Specialist 2, SR12) to General Services (ASO 4, SR12)

**Class Change from Master Tech (TG13) to Automotive Mechanic Leader (TI11)

^Department Transfer from Finance to General Services, same classification

INFORMATION TECHNOLOGY SERVICES

*Dickens, John C.	Info Systems Applications Tech 1	Dept Transfer/ Class Change-Lateral	07/14/08
^Lyons, Kevin D.	Info Systems Operator Analyst 2	Dept Transfer/ Class Change-Lateral	07/01/08
**Morgan, Kellie L.	Info Systems Operator Analyst 3	Dept Transfer/ Class Change-Lateral	07/01/08
^Hornberger, Gwendolyn E.	Info Systems Operator Tech 1	Dept Transfer/ Class Change-Lateral	07/01/08
***Law, Larry D.	Information Systems Advisor 1	Dept Transfer/ Class Change-Lateral	07/01/08

*Department Transfer from General Services (Application Tech 2, SR8) to ITS (IS Application Tech 1, SR8)

^Department Transfer from General Services (Professional Specialist, SR11) to ITS (IS Operations Analyst 2, SR11)

**Department Transfer from General Services (Finance Officer 3, SR12) to ITS (IS Operations Analyst 3, SR12)

^Department Transfer from General Services (Application Tech 2, SR8) to ITS (IS Operations Tech 1, SR8)

***Department Transfer from General Services (Administrative Services Manager, SR13) to ITS (IS Advisor 1, SR13)

MUNICIPAL AUDITORIUM

Williams, Jonathan T.	Building Maintenance Worker	New Hire	07/01/08
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PARKS

*Foxy Sr., Gary D.	Custodian 1	Dept Transfer/Transition - CS	07/01/08
^Flemming, Michael A.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	07/01/08
**Allen, Reba J.	Office Support Rep 3	Dept Transfer/ Rollback In Class	07/01/08
^Bennett, Gail S.	Office Support Rep 3	Dept Transfer/Promotion	07/01/08
***Gregory, Anita R.	Recreation Center Manager	Vol Reduction In Salary Grade	07/07/08
^^McKenzie, William M.	Recreation Leader	Transition - Civil Service	06/27/08

*Transition to Civil Service from Farmer's Market (M&R Worker 1, TG3) to Parks (Custodian 1, TG3)
 ^Department Transfer from Public Works (M&R Worker 1, TG3) to Parks (M&R Worker 1, TG3)
 **Department Transfer from Public Works (HR Assistant 2, SR7) to Parks (Office Support Rep 3, SR6)
 ^Department Transfer from Planning (Office Support Rep 1, SR4) to Parks (Office Support Rep 3, SR6)
 ***Voluntary Reduction In Grade from a Facility Coordinator (SR11) to a Recreation Center Manager (SR9)
 ^^Transition to Civil Service from a Part Time position

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PLANNING COMMISSION</u>			
Leach, Jeffrey R.	Finance Officer 3	Promotion	07/16/08
<u>POLICE</u>			
*Sanders, Darlene C.	Administrative Assistant	Re-Classification	07/16/08
Hayes, Phillip R.	Computer Operator 2	New Hire	07/01/08
McKinney, Ronald L.	Information Systems App Tech 2	Promotion	07/01/08
^Augustin, Christopher L.	Police Officer 1	Class Change	07/18/08
^Baber, Jason E.	Police Officer 1	Class Change	07/18/08
^Banks Jr., Charlie A.	Police Officer 1	Class Change	07/18/08
^Burdge, John D.	Police Officer 1	Class Change	07/18/08
^Caillouette, William J.	Police Officer 1	Class Change	07/18/08
^Caruth, James D.	Police Officer 1	Class Change	07/18/08
^Coleman II, Richard D.	Police Officer 1	Class Change	07/18/08
^Cote, Christopher R.	Police Officer 1	Class Change	07/18/08
^Crotts, Kevin R.	Police Officer 1	Class Change	07/18/08
^Efkovics, Stephen C.	Police Officer 1	Class Change	07/18/08
^Embry Jr., Charles W.	Police Officer 1	Class Change	07/18/08
^Folad, Tony T.	Police Officer 1	Class Change	07/18/08
^Fondaw Jr., Caroll E.	Police Officer 1	Class Change	07/18/08
^Foster, Caleb E.	Police Officer 1	Class Change	07/18/08
^Gant, Brian R.	Police Officer 1	Class Change	07/18/08
^Hale, Stephen D.	Police Officer 1	Class Change	07/18/08
^Hall IV, Allen F.	Police Officer 1	Class Change	07/18/08
^Harvey, Ralph C.	Police Officer 1	Class Change	07/18/08
^Heil, Anthony J.	Police Officer 1	Class Change	07/18/08
^Heiman Jr., Frederick G.	Police Officer 1	Class Change	07/18/08
^Hummell, Arthur R.	Police Officer 1	Class Change	07/18/08
^Jarvis, James C.	Police Officer 1	Class Change	07/18/08
^Kizer, Mitchell L.	Police Officer 1	Class Change	07/18/08
^Lara Jr., Carlos W.	Police Officer 1	Class Change	07/18/08
^Lo, Christopher C.	Police Officer 1	Class Change	07/18/08
^Mabry, Devin W.	Police Officer 1	Class Change	07/18/08
^Martin, Joseph R.	Police Officer 1	Class Change	07/18/08
^Martin, Travis C.	Police Officer 1	Class Change	07/18/08
^McGrath, Bradley S.	Police Officer 1	Class Change	07/18/08
^Mehmet, Sattar M.	Police Officer 1	Class Change	07/18/08

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
^Morgan, Timothy D.	Police Officer 1	Class Change	07/18/08
^Nash, Andrew D.	Police Officer 1	Class Change	07/18/08
^Nelson Jr., Frederick	Police Officer 1	Class Change	07/18/08
^Norris, Matthew T.	Police Officer 1	Class Change	07/18/08
^Reaves Jr., Willie M.	Police Officer 1	Class Change	07/18/08
^Reeves, Tony C.	Police Officer 1	Class Change	07/18/08
^Reid, Michael G.	Police Officer 1	Class Change	07/18/08
^Russell, Ryan C.	Police Officer 1	Class Change	07/18/08
^Smith, Brandon D.	Police Officer 1	Class Change	07/18/08
^Smith, Derek W.	Police Officer 1	Class Change	07/18/08
^Smith, Tina Marie	Police Officer 1	Class Change	07/18/08
^Stanton, Joseph M.	Police Officer 1	Class Change	07/18/08
^Stephenson, Tamiko	Police Officer 1	Class Change	07/18/08
*Venable, Anthony S.	Police Officer 1	Class Change	07/18/08
*Wilfert, Anthony J.	Police Officer 1	Class Change	07/18/08
Savage, Ashley D.	Police Operations Coordinator 1	Promotion	07/01/08
Suever, Jill M.	Police Operations Coordinator 1	Promotion	07/01/08
Dunlap, Paul A.	Police Security Guard 1	New Hire	07/01/08

*Reclassification due to a position audit from Police Operations Coordinator 1 (SR7) to Administrative Assistant (SR9)

^Class Change from Police Officer Trainee to Police Officer 1

PUBLIC LIBRARY

Racke, Tricia L.	Library Admin	New Hire	07/14/08
Schmid, Jennifer L.	Library Manager 2	Promotion	07/14/08

PUBLIC WORKS

*Aguilera, Gloria	Application Tech 1	Dept Transfer/Lateral	07/01/08
^Sloan, Sherry E.	Customer Service Field Rep 3	Rollback-Class	07/14/08
**Weithofer, Robert W.	Engineer 2	Rollback-Class	07/01/08
^Hatcher, Kortland N.	Equipment Operator 3	Rollback-Class	07/01/08
^Majors Jr., Donald A.	Equipment Operator 3	Rollback-Class	07/01/08
***Troup, Troy E.	Maintenance & Repair Worker 2	Rollback-Class	07/01/08
^^Carman, Mildred M.	Office Support Spec 2	Rollback-Class	07/01/08
****Turnbo, Mary Darlene	Office Support Spec 2	Rollback-Class	07/01/08
#Berbiglia, Julie A.	Program Spec 2	Rollback-Class	07/14/08
%Johnson, Robert W.	Sanitation Worker	Class Change/Lateral	07/01/08

*Department Transfer from General Services to Public Works, same classification

^Roll Back In Class from Recycling Coordinator (SR10) to Customer Services Field Rep 3 (SR7)

**Roll Back In Class from Transportation Manager (SR14) to Engineer 2 (SR13)

^Roll Back In Class from M&R Leader 1 (TI7) to Equipment Operator 3 (TG8)

***Roll Back In Class from Engineering Tech 1 (SR6) to M&R Worker 2 (TG4)

^^Roll Back In Class from Office Support Manager (SR9) to Office Support Specialist 2 (SR8)

****Roll Back In Class from Administrative Assistant (SR9) to Office Support Specialist 2 (SR8)

#Roll Back In Class from Program Specialist 3 (SR10) to Program Specialist 2 (SR8)

%Class Change from Equipment Operator 1 (TG5) to Sanitation Worker (TG5)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Poole, Yolanda R.	Correctional Officer 2	Promotion	06/20/08
Muehlhauser, Christopher G.	Correctional Officer Lieutenant	Promotion	07/14/08
Freeman, Barbara I.	Correctional Officer Sergeant	Promotion	07/16/08
<u>WATER SERVICES</u>			
*Crutcher, Rechelle M.	Application Tech 1	Department Transfer	06/28/08
*Wyatt, Mary E.	Application Tech 1	Department Transfer	06/28/08
^Wonderly Jr., John H.	Engineer 2	Department Transfer	06/28/08
^Jones, Katrina	Engineer In Training	Department Transfer	06/28/08
**McLaurine, George E.	Engineering Tech 3	Department Trans/ Rollback	06/28/08
^Thompson, Donald D.	Maintenance & Repair Worker 1	Department Transfer	06/28/08
%Ford, Tina Y.	Office Support Rep 2	Dept Transfer	
		/Transition – Civil Service	06/28/08
%Williams, Karen A.	Office Support Rep 2	Dept Transfer	
		/Transition – Civil Service	06/28/08
***Reed, Janie R.	Office Support Rep 3	Dept Trans/ Vol. Reduction	06/28/08
^Odom, Nathaniel	Treatment Plant Tech 1	Dept Transfer	06/21/08

*Department Transfer from General Services, same classification

^Department Transfer from Public Works, same classification

**Department Transfer from Finance (Administrative Services Manager, SR13) to Water Services (Engineer Technician, SR10)

%Transition to Civil Service from Criminal Court Clerk

***Department Transfer from General Services, Voluntary Reduction In Grade from Application Technician 2 (SR8) to Office Support Rep 3 (SR6)

^Department Transfer from Public Works, class change from Equipment Operator 3 (TG8) to Treatment Plant Tech 1 (TG8)

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

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Lichtenberger, Linda M.	Customer Service Supervisor	Resignation	Codes Administration	06/24/08
Myers, William L.	Plumbing Inspection Chief	Resignation	Codes Administration	07/11/08
Bozek, Judy A.	Emer Telecomm Officer 1	Dismissal	ECC	07/08/08
Gould, Toccara A.	Emer Telecomm Officer 1	Dismissal	ECC	07/08/08
Gumn, Brian C.	Emer Telecomm Officer 1	Resignation	ECC	07/23/08
Rice, Yannick A.	Emer Telecomm Officer 1	Resignation	ECC	07/24/08
Hipsher, Phillis D.	Emer Telecomm Officer 4	Pension	ECC	07/01/08
Murdic, Stacey L.	Finance Officer 2	Resignation	Finance	06/27/08
Porter, James A.	Finance Officer 3	Pension	Finance	06/27/08
Tomlinson, Patti L.	Technical Specialist 1	Layoff	Finance	06/30/08

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Ziobro, Martha J.	Technical Specialist 1	Layoff	Finance	06/30/08
Hudson, James F.	Fire Captain	Pension	Fire	07/25/08
McAbee, Richard W.	Fire Captain	Pension	Fire	06/29/08
Hassler, Dana N.	Fire Engineer	Pension	Fire	06/30/08
Dillingham, William L.	Firefighter 3	Pension	Fire	06/18/08
McCutchen, Jackie M.	Firefighter 3	Pension	Fire	07/05/08
Rossi, Michael J.	Firefighter 3	Pension	Fire	06/17/08
Furnish, Alice June	Professional Specialist	Layoff	Fire	07/01/08
Hart, Amy Elizabeth	Professional Specialist	Layoff	Fire	07/01/08
Wilkins, Kimberly D.	Professional Specialist	Layoff	Fire	07/01/08
Breedon, Larry T.	Automotive Mechanic Leader	Resignation	General Services	07/14/08
Lynam, Mark J.	Finance Admin	Pension	General Services	06/30/08
Watson, Michael H.	Info Systems App Tech 2	Resignation	ITS	06/20/08
Williams, Norman E.	Building Maintenance Supv	Pension	Municipal Auditorium	06/30/08
Etheridge, Brandon R.	Maintenance & Repair Wk 1	Resignation	Parks	06/20/08
Parks, Gaile F.	Office Support Rep 3	Pension	Parks	06/26/08
Ochoa Jr., Jose O.	Parks & Recreation Supt	Resignation	Parks	07/03/08
Greene II, Curtis D.	Recreation Leader	Resignation	Parks	06/19/08
Garrett, John A.	Police Commander	Pension	Police	06/23/08
Baird, Jason E.	Police Officer 2	Resignation	Police	07/18/08
Sullivan, James M.	Police Officer 2-Fld Trng Ofcr	Pension	Police	06/30/08
Haines, Stephen L.	Police Officer 3	Pension	Police	07/15/08
Davis, James W.	Technical Specialist 2	Pension	Police	06/30/08
Heatwole, Lucas D.	Circulation Assistant 1	Resignation	Public Library	07/05/08
Girard, John J.	Circulation Supervisor	Resignation	Public Library	07/24/08
Heffington, Elizabeth C.	Librarian 1	Resignation	Public Library	07/17/08
Feng, Suliang	Library Administration	Resignation	Public Library	06/20/08
Suber, Timothy D.	Engineer 2	Layoff	Public Works	07/01/08
Emerton, Ralph	Equipment Operator 2	Pension	Public Works	07/01/08
Neville, Jeremy J.	Equipment Operator 2	Layoff	Public Works	07/01/08
Colley, Alma J.	Office Support Rep 1	Pension	Public Works	07/01/08
McCoy, Stacy M.	Office Support Rep 3	Layoff	Public Works	07/01/08
Farragher Jr, Thomas J.	Correctional Officer 1	Resignation	Sheriff	07/18/08
Gomez-Hernandez, Juan M.	Correctional Officer 1	Resignation	Sheriff	06/23/08
Kennedy, Michael Y.	Correctional Officer 1	Resignation	Sheriff	07/17/08
Thomas, Jason W.	Correctional Officer 1	Resignation	Sheriff	07/01/08
Warren, Walter W.	Correctional Officer 1	Pension	Sheriff	07/11/08
McArthur, Alicia M.	Correctional Officer 2	Resignation	Sheriff	07/11/08
Steele, Thomas L.	Correctional Officer 2	Pension	Sheriff	06/22/08
Hardrick, Darrell L.	Correctional Officer Lieut	Resignation	Sheriff	07/10/08
Embry, Irucka A.	Engineer In Training	Dismissal	Water Services	06/27/08
Seremet, Michael J.	Envir Compliance Officer 2	Resignation	Water Services	07/25/08
Odom, Nathaniel L.	Treatment Plant Tech 1	Resignation	Water Services	06/27/08
McNeal, Larry T.	Utility System Helper	Pension	Water Services	07/22/08

MOTION: After some discussion, Commissioner Allen moved to accept the Termination/ Pension report for the dates and reasons stated. Seconded by Commissioner Sanders and the Commission approved without objection.

ELIGIBILITY REGISTER ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Zoning Inspection Chief	Dept	Codes Administration
Radio Technician 3	Dept	General Services
Automotive Mechanic	Open	General Services
Finance Officer 3	Dept	Planning
Service Representative 2- Customer	Dept	Water Services
Police Youth Counselor 2	Open	Police

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
11/15/07	Naturalist 2	20	OPEN
09/26/06	Library Manager 3-Edmondson	13	OPEN
10/15/07	IS Apps Analyst 2-Library Automation	05	OPEN

MOTION: *After some discussion, Commissioner Allen moved to approve the registers established and abolished. Seconded by Commissioner Sanders and the Commission approved without objection.*

DEPARTMENTAL ITEMS

BEER BOARD

REQUEST: Ms. Jackie Eslick, Executive Director, requested approval of Leave from Civil Service from July 1, 2008 through June 30, 2009.

Jim Lynch said Ms. Eslick requests Leave from Civil Service to continue working as the Executive Director of the Beer Board, which is a non-Civil Service position.

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

SHERIFF'S OFFICE

REQUEST: Sheriff Daron Hall requests approval of Leave from Civil Service for Correctional Officer Kareem Lozer, from July 25, 2008 through October 25, 2008.

Mr. Jim Kramer, HR Manager, said that Officer Lozer is being reassigned to a non-Civil Service position until physically able to perform all required duties of a Correctional Officer. Officer Lozer will continue working in a non-civil service capacity until fully recuperated.

MOTION: *After some discussion, Commissioner Jarrett moved for approval of the request as listed. Seconded by Commissioner Allen 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 Order to Dismiss Appeal for Joseph Cooper, Fire/ 5 Days Suspension

Joseph Cooper, Fire Inspector, was suspended five days from the Metro Fire Department for alleged violation of Civil Service Rule 6.7 provisions #1, 3, 13, and 32 – dealing with failure to perform official duty, Insubordination, Dishonesty and Inappropriate Behavior. Mr. Cooper appealed his suspension and the case was assigned to Administrative Law Judge Bettye Springfield.

On July 2, 2008, Cooper requested that his appeal be withdrawn. Judge Springfield granted the motion and ordered that the matter be Dismissed. Metro Attorney Cynthia Gross represented the Fire Department.

Metro Attorney, Katie Stone (appearing for Cynthia Gross) was present before the Commission. Mr. Cooper did not attend the meeting.

MOTION: *After some discussion, Commissioner Jarrett moved for approval to Dismiss the Appeal Ordered by Administrative Law Judge Bettye Springfield. Seconded by Commissioner Allen and the Commission approved without objection.*

(2: Review of Initial Order for Terry Grissim, Public Works/ Six Hours Suspension

Terry Grissim, Public Works Department, was suspended six (6) hours for alleged violation of Civil Service rule 6.7 provisions #1, 2, and 22 dealing with deficient performance of official duty and damage to or loss of Metro Government property caused by negligent acts. Mr. Grissim appealed his suspension and the case was assigned to Administrative Law Judge John Hicks.

One July 14, 2008, Judge Hicks entered an order which, upheld the department's decision to suspend Mr. Grissim's for six (6) hours. Metro Attorney Jon Michael represented the Public Works Department and Mr. Grissim represented himself.

Mr. Jon Michael, Metro Attorney and Mr. Terry Grissim, appellant, were present before the Commission for the review.

MOTION: *After some discussion, Commissioner Jarrett moved for approval to Uphold the Initial Order as submitted by Administrative Law Judge John Hicks. Seconded by Commissioner Sanders and the Commission approved without objection.*

(3: Review of Initial Order for James R. Edens, Sr., General Services/ Dismissal

James Edens, Sr., was dismissed from employment with the Department of General Services for alleged violation of the Metro Substance Abuse Policy – Return to Work Agreement. Mr. Edens appealed his dismissal to the Commission and the case was assigned to Administrative Law Judge Rob Wilson. Mr. Edens was represented by Attorney Edward Hiland, while Metro Attorney Doug Sloan, represented General Services. The case was heard on June 2, 2008 and on July 3, 2008, Administrative Law Judge Wilson entered an Order with the following provisions:

- James Edens, Sr., shall be reinstated subject to the signed return to work agreement.
- James Edens., Sr., shall be awarded full restoration of lost wages, benefits, and seniority.

Judge Wilson concluded that there was absolutely no conclusive proof to establish that Mr. Edens failed to abide by the terms and conditions of the 2005 signed "return to work agreement" and that the grievant's first time violation of the Metro substance abuse policy did not warrant termination.

Mr. Hiland, Attorney for Mr. Edens and Mr. Doug Sloan, Metro Attorney, were both present for the Commission review.

MOTION: After much discussion, Commissioner Allen moved to modify the Initial Order entered by Administrative Law Judge Rob Wilson as follows:

- Upon passing a Metro Administered Drug test, James Edens shall be reinstated to his former position in the Department of General Services. However, the test must be scheduled and taken by August 19, 2008.
- Failure to pass a Metro administered Drug Test taken by August 19, 2008 shall result in the immediate employment termination of James Edens from Metro Government.
- James Edens shall not receive any restoration of back pay or accrued benefits from the date of his dismissal (January 4, 2006) from the Department of General Services.
- Upon passing a Metro Administered Drug test, James Edens shall be credited with service time (seniority) from the date of his termination (January 4, 2006) to the date of his successful re-employment with the Department of General Services.

Seconded by Commissioner Jarrett and the Commission approved with one objection. There was one objection from Commissioner Sanders. The vote was 2 to 1.

(4: Review of Agreed Order for Brandon Frith, Police/Grievance

Brandon Frith, Police Officer, filed a grievance with the Metro Police Department concerning the replacement of his eye glasses that were lost during the course of a pursuit of a suspect while on duty. The grievance proceeded through the process and was denied by Police Chief Ronal Serpas. Officer Frith appealed the denial of his claim for reimbursement to the Civil Service Commission. The case was then assigned to Administrative Law Judge Mary Collier. Officer Frith was represented by Attorney Worrick Robinson, while Metro Attorney Cynthia Gross, represented the Police Department. On July 8, 2008, Judge Mary Collier entered an Agreed Order with the following provisions:

The Metro Police Department shall pay \$220.45 to Officer Frith for replacement of his eyeglasses that he lost during the course of a pursuit of a suspect while on duty. Officer Frith shall withdraw his appeal to the Civil Service Commission.

Ms. Katie Stone, Metro Attorney, was present for the Commission review. Mr. Robinson could not attend.

MOTION: After some discussion, Commissioner Jarrett moved for approval to Uphold the Agreed Order as entered by Administrative Law Judge Mary Collier. Seconded by Commissioner Allen and the Commission approved without objection.

(5: Review of Agreed Order for Tim Sullivan, Police/Grievance

Tim Sullivan, Police Officer, filed a grievance with the Metro Police Department concerning the denial of an Injured on Duty claim. The grievance proceeded through the process and was denied by Police Chief Ronal Serpas. Sullivan appealed the denial of his claim for IOD to the Civil Service Commission. The case was then assigned to Administrative Law Judge Joyce Carter-Ball. Officer Sullivan was represented by Attorney Brock Parks, while Metro Attorney Cynthia Gross, represented the Police Department. All parties being in agreement, on July 23, 2008, Judge Carter-Ball entered an Agreed Order with the following provisions:

- * The Metro Police Department shall grant the grievance filed by Tim Sullivan at issue in this matter.
- * The Metro Police Department shall approve the use of IOD leave for Tim Sullivan for the period of October 26, 2007 to December 16, 2007.
- * Tim Sullivan shall dismiss his grievance appeal to the Commission.

Mr. Brock Parks, Attorney for Mr. Sullivan and Ms. Katie Stone, Metro Attorney, were present for the Commission review.

MOTION: *After some discussion, Commissioner Sanders moved for approval to Uphold the Agreed Order as submitted by Administrative Law Judge Joyce Carter-Ball. Seconded by Commissioner Allen and the Commission approved without objection.*

(6: JOB DESCRIPTION CHANGES

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

Mr. Chase Adams from the Public Library and Mr. Ben Johnson, Human Resources, were present before the Commission to discuss proposed revisions to the job descriptions as listed. Current job descriptions which require a Masters Degree in Library Science with an American Library Association (ALA) accredited program would need to be amended to require an MLS in a program accredited by the National Council for Accreditation of Teacher Education (NCATE). Revision to the descriptions would read:

Masters Degree in Library Science from an accredited college or university and (# years) professional experience. The Library Science program must also be accredited by the American Library Association or the National Council for Accreditation of Teacher Education. More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

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

(7: Request approval of proposed revisions to Civil Service Policy 2.12-1 - (Metro Driver Safety Standards/ Vision)

During the June 2008 meeting, the Commission requested that Policy 2.12-1 - Metro Driver Safety Standards – Vision, be reviewed with findings reported back to the Commission. The proposed revision is listed below.

CURRENT REQUIREMENT:

Far visual acuity shall be at least 20/20 in the better eye and 20/30 in the other eye binocular corrected with contact lenses or spectacles. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful long term soft contact lens wearers shall not be subject to uncorrected criterion. Applicants must have worn soft contacts for at least six months prior to the employment physical.

PROPOSED REQUIREMENT:

Far visual acuity shall be at least 20/40 in each eye corrected with contact lenses or spectacles. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful long term soft contact lens wearers shall not be subject to the uncorrected criterion. Applicant must have worn soft contacts for at least twelve months prior to the employment physical.

Mr. Steve Cain, Human Resources Department and Dr. Chris Fletcher, Metro Health Department, were present before the Commission to discuss the proposed changes to Civil Service Policy 2.12-1.

ACTION: *The Commission requested that proposed revisions be brought back at the next regular meeting in September.*

(8: Updated Report of Approved Departmental Layoff Plans / Actions

Ms. Jamie Summers, Human Resources Department, came before the Commission and presented an update of layoff actions that recently took place in Metro Government. Due to budgetary reductions, several departments required mandatory staff reduction, layoffs and rollbacks. Human Resources staff worked to place employees in other departments or outside of Metro Government. The Commission was given a detailed report to show updated layoff actions taken by the departments.

ACTION: *Report only, no action necessary.*

(9: Appeal of Layoff / Rollback Action – Kathy Whisenant, Fire Assistant Chief

Due to budgetary reductions, Ms. Kathy Whisenant's position as Fire Assistant Chief – Administration, was being eliminated in the "08-09" operating budget with roll back to Fire Captain. Ms. Whisenant was offered the opportunity to take a voluntary reduction in grade to the Fire Captain classification, which capped her salary loss at 10% in lieu of being rolled back and taking a 20% cut in pay.

On June 24, 2008, Ms. Whisenant requested an appeal of the rollback to Fire Captain stating that she should have been rolled to a Fire District Chief. Ms. Whisenant did not have bumping rights to the District Chief's position, as two (2) employees that were currently in the class had more seniority than her.

Ms. Kathy Whisenant, Fire Department, and Ms. Jamie Summers, Human Resources Analyst, were present before the Commission to discuss the matter.

MOTION: *After much discussion, Commissioner Allen moved for approval to Uphold the Rollback to the Fire Captain position for Ms. Whisenant. Seconded by Commissioner Jarrett and the Commission approved without objection.*

(10: Report of 2008 Pay Plan Study

Mr. Ben Johnson, Human Resources Analyst, stated that Civil Service Rule, 5.1E, requires that the Human Resources Department conduct a pay study every three years. Mr. Johnson stated that this year's study revealed that Metro Nashville employee pay rates are within 98% of the market. He said that Human Resources will continue to address relevant pay issues / studies in the coming fiscal years and will advise the Commission if there are any significant changes in the market.

ACTION: *Report only, no action necessary*

(11: Communiqués from the public on pending hearings

There were no communiqués from the public.

With nothing further, the regular meeting adjourned at 10:55 a.m.

ATTEST:

APPROVED:

Ms. Dorothy S. Berry
Director of Human Resources
Secretary to the Civil Service Commission

R. Steve Corbitt
Vice-Chairman
Civil Service Commission