

# AGENDA

## METROPOLITAN CIVIL SERVICE COMMISSION

SEPTEMBER 9, 2008

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, September 9, 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 **August 12, 2008** Civil Service Commission regular meeting.

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

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

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>FINANCE</u></b>			
*Ham, James D.	Application Tech 1	Vol Reduction In Grade	07/28/08

\*Voluntary reduction in grade from IS Advisor 1 (SR13) to Application Tech 1 (SR7)

#### **FIRE**

*Brown, Tim E.	Fire Fighter 1	Class Change	08/01/08
*Dickens, Cody A.	Fire Fighter 1	Class Change	08/01/08
*Jordan, Douglas C.	Fire Fighter 1	Class Change	08/01/08
Pulley, Darrell L.	Fire Maint Worker 2	Promotion	08/01/08

\*Class change from Fire Recruit to Fire Fighter 1

#### **GENERAL SERVICES**

Atwell, Jack A.	Automotive Mechanic	Promotion	07/28/08
Jefcoat, Stacy W.	Automotive Mechanic	New Hire	07/28/08
McNair, Joseph A.	Automotive Mechanic	New Hire	07/28/08
Norwood, Rondal E.	Radio Tech 3	Promotion	07/28/08
Schnakenberg, Donald	Technical Specialist 2	Promotion	08/11/08

#### **INFORMATION TECHNOLOGY SERVICES**

*Hiera, Mary E.	Info Systems Manager	Class Change/Lateral	08/01/08
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\*Class change from IS Advisor 1 (SR13) to IS Manager (SR13)

#### **JUVENILE COURT**

Jones, Janet M.	Office Support Rep 2	New Hire	08/25/08
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**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>PARKS</u></b>			
Blair, Henderson D.	Maintenance & Repair Worker 2	Promotion	07/25/08
Roake, Terry A.	Maintenance & Repair Worker 2	Promotion	07/25/08
<b><u>POLICE</u></b>			
Whitaker, Lisa P.	Crime Scene Technician 1	New Hire	08/16/08
*Buice, Tommy L.	Police Operations Assistant 1	Dept Transfer/ Vol Reduction In Grade	08/01/08
^Trent, Sharon G.	Police Operations Assistant 3	Vol Reduction In Grade	08/06/08
Tankersley, Brent S.	Police Security Guard 1	Re-Hire	08/16/08
*Department transfer from Public Works (Equipment Operator 3 TG8) Police (Police Operations Assistant 1 SR4)			
^Voluntary reduction in grade from Police ID Specialist 2 (SR8) to Police Operations Assistant 3 (SR6)			
<b><u>PUBLIC WORKS</u></b>			
Odom, Nathaniel L.	Equipment Operator 3	Re-Employment	08/04/08
*Cosby, Frederick D.	Maintenance & Repair Worker 2	Vol Reduction In Grade	08/04/08
*Voluntary reduction in grade from Compliance Inspector 1 (SR7) to M&R Worker 2 (TG4)			
<b><u>SHERIFF</u></b>			
Long, Amos T.	Correctional Officer 2	Promotion	08/03/08
Rainey, Jeffrey L.	Correctional Officer 2	Promotion	08/03/08
<b><u>SOCIAL SERVICES</u></b>			
Hall, Latrice M.	Homemaker	Re-Hire	08/11/08
<b><u>WATER SERVICES</u></b>			
Collier, Robert M.	Application Tech 3	Promotion	08/23/08
Harper, Clint W.	Application Tech 3	Promotion	08/23/08
Tomberlain, Lisa A.	Application Tech 3	Promotion	08/23/08
Lindsey, Roger D.	Engineer 3	New Hire	08/09/08
McCullough, Kevin L.	Engineer In Training	Re-Employment	08/09/08
O'Neill, Thomas Lee	Info Systems App Analyst 1	Re-Hire	07/26/08
Dellinger, Michelle R.	Service Rep 2	Promotion	08/09/08
Donnell, Karen J.	Service Rep 2	Promotion	08/09/08
Gilbert, Peninsula	Service Rep 2	Promotion	08/09/08
Seged, Samuel L.	Water Quality Analyst 3	Promotion	08/23/08
Seward, Kara L.	Water Quality Analyst 3	Promotion	08/23/08

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Hodges, Martha P.	Emer Telecommunications Officer 1	Resigned	Emerg Comm Center	07/27/08
Lankford, Robert A.	Emer Telecommunications Officer 1	Dismissal	Emerg Comm Center	07/31/08
Rice, Yannick A.	Emer Telecommunications Officer 1	Resigned	Emerg Comm Center	07/24/08
Gumn, Brian C.	Emer Telecommunications Officer 1	Resigned	Emerg Comm Center	07/23/08
Sells, Amanda A.	Emer Telecommunications Officer 1	Dismissed	Emerg Comm Center	07/31/08
Hopkins, Kimberly Elizabeth	Finance Officer 3	Resigned	Finance	08/01/08
Hudson, James F.	Fire Captain	Pension	Fire	07/25/08
McKinney, Zhay N.	Probation Officer 1	Resigned	Juvenile Court	08/08/08
Maxwell, Joshua D.	Recreation Leader	Resigned	Parks	07/25/08
Kohl, Debra R.	Police Officer 2	Pension	Police	08/08/08
Wilkins Jr., Boyce E.	Police Officer 2	Resigned	Police	08/04/08
Baird, Jason E.	Police Officer 2	Resigned	Police	07/18/08
Stogdill, Lauren Z.	Police Officer 2	Resigned	Police	07/31/08
Hinson, Cody G.	Police Officer 2	Resigned	Police	07/31/08
Webb, Dianne B.	Library Manager 3	Pension	Public Library	08/05/08
Biggs, Janice L.	Custodian 1	Dismissal	Public Library	07/30/08
Girard, John J.	Circulation Supervisor	Resigned	Public Library	07/24/08
Heffington, Elizabeth C.	Librarian 1	Resigned	Public Library	07/17/08
Altom, Clayton C.	Archives Assistant 1	Resigned	Public Library	08/08/08
McKoy, Martin K.	Equipment Operator 3	Deceased	Public Works	08/08/08
Farragher Jr., Thomas J.	Correctional Officer 1	Resigned	Sheriff	07/18/08
Kennedy, Michael Y.	Correctional Officer 1	Resigned	Sheriff	07/17/08
Dichiara II, Benjamin A.	Correctional Officer 1	Resigned	Sheriff	07/17/08
Miller, Ryan W.	Correctional Officer Sergeant	Resigned	Sheriff	08/08/08
Cartwright, Matthew L.	Correctional Officer 1	Resigned	Sheriff	07/26/08
Seremet, Michael J.	Environmental Compliance Officer 2	Resigned	Water Services	07/25/08
McGregor, Scott D.	Treatment Plant Shift Supervisor	Deceased	Water Services	07/26/08
McNeal, Larry T.	Utility System Helper	Pension	Water Services	07/22/08
Jones, Katrina L.	Engineer In Training	Resigned	Water Services	08/01/08

**(D) ELIGIBILITY REGISTER REPORT**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Electrical Inspector 1	OPEN	Codes
Technical Specialist 2 - Fleet Manager	DEPT	General Services
Library Manager 3	OPEN	Library
Nature Center Manager - Beaman	OPEN	Parks
Golf Course Assistant Manager	OPEN	Parks
IS Applications Analyst 3 - MWS	OPEN	Water Services
Application Technician 3 - Permits	DEPT	Water Services
Water Quality Analyst 3	DEPT	Water Services
Industrial Maintenance Supv 2-Storm/Routine Maintenance	DEPT	Water Services
Engineer 3-Stormwater Dev Review	OPEN	Water Services
Office Support Spec.1 - Fleet	DEPT	Water Services
App. Tech. 3 - Phones	DEPT	Water Services
Engineering Tech 3 - Construction Inspection	DEPT	Water Services
Environmental Compliance Officer 3	DEPT	Water Services
Water Maintenance Leader 1 - Cross Connection	DEPT	Water Services
Equipment Operator 2 - Water Maintenance	DEPT	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
11/15/07	Naturalist 3	OPEN	17
04/16/07	Application Tech 1- Billing & Collections	DEPT	03

**DEPARTMENTAL ITEM**

**COMMUNITY EDUCATION ALLIANCE**

Item #1: Ms. Corrine Jackson, Program Manager I, requests approval for Leave from Civil Service from October 2, 2008 to October 1, 2009.

**HUMAN RESOURCES**

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

Item #2: Petition for Reconsideration of Final Order – Terry Grissim/Public Works, Six Hours Suspension

Item #3: Request approval of proposed revisions to Civil Service Policy 2.12-I, Metro Driver Safety Standards – Vision

Item #4: **JOB DESCRIPTION CHANGES**

Police Security Guard 1  
 Police Security Guard 2  
 Van Driver  
 Building Maintenance Supervisor

Archives Assistant 1  
 Circulation Assistant 1  
 Computer Operator 1  
 Concession Clerk 1  
 Correctional Officer 1  
 Custodian 1  
 Customer Service Field Rep 1  
 Data Entry Operator 1  
 Engineering Aide 1  
 Equipment & Supply Clerk 1  
 Information Systems Associate  
 Maintenance & Repair Worker 1  
 Mechanic Helper 1  
 Nutrition Site Coordinator  
 Police Operations Assistant 1  
 Police Security Guard 1  
 Property Guard 1

**JOB DESCRIPTION CHANGES** (continued)

Radio Technician 1  
Sanitation Worker  
Security Officer 1– General Sessions Ct.  
Technical Para – Professional Trainee  
Trades, Labor & Service Trainee  
Treatment Plant Technician 1  
Utility Systems Helper  
Van Driver  
Water Maintenance Technician 1

Item #5:            Communiqués from the public on pending hearings