

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION **SEPTEMBER 9, 2008**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on September 9, 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, 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: Vice-Chairman R. Steve Corbitt.

August 12, 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, Commissioner Jarrett moved for approval. Commissioner Allen seconded the motion.

NOTE: Chairman Farmer 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>FINANCE</u>			
*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)			
<u>FIRE</u>			
*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 Maintenance 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

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INFORMATION TECHNOLOGY SERVICES</u>			
*Hiera, Mary E.	Information Systems Manager	Class Change/Lateral	08/01/08
*Class change from IS Advisor 1 (SR13) to IS Manager (SR13)			
<u>JUVENILE COURT</u>			
Jones, Janet M.	Office Support Rep 2	New Hire	08/25/08
<u>PARKS</u>			
Blair, Henderson D.	Maintenance & Repair Worker 2	Promotion	07/25/08
Roake, Terry A.	Maintenance & Repair Worker 2	Promotion	07/25/08
<u>POLICE</u>			
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)			
<u>PUBLIC WORKS</u>			
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)			
<u>SHERIFF</u>			
Long, Amos T.	Correctional Officer 2	Promotion	08/03/08
Rainey, Jeffrey L.	Correctional Officer 2	Promotion	08/03/08
<u>SOCIAL SERVICES</u>			
Hall, Latrice M.	Homemaker	Re-Hire	08/11/08

WATER SERVICES

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

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

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

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

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

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

DEPARTMENTAL ITEM

COMMUNITY EDUCATION ALLIANCE

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

Mr. Jim Lynch said Ms. Jackson is requesting continuation of Leave from Civil Service in order to work in a non-civil service position as Community Education Coordinator in the Before/After School program with the Board of Education.

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

Mr. Terry Grissim appeared before the Civil Service Commission on August 12, 2008 for review of the Initial Order entered by ALJ John Hicks. The Commission considered arguments that had been made by Mr. Grissim, and then voted to uphold the Order. On August 22nd, Mr. Grissim submitted a Petition for Reconsideration of the Final Order and requested the following matters be entered into the record and order:

- * Remove the statement that he (Terry Grissim) was backing the truck
- * Show that the damaged Metro vehicle has recent repairs on the same area damaged on this incident
- * No placard was in the vehicle at the time of the accident (no instructions to notify Supervisor)
- * Old placard did not show to contact supervisor

Mr. Jon Michael, Metro Attorney, and Mr. Terry Grissim, Appellant, were both present before the Commission to discuss the case and petition.

MOTION: *After much discussion, Commissioner Jarrett moved to deny the Petition as submitted by Mr. Grissim. Seconded by Commissioner Allen and the Commission approved without objection.*

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

Mr. Steve Cain, Human Resources, gave an overview to the Commission regarding the proposed policy changes presented at the June and August Civil Service meetings. The proposed revisions pertain to the color vision requirements set in Civil Service Policy 2.12-I. The current and proposed revisions are as follows:

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.

CURRENT REQUIREMENT:

Normal color vision as determined by Army Regulation 40-501.

PROPOSED REQUIREMENT:

POLICE: Patrol Officers require adequate color vision in order to identify cars, clothing and other items as well as to detect and distinguish traffic lights, street lights and related highway lights. However, those with mild color vision deficiencies have been found to have sufficient color identification and discriminatorily skills to perform as a patrol officer. Individuals will be administered the PIP Color vision test and will meet the Color Vision requirement if they pass according to the manufactures pass/fail requirement. Those who fail the PIP test will be administered the Farnsworth D-15 and will meet the Color Vision requirement if they pass (according to the manufactures pass/fail requirement).

CURRENT REQUIREMENT:

ALL OTHERS: Must see red and green.

PROPOSED REQUIREMENT:

ALL OTHERS: Ability to distinguish traffic signals

CURRENT REQUIREMENT:

Color contacts for assisting in color vision are not acceptable.

PROPOSED REQUIREMENT:

Delete the section.

Mr. Cain said that color contacts are not acceptable for applicants taking the color vision tests. Chairman Farmer supported the proposed policy concept, and felt that the policy should clearly state that color contacts are not acceptable during the testing process. The Commissioners also expressed concern that those applicants taking the test must clearly understand what the policy requires and that color contacts are not acceptable during the testing process. However, when employees are hired, they may choose to wear them while on the job.

Dr. Goodson, Metro Medical Examiner, came before the Commission to discuss the matter. Since changes were suggested, Mr. Cain said he would redraft the policy to address concerns and bring it back at the next meeting in October.

ACTION: ***This matter was deferred until the October 14th meeting.***

(3: JOB DESCRIPTION CHANGES

Ms. Susan Gish proposed the following revisions:

Police Security Guard 1 - Valid "Class D" Driver's License. Handgun carry permit must be obtained prior to completion of the probation period.

Police Security Guard 2 – Valid "Class D" Drivers License and Handgun Carry Permit.

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

Van Driver – Valid "Class D" Drivers License

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

Building Maintenance Supervisor – Oversees and may participate in highly skilled work; may be required to work in cramped or high places; may require the ability to coordinate and complete projects timely and within budget constraints.

MOTION: *After some discussion, Commissioner Sanders moved for approval of the request as listed. Seconded by Commissioner Jarrett and the Commission approved with one objection. The vote was 2 to 1. Mr. Allen voted “opposed”*

Ms. Gish said the job description statement **“More specific degree, certification and experience requirements may be included on the position announcement as vacancies occur”** was unnecessary for jobs that requirement high school or below, with no experience or other training. The revision does not affect the duties, responsibilities, knowledge, skills and abilities or any other aspect of the job. Those classifications are as follows:

- | | |
|-------------------------------|---|
| Archives Assistant 1 | Sanitation Worker |
| Circulation Assistant 1 | Security Officer 1 – General Sessions Court |
| Computer Operator 1 | Technical Para – Professional Trainee |
| Concession Clerk 1 | Trades, Labor & Service Trainee |
| Correctional Officer 1 | Treatment Plant Technician 1 |
| Custodian 1 | Utility Systems Helper |
| Customer Service Field Rep 1 | Van Driver |
| Data Entry Operator 1 | Water Maintenance Technician 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 | |
| Radio Technician 1 | |

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

(4: Communiqués from the public on pending hearings

There were no communiqués from the public.

With nothing further, the regular meeting adjourned at 9:05 a.m.

ATTEST:

APPROVED:

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

William H. Farmer
Chairman
Civil Service Commission