

# AGENDA

## METROPOLITAN CIVIL SERVICE COMMISSION

OCTOBER 14, 2008

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, October 14, 2008 at 8:30 a.m.

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

**(A) MINUTES:** Approval of the Minutes for the **September 9, 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>			
*Barber, Jeremy Scott	Electrical Inspector 1	Dept Transfer/Lateral	09/22/08

\*Department Transfer from Water (Industrial Electrician 1, TG12) to Codes (Electrical Inspector 1, SR9)

#### **EMERGENCY COMMUNICATION CENTER**

*Riggs, Zane W.	Emer Telecommunications Officer 2	Dept Transfer/Class Change	08/25/08
Campbell, Anna L.	Emer Telecommunications Officer 4	Class Change	09/04/08
Quirouette, Rachel A.	Emer Telecommunications Officer 4	Class Change	09/01/08

\*Department Transfer from Sheriff (Correctional Officer 1, CO1) to Emergency Communications Center (Emergency Tel Officer 2, ET2)

#### **FINANCE**

*Robinson, Deborah J.	Finance Officer 1	Vol Reduction In Grade	07/01/08
^ Maynard, Kenneth E.	Finance Manager	Rollback In Classification	07/01/08

\*Voluntary Reduction In Grade from Finance Officer 2 (SR10) to Finance Officer 1 (SR8)

^Rollback In Class From Finance Assistant Director (SR15) to a Finance Manager (SR14)

#### **FIRE**

*Mason, Bryan E.	Fire Fighter 1	Class Change	09/01/08
------------------	----------------	--------------	----------

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

#### **GENERAL SERVICES**

*Edens, James R.	Master Tech	Reinstate	09/08/08
------------------	-------------	-----------	----------

\*Employment Reinstatement to same classification by Final Order of Civil Service Commission

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>HUMAN RESOURCES</u></b>			
*Simmons-Trotter, Janet S.	Program Spec 2	Department Transfer	09/15/08
*Department Transfer from the Health Department (Program Spec 2, SR8) to Human Resources (Program Spec 2, SR8)			
<b><u>INTERNAL AUDIT</u></b>			
Carter, Tracy D.	Finance Officer 2	New Hire	09/29/08
Maxwell, Jennifer L.	Finance Officer 2	New Hire	09/22/08
Yuan, Qian	Finance Officer 2	New Hire	09/22/08
<b><u>JUVENILE COURT</u></b>			
Heard, Constance G.	Office Support Rep 2	Promotion	09/08/08
<b><u>PARKS</u></b>			
Edens, Daryl W.	Golf Course Assistant Manager	New Hire	08/29/08
<b><u>POLICE</u></b>			
Young, Tonya M.	Info Systems App Tech 2	New Hire	09/01/08
Gann, Rickey R.	Information Systems Advisor 1	Promotion	09/16/08
*Pettibone, Lisa M.	Paralegal	Dept Transfer/ Transition – Civil Service	09/01/08
Martin, Sarah E.	Police Operations Assistant 1	New Hire	09/01/08
Norrick, Chad A.	Police Operations Assistant 1	New Hire	09/16/08
O'Connor, Rachel M.	Police Operations Assistant 1	New Hire	09/01/08
Osborne, Tonya L.	Police Operations Assistant 1	New Hire	09/01/08
*Department Transfer from Legal (Paralegal, SR8) to Police (Paralegal, SR8)			
<b><u>PUBLIC LIBRARY</u></b>			
Morton, Timothy F.	Custodian 1	New Hire	09/08/08
Jones, Michael B.	Librarian 1	New Hire	09/08/08
Williams, Deanza	Library Manager 3	Promotion	08/25/08
<b><u>PUBLIC WORKS</u></b>			
Claybrooks, George R.	Sanitation Worker	New Hire	09/23/08

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SHERIFF</u></b>			
*Miller, James O.	Correctional Officer 1	Vol Reduction In Grade	09/07/08
*True, Keith T.	Correctional Officer 1	Vol Reduction In Grade	09/14/08
Gaston Jr., Harry T.	Correctional Officer 2	Promotion	09/05/08
McGill, Dennis S.	Correctional Officer 2	Promotion	09/17/08
Harris, Sharron D.	Correctional Officer Sergeant	Promotion	09/05/08

\*Voluntary Reduction In Grade from Correctional Officer 2 (CO2) to Correctional Officer 1 (CO1)

**SOCIAL SERVICES**

*Cardinal, Eric	Information Systems Advisor 2	Dept Transfer/Promotion	08/25/08
-----------------	-------------------------------	-------------------------	----------

\*Department Transfer from Police (Research Analyst 2, SR12) to Social Services (IS Advisor 2, SR14)

**WATER SERVICES**

Eddins, Jonathan W.	Customer Service Field Rep 3	Promotion	09/06/08
Sanchez, Julio	Customer Service Field Rep 3	Promotion	09/06/08
Charlton, Terry L.	Engineering Tech 3	Promotion	09/06/08
Johnson Jr., Roger A.	Engineering Tech 3	Promotion	09/06/08
Welch, Joseph A.	Environmental Compliance Officer 3	Promotion	09/06/08
Boyd Jr., James O.	Industrial Maintenance Supv 2	Promotion	09/06/08
Woods, Karion E.	Office Support Spec 1	Promotion	09/06/08
Cobb, William K.	Water Maintenance Leader 1	Promotion	09/06/08
Harmon, Randy L.	Water Maintenance Leader 1	Promotion	09/06/08
Pipkin, Jamieo T.	Water Maintenance Leader 2	Promotion	08/23/08

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Wheat Jr., John A.	Electrical Inspector 2	Pension	Codes Administration	08/22/08
Simpkins, Steven L.	Emer Telecommunications Off 1	Resignation	ECC	09/02/08
Bomer, Bradley D.	Emer Telecommunications Trainee	Resignation	ECC	09/03/08
Holt III, Mack	Fire Assistant Chief	Pension	Fire	08/29/08
Wilson, James E.	Fire District Chief	Pension	Fire	09/07/08
Kephart, Daniel L.	Fire Engineer	Pension	Fire	08/27/08
Stuart, Sherman A.	Fire Fighter 2	Dismissal	Fire	09/19/08
Foglesong Jr., James S.	Administrative Services Officer 4	Resignation	General Services	09/05/08
Knupp, Robert T.	Human Resources Analyst 3	Pension	Human Resources	08/29/08
Benavides Jr., Isauro	Administrative Services Officer 3	Resignation	Juvenile Court	08/22/08
Kesic, Sanela	Custodian 1	Resignation	Parks	09/18/08
Westfield, Richard D.	Golf Course Manager	Pension	Parks	09/03/08
Crowe, Joshua G.	Park Police 2	Resignation	Parks	09/19/08
Stenberg, Audrey M.	Recreation Leader	Resignation	Parks	08/29/08
Vondohlen, Michael W.	Police Lieutenant	Pension	Police	08/23/08
Stephenson, Tamiko	Police Officer 1	Resignation	Police	08/22/08
Diaz Jr., Jose M.	Police Officer 2	Pension	Police	08/22/08

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Hunter, Pamela L.	Police Operations Coordinator 2	Pension	Police	08/26/08
Nesmith, Ninabea L.	Circulation Assistant 1	Resignation	Public Library	08/16/08
Pace-McGowan, Sarah L.	Librarian 1	Resignation	Public Library	08/17/08
Poole, Stephanie L.	Librarian 1	Resignation	Public Library	08/29/08
Hart, John W.	Library Associate 1	Pension	Public Library	08/31/08
Radinger, William J.	Technical Specialist 1	Resignation	Public Works	09/04/08
Tucker, Jack L.	Waste Management Supt	Resignation	Public Works	09/05/08
Gann, Robert J.	Correctional Officer 1	Resignation	Sheriff	08/31/08
Hill, Michael L.	Correctional Officer 1	Resignation	Sheriff	09/06/08
Schoner, Christi D.	Correctional Officer 1	Dismissal	Sheriff	09/01/08
Powell Jr., George A.	Correctional Officer 2	Resignation	Sheriff	09/02/08
Williams, Karen A.	Office Support Rep 2	Dismissal	Water Services	09/12/08
Cason, Bobby L Jr.	Treatment Plant Tech 1	Dismissal	Water Services	09/05/08

**(D) ELIGIBILITY REGISTER REPORT**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
ECC Director	Open	General Services
Equipment Mechanic – Grounds	Open	General Services
Circulation Supervisor	Dept	Library
IS Applications Analyst 2 – Library Automation	Open	Library
Park Police 1	Open	Parks
Carpenter 1	Dept	Parks
IS App Tech 2 – MNPD Research & Doc	Open	Police
IS Advisor 1 – IT Programmer	Open	Police
IS Advisor 2 – Forensic Crime Lab Quality Manager	Open	Police
Paralegal – Case Preparation	Open	Police
Equipment Operator 2 – Systems Services-Nights	Dept	Water Services
Engineering Tech 3 – Remedial/Construction	Dept	Water Services
Engineer 2-Routine Maintenance	Dept	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
09/07/06	Police Operations Coordinator 2-Records	Dept	3
11/13/07	Customer Service Supervisor	Dept	2

**DEPARTMENTAL ITEMS**

**SHERIFF'S OFFICE**

Item #1: Sheriff Daron Hall requests approval of a Leave from Civil Service for Correctional Officer Nicole Brummett from September 1, 2008 through August 31, 2009.

**HUMAN RESOURCES**

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

- Item #2: Request to conduct a Public Hearing on November 11, 2008 for  
Proposed Revision of Civil Service Rule 6.9 - Employee Grievances
- Item #3: Request Approval of Employee Benefit Board Election Plan – Police Representative
- Item #4: Review of Agreed Order - Misty Reid, ECC/Grievance – Injured On Duty Claim
- Item #5: Review of Initial Order - Ronald Kenney, Fire Department /Dismissal
- Item #6: Review of Initial Order - Michael Crum, Fire Department /Full Demotion
- Item #7: Review of Initial Order - Thom Brown, ECC/Grievance – Pay Plan Implementation
- Item #8: Review of Agreed Order – Victor Fletcher, Fire Department / Dismissal
- Item #9: Request Approval of Proposed revisions to Civil Service Policy 2.12-I  
Metro Driver Safety Standards – Vision
- Item #10: Request Approval of Pay Plan Amendments
- Item #11: Request Approval of Proposed Job Description Revisions:
  - a. Building Inspector I
  - b. Electrical Inspector I
  - c. Mechanical Inspector I
  - d. Plumbing Inspector I
- Item #12: Communiqués from the public on pending hearings

