

# AGENDA

## METROPOLITAN CIVIL SERVICE COMMISSION

NOVEMBER 11, 2008

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, November 11, 2008 at 8:30 a.m.

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

**(A) MINUTES:** Approval of the Minutes for the **October 14, 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>EMERGENCY COMMUNICATION CENTER</u></b>			
Davis, Pamela Jo	Emer Telecommunications Supervisor	Promotion	10/18/08
*Rentz, Kimberly A.	Emer Telecommunications Supervisor	Vol Reduction In Salary Grade	10/01/08
Shedd, Rhonda L.	Emer Telecommunications Supervisor	Promotion	10/18/08

\*Voluntary Reduction In Grade from Emergency Telecom Manager (ET 7) to Emergency Telecom Supervisor (ET 6)

#### **FINANCE**

Weigel, Heidi E.	Finance Officer 3	New Hire	10/27/08
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#### **GENERAL SERVICES**

Cundiff, Thomas J.	Equipment Mechanic	New Hire	09/22/08
Davis Jr., Terry	Radio Tech 1	New Hire	10/06/08
Patton, Shorntai M.	Radio Tech 1	New Hire	10/60/08

#### **HUMAN RESOURCES**

*Taylor, Michael D.	Human Resources Analyst 3	Dept Transfer/Class Change	10/04/08
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\*Department Transfer from Water (Administrative Services Officer 4, SR12) to Human Resources (HR Analyst 3, SR12)

#### **INTERNAL AUDIT**

*Holt, Carlos L.	Internal Audit Manager	Class Change/Lateral	10/14/08
^Carter, Tracy D.	Internal Auditor 1	Class Change/Lateral	10/14/08
Caruso, Roxanne G.	Internal Auditor 1	New Hire	10/06/08
^Maxwell, Jennifer L.	Internal Auditor 1	Class Change/Lateral	10/14/08
^Yuan, Qian	Internal Auditor 1	Class Change/Lateral	10/14/08

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>INTERNAL AUDIT</u></b>			
**Marcella, Emmanuel G.	Internal Auditor 2	Class Change/Lateral	10/14/08
**Terrell, Sharhonda	Internal Auditor 2	Class Change/Lateral	10/14/08
**Terry, Jane K.	Internal Auditor 2	Class Change/Lateral	10/14/08
**Walker V, William B.	Internal Auditor 2	Class Change/Lateral	10/14/08
^McGinley, Joseph	Sr. Internal Auditor	Class Change/Lateral	10/14/08

\*Class Change from Auditing Manager to Internal Audit Manager, Per Pay Plan Amendment

^Class Change from Finance Officer 2 to Internal Auditor1, Per Pay Plan Amendment

\*\*Class Change from Finance Officer 3 to Internal Auditor 2, Per Pay Plan Amendment

^Class Change from Finance Adm. to Sr. Internal Auditor, Per Pay Plan Amendment

**JUVENILE COURT**

*Denton, Jennifer G.	Office Support Rep 2	Dept. Transfer/ Transition - Civil Service	03/24/08
Busby, Teresa D.	Office Support Rep 3	Promotion	10/20/08

\*Department Transfer from Juvenile Court Clerk (Office Support Rep 2) to Juvenile Court (Office Support Rep 2)

**PARKS**

Van Tassel, Danny R.	Carpenter 1	Promotion	10/03/08
Gomez, Juan R.	Park Police 1	New Hire	10/01/08
Miller, Alan P.	Park Police 1	New Hire	10/01/08
*Frierson, Ricko E.	Recreation Leader	Transition - Civil Service	09/26/08

\*Transition to Civil Service from part time status

**POLICE**

Depriest, Raymond A.	Information Systems Advisor 2	New Hire	10/16/08
Hunsicker, Harmon W.	Police Captain	Promotion	10/16/08
*Jenkins, Steven M.	Police Officer 2	Class Change	10/23/08
*Reese, Adam G.	Police Officer 2	Class Change	10/07/08
Smith, Phillip A.	Police Operations Assistant 1	New Hire	10/01/08
^Manning, Mary S.	Police Operations Assistant 2	Vol Reduction In Salary Grade	10/27/08
Bullington, Amy T.	Police Youth Counselor 2	New Hire	10/01/08

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

^Voluntary Reduction In Grade from Police Security Guard 2 (SR8) to Police Operations Assistant 2 (SR5)

**PUBLIC LIBRARY**

McQueen, Allen W.	Circulation Assistant 1	New Hire	10/20/08
Davis, Karen D.	Circulation Supervisor	Promotion	10/06/08
Staub, James E.	Info Systems App Analyst 2	New Hire	10/20/08
Morin, Christopher C.	Librarian 2	Re-Hire	10/20/08

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>PUBLIC WORKS</u></b>			
Slayden, Larry E.	Engineering Tech 3	Re-Employment	10/06/08
<b><u>SHERIFF</u></b>			
*Cornish Jr., Jerome	Correctional Officer 1	Voluntary Reduction In Salary Grade	09/27/08
Ramsey, Richard D.	Correctional Officer 2	Promotion	10/02/08
Hollins, Joseph B.	Correctional Officer Sergeant	Promotion	10/17/08

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

**WATER SERVICES**

Clark, Christophe D.	Customer Service Field Rep 3	Promotion	10/04/08
Hodges, Gregory T.	Customer Service Field Rep 3	Promotion	10/03/08
Vestal, Terentius A.	Customer Service Field Rep 3	Promotion	10/04/08
*Pointer, Jonathan W.	Custodian 1	Class Change/Lateral	10/04/08
Foster, Angela B.	Engineer 2	Promotion	10/04/08
Melendez, Orlando B.	Equipment Mechanic	Promotion	10/18/08
Davis, Joshua A.	Equipment Operator 2	Promotion	10/18/08
Golden, Darrell L.	Equipment Operator 2	Promotion	10/18/08
Bruce Jr., Kenneth G.	Indust Electrician 1	New Hire	10/18/08
Foster, Charles E.	Indust Maintenance Supervisor 1	Promotion	10/18/08
Lockridge Jr., Robert C.	Indust Maintenance Supervisor 1	Promotion	10/04/08
Caruthers, James A.	Indust Maintenance Supervisor 2	Promotion	10/18/08
Raines, Billy R.	Indust Maintenance Supervisor 2	Promotion	10/18/08
Waynick Jr., Eddie L.	Indust Maintenance Supervisor 2	Promotion	10/18/08
Richardson, Joe R.	Indust Mechanic 1	Promotion	10/18/08
Morris, Melody M.	Office Support Rep 3	Re-Employment	10/18/08
Reece Jr., Milton M.	Treatment Plant Shift Supervisor	Promotion	10/04/08
^Cobb, William K.	Treatment Plant Tech 1	Class Change/Lateral	10/04/08
Elmore, Gregory A.	Water Maintenance Leader 1	Promotion	10/04/08
**Lamb, Michael W.	Water Maintenance Leader 1	Class Change/Lateral	10/04/08
Nolan, Patrick A.	Water Maintenance Leader 1	Promotion	10/04/08

\*Class Change from Water Maintenance Tech 1 (TG 3) to Custodian 1 (TG 3)

^Class Change from Water Maintenance Leader 1 (TI 7) to Treatment Plant Tech 1 (TG 8)

\*\*Class Change from Service Representative 2 (SR 7) to Water Maintenance Leader 1 (TI 7)

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Borum, Linda J.	Administrative Svcs Officer 3	Pension	Codes Administration	10/03/08
McGee, Dorislynn	Customer Service Supervisor	Pension	Codes Administration	10/17/08
Butner, Wayne A.	Plumbing Inspector 1	Pension	Codes Administration	10/03/08
Douglas, Ronny L.	Plumbing Inspector 2	Resignation	Codes Administration	10/03/08
Allen, Christina E.	Emerg Telecomm. Officer 1	Resignation	ECC	10/13/08
Garrett, Carmina L.	Emerg Telecomm Officer 1	Dismissal	ECC	10/17/08

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Valentine, Marquita L.	Emerg Telecomm Officer 1	Dismissal	ECC	10/03/08
Toll, Steven Shane	Emerg Medical Tech 2	Resignation	Fire	10/15/08
Dozier, William D.	Fire Captain	Pension	Fire	09/22/08
Gift, Robert M.	Fire Captain	Pension	Fire	10/15/08
Penn, Melissa A.	Paramedic 2	Resignation	Fire	09/30/08
Gish, Susan D.	Human Resources Analyst 3	Resignation	Human Resources	10/10/08
Rungsakul, Chaichana	Information Sys Oper Tech 1	Pension	ITS	10/08/08
Pena-Binkley, Nancy R.	Custodian 1	Resignation	Knowles Home	10/03/08
Dehart, Robert A.	Museum Spec 2	Resignation	Parks	09/20/08
Smith, Nathan W.	Park Police 1	Resignation	Parks	10/02/08
Shaw, Brian E.	Building Maintenance Leader	Resignation	Police	10/10/08
Pridemore Jr., Billy	Police Officer 3	Pension	Police	09/30/08
Dean, Peggy Dianne	Police Operations Coord 1	Pension	Police	09/30/08
Lawrence, Lisa Y.	Police Operations Coord 1	Pension	Police	09/17/08
Ferraiuolo, Gianina N.	Librarian 1	Resignation	Public Library	09/23/08
Martinez, Deambrosia J.	Correctional Officer 1	Dismissal	Sheriff	10/16/08
Maynard, James M.	Correctional Officer 1	Resignation	Sheriff	09/24/08
McNeil, Regena K.	Correctional Officer 1	Resignation	Sheriff	09/26/08
Hollins, Johnny C.	Correctional Officer Sergeant	Pension	Sheriff	10/01/08
McKee, Jeffrey S.	Industrial Maintenance Supv 1	Pension	Water Services	10/13/08
Gleaves, Thomas E.	Industrial Tech Master	Pension	Water Services	10/03/08
Ford, Tina Y.	Office Support Rep 2	Resignation	Water Services	09/24/08
Holley, Frank H.	Treatment Plant Tech 1	Pension	Water Services	10/03/08

**(D) ELIGIBILITY REGISTER REPORT**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Radio Tech 1	OPEN	General Services
Office Support Representative 3-Juvenile Court	DEPT	Juvenile Court
Administrative Assistant - Special Services	DEPT	Parks and Recreation
Facilities Coordinator-Regional Centers	DEPT	Parks and Recreation
Police Lieutenant	DEPT	Police
Engineer 2-Sidewalk Program	DEPT	Public Works
Equipment Mechanic - Fleet	DEPT	Water Services
Industrial Maintenance Supervisor 2-Nights	DEPT	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
01/11/07	Equipment Operator 3	DEPT	5

## **DEPARTMENTAL ITEMS**

### **JUVENILE COURT**

- Item #1: Judge Betty Adams Green requests approval to:
- a. Extend Leave from Civil Service for the following:  
L'Tannia H. Williams, Program Manager – Child Support Enforcement  
Margo Cooper, Administrative Assistant – Child Support Enforcement
  - b. Grant a Salary Adjustment for Bob Ross, Administrative Services Manager, to \$73,342.49 per year

### **POLICE**

- Item #2: Police Chief Ronal Serpas requests approval of a Salary Adjustment for Deputy Chief Louise Kelton to \$129,970.81 per year.

## **HUMAN RESOURCES**

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

- Item #3: Review of Initial Order - Linda Epps, Metro Action Commission/Grievance
- Item #4: Review Order to Dismiss Appeal - Leigh Schonborg, Emergency Communications Center  
2 Days Suspension
- Item #5: Review of Initial Order - Thom Brown, Emergency Communications Center /Grievance  
(Deferred from October meeting)
- Item #6: Report – Employee Benefit Board Election Results – Police Representative
- Item #7: Request for Waiver of State Residency Requirement – Kevin Webb,  
Department of Parks and Recreation
- Item #8: **JOB DESCRIPTION REVISIONS**  
Building Inspector 1  
Electrical Inspector 1  
Mechanical/Gas Inspector 1  
Plumbing Inspector 1
- Item #9: Communiqués from the public on pending hearings

**\*\* A Public Hearing will be conducted following the regular meeting.**