

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

AUGUST 10, 2010

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, August 10, 2010 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 **July 13, 2010** Civil Service Commission 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>
<u>FINANCE</u>			
*Maynard, Kenneth E.	Finance Administrator	Vol. Reduction - Salary Grade	07/01/10
^Pullen, Sandra K.	Office Support Spec 2	Transition - Civil Service	06/28/10

*Voluntary Reduction from Finance Manager (SR14) to Finance Administrator (SR13)

^Transition to Civil Service from Temporary Status

PARKS

Foxx, Wanda E.	Custodian 1	Department Transfer/Lateral	07/01/10
Howse, Kenneth L.	Custodian 1	Department Transfer/Lateral	07/01/10
Richard, Gordon E.	Program Specialist 3	Promotion	07/09/10

Department Transfer from Board of Ed to Parks (Policy 3.9 D-I)

POLICE

Patton, Schlitta L.	Office Support Specialist 1	Re-Hire	07/16/10
*Smith, Steven A.	Police Officer 2	Class Change	07/20/10
^Howe, Jeffrey S.	Police Operations Assistant 1	Return - Disability Pension	07/01/10
Vance, Rachel M.	Police Operations Coordinator 2	Promotion	07/01/10
Anderson, Carlos A.	Police Sergeant	Promotion	07/01/10
Burke III, Harold M.	Police Sergeant	Promotion	07/01/10
Vivrette, James P.	Police Sergeant	Promotion	07/01/10

*Class change from Police Officer 1 to Police Officer 2

^ Return from Disability Pension, Salary Supplemented

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
Hagans, John B.	Circulation Assistant 2	Re-Employment	06/28/10
*McClanahan, James N.	Program Coordinator	Transition - Civil Service	06/28/10

*Transition to Civil Service from a Part Time status

PUBLIC WORKS

Smith-Sexter, Jenna E.	Contract Administrator	Re-Employment	07/12/10
*Tidwell, Stanley K.	Office Support Rep 3	Return From Medical Pension	07/12/10

*Return from Medical Pension, Salary Supplemented

SHERIFF

Fletcher, Brady	Correctional Officer Lieutenant	Promotion	07/01/10
Gise, William J.	Correctional Officer Lieutenant	Promotion	07/01/10
Holliman Jr, John A.	Correctional Officer Lieutenant	Promotion	07/01/10
Joseph, Carla F.	Correctional Officer Lieutenant	Promotion	07/01/10
Rutledge, Pamela L.	Correctional Officer Lieutenant	Promotion	07/01/10
Slusher, Corey T.	Correctional Officer Lieutenant	Promotion	07/01/10
Wright, Michael V.	Correctional Officer Lieutenant	Promotion	07/01/10
Allgood, Christopher D.	Correctional Officer Sergeant	Promotion	07/18/10
Farley, Lionel C.	Correctional Officer Sergeant	Promotion	07/18/10
Lewis, Kevin C.	Correctional Officer Sergeant	Promotion	07/18/10
Long, Amos T.	Correctional Officer Sergeant	Promotion	07/18/10
McLurine, Calvin K.	Correctional Officer Sergeant	Promotion	07/18/10
Roberts Jr, Paul R.	Correctional Officer Sergeant	Promotion	07/18/10
Steely, Daniel L.	Correctional Officer Sergeant	Promotion	07/18/10

WATER SERVICES

Williams, Christopher L.	Industrial Mechanic 1	New Hire	06/26/10
Bates, Ryan D.	Info Systems App Analyst 3	New Hire	07/17/10
Parker, Jessica R.	Info Systems App Analyst 3	New Hire	07/03/10
*Brown, Patricia D.	Office Support Specialist 1	Transition - Civil Service	06/26/10
^Smith, Sandra F.	Program Specialist 3	Return - Medical Pension	07/07/10

*Department Transfer from Criminal Justice Planning Unit to Water, Lateral

^Return from Pension to Same Classification

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Bouchard, Adam P.	Emer Telecommunications Off 1	Resignation	ECC	06/24/10
Williams, Chad E.	Emer Telecommunications Off 1	Resignation	ECC	06/30/10
Raymer Jr., James M.	Emer Telecommunications Off 3	Resignation	ECC	06/24/10
Smith, Clifford H.	Fire Engineer	Pension	Fire	06/28/10
Burgess, Brenda S.	Fire Fighter 2	Pension	Fire	06/24/10
Cunningham, John Page	Firefighter 3	Pension	Fire	06/28/10
Bunch, Michael G.	Paramedic 2	Pension	Fire	07/09/10
Thomas, Ronwick B.	Warrant Officer 1	Resignation	Juvenile Court	06/25/10
Sawyers, Angela	Custodian 1	Dismissed	Parks	06/30/10
Pruitt Sr, Ronnie J.	Parks & Recreation Supt,	Pension	Parks	06/24/10
Wright, Dana M.	Recreation Leader	Pension	Parks	07/13/10
Scarborough, Bettie Lynn	Police Crisis Counselor 2	Pension	Police	06/17/10
Cartmell, Deon L.	Police Officer 2	Resignation	Police	07/12/10
Hale, Stephen D.	Police Officer 2	Resignation	Police	06/17/10
Knight, Jimmie D.	Police Officer 2	Pension	Police	07/15/10
Mavity, Richard B.	Police Officer 2	Pension	Police	07/15/10
Haworth, Patricia	Police Operations Assistant 3	Pension	Police	07/02/10
Nixon, Shirley M.	Police Operations Assistant 3	Pension	Police	06/30/10
Pusey, Laura D.	Police Operations Assistant 3	Dismissed	Police	07/12/10
McClanahan, Patricia H.	Police Operations Coordinator 1	Pension	Police	07/12/10
Hudgens, Susan S.	Circulation Assistant 2	Pension	Public Library	07/17/10
Flemming, Michael A.	Maintenance& Repair Worker 1	Dismissed	Public Works	07/23/10
Dorsett, Jennifer L.	Correctional Officer 1	Resignation	Sheriff	07/06/10
Cummings, Stacy E.	Correctional Officer Sergeant	Pension	Sheriff	06/25/10
Mefford, Traci L.	Application Tech 1	Resignation	Water Services	07/06/10
Holder, Karen D.	Office Support Rep 3	Pension	Water Services	07/07/10
Patton, Jason D.	Water Maintenance Tech 2	Dismissed	Water Services	06/30/10

(D) ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Department</u>	<u>On List</u>	<u>Type</u>	<u>Date</u>	<u>Establish/Abolish</u>
IS Applications Analyst 3-Database Administrator	Water	15	Open	7/07/10	E
Library Associate 1-Adult Services	Library	46	Open	7/28/10	A
Library Associate 1-Teen Services	Library	48	Open	7/28/10	A
Library Associate 1-Children's Services	Library	85	Open	7/28/10	A

DEPARTMENTAL ITEMS**FINANCE**

Item #1: Mr. Rich Riebeling, Director, requests approval to grant five additional days of Administrative Leave for Ms. Michelle Crutchfield, a Finance Dept. employee who was impacted by the flood in May, 2010.

INFORMATION TECHNOLOGY SERVICES

Item #2: Mr. Keith Durbin, Director requests approval to Hire Above Mid-Point for the position of Information Systems Assistant Director (SR-15).

FIRE

Item #3: Chief Stephen Halford requests approval for an Out-of-Class extension for David Birdwell through November 1, 2010.

EMERGENCY COMMUNICATIONS CENTER

Item #4: Chief Duane Phillips requests an Extension of Administrative Leave for Josh Culwell, Emergency Telecommunications Officer pending completion of Fitness for Duty Exam.

PARKS

Item #5: Mr. Tommy Lynch, Director, requests approval for Out of Class Pay beyond 100 days for Mr. Bryan Morgan, Carpenter 2.

PLANNING

Item #6: Mr. Rick Bernhardt, Director, requests approval of Leave from Civil Service Status for Ms. Lou Edwards from August 1, 2010 through July 31, 2011.

POLICE

Item #7: Chief Steve Anderson requests approval of the following:

- a. To extend the current promotional eligibility list for the rank of Police Sergeant for six (6) months.
- b. To pay emergency overtime in lieu of comp time to three SR-12 grade employees through October, 2010
- c. Report on Police Department employees granted additional Administrative Leave days for flood damage.

HUMAN RESOURCES

Human Resources Director, Rita Roberts-Turner, submits the following for the Commission's consideration and appropriate action:

Item #8: Approval of Leave from Civil Service for Ms. Christiana Mayo to work part-time in the HR Benefits Division.

Item #9: Report of Approved Departmental Layoff Plan - Parks and Recreations Department

Item #10: JOB DESCRIPTIONS

Human Resources Assistant 1, 2
Human Resources Analyst 1, 2 & 3
Human Resources Administrator
Human Resources Manager
Human Resources Assistant Director
Human Resources Director

Item #11: Review of an Agreed Order – Andrew Ivey, Police/2 Days Suspension

Item #12: Human Resources Updates

Item #13: Communiqués from the public on pending hearings



Requests for ADA accommodation should be directed to the Metro Human Resources Dept. @ 862-6640