

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

AUGUST 10, 2010

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on August 10, 2010 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, TN, beginning at 8:38 a.m.

Commission Members Present: William H. Farmer, R. Steve Corbitt, C. Michael Allen, D. Billye Sanders.

Other Members Present: Rita Roberts-Turner, Director of Human Resources and Nicki Eke, Metro Legal Department - Attorney.

Other Members not present: Jo Ann North.

July 13, 2010 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 from the minutes of the last regular meeting.

With no corrections to the minutes Vice-Chairman Corbitt 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>			
*Maynard, Kenneth E.	Finance Administrator	Vol. Reduction - Salary Grade	07/01/10
^Pullen, Sandra K.	Office Support Specialist 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

*Foxy, 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 Education 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

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

MOTION: *After some discussion, Vice-Chairman Corbitt 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>
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

MOTION: *After some discussion, Vice-Chairman Corbitt 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>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

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve the registers as reported. Seconded by Commissioner Allen and the Commission approved without objection.*

DEPARTMENTAL ITEMS

FINANCE

REQUEST: Mr. Rich Riebeling, Director, represented by Ms. Kim McDoniel, requested approval to grant five additional days of Administrative Leave for Ms. Michelle Crutchfield, a Finance Department employee who was impacted by the flood in May, 2010.

Ms. McDoniel said Ms. Crutchfield experienced significant property damage in the May flood and continues to make repairs to her home. She needs time away from work to attend to matters related to the construction of her home.

MOTION: *After some discussion, Commissioner Allen moved for approval to grant five additional days of Administrative Leave for Ms. Michelle Crutchfield. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

INFORMATION TECHNOLOGY SERVICES

REQUEST: Mr. Keith Durbin, Director, requested approval to Hire Above Mid-Point (up to \$110,000) for the position of Information Systems Assistant Director (SR-15).

Mr. Durbin said the person selected for this position will serve as the Chief Information Security Officer (CISO) and will be responsible for maintaining and advancing the Metropolitan Government's security management program that will ensure information, assets and critical infrastructure are adequately protected. The position will manage development, implementation and monitoring of the security management program in accordance with Executive Order #38. Mr. Durbin discussed comparable positions in other cities and the anticipated need to hire above mid-point.

MOTION: *After some discussion, Commissioner Allen moved to approve to Hire Above Mid-Point for the position of Information Systems Assistant Director. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

FIRE

REQUEST: Chief Stephen Halford, represented by Deputy Chief Larry Poole, requested approval for an Out-of-Class extension for David Birdwell through November 1, 2010.

Asst. Chief Training Officer Birdwell has been acting out of class as the Chief Training Officer to help provide supervision for the Fire Training Academy and the Health and Safety Office. On July 27, 2010, he will have reached the 100 day limit on out-of-class pay so an extension is needed to allow time to complete the promotional process for this position which should be completed by November 1, 2010.

MOTION: *After some discussion, Commissioner Allen moved to approve the extension of Out-of-Class for Mr. David Birdwell until November 1, 2010. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

EMERGENCY COMMUNICATIONS CENTER

REQUEST: Chief Duane Phillips requested an Extension of Administrative Leave for Josh Culwell, Emergency Telecommunications Officer, and pending completion of a Fitness for Duty Exam.

Chief Phillips noted that the additional three weeks for Mr. Culwell is so that he can be seen by the CS Medical Examiner. Mr. Culwell was previously approved from July 19, 2010 through August 1, 2010.

MOTION: *After some discussion, Commissioner Allen moved to approve an extension of Administrative Leave for Mr. Josh Culwell until September 14, 2010. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

PARKS

REQUEST: Mr. Tommy Lynch, Director, requested approval for Out of Class Pay beyond 100 days for Mr. Bryan Morgan, Carpenter 2.

Mr. Lynch said Mr. Morgan has been working out of class as a Maintenance & Repair Supervisor since January 29, 2010. He said it had been uncertain if the position would be included in the operating budget until just recently. A request was made that Mr. Morgan's out of class pay be extended through September 30, 2010 until the position can be filled from an eligibility register.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve out of class pay for Mr. Bryan Morgan through September 3, 2010. Seconded by Commissioner Allen and the Commission approved without objection.*

PLANNING

REQUEST: Mr. Rick Bernhardt, Director, requested approval of Leave from Civil Service status for Ms. Lou Edwards from August 1, 2010 through July 31, 2011.

Mr. Bernhardt said Ms. Edwards will be working in a higher classification which is a grant-funded position for the Metropolitan Planning Organization. The grant will provide for long range transportation planning of cities and counties across Middle Tennessee. The position is non-civil service.

MOTION: *After some discussion, Commissioner Sanders moved to approve Leave from Civil Service Status for Ms. Lou Edwards from August 1, 2010 through July 31, 2011. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

POLICE

REQUEST: Chief Steve Anderson requested approval of the following:

- a. To extend the current promotional eligibility list for the rank of Police Sergeant for six (6) months.

Chief Anderson said the current register was established for twelve months and had been reported to the Commission on September 8, 2009. The additional six months will allow the department to make additional appointments as necessary.

MOTION: *After some discussion, Commissioner Allen moved to approve extending the current promotional eligibility list for Police Sergeant for six months. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

- b. To pay emergency overtime in lieu of comp time to three SR-12 grade employees through October, 2010

Chief Anderson said three Police Department supervisors, Jackie Hoffman, Kathy Kirkham and Samir Mehir have been working extended hours processing overtime payments for Metro Nashville Police Department employees who continue to have overtime requirements from the flood of May 2010. These individuals have worked to coordinate FEMA related efforts to receive federal reimbursement for departmental expenditures related to the disaster. Cost associated with the request will be reimbursed to MNPd at seventy-five percent. The Metro Nashville Police Department continues to maintain public safety and provide security to the citizens of the flooded areas while they rebuild their homes, businesses and lives.

MOTION: *After some discussion, Commissioner Allen moved for approval to pay overtime in lieu of comp time to Jackie Hoffman, Kathy Kirkham and Samir Mehir. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

- c. Report on Police Department employees granted additional Administrative Leave days for flood damage.

Chief Anderson said previously the Commission had approved for him to authorize up to fifteen days of additional paid Administrative Leave for employees of the Police Department who have experienced flood damage to their property. Originally, the request was estimated to be sixty-seven (67) employees that needed leave. The report shows that twelve (12) employees received leave and the amount of leave approved included five days with up to fifteen additional days as authorized by the Commission from the June meeting.

ACTION: *This was for reporting purposes only.*

HUMAN RESOURCES

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

- (1: **Approval of Leave from Civil Service for Ms. Christiana Mayo to work part-time in the HR Benefits Division.**

Ms. Sharon Felton said Ms. Mayo continues to work in a part-time capacity with the Benefit Board since May 2001. The proposed leave is to be in effect from August 11, 2010 to August 10 2011.

MOTION: *After some discussion, Commissioner Sanders moved to approve Leave from Civil Service for Ms. Christiana Mayo to work part-time in the Benefits section of Human Resources from August 11, 2010 to August 10, 2011. Seconded by Commissioner Allen and the Commission approved without objection.*

- (2: **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

Mr. Mike Taylor said revisions to the job descriptions for the Human Resources classes will clarify job objectives, duties and responsibilities as well as performance standards for the positions in HR and other operating departments. Additional changes being made were to the Education and Experience to define minimum qualifications of each class. Over all, there was minor clean up with small changes for minimum requirements for the general positions to perform at a minimum level on the job.

Chairman Farmer remarked that these particular job descriptions had not been changed for a long time.

MOTION: *After some discussion, Commissioner Sanders moved to approve the job descriptions as listed. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

(2: Report of Approved Departmental Layoff Plan - Parks and Recreation Department

Mr. Tommy Lynch, Director, said the department had submitted a layoff plan to Human Resources on July 28, 2010. The plan, which affects nearly thirty people total, is to be effective on August 13, 2010 and lists the employees who will be affected in the layoff/rollback action. The employees have been notified and are aware they will be rolled back. There were ten people who went from full time to thirty hours and 10 individuals going from thirty hours to 19 hours. The goal was to keep all facilities open to continue providing services for all areas that were provided for during 2009. Mr. Lynch said their goal was to make sure all employees were personally taken care of and to come up with a plan both Human Resources and Parks could agree on.

ACTION: *This was for reporting purposes only.*

(3: Review of an Agreed Order – Andrew Ivey, Police/2 Days Suspension

Officer Andrew Ivey was suspended from his position at the Police Department for two days on November 16, 2009 for an alleged violation of Police Department policies: General Order 09-03, Department and Personal Appearance and Official Obligations, (W) Care of Property. He drove his Metro Vehicle over an embankment causing damages that were assessed at \$2,899.42. This was his third chargeable crash in a nine-month period. Officer Ivey appealed his suspension to the Commission and the case was assigned to Administrative Law Judge Randall LaFevor. Metro Attorney Jon P. Michael Represented Metropolitan Government and Attorney P. Brocklin Parks represented Officer Andrew Ivey. An Agreed Order was issued by Judge LaFevor on July 12, 2010 reducing the suspension from two days to one day.

Mr. Jon Michael, Metro Attorney and Attorney P. Brocklin Parks were duly notified and present before the Commission for discussion of the case.

MOTION: *After some discussion, Commissioner Allen moved for approval of the Agreed Order as submitted by Administrative Law Judge Randall LaFevor. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

(4: Human Resources Updates

Sgt. Robert Weaver, FOP President, came before the Commission and discussed a proposed Bill of Rights for Police Officers.

ACTION: *This was for a report only.*

LATE ITEM

(5: Proposed list of interview panel members for Water Services recruitments.

Chairman Farmer discussed a recent federal court order by Judge Haynes that involved promotional appointments at the Water Services department and a requirement for the Commission to designate persons to serve on oral panels. Mr. Farmer said he had asked Ms. Roberts-Turner to develop a list of potential panel members. It was also noted in the Order that a Special Master will be selected to develop job related written questions for oral interviews for Water Services promotions. The interview panels for promotional interviews may not include any Metro Water Services employees. However, Water Services may designate a proctor to attend the interview. A list of twenty-two panel members was proposed.

MOTION: After some discussion, Commissioner Allen moved for approval of the Water Services Oral Panel Member List. Secoded by Commissioner Sanders and the Commission approved without objection.

Chairman Farmer discussed a resolution that will allow the Human Resources Director to choose 3 to 5 members from the list of designees as needed by the Water Department for a promotional exam or lateral transfer and to ensure as much as reasonably possible the diversity of each panel. The Commission further approved the Resolution outlining the process.

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval for the Resolution regarding the Water Services Oral Panel Member List. Secoded by Commissioner Allen and the Commission approved without objection

(6: Communiqués from the public on pending hearings

There were no public statements or announcements from the Commission this month.

With nothing further, the regular meeting adjourned at 9:50 a.m.

ATTEST:

APPROVED:

**Ms. Rita Roberts-Turner
Director of Human Resources
Secretary to the Civil Service Commission**

**William H. Farmer
Chairman
Civil Service Commission**