



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

January 08, 2013

8:30 a.m.

Civil Service Conference
Room
Suite 163, 222 Bldg.
3rd Avenue North
Nashville, Tennessee

MEMBERS: William H. Farmer, Chairman; Michael Allen; Billye Sanders and Jo Ann North.

OTHER MEMBERS: Rita Roberts-Turner, Director; Nicki Eke, Metro Legal Department Attorney

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 of December 11, 2012**.

There were no corrections to the Regular Meeting. Vice-Chairman Corbitt moved for approval of the minutes. There was a second by Commissioner Allen. There were no objections from the Commission.

Appeals Process: Chairman Farmer read the memorandum pertaining to the Metropolitan Code of Laws 2.68.030 – pursuant to Ordinance BL2006-2050.

APPOINTMENTS	PG. 2-4
TERMINATIONS / PENSIONS	PG. 4-5
ELIGIBILITY REGISTER REPORT	PG. 5
DEPARTMENTAL ITEMS	PG. 6-7
HUMAN RESOURCE ITEMS	PG. 7-8

CIVIL SERVICE COMMISSION

01/08/2013 - 2

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
*Brooks, Tammara B.	Application Tech 1	Transition - Civil Service	12/10/12
^Brown, Vada M.	Application Tech 2	Promotion/Dept. Transfer	11/26/12
**Douglas, Rhonda S.	Application Tech 2	Promotion/Dept. Transfer	11/26/12
Perry, Vickie R.	Application Tech 2	Promotion	11/26/12
Wiggins, Shelia D.	Application Tech 2	Promotion	11/26/12
Brown, Kevin C.	Finance Admin	Promotion	12/10/12
Foster, Donna L.	Finance Admin	Promotion	12/10/12
^^Martin, Katherine	Finance Officer 2	Class Change/Lateral	11/26/12
Owens, Eric D.	Finance Officer 2	New Hire	12/03/12
#Viravouth, Alicia M.	Finance Officer 2	Department Transfer	11/26/12

*Transition to Civil Service from Temporary Status

^Department Transfer from Health (Office Support Spec 1, SR7) to Finance (App Tech 2, SR8)

**Department Transfer from Water (Office Support Spec 1, SR7) to Finance (App Tech 2, SR8)

^^Class Change from Administrative Services Officer 3 (SR10) to Finance Officer 2 (SR10)

#Department Transfer from Health to Finance

FIRE

*Johnson, Keisha L.	Emergency Medical Tech 1	Class Change	12/01/12
*Thomas, Brandon M.	Emergency Medical Tech 1	Class Change	12/01/12
Bogle, Andrew P.	Equipment & Supply Clerk 2	New Hire	12/01/12
Poole, Wendi P.	Equipment & Supply Clerk 2	New Hire	12/01/12

*Class Change from Fire Recruit to EMT 1

GENERAL SERVICES

Benningfield, Matthew T.	Equipment Servicer	New Hire	11/26/12
Eady, Preston B.	Equipment Servicer	New Hire	11/26/12
Sullivan, Ian M.	Equipment Servicer	New Hire	11/26/12

INFORMATION TECHNOLOGY SERVICE

Shein, Betty	Info Systems Assistant Director	New Hire	11/26/12
--------------	---------------------------------	----------	----------

JUVENILE COURT

Adgent, Timothy L.	Court Admin	Rehire	11/16/12
Poe, Jennifer G.	Office Support Rep 3	Promotion	12/10/12

CIVIL SERVICE COMMISSION

01/08/2013 - 3

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Phillips, William R.	Maintenance & Repair Worker 2	Promotion	12/07/12
Sims, Michael D.	Maintenance & Repair Worker 2	Promotion	12/07/12
*Skinner, Rebecca A.	Office Support Specialist 1	Transition - Civil Service	12/21/12

*Transition to Civil Service from Part Time status

POLICE

Fleming, Elizabeth G.	Computer Operator 2	New Hire	12/01/12
*Hayes, Phillip R.	Equipment & Supply Clerk 3	Class Change/Lateral	12/01/12
Anderson, Jason R.	Info Systems Manager	Promotion	12/16/12
^Arnold, Ashley N.	Police Officer 1	Class Change	12/04/12
^Brown, Schyuler Z.	Police Officer 1	Class Change	12/04/12
^Cantrell, Lukas S.	Police Officer 1	Class Change	12/04/12
^Cappello, Kyle A.	Police Officer 1	Class Change	12/04/12
^Carter, Joshua G.	Police Officer 1	Class Change	12/04/12
^Cayton, Daniel J.	Police Officer 1	Class Change	12/04/12
^Chick, Joshua E.	Police Officer 1	Class Change	12/04/12
^Crissman IV Jim J.	Police Officer 1	Class Change	12/04/12
^Dennis, Sharon G.	Police Officer 1	Class Change	12/04/12
^Earle, Adam T.	Police Officer 1	Class Change	12/04/12
^Espinosa, Sergio A.	Police Officer 1	Class Change	12/04/12
^Ford, Richard S.	Police Officer 1	Class Change	12/04/12
^Hambrick, Bradley K.	Police Officer 1	Class Change	12/04/12
^Holls IV, William M.	Police Officer 1	Class Change	12/04/12
^Johnson, Michael J.	Police Officer 1	Class Change	12/04/12
^Kendrick, Austin T.	Police Officer 1	Class Change	12/04/12
^King, William B.	Police Officer 1	Class Change	12/04/12
^Kneale, Travis J.	Police Officer 1	Class Change	12/04/12
^Kooshian, Andrew A.	Police Officer 1	Class Change	12/04/12
^Manning, Brian L.	Police Officer 1	Class Change	12/04/12
^Miller, Samuel S.	Police Officer 1	Class Change	12/04/12
^Murrell, Jason C.	Police Officer 1	Class Change	12/04/12
^Phu, Joe	Police Officer 1	Class Change	12/04/12
^Progar, Joseph R.	Police Officer 1	Class Change	12/04/12
^Ruth, Samuel D.	Police Officer 1	Class Change	12/04/12
^Smith, Lysie N.	Police Officer 1	Class Change	12/04/12
^Smith, Nicholas C.	Police Officer 1	Class Change	12/04/12
^Stevick, Christopher B.	Police Officer 1	Class Change	12/04/12
^Suleyman, Jiyayi A.	Police Officer 1	Class Change	12/04/12
^Thomas II, Aaron	Police Officer 1	Class Change	12/04/12
^Urrutia, Carlos M.	Police Officer 1	Class Change	12/04/12
^Vondohlen, Trevor W.	Police Officer 1	Class Change	12/04/12
^Whitfield, Kyle S.	Police Officer 1	Class Change	12/04/12
^Willover, David E.	Police Officer 1	Class Change	12/04/12
Cordle, Sara J.	Police Operations Assistant 1	New Hire	12/16/12
Houchin, Jennifer L.	Police Operations Assistant 1	New Hire	12/16/12
Martin, Sarah E.	Police Operations Coordinator 1	Promotion	12/16/12

*Class Change from Computer Operator 3 (SR7) to Equipment and Supply Clerk 3 (SR7)

^Class Change from Police Officer Trainee to Police Officer 1

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
Price, Allison L.	Info Systems App Tech 1	New Hire	12/17/2012
<u>PUBLIC WORKS</u>			
Bessire, Frank A.	Maintenance & Repair Worker 1	New Hire	12/10/2012
Bryant, David H.	Maintenance & Repair Worker 1	New Hire	12/10/2012
Mitchell, Michael M.	Maintenance & Repair Worker 1	New Hire	12/10/2012
<u>SHERIFF</u>			
Adams, Dequan K.	Correctional Officer 2	Promotion	12/16/2012
Bauernfeind, Rebecca D.	Correctional Officer 2	Promotion	12/16/2012
Brown, Willie B.	Correctional Officer 2	Promotion	12/16/2012
Byrd III, Jack K.	Correctional Officer 2	Promotion	12/16/2012
Collins, Joshua L.	Correctional Officer 2	Promotion	12/16/2012
Corcoran, Ryan N.	Correctional Officer 2	Promotion	12/16/2012
Cornish Jr., Jerome	Correctional Officer 2	Promotion	12/16/2012
Cunningham, Xaviere D.	Correctional Officer 2	Promotion	12/23/2012
Fielden, Marcus A.	Correctional Officer 2	Promotion	12/16/2012
Gunter Jr., Enoch E.	Correctional Officer 2	Promotion	12/16/2012
Hampton, Geoffrey S.	Correctional Officer 2	Promotion	12/16/2012
Hoover, Amanda L.	Correctional Officer 2	Promotion	12/16/2012
Karpells, Edward T.	Correctional Officer 2	Promotion	12/16/2012
Presley, Joshua D.	Correctional Officer 2	Promotion	12/16/2012
Sargent, Clark B.	Correctional Officer 2	Promotion	12/16/2012
Smith, Joseph R.	Correctional Officer 2	Promotion	12/16/2012
Toney, Corey T.	Correctional Officer 2	Promotion	12/16/2012

MOTION: After some discussion, Commissioner North moved for approval of the appointments as listed. Seconded by Vice-Chairman Corbitt and the approved without objection.

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Davenport, Susan K.	Office Support Rep 3	Pension	Codes Administration	12/13/12
Huddleston, Melody A.	Emer Telecommunications Off 1	Dismissal	ECC	11/30/12
Pickett, Jeremy A.	Emer Telecommunications Off 1	Resignation	ECC	11/20/12
Thompson, Elizabeth C.	Emer Telecomm. Off 1	Resignation	ECC	12/02/12
Wright, Jacquelyn E.	Emer Telecommunications Off 2	Resignation	ECC	12/13/12
Davis, Patti A.	Emer Telecommunications Off 4	Pension	ECC	12/14/12
Hudson, Marcella D.	Fire Engineer	Pension	Fire	12/04/12
Sherrell, Rossie D.	Fire Maintenance Supervisor	Deceased	Fire	12/14/12
Warren, Zachary E.	Computer Operator 2	Resignation	ITS	12/12/12
Martin Jr., George P.	Information Systems Oper Analyst 3	Resignation	ITS	11/28/12
Frankenfield, Kurtis D.	Information Systems Advisor 1	Pension	ITS	12/21/12

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Finn, Alysandra W.	Probation Officer 1	Resignation	Juvenile Court	12/21/12
Newman, Stephen E.	Concessions Clerk 1	Layoff	Parks	11/29/12
Williams, Gary D.	Concessions Clerk 1	Layoff	Parks	11/28/12
White, Victoria A.	Custodian 1	Pension	Parks	12/07/12
Lakota, Melinda W.	Park Police 2	Pension	Parks	12/06/12
Goodwin, Gary L.	Police Captain	Pension	Police	11/30/12
Epley, David R.	Police Officer 2	Resignation	Police	12/11/12
Harber, William B.	Police Officer 2	Resignation	Police	12/04/12
Johnson, Andre S.	Police Officer 2	Pension	Police	12/07/12
Newman, Eric D.	Police Officer 2	Resignation	Police	11/29/12
Stewart Jr., Henry B.	Police Officer 2	Pension	Police	12/10/12
Peebles Jr., Mackovis	Police Officer 2-Fld Training Officer	Pension	Police	11/28/12
Putney, Roth A.	Police Officer 2-Fld Training Officer	Pension	Police	11/30/12
Sullivan, Timothy B.	Police Officer 2-Fld Training Officer	Pension	Police	11/30/12
McCord, Mary L.	Police Operations Assistant 3	Pension	Police	12/15/12
Craighead, James R.	Police Security Guard 1	Pension	Police	11/19/12
Worman, Joshua M.	Circulation Assistant 2	Resignation	Public Library	12/20/12
Goetz, Judy H.	Library Associate 1	Pension	Public Library	12/14/12
Malone, Verlon C.	Library Manager 3	Pension	Public Library	12/20/12
Crosslin, Donnie L.	Signal Tech 2	Pension	Public Works	12/15/12
Childers, Zachary R.	Correctional Officer 1	Resignation	Sheriff	11/21/12
Ross, Brittany D. P.	Correctional Officer 1	Resignation	Sheriff	11/27/12
Smith, James D.	Correctional Officer 1	Resignation	Sheriff	11/24/12
Trea, Bryan E.	Correctional Officer 1	Resignation	Sheriff	11/30/12
Weems, Ravon L.	Correctional Officer 1	Dismissal	Sheriff	11/28/12
Wethington, Larry K.	Correctional Officer 1	Resignation	Sheriff	12/07/12
Wyatt, Carlton J.	Correctional Officer 1	Resignation	Sheriff	12/02/12
Alvarado, Gustavo F.	Correctional Officer 2	Resignation	Sheriff	12/21/12
Jones Sr., Alonzo L.	Correctional Officer 2	Pension	Sheriff	12/21/12
Northam III, William C.	Correctional Officer 2	Resignation	Sheriff	11/26/12
Knight, Marcus L	Engineer 2	Resignation	Water Services	11/30/12
Bolen, Tia L.	Office Support Rep 3	Dismissal	Water Services	12/06/12
Taylor, Fairy J.	Office Support Spec 2	Pension	Water Services	12/14/12
Griffin, Justin W.	Treatment Plant Tech 1	Resignation	Water Services	11/27/12

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

ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Dept</u>	<u>On List</u>	<u>Type</u>	<u>Date</u>	<u>Establish/Abolish</u>
Info Systems Application Technician 1	Library	32	Open	12/03/12	E
Police Operations Assistant 1	Police	360	Continuous	12/05/12	E
Office Support Representative 1	Library	270	Open	12/05/12	E
Office Support Representative 3	Juvenile Court	17	Metro Wide	12/10/12	E
Correctional Officer 2	Sheriff	17	Dept.	12/10/12	E
Equipment Operator 3 - Gradall	Water	4	Open	12/11/12	E
Information Systems Analyst 3	ITS	7	Open	12/11/12	E
Museum Specialist 2	Parks	86	Open	12/12/12	E

ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Dept</u>	<u>On List</u>	<u>Type</u>	<u>Date</u>	<u>Establish/Abolish</u>
Administrative Services Officer 2	Library	378	Open	12/13/12	E
Maintenance and Repair Worker 3	Parks	14	Open	12/13/12	E
Human Resources Analyst 3	Human Resources	2	Dept.	12/14/12	E
Paramedic 1	Fire	100	Open	12/14/12	E
Office Support Representative 3	Library	296	Open	12/14/12	E
Applications Technician 1	Finance	156	Open	12/17/12	E
Information Systems Manager	Police	14	Open	12/17/12	E
Finance Administrator	Finance	18	Open	12/19/12	E

MOTION: *After some discussion, Commissioner North moved to approve the register report. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

DEPARTMENTAL ITEMS

FIRE

- (1: **Interim Director - Chief Billy Lynch requested approval for an Open Range Increase for Ms. Leigh Anne Hager, Finance Manager.**

Chief Lynch said Ms. Hager is currently a Finance Manager transferring to the Fire Department with a wide range of leadership and experience. Her duties will increase as she will oversee the daily functions of the Fire Department budget and supervises the payroll section. Ms. Hager will also be in charge of the budget and financial matters for the Office of Emergency Management.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the above request as submitted. Seconded by Commissioner North and the Commission approved without objection.*

PLANNING COMMISSION

- (2: **Director Richard Bernhardt, represented by Asst. Director Doug Sloan, requested approval for a Salary Increase for Jeffrey Leach, Finance Officer 3.**

Asst. Director Sloan said Mr. Leach is currently a Finance Officer III with the Planning Commission and oversees the financial records for the department. He has assisted with reorganization in the department and will continue to maintain daily records related to budgets, accounts payable, revenues, iProcurement, position control, grants and annual Indirect Cost Rate Proposals. His additional responsibilities and duties for the department will be to perform salary and expenditure projections, recordkeeping for Called Performance Bond Account and maintain financial recordkeeping for MPO Performance Bond Escrow Account.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the above request as submitted. Seconded by Commissioner Sanders and the Commission approved without objection.*

POLICE

- (3: **Chief Steve Anderson requested approval for revisions to the job description of Behavior Health Service Manager.**

Chief Anderson said this position of Behavior Health Service Manager provides a wide range of services not only to employees but to victims of crime. The job description change includes:

- (1) a Doctoral degree in the field of mental health from an accredited college or university (CACREP Council for Accreditation of Counseling and Related Education Programs or APA American Psychological Association accreditation preferred).
- (2) Eight (8) years of counseling experience, including five (5) years of management and/or clinical supervision experience in mental health. Priority will be given to applicants with experience working with law enforcement, crisis management, trauma intervention (including domestic violence and sexual assault), grief counseling, addictions, and/or marriage and family therapy.
- (3) Must be licensed as a mental health service provider in the State of Tennessee and have a valid "class D" driver's license.

MOTION: After some discussion, Commissioner North moved for approval of the above request as submitted. Seconded by Commissioner Sanders and the Commission approved without objection.

HUMAN RESOURCES

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

- (4: **Review of Initial Order – Randy Armour, ITS / 15 Day Suspension**

Randy Armour, Information Systems Advisor I, was suspended 15 days from the ITS Department on May 16, 2012 for violation of the following: Civil Service Rules / Section 6.7 – (1) Neglect or failure to perform official duties; (2) deficient or inefficient performance of duties and (3) neglect or disobedience to the lawful and reasonable orders given by a supervisor.

Mr. Armour made his appeal to the Commission and the case was assigned to Administrative Law Judge Thomas Stovall. Metro Attorney Jason Bobo represented Metropolitan Government during the hearing. Mr. Armour represented himself.

The case was heard on July 18, 2012. **On November 5, 2012 Judge Stovall entered an Initial Order upholding the 15 day suspension.**

Metro Attorney Jason Bobo and Mr. Armour were present before the Commission to review and discuss the case.

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval to Uphold the 15 Day Suspension as submitted by Administrative Law Judge Thomas Stovall. Seconded by Commissioner Allen and the Commission approved without objection.

(5: Human Resources Updates

ACTION: No reports were made for this meeting.

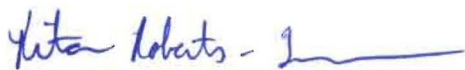
(6: Communiqués from the public on pending hearings

ACTION: None

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

ATTEST:

APPROVED:



**Ms. Rita Roberts-Turner, Director
Secretary to the Commission**



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