



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

August 13, 2013

8:30 a.m.

**Howard Office Building
Sonny West Room**

**700 2nd Avenue South and
Lindsley Avenue
Nashville, Tennessee 37210**

MEMBERS: Vice-Chairman R. Steve Corbitt; Michael Allen; and Jo Ann North.

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

MEMBERS NOT PRESENT: William H. Farmer, Chairman and D. Billye Sanders

Vice-Chairman Corbitt 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 July 9, 2013**.

Seeing there were no corrections, Commissioner North moved for approval and a second was made by Commissioner Allen. There were no objections from the Commission and the regular minutes were approved.

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

APPOINTMENTS
TERMINATIONS / PENSIONS
ELIGIBILITY REGISTER REPORT
DEPARTMENTAL ITEMS
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Langley, Carla J.	Administrative Services Officer 4	Promotion	06/24/13
<u>EMERGENCY COMMUNICATION CENTER</u>			
Elwell, Noah E.	Emer Telecommunications Officer 1	New Hire	07/08/13
Gilluly, Angela P.	Emer Telecommunications Officer 1	New Hire	07/08/13
Gray, Monica R.	Emer Telecommunications Officer 1	New Hire	07/08/13
Hutchinson, Jordan R.	Emer Telecommunications Officer 1	New Hire	07/08/13
Skinner, Heather N.	Emer Telecommunications Officer 1	New Hire	07/08/13
Taylor, Jamilla Q.	Emer Telecommunications Officer 1	New Hire	07/08/13
Thomas, Jason W.	Emer Telecommunications Officer 1	Re-Hire	07/08/13
Thurman Sr., Edward L.	Emer Telecommunications Officer 1	New Hire	07/08/13
<u>FINANCE</u>			
Bentley, Lanitria J.	Administrative Services Officer 3	Promotion	07/01/13
Holland, Richard K.	Administrative Services Officer 3	Promotion	07/22/13
Marks, Pamela M.	Administrative Services Officer 3	Promotion	07/22/13
Finney, Patricia H.	Administrative Services Officer 4	Promotion	07/22/13
Lannom Jr., David P.	Administrative Services Officer 4	Promotion	07/22/13
Northern, Kimberly M.	Administrative Services Officer 4	Promotion	07/01/13
Spence, Jerry W.	Administrative Services Officer 4	Promotion	07/22/13
<u>FIRE</u>			
Alexander, Joshua J.	Fire Captain	Promotion	07/16/13
Baker, T. Scott	Fire Captain	Promotion	07/16/13
Bickett, Deric Wayne	Fire Captain	Promotion	07/16/13
Bloodworth, Nathan Brice	Fire Captain	Promotion	07/16/13
Brugman, David G.	Fire Captain	Promotion	07/16/13
Burdette Jr., Robert W.	Fire Captain	Promotion	07/16/13
Curran, William J.	Fire Captain	Promotion	07/16/13
Dixon, Darell E.	Fire Captain	Promotion	07/16/13
Greenwood Jr, Jimmy R.	Fire Captain	Promotion	07/16/13
Hanback, Allen M.	Fire Captain	Promotion	07/16/13
Hinkle, Jeffrey L.	Fire Captain	Promotion	07/16/13
Johnson, Evans T.	Fire Captain	Promotion	07/16/13
Johnson, Roy D.	Fire Captain	Promotion	07/16/13
Laster, Jamison M.	Fire Captain	Promotion	07/16/13
Neese, Robert W.	Fire Captain	Promotion	07/16/13
Reasonover, Donald E.	Fire Captain	Promotion	07/16/13
Saunders, Jason A.	Fire Captain	Promotion	07/16/13
Sparkman, Aaron L.	Fire Captain	Promotion	07/16/13
Stephens, Patrick E.	Fire Captain	Promotion	07/16/13
Tomlinson, David M.	Fire Captain	Promotion	07/16/13
Vantassel, Michael Stephen	Fire Captain	Promotion	07/16/13
Walsh, Joseph T.	Fire Captain	Promotion	07/16/13

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FIRE</u>			
*Allen, Charron L.	Fire Fighter 1	Class Change	07/16/13
*Blackburn, Jonathan K.	Fire Fighter 1	Class Change	07/16/13
*Boehm, Donald W.	Fire Fighter 1	Class Change	07/16/13
*Browning, Jason S.	Fire Fighter 1	Class Change	07/16/13
*Crocker, Stephen M.	Fire Fighter 1	Class Change	07/16/13
*Donoho III, Peyton D.	Fire Fighter 1	Class Change	07/16/13
*Ewing Jr., Clarence A.	Fire Fighter 1	Class Change	07/16/13
*Francis, Andrew S.	Fire Fighter 1	Class Change	07/16/13
*Jordan, Delorean D.	Fire Fighter 1	Class Change	07/16/13
*Judkins, John M.	Fire Fighter 1	Class Change	07/16/13
*Keesee, Eric A.	Fire Fighter 1	Class Change	07/16/13
*Malone, Chad E.	Fire Fighter 1	Class Change	07/16/13
*Massey, Dustin P.	Fire Fighter 1	Class Change	07/16/13
*Medders, Jade L.	Fire Fighter 1	Class Change	07/16/13
*Morrison III, Robert M.	Fire Fighter 1	Class Change	07/16/13
*Neeley, Michael J.	Fire Fighter 1	Class Change	07/16/13
*Riley, Timothy P.	Fire Fighter 1	Class Change	07/16/13
*Vaughn, Stephen A.	Fire Fighter 1	Class Change	07/16/13
^Richardson, Jonathan R.	Fire Fighter 2	Class Change / Lateral	07/01/13
**Angle, Jordon M.	Paramedic 1	Class Change	07/01/13
**Fedor, Steven J.	Paramedic 1	Class Change	07/01/13
**Littrell, Derick E.	Paramedic 1	Class Change	07/01/13
**Tidwell, Matthew D.	Paramedic 1	Class Change	07/01/13
**Williamson, Sara K.	Paramedic 1	Class Change	07/01/13

*Class Change from Fire Recruit to Fire Fighter 1

^Class Change from EMT 2 (PS4) to Fire Fighter 2 (PS4)

**Class Change from EMT 1 (PS3) to Paramedic (PS4)

GENERAL SERVICES

Heggie III, Samuel B.	Equipment Mechanic	New Hire	07/15/13
Burton, Laura D.	Information Systems Advisor 2	New Hire	07/15/13

INFORMATION TECHNOLOGY SERVICE

Nabors, Beverly A.	Info Systems Division Manager	Promotion	07/15/13
Bailey, Susan M.	Info Systems Manager	New Hire	07/29/13
Ragland, Sonja D.	Information Systems Oper. Analyst 3	Promotion	07/06/13
*Singleton, Christopher M.	Program Specialist 3	Re-Classification	07/06/13

*Reclassification from Program Specialist 2 (SR8) to Program Specialist 3 (SR10) from the result of a position audit

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>JUVENILE COURT</u>			
*Burns, Angela D.	Office Support Rep 2	Dept. Transfer / Class Change	06/24/13
^Moore, Carrie W.	Office Support Rep 3	Dept. Transfer / Transition - Civil Service	07/08/13
Spainhoward Jr., Donald W.	Office Support Rep 3	New Hire	06/24/13

*Department Transfer from Library (Circulation Assistant 2, SR5) to Juvenile Court (Office Support Rep 2, SR5)

^Department Transfer from Juvenile Court Clerk (Office Support Rep 2) to Juvenile Court (Office Support Rep 3)

PARKS

Austin, Will E.	Building & Grounds Electrician	New Hire	07/29/13
Carty, James G.	Maintenance & Repair Leader 1	Promotion	07/05/13
*Thrower, Trevor S.	Maintenance & Repair Worker 1	Transition - Civil Service	06/21/13
Denton, Brandon W.	Maintenance & Repair Worker 2	New Hire	07/15/13
Merritt, Brennan J.	Maintenance & Repair Worker 3	Re-Hire	07/08/13
^Desoto, Pamela M.	Park Police 2	Demotion	06/26/13
King, Lisa M.	Program Specialist 3	Promotion	07/19/13
Smith, David D.	Recreation Leader	New Hire	07/01/13
Dodson, Jonathan B.	Special Programs Coordinator	Promotion	06/21/13
Davis, Sara S.	Special Projects Manager	Promotion	06/21/13
Holmes Jr., John R.	Special Projects Manager	Promotion	06/21/13

*Transition to Civil Service from seasonal status

^ Demotion from Park Police Sergeant to Park Police 2

POLICE

Blaisdell, Joshua K.	Police Lieutenant	Promotion	07/16/13
*Meeks, Tommy H.	Police Officer 2	Demotion	07/11/13

*Demotion from Police Sergeant to Police Officer 2

PUBLIC LIBRARY

*Heyd, Alison C. G.	Circulation Assistant 1	Transition - Civil Service	07/08/13
Youngblood, Kara D.	Library Associate 1	New Hire	06/24/13

*Transition to Civil Service from Part Time status

PUBLIC WORKS

Richard, Gordon E.	Administrative Services Manager	Promotion	07/08/13
Gooch, Dechel M.	Maintenance & Repair Worker 1	New Hire	07/22/13
Jumper, Walter N.	Maintenance & Repair Worker 1	New Hire	07/22/13
*Chapman Jr, Jerry L.	Sanitation Worker	Vol Reduction In Salary Grade	07/11/13
Dye, Caleb	Sanitation Worker	Re-Employment	07/22/13

*Voluntary Reduction from Sanitation Leader (TI6) to Sanitation Worker (TG5)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Ainsworth, Heather R.	Correctional Officer 1	New Hire	07/01/13
Burchett, Robert A.	Correctional Officer 1	New Hire	07/01/13
Friend, John M.	Correctional Officer 1	New Hire	07/01/13
Godwin, Jacob M.	Correctional Officer 1	New Hire	07/01/13
Goodale Jr, Robert L.	Correctional Officer 1	New Hire	07/01/13
*Hope, Charles E.	Correctional Officer 1	Transition - Civil Service	07/01/13
Hutchison, Angelica F.	Correctional Officer 1	New Hire	07/01/13
^Kittrell, Katie M.	Correctional Officer 1	Dept. Transfer / Transfer - Civil Service	07/01/13
Mitchell II, James A.	Correctional Officer 1	New Hire	07/01/13
Neville, Christopher D.	Correctional Officer 1	New Hire	07/01/13
Popovitch III, Phillip P.	Correctional Officer 1	New Hire	07/01/13
Rumsey, Amber M.	Correctional Officer 1	New Hire	07/01/13
Smith, Annalisa N.	Correctional Officer 1	New Hire	07/01/13
Verneti-Lamoy, Andrea M.	Correctional Officer 1	New Hire	07/01/13
Young, Dustin C.	Correctional Officer 1	New Hire	07/01/13

*Transition to Civil Service from Non-Civil Service status

^Department Transfer from State Trial Courts (Case Officer) to Sheriff (Correctional Officer 1)

WATER SERVICES

Duncan, Jeff G.	Engineer 3	Re-Hire	07/06/13
*Lott, Matthew C.	Engineer 3	Dept. Transfer / Promotion	07/06/13
^Thompson, Michael W.	Engineering Tech 3	Department Transfer	06/22/13
Hewitt, Jason E.	Envir Compliance Officer 1	New Hire	06/22/13
Mullen, Veronica B.	Envir Compliance Officer 1	New Hire	07/06/13
**Adkins, Wesley R.	Industrial Mechanic 1	Dept. Transfer / Promotion	07/06/13
Davis, Calvin	Industrial Mechanic 1	New Hire	07/06/13
Allen, Margaret B.	Office Support Manager	New Hire	07/01/13
Pigue, Daniel H.	Water Maintenance Leader 1	New Hire	07/01/13
Turner, Jefferey D.	Water Maintenance Leader 2	Re-Hire	07/01/13
Ruiz, Hector Y.	Water Maintenance Tech 2	New Hire	07/01/13
Sanchez, Louie M.	Water Maintenance Tech 2	New Hire	07/01/13
Hayden Jr., Edward G.	Water Maintenance Tech 3	New Hire	07/01/13
Key, Joshua D.	Water Maintenance Tech 3	New Hire	07/01/13

*Department Transfer from Public Works (Engineer 1, SR12) to Water (Engineer 3, SR14)

^Department Transfer from Public Works to Water, same classification

**Department Transfer from Sheriff (Correctional Officer 1 CO1) to Water (Industrial Mech, TG11)

MOTION: After some discussion, Commissioner Allen moved for approval of the appointments as listed. Commissioner North second and the Commission approved without objection.

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Boerner, Nathan L.	Emer Telecommunications Off 1	Resignation	ECC	06/25/13
Pigg, Charles L.	Emer Telecommunications Off 4	Resignation	ECC	06/25/13
Poole, Wendi P.	Equipment & Supply Clerk 2	Resignation	Fire	07/16/13
Poole, Larry D.	Fire Deputy Chief	Pension	Fire	06/28/13
Hodges Jr, Thomas E.	Fire District Chief	Pension	Fire	07/05/13
Powell, David W.	Firefighter 3	Pension	Fire	06/28/13
Winton Sr., Ronald W.	Info Systems Manager	Pension	General Services	06/27/13
Woody, D. Dwayne	Office Support Specialist 2	Pension	General Services	06/28/13
Layda, Gary	Technical Specialist 1	Pension	General Services	06/26/13
Duke, Robert M.	Information Sys Oper Analyst 1	Resignation	ITS	07/03/13
Moore, Derrick	Probation Officer 1	Pension	Juvenile Court	07/19/13
Tuck, Delilah C.	Administrative Assistant	Resignation	Parks	06/30/13
Shelton, Donald R.	Maintenance & Repair Leader 1	Resignation	Parks	07/05/13
Royalty, Brian S.	Maintenance & Repair Worker 3	Resignation	Parks	07/16/13
Smith, Paul F.	Recreation Leader	Resignation	Parks	07/10/13
Farnow, Larry J.	Police Ident Analyst 2	Pension	Police	06/30/13
Lyon, Dana M.	Police Lieutenant	Pension	Police	06/30/13
Barth, Chad A.	Police Officer 2	Resignation	Police	06/20/13
Mulholland IV, James J.	Police Officer 2	Resignation	Police	06/24/13
Pilarski, Jacob	Police Officer 2	Resignation	Police	06/17/13
Wimberly, Tyrone L.	Police Officer 2	Resignation	Police	06/30/13
Douglas, Kalondra T.	Police Operations Assistant 1	Resignation	Police	06/24/13
Jones, Rico M.	Police Security Guard 1	Resignation	Police	07/08/13
Beck, Stephen E.	Police Sergeant	Pension	Police	06/26/13
Pinchon, Grady W.	Technical Specialist 2	Pension	Police	07/10/13
Mallik, Dolly R.	Circulation Assistant 1	Resignation	Public Library	06/29/13
Merlin, Jack A.	Custodian 1	Resignation	Public Library	07/12/13
Hynes, Deborah S.	Library Manager 2	Resignation	Public Library	06/30/13
Hasty, Charles L.	Engineer 3	Pension	Public Works	06/28/13
Kistner, Boyd A.	Equipment Operator 3	Resignation	Public Works	06/28/13
McKay Jr., Danny E.	Maintenance & Repair Worker 2	Resignation	Public Works	06/28/13
Himes, James D.	Pub Works Asst Dir-Strt & Rds	Pension	Public Works	06/28/13
Boyd, Timothy W.	Sanitation Worker	Resignation	Public Works	07/17/13
Vaughn, Kenneth M.	Sanitation Worker	Resignation	Public Works	07/08/13
Collins, Brian T.	Correctional Officer 1	Resignation	Sheriff	06/22/13
Gianoutsos, Timothy G.	Correctional Officer 1	Dismissal	Sheriff	07/08/13
Hayes, Frozene C.	Correctional Officer 1	Resignation	Sheriff	06/30/13
Norton, Melissa N.	Correctional Officer 1	Dismissal	Sheriff	07/09/13
Porter, Reinell A.	Correctional Officer 1	Resignation	Sheriff	07/18/13
Beck, Shawn P.	Correctional Officer 2	Resignation	Sheriff	07/08/13
Bush, Judy A.	Homemaker	Pension	Social Services	07/05/13
Oglesby, Lakeisha A.	Homemaker	Dismissal	Social Services	07/08/13
Shouse, Stephen R.	Administrative Assistant	Pension	Water Services	06/28/13
Carnahan, Robert N.	Administrative Services Manager	Pension	Water Services	06/28/13
Crawford, Phillip W.	Administrative Services Officer 4	Pension	Water Services	06/28/13
Fortson, Brandon J.	Equipment Operator 3	Resignation	Water Services	07/05/13
Birdine, Ronald L.	Indust Tech Master	Pension	Water Services	06/28/13
Bates, Ryan D.	Info Systems App Analyst 3	Resignation	Water Services	07/05/13
Tarpy, James M.	Special Projects Manager	Pension	Water Services	06/28/13
Melton, Thomas D.	Treatment Plant Manager	Pension	Water Services	06/28/13
Caruthers, Michael T.	Treatment Plant Shift Operator	Resignation	Water Services	06/19/13
Erickson, Wayne L.	Treatment Plant Tech 2	Pension	Water Services	06/28/13
Brewer, Dewey M.	Water Quality Analyst 3	Pension	Water Services	06/28/13

MOTION: After some discussion, Commissioner Allen moved to accept the Termination/Pension report for the dates and reasons stated. Seconded by Commissioner Sanders 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>	
Administrative Services Officer 4	Code	1	Dept	06/25/13	E	
Correctional Officer 2	Sheriff's Office	4	Dept	07/10/13		A
Administrative Services Manager	Public Works	2	Dept	07/10/13	E	
Program Specialist 3	Parks & Recreation	133	Open	07/12/13	E	
Equipment Mechanic Leader	General Services	7	Dept	07/02/13	E	
Public Information Representative	Library	123	Open	07/12/13		A
Finance Officer 2	Finance	47	Open	07/16/13		A
Information Systems Advisor 2	General Services	28	Open	07/16/13	E	
Equipment Operator 1	Public Works	37	Open	07/17/13		A
Equipment Operator 2	Public Works	29	Open	07/17/13		A
Equipment Operator 3	Public Works	54	Open	07/17/13		A
Equipment Mechanic	General Services	8	Open	07/17/13	E	
IS Division Manager	ITS	13	Open	07/19/13	E	
Library Manager 2	Library	32	Open	07/19/13		A
E-911 Dispatcher	ECC	42	Open	07/22/13	E	
Building & Grounds Electrician	Parks & Recreation	25	Open	07/24/13	E	
Office Support Representative 2	Parks & Recreation	190	Open	07/25/13	E	
IS Manager	ITS	38	Open	07/25/13	E	
Professional Specialist	Human Resources	133	Open	07/26/13	E	
Maintenance & Repair Worker 1	Public Works	56	Open	07/30/13	E	
Police Crisis Counselor 2	Police	33	Open	07/30/13	E	
Administrative Services Officer 2	Library	90	Open	07/30/13	E	
Administrative Assistant	Police	287	Open	07/31/13	E	
Social Worker 2	Social Services	79	Open	08/01/13		A

MOTION: After some discussion, Commissioner Allen moved to approve the register report. Seconded by Commissioner North and the Commission approved without objection.

DEPARTMENTAL ITEMS

FIRE

- (1: Director Chief Billy Lynch represented by Jamie Summers, requested approval for an Open Range Increase for Ms. Colleen Herndon, Info. Systems Advisor. SR 13

Jamie Summers, HR Analyst for the Fire Department, said the request is an open range increase for Ms. Colleen Herndon who is an Information Systems Advisor I and is transferring from the Police Department. Her position will be to oversee critical information technology infrastructure and information security for all areas of the Fire Department. She has over ten years of experience and will also be responsible for budgets, operations, technical direction and technology project implementation.

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

PUBLIC LIBRARY

(2: Director Oliver Kent, represented by Susan Drye, requested approval to Extend Out-of-Class pay beyond 100 days for the following employees:

- a. Deborah Rolman, Circulation Supervisor
- b. Greg Drye, Office Support Rep II

Susan Drye said Ms. Rolman and Mr. Drye have been working in a higher classification since the retirement of two employees in February, 2013. Both positions are critical to the daily operations of the Library. Due to the retirement incentive and the budget constraints, the positions cannot be filled until November 1, 2013.

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

WATER SERVICES

(3: Director Scott Potter, represented by Charles Boddie, requested approval to Extend Out-of-Class pay beyond 100 Days for the following employees:

Kevin Blackwell	Raymond Broughton	Ashley McKinnon
Melvin Sublett	Waymon Tomberlain	
James Kelley	Josh Henning	

Charles Boddie said the request for out-of-class pay is for the employees who are contributing their services to specific divisions that have a need to extend assignments necessary to maintain productivity within the Stormwater Division. Metro Water Services is currently in the process of positing job announcements to help eliminate and reduce the number of out of class assignments. Commissioner Allen requested a report back in sixty (60) days to review postings and how job requirements are being filled.

MOTION: *After some discussion, Commissioner Allen moved for approval of the above request as submitted. Seconded by Commissioner North 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: Job Description Revisions – GS Fleet

Automotive Mechanic	Automotive Mechanic - Certified
Automotive Mechanic Leader	Automotive Shop Supervisor
Equipment Mechanic	Equipment Mechanic - Certified
Equipment Mechanic Leader	Equipment Shop Supervisor
Equipment Servicer	Master Technician

HR Analyst Sherry Adams and Stacey Wall of General Services stated the job description revisions is to ensure compliance with Federal and State Department of Transportation laws and safety regulations. Employees in the these classifications are required to operate a tow/service truck which requires a "Class A" commercial driver's license (CDL). Employees performing maintenance and or repairs to Metro equipment must possess a "Class A" license in order to road test equipment. In an effort to ensure accuracy of the major job duties, working environment, and education / experience, additional revisions were included. Vice-Chairman Corbitt reviewed each job description. The Commission requested an amendment for a proposed revision to be included in the final version of each description to read: "More specific degree, certification, and experience requirements may be included in departmental announcements of specific positions as vacancies occur."

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

(5: Human Resources Updates

ACTION: None

(6: Communiqués from the public on pending hearings

ACTION: None

With nothing further, the regular meeting adjourned at 8:56 a.m.

ATTEST:

APPROVED:



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

**R. Steve Corbitt, Vice-Chairman
Civil Service Commission**