



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

October 8, 2013

8:30 a.m.

Howard Office Building
Sonny West Room

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

MEMBERS: Chairman William Farmer, Chairman, Vice-Chairman R. Steve Corbitt; Michael Allen; D. Billye Sanders and Jo Ann North.

OTHER MEMBERS: Jim J. Kramer, Assistant Director; Ted Morrissey, Metro Legal Department Attorney

MEMBERS NOT AVAILABLE: Commissioner Michael Allen and Nicki Eke, Metro Legal Dept. 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 **September 10, 2013**.

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

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

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
Edwards, Kevin N	Finance Officer 2	New Hire	09/23/13
<u>FIRE</u>			
*Heflin, Laraine V.	Equipment & Supply Clerk 2	Dept. Transfer/Class Change	09/01/13
^Bowman, Joseph	Fire Arson Investigator 1	Class Change/Lateral	09/16/13
^Deering, Billy J.	Fire Arson Investigator 1	Class Change/Lateral	09/16/13
^Neville, Kevin L.	Fire Arson Investigator 1	Class Change/Lateral	09/16/13
^Watson Jr, Roy A.	Fire Arson Investigator 1	Class Change/Lateral	09/16/13
*Department Transfer from Library (Library Associate 1, SR6) to Fire (Equipment and Supply Clerk 2, SR6)			
^Lateral Class Change from Fire Inspector 2 (PS5) to Fire Arson Invest 1 (PS5)			
<u>GENERAL SERVICES</u>			
Vaidya, Dipti J.	Technical Specialist 1	New Hire	09/02/13
<u>INFORMATION TECHNOLOGY SERVICE</u>			
Stallkamp, Rick J.	Computer Operator 2	New Hire	09/14/13
*Dyce, Diane E.	Information System Operator Analyst 2	Class Change/Lateral	09/09/13
^Barrett, William T.	Information Systems Advisor 1	Class Change/Lateral	09/03/13
**Collingwood II, Bradley Y.	Information Systems Advisor 2	Class Change/Lateral	09/03/13
**Smiley, Lori A.	Information Systems Advisor 2	Class Change/Lateral	09/03/13
*Class Change from Computer Operator Shift Supervisor (SR11) to IS Operator Analyst 2 (SR11)			
^Class Change from IS Manager (SR13) to IS Advisor 1 (SR13)			
**Class Change from IS Division Manager (SR14) to IS Advisor 2 (SR14)			
<u>PARKS</u>			
Thrower, William A.	Maintenance & Repair Leader 1	Promotion	09/13/13
*English, Sidney O.	Maintenance & Repair Worker 1	Transition - Civil Service	08/30/13
^Corlew, Daniel A.	Maintenance & Repair Worker 2	Transition - Civil Service	09/13/13
Russell, Samuel H.	Maintenance & Repair Worker 2	Promotion	08/30/13
^^Trotter, James T.	Maintenance & Repair Worker 2	Demotion	08/30/13
**Denton, Brandon W.	Maintenance & Repair Worker 3	Class Change	08/30/13
Bruce, Debbie P.	Recreation Center Manager	Promotion	09/13/13
Jackson, Terry E.	Recreation Center Manager	Promotion	09/13/13
*Transition to Civil Service from Seasonal Status			
^Transition to Civil Service from Grant-Funded Status			
^^Demotion from M&R Worker 3 (TG6) to M&R Worker 2 (TG4)			
**Class Change from M&R Worker 2 to M&R Worker 3			

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POLICE

Sweet, Amanda C.	Administrative Services Manager	New Hire	09/01/13
Bennett, Heidi R.	Police Crisis Counseling Supervisor	Promotion	09/01/13
Ewing-Roush, Adrienne A.	Police Crisis Counselor 2	New Hire	09/01/13
Gant, Braden D.	Police Officer 2	Re-Employment	09/01/13
O'Farrell, Rory P.	Police Officer 2	Re-Employment	09/01/13
Hines, Katharlyn M.	Police Operations Assistant 1	New Hire	09/01/13
Martin, Sarah E.	Police Operations Supervisor	Promotion	09/16/13
James, Christy L.	Professional Specialist	Promotion	09/01/13

PUBLIC LIBRARY

Billings, Naomi J.	Circulation Assistant 1	New Hire	09/02/13
Kirby, Vicky L.	Circulation Assistant 1	New Hire	09/16/13
Redmond, Bridget R.	Circulation Assistant 1	New Hire	09/02/13
Drye, Susan L.	Finance Manager	Promotion	09/02/13
*Adams, Sherry S.	Human Resources Administrator	Dept. Transfer/Promotion	09/16/13
Wahl, Jessica L.	Library Associate 1	New Hire	09/02/13

*Department Transfer from Human Resources (Human Resources Analyst 3, SR12) to Library (Human Resources Admin, SR13)

PUBLIC WORKS

Crane, Cassevettes D.	Equipment Operator 1	Promotion	09/02/13
Drake, Joshua K.	Equipment Operator 1	Promotion	09/02/13
Doores, Calab J.	Equipment Operator 2	Promotion	09/02/13
Morgan, Chase L.	Equipment Operator 2	Promotion	09/02/13
Bennett, Bryan M.	Equipment Operator 3	Promotion	09/02/13
Carter, Tony E.	Equipment Operator 3	Promotion	09/02/13
Dickens, Rodney A.	Equipment Operator 3	Promotion	09/16/13
Hooper, Jeffrey N.	Equipment Operator 3	Promotion	09/16/13
Kizer, James M.	Equipment Operator 3	Promotion	09/16/13
Larkins, Dustin B.	Equipment Operator 3	Promotion	09/02/13
*Luckett, Phillip B.	Equipment Operator 3	Dept. Transfer / Promotion	09/01/13
Miller, Jacob C.	Equipment Operator 3	Promotion	09/02/13
Reece, Stephen M.	Equipment Operator 3	Promotion	09/02/13
Reed, William A.	Equipment Operator 3	New Hire	09/16/13
White, Michael S.	Equipment Operator 3	Promotion	09/02/13
Osterhoudt, Jon S.	Signal Tech 2	Promotion	09/02/13
Crummy, Bonita C.	Technical Specialist 1	Promotion	09/16/13

*Department Transfer from Sheriff (Correctional Officer, CO1) to Public Works (Equipment Operator 3, TG8)

SHERIFF

Benson, Michael John	Correctional Officer 2	Promotion	09/22/13
Daley, Christopher G.	Correctional Officer 2	Promotion	09/22/13
Dial, Timothy J.	Correctional Officer 2	Promotion	09/22/13
Howell, Kenneth E.	Correctional Officer 2	Promotion	09/22/13
Jones, Anasha J.	Correctional Officer 2	Promotion	09/22/13

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SOCIAL SERVICES

*Doss, Shonreh A. Social Worker 3 Dept. Transfer/Promotion 09/02/13

*Department Transfer from Health (Program Specialist SR8) to Social Services (Social Worker 3, SR10)

WATER SERVICES

Gilbert, Peninsula	Office Support Specialist 2	Promotion	08/31/13
*Kelly, Laurette D.	Office Support Specialist 2	Transition – Civil Service	08/31/13
Hunter, Jesse D.	Treatment Plant Shift Supervisor	Promotion	08/31/13

*Transition to Civil Service from Temporary Status

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Gray, Monica R.	Emer Telecommunications Off 1	Resignation	ECC	09/02/13
Thomas, Jason W.	Emer Telecommunications Off 1	Resignation	ECC	08/22/13
Barrow, Chad A.	Emer Telecommunications Off 4	Dismissal	ECC	09/06/13
Lynch, John W.	Fire Chief	Pension	Fire	09/06/13
Medley, James C.	Fire Fighter 2	Pension	Fire	08/21/13
Roberts-Turner, Rita	Human Resources Director	Resignation	Human Resources	08/30/13
Lawson, Kale A.	Info Systems Apprentice	Resignation	ITS	08/22/13
Orear, Michael B.	Info Systems Division Manager	Resignation	ITS	09/04/13
Estes Jr, James H.	Information Systems Advisor 1	Pension	ITS	08/23/13
Meredith, Jordan E.	Concessions Clerk 1	Resignation	Parks	08/26/13
Harris, Ebony T.	Police Officer 2	Resignation	Police	08/26/13
Petre Jr, James A.	Police Operations Assistant 3	Pension	Police	09/02/13
Adams Jr, Henry C.	Human Resources Manager	Pension	Public Library	08/30/13
Takacs, Susan E.	Librarian 1	Resignation	Public Library	09/05/13
Williams, Deanza	Library Manager 3	Resignation	Public Library	08/26/13
Dougherty, John A.	Equipment Operator 3	Pension	Public Works	08/30/13
Ragland Jr, Steven D	Maintenance & Repair Worker 1	Resignation	Public Works	09/05/13
Wilson, Talmadge Cole	Maintenance & Repair Worker 1	Resignation	Public Works	08/22/13
Copeland Jr, Jack E.	Correctional Officer 1	Pension	Sheriff	09/13/13
Hollins Jr, John T.	Correctional Officer 1	Resignation	Sheriff	08/30/13
Stevens, Robert E.	Correctional Officer 1	Resignation	Sheriff	08/22/13
Brown, Lamondo V.	Correctional Officer 2	Pension	Sheriff	08/20/13
Tippins, Orlando	Correctional Officer 2	Resignation	Sheriff	09/07/13
Wilkes, Anthony T.	Correctional Officer 2	Resignation	Sheriff	08/26/13

MOTION: After some discussion, Commissioner North moved to accept the Termination/Pension report for dates and reasons stated. Seconded by Commissioner 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>
Correctional Officer 2	Sheriff's Office	20	Dept	08/30/13	E
Computer Operator 2	ITS	52	Open	08/30/13	E
Associate Dir. for Admin. Services	Library	1	Dept	08/30/13	E
Maintenance & Repair Worker 2	Parks	9	Open	09/04/13	A
Automotive Mechanic	General Services	32	Open	09/04/13	A
Human Resources Administrator	Library	82	Open	09/05/13	E
Professional Specialist	Police	1	Dept	09/05/13	E
Equipment Servicer	General Services	15	Open	09/06/13	A
Office Support Specialist 2	Fire	8	Dept	09/09/13	A
Maintenance & Repair Worker 3	Parks	1	Open	09/10/13	A
Equipment & Supply Clerk 2	General Services	50	Open	09/13/13	A
Office Support Specialist 2	Water	590	Open	09/12/13	E
Information Systems Oper. Tech. 1	ITS	31	Open	09/13/13	E
Police Operations Supervisor	Police	1	Dept	09/13/13	E
Emergency Telecommunications Mgr.	ECC	7	Dept	09/16/13	E
Probation Officer 3	Juvenile Ct	7	Open	09/17/13	A
Emergency Telecommunications Supv.	ECC	19	Dept	09/18/13	E
Police Operations Coordinator 1	Police	9	Dept	09/18/13	E
Technical Specialist 1	Public Works	1	Dept	09/19/13	E
Information Systems App. Analyst 2	Library	22	Open	09/24/13	E
Administrative Asst. - Latent Print Examiner	Police	3	Open	09/25/13	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 ITEMSPARKS

(1: Director Tommy Lynch requested approval to Hire Above Base Ms. Kathryn Wilkening, Specialized Skills Supervisor – Dance. SR10

Mr. Lynch said Ms. Wilkening's professional experience exceeds the basic standards for this position. She has a vast degree of knowledge, skills, experience and professional accomplishments in this field. Ms. Wilkening completed a degree in dance education and has supervisory / program experience in line with current dance instruction programs offered by Metro Parks.

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

POLICE

(2: Chief Steve Anderson, represented by Sue Bibb, requested approval to Hire Above Base Mr. Barry Tharp, Administrative Assistant – Latent Print Examiner SR

Ms. Bibb said Mr. Tharp holds a Master's Degree and is certified as a Latent Print Examiner by the International Association for Identification. He is a graduate from the FBI academy in Administrative Advanced Latent Fingerprint School / Latent Print Photograph and has eighteen (18) years of experience in law enforcement.

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

WATER SERVICES

- (3: Director Scott Potter, represented by Charles Boddie, submitted a report regarding the Extend Out-of-Class Pay Beyond 100 days for the following positions:

Application Technician 3	Customer Service Supervisor
Water Maintenance Leader 2	Industrial Maintenance Supervisor 2
Equipment Mechanic	Water Maintenance Supervisor

Charles Boddie said the Commission approved out of class for seven employees from the last meeting and requested a report to review the status of each position. Mr. Boddie provided the following information:

Applicant Technician 3 had been posted and was closed on 10/7/2013. The Water Maintenance Leader 2 and Industrial Maintenance Supervisor 2 positions were currently announced and would be posted at the end of the week. For the position of Customer Service Supervisor, the department reassigned some of the duties and therefore did not have to rank this position as out-of-class. Water Services hopefully will be using the same list as General Services to conduct interviews for the position of Equipment Mechanic. And lastly, Water Service established a position identification for funding the position of Water Maintenance Supervisor and is waiting for final approval. Vice-Chairman Corbitt said he appreciated the information and requested that Water Services continue to update the Commission on any further changes.

ACTION: None. This was for a report only.

HUMAN RESOURCES

Human Resources Assistant Director, Jim J. Kramer, submits the following for the Commission's consideration and appropriate action:

- (4: Review Initial "Order of Default and Dismissal" in the matter of Kimlyn LeSure, Sheriff's Office / Termination

Kimlyn LeSure, CO1, was terminated from her position effective March 11, 2013 for the following violations: DCSO Policies 1-1-309 Attendance, Benefits and Leave; Sub-Section: Absent Without Leave; 1-1-.312, Employee Conduct #5 – Failure to follow written orders, policies and procedures; #23 – Abuse of leave, excessive absenteeism or tardiness; Civil Service Rules, Section 6.7 Grounds for Disciplinary Action - #4 absence without notification or approval for leave; #11 - Violation of any written rules, policies or procedures of the department in which the employee is employed.

On March 26, 2013, Ms. LeSure appealed her grievance to the Civil Service Commission and the case was assigned to Administrative Law Judge Ann Johnson. Metro Attorney Jennifer Cavanaugh represented the Sheriff's Office. Ms. LeSure represented herself. On September 12, 2013, Judge Ann Johnson submitted an Initial Order for Default and Dismissal stating Ms. LeSure had not responded to a continuance request and failed to participate in a pre-hearing conference scheduled for July 18, 2013. Ms. LeSure also failed to provide current contact information to the Metropolitan Attorney and the Administrative Law Judge. **On August 6, 2013, Administrative Law Judge Ann Johnson ordered the case be dismissed for failure to prosecute and that all future proceedings including the hearing set for September 23, 2013 were cancelled.**

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the "Order of Default and Dismissal" as submitted by Administrative Law Judge Ann Johnson. Seconded by Commissioner North and the Commission approved without objection.

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(5: Human Resources Updates

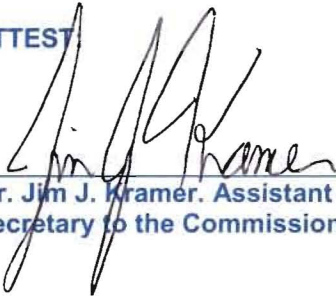
ACTION: None

(6: Communiqués from the public on pending hearings

ACTION: None

With nothing further, the regular meeting adjourned at 8:40 a.m.

ATTEST



Mr. Jim J. Kramer, Assistant Director
Secretary to the Commission

APPROVED:

William H. Farmer, Chairman
Civil Service Commission