



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

May 13, 2014

8:30 a.m.

Howard Office Building
Sonny West Room

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

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

OTHER MEMBERS PRESENT: Veronica T. Frazier, 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 **April 8, 2014**.

Commissioner North approved the minutes. Second by Commissioner Allen and the Commission approved without objection.

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
HUMAN RESOURCES ITEMS

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Plunk, Michael D.	Plans Examiner 2	New Hire	03/31/14

FINANCE

Walker, Sandra M.	Finance Officer 3	Promotion	04/14/14
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FIRE

*Bamman, Charles J.	Fire Fighter 1	Class Change	04/16/14
*Blankenship, Ryan A.	Fire Fighter 1	Class Change	04/16/14
*Brockman, Brian L.	Fire Fighter 1	Class Change	04/16/14
*Clariday, Jebadiah S.	Fire Fighter 1	Class Change	04/16/14
*Davis, John L.	Fire Fighter 1	Class Change	04/16/14
*Goddard, William B.	Fire Fighter 1	Class Change	04/16/14
*Hayes, David R.	Fire Fighter 1	Class Change	04/16/14
*Head, Jared M.	Fire Fighter 1	Class Change	04/16/14
*Heflin, Christopher M.	Fire Fighter 1	Class Change	04/16/14
*Holmes, James C.	Fire Fighter 1	Class Change	04/16/14
*Mccormac, Matthew W.	Fire Fighter 1	Class Change	04/16/14
*Osborne, Robert P.	Fire Fighter 1	Class Change	04/16/14
*Parsons, Matthew C.	Fire Fighter 1	Class Change	04/16/14
*Rottarr, Natalie L.	Fire Fighter 1	Class Change	04/16/14
*Sanders, Jeremy T.	Fire Fighter 1	Class Change	04/16/14
*Shrum, Christopher W.	Fire Fighter 1	Class Change	04/16/14
*Wade Jr, John M.	Fire Fighter 1	Class Change	04/16/14
*Watkins, Benjamin K.	Fire Fighter 1	Class Change	04/16/14
*Watson, Hugh L.	Fire Fighter 1	Class Change	04/16/14
*Wilson, Kevin L.	Fire Fighter 1	Class Change	04/16/14
*Womack, Brandon R.	Fire Fighter 1	Class Change	04/16/14
*Woodard, Robert D.	Fire Fighter 1	Class Change	04/16/14
*Wright, Jeffrey W.	Fire Fighter 1	Class Change	04/16/14

*Class Change from Fire Recruit to Fire Fighter 1

GENERAL SERVICES

Armistead, Karyn S.	Application Tech 3	Promotion	04/14/14
Kelly, Karen R.	Application Tech 3	Promotion	04/14/14
Reynolds, Paula R.	Application Tech 3	Promotion	04/14/14
Winfrey, Rita A.	Application Tech 3	Promotion	04/14/14
*Johnson, Darryl W.	Equipment Mechanic	Class Change / Lateral	03/31/14
Spivey, Kyle E.	Equipment Mechanic	New Hire	03/31/14
^Leonard, Daniel Z.	Radio Tech 1	Dept. Transfer / Transition - Civil Service	04/14/14
Meals, Jeremy T.	Radio Tech 1	New Hire	04/14/14
Davis Jr, Terry	Radio Tech 2	Promotion	03/31/14
Roney, Nathaniel J.	Technical Specialist 2	Promotion	04/14/14

*Class Change from Automotive Mech-Cert (TG11) to Equipment Mechanic (TG11)

^Department Transfer from Farmer's Market (Building Maintenance Leader, TG6) to General Services (Radio Tech 1, TG8)

APPOINTMENTS**NAME****CLASSIFICATION****TYPE****DATE****HUMAN RELATIONS COMMISSION**

*Eatherly II, Mark S.	Program Manager 1	Re-Classification	03/18/14
*Reclassification due to a position audit			

HUMAN RESOURCES

*Ricketts, Phuong N	Finance Officer 3	Re-Classification	03/24/14
Kennedy, Patrick M.	Human Resources Analyst 1	New Hire	04/14/14
Ward, Brian M	Human Resources Analyst 1	Re-Hire	04/14/14
Hall, Ginger R	Human Resources Assistant Director	Promotion	03/19/14
*Greer, Marla M.	Information Systems Advisor 2	Re-Classification	03/27/14

*Reclassification due to a position audit

INFORMATION TECHNOLOGY SERVICE

Smith, Jason A.	Info Systems App Tech 2	New Hire	04/14/14
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PARKS

Reams, David D.	Custodial Services Assistant Supervisor	Promotion	03/28/14
*Brown, Michael E.	Custodian 1	Class Change / Lateral	03/24/14
Neeley, Robert D.	Custodian 1	New Hire	04/18/14
Crawley-Morrow, Darlene L.	Facility Coordinator	Promotion	04/11/14
Johnson II, Audie S.	Golf Course Assistant Manager	New Hire	04/18/14
Flowers, Mark A.	Maintenance & Repair Leader 1	Promotion	04/04/14
Newsome, David E.	Maintenance & Repair Worker 1	New Hire	04/11/14
Winfrey, Dennis S.	Maintenance & Repair Worker 2	New Hire	04/11/14
Cella, Michael R.	Maintenance & Repair Worker 3	New Hire	03/31/14
Cheatham, Charles	Maintenance & Repair Worker 3	New Hire	03/31/14
^Wright, Tiffany Severa	Office Support Rep 2	Transition - Civil Service	04/11/14
Chatman, Jeffrey C.	Parks & Recreation Supt	Promotion	03/28/14
Hipps, Sherry D.	Parks & Recreation Supt	Promotion	03/28/14
^Vallentine, Carly M.	Recreation Leader	Transition - Civil Service	03/28/14

*Class Change from M&R Worker 1 (TG3) to Custodian (TG3)

^Transition to Civil Service from a Part Time position

POLICE

Back, Emily A.	Crime Lab Forensic Scientist 2	New Hire	04/16/14
Xu, Xin	Crime Lab Forensic Scientist 2	New Hire	04/01/14
Brundage, David J.	Crime Lab Forensic Scientist 3	New Hire	04/16/14
*Davidson, Dawn L.	Office Support Specialist 2	Class Change/Lateral	04/01/14
Drake, John C.	Police Captain	Promotion	04/01/14
Carrigan, Virginia A.	Police Lieutenant	Promotion	04/01/14
Haley, Danny S.	Police Lieutenant	Promotion	04/01/14
Jones, James Lee	Police Lieutenant	Promotion	04/01/14

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Aldred, India E.	Police Operations Assistant 1	New Hire	04/16/14
Fields, Tamia N.	Police Operations Assistant 1	New Hire	04/01/14
Fleming, Victoria F.	Police Operations Assistant 1	New Hire	04/01/14
Ceranic, Enisa	Police Operations Coordinator 2	Promotion	04/01/14
Farrell, John C.	Police Sergeant	Promotion	04/01/14
Hartley, Ryan W.	Police Sergeant	Promotion	04/01/14
Kautzman, William D.	Police Sergeant	Promotion	04/01/14

*Class Change from Police Operations Coordinator 2 (SR8) to Office Support Specialist 2 (SR8)

PUBLIC LIBRARY

Sirko, Kelley E.	Archives Assistant 3	Promotion	04/14/14
Johnson, Carolyn F.	Circulation Assistant 1	New Hire	03/31/14
*Odom, Lawrence	Custodian 1	Dept. Transfer / Transition - Civil Service	04/14/14
Buchholtz, Katie S.	Librarian 2	Promotion	03/31/14
^Doubet, Alice A. T.	Library Associate 1	Transition - Civil Service	04/28/14
Howell, Kristen N.	Library Associate 1	Promotion	04/14/14
^Miller, Jane M.	Library Associate 1	Transition - Civil Service	03/31/14
Bryant, Katherine A.	Library Manager 2	Promotion	03/31/14
Collins, Darryl L.	Office Support Rep 3	Promotion	04/14/14
**Robinson, Elliott W.	Office Support Spec 1	Depart Transfer / Class Change	03/31/14

*Department Transfer from Mac (Custodian) to Library (Custodian 1)

^Transition to Civil Service from Part Time status

**Department Transfer from Health (Program Specialist 2) to Library (Office Support Spec 1)

PUBLIC WORKS

Bryant, Lauren E.	Engineer In Training	Re-Hire	03/17/14
Spurlock, Charles D.	Equipment Operator 2	New Hire	03/31/14
Taylor, Jason W.	Maintenance & Repair Leader 1	Promotion	04/14/14
Medlen, Joshua A.	Maintenance & Repair Worker 1	Re-Hire	03/31/14
Elliott, Joshua R.	Parts Supervisor	Promotion	04/14/14
Gooch, Dechel M.	Sanitation Worker	Promotion	04/28/14
Kurgan, Ernie F.	Technical Specialist 1	Promotion	04/14/14

SHERIFF

Cole, Kevin V.	Correctional Officer Sergeant	Promotion	04/20/14
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SOCIAL SERVICES

Tackett, Judith R.	Contract Admin	Promotion	03/31/14
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Mishu, Charissa Christine	Engineer 2	Promotion	04/12/14
Reagan, George M.	Engineer 2	Promotion	04/12/14
Wauford III, Joseph R.	Engineer 2	Promotion	04/15/14
Jackson, Renee C.	Engineer 3	Promotion	03/15/14
Atchison, Michael W.	Engineering Tech 3	New Hire	03/29/14
Feyas, Sarah J.	Water Quality Analyst 1	New Hire	03/29/14

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Beaty, Kelly M.	Emer Telecommunications Off 1	Resignation	ECC	03/31/14
Elwell, Noah E.	Emer Telecommunications Off 1	Dismissal	ECC	04/18/14
Roder, Dianna	Emer Telecommunications Off 1	Resignation	ECC	04/07/14
Tharp, William A.	Finance Officer 3	Resignation	Finance	03/28/14
Morris, Barry L.	Emergency Medical Tech 2	Pension	Fire	03/24/14
Richardson, Mark J.	Fire Fighter 2	Dismissal	Fire	03/31/14
Jones, Clifford T.	Equipment Servicer	Resignation	General Services	03/25/14
Dees, Joseph	Maintenance & Repair Worker 1	Resignation	Parks	04/11/14
Maxwell, Joshua E.	Recreation Leader	Resignation	Parks	03/19/14
Soleye, Charles A.	Recreation Leader	Dismissal	Parks	03/17/14
Tharp, Barry D.	Administrative Assistant	Dismissal	Police	04/11/14
Bottom, Jerry L.	Police Officer 2	Pension	Police	03/18/14
Richards, John C.	Police Officer 2	Pension	Police	03/31/14
Nash, Andrew D.	Police Officer 2-Fld Trng Officer	Deceased	Police	04/14/14
Pirtle, Leslie C.	Police Operations Assistant 1	Dismissal	Police	04/11/14
Archey, Steven Dwayne	Equipment Operator 2	Pension	Public Works	04/22/14
Dickens, Ryan N.	Equipment Operator 3	Resignation	Public Works	03/20/14
White, Michael S.	Equipment Operator 3	Dismissal	Public Works	04/22/14
Cantrell, Christopher J.	Maintenance & Repair Worker 1	Resignation	Public Works	04/15/14
Hambrick, Johnathan D.	Maintenance & Repair Worker 1	Resignation	Public Works	03/25/14
Hitt, James W.	Maintenance & Repair Worker 1	Resignation	Public Works	04/20/14
Turnbo, Mary Darlene	Office Support Specialist 1	Pension	Public Works	04/04/14
Grissim, Terry B.	Signal Tech 2	Pension	Public Works	04/23/14
Carl, Brett A.	Correctional Officer 1	Resignation	Sheriff	04/21/14
Gonzalez Jr, Mario A.	Correctional Officer 1	Resignation	Sheriff	04/18/14
Livingston Jr, Jeffrey M.	Correctional Officer 1	Resignation	Sheriff	03/19/14
Madu, Oscar C.	Correctional Officer 1	Resignation	Sheriff	04/25/14
McMahan, Justin B.	Correctional Officer 1	Resignation	Sheriff	04/14/14
Perez, Benino N.	Correctional Officer 1	Resignation	Sheriff	04/02/14
Rudolph, William T.	Correctional Officer 1	Resignation	Sheriff	03/28/14
Smith, Annalisa N.	Correctional Officer 1	Resignation	Sheriff	04/15/14
Thomas, Garfield L.	Correctional Officer 1	Pension	Sheriff	04/01/14
Tolbert, Jason L.	Correctional Officer 1	Resignation	Sheriff	04/10/14

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Dorsey, Danny W.	Correctional Officer 2	Resignation	Sheriff	04/03/14
Pullen, Dewitt T.	Industrial Tech Master	Pension	Water Services	03/21/14
Woelk Jr, George W.	Masonry Worker	Pension	Water Services	04/25/14
Warren, Kortney M.	Treatment Plant Tech 1	Resignation	Water Services	04/11/14
Patton, Burl H.	Treatment Plant Tech 2	Pension	Water Services	04/15/14

MOTION: *After some discussion, Commissioner Sanders moved to accept the Termination/Pension report for dates and reasons stated. Seconded by Commissioner Allen 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>
Golf Course Assistant Manager	Parks	101	Open	04/01/14	E
Library Associate 1	Library	251	Open	04/01/14	E
Engineer 2	Water	23	Open	04/02/14	E
IS Applications Tech 2 - JD Edwards	ITS	10	Open	04/03/14	E
Customer Service Field Representative 2	Water	205	Open	04/07/14	A
Facility Coordinator	Parks	63	Open	04/07/14	E
Office Support Representative 2	Parks	257	Open	04/08/14	E
Office Support Representative 3	Library	69	Open	04/09/14	E
Archives Assistant 3	Library	73	Open	04/10/14	E
Library Manager 1	Library	30	Open	04/10/14	E
Human Resources Analyst 1	Human Res.	298	Open	04/11/14	E
Administrative Services Officer 3	Police	7	Dept	04/11/14	E
Equipment Mechanic	Gen. Serv.	68	Open	04/14/14	E
Maintenance & Repair Worker 1	Public Wks	43	Open	04/14/14	E
Fin Off 3 - Procurement Contract Spec	Finance	37	Open	04/14/14	E
Parts Supervisor	Public Wks	1	Dept	04/15/14	E
Technical Specialist 1	Public Wks	1	Dept	04/15/14	E
Customer Service Supervisor	Codes	2	Dept	04/15/14	E
Radio Technician 1	Gen. Serv.	59	Open	04/17/14	E
Technical Specialist 2	Gen. Serv.	1	Dept	04/18/14	E
Application Technician 3	Gen. Serv.	4	Dept	04/18/14	E
Zoning Examiner	Codes	21	Open	04/18/14	E
Maintenance & Repair Worker 2	Parks	12	Open	04/18/14	E
Information Systems Operations Analyst 3	ITS	14	Open	04/21/14	E
Technical Specialist 1	Gen. Serv.	9	Open	04/22/14	A
Police Operations Coordinator 2	Police	14	Dept	04/22/14	E
Correctional Officer 2	Sheriff	29	Dept	04/25/14	E

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

DEPARTMENTAL ITEM**PARKS**

- (1: **Director Tommy Lynch requests approval to Hire Above Base Ms. Cami Lusk, Office Support Representative 2, effective May 23, 2014. (SR05)**

HR Manager Sonny Lyons represented Parks and stated that the department is requesting to hire Ms. Cami Lusk as Office Support Representative 2 effective May 23, 2014. Ms. Lusk is presently part-time as Recreation Leader working 30 hours a week. She applied for a full time position as Office Support Representative 2 that will report to the Recreation division administrative staff. She has extensive experience working at neighborhood and regional community center and has a great knowledge of computers and the point of sale system the division uses.

MOTION: *After some discussion, Commissioner North moved to approve the above as submitted. Seconded by Commissioner Sanders and the Commission approved without objection.*

HUMAN RESOURCES

Human Resources Director Veronica T. Frazier, submits the following for the Commission's consideration and appropriate action:

- (2: **Request of POT Medical Waiver's for the following:**

- A. **Applicant ED** was disqualified as a Police Officer Trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Celia Goodson. Dr. Susan Warner refers to the Standards of Medical Fitness AR40-501-2-23 Lungs, chest wall, pleura and mediastinum as well as 2-8 Endocrine and metabolic disorders. Dr. Warner recommended approval of the medical waiver. Mr. ED was present before the Commission for discussion and comments on his appeal.

MOTION: *After some discussion, Commissioner Allen moved to approve the medical waiver for Mr. ED as submitted. Seconded by Commissioner North and the Commission approved without objection.*

- B. **Applicant PT** was disqualified as a Police Officer Trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Celia Goodson. Dr. Warner refers to the Standards of Medical Fitness AR40-501, 2-7 Hearing. Dr. Warner recommended approval of Mr. PT's medical waiver. Mr. PT was present before the Commission for discussion and comments on his appeal.

MOTION: *After some discussion, Commissioner Allen moved to approve the medical waiver for Mr. PT as submitted. Seconded by Commissioner North and the Commission approved without objection.*

- C. **Applicant LB** was disqualified as a Police Officer Trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Celia Goodson. Dr. Susan Warner refers to the Standards of Medical Fitness AR40-501-2-10 Lower extremities, Dr. Warner recommended approval of the medical waiver. Mr. LB was present before the Commission for discussion and comments on his appeal.

MOTION: *After some discussion, Commissioner Allen moved to approve the medical waiver for Mr. LB as submitted. Seconded by Commissioner North and the Commission approved without objection.*

(3: Review Agreed Order of Settlement on Rhonda Smith, Social Services / Termination

Rhonda Smith was terminated from her position and charged with violating the following: Civil Service Rule 6.7 #5 – Neglect or disobedience to the lawful and reasonable orders given by a supervisor; #11 – Violation of any written rules, policies or procedures of the department in which the employee is employed; #13 – Dishonesty; #32 – Any failure of good behavior which reflects discredit upon himself, the department and/or the Metropolitan Government; and #33 – Conduct unbecoming an employee of the Metropolitan Government.

Ms. Smith was terminated on January 13, 2014. Her appeal was submitted by Ms. Trista Boseman of SEIU – Local 205 on January 23, 2014 and the case was assigned to Administrative Law Judge Marion Wall. Attorney Brad Rayson represented Ms. Smith and Metro Attorney Josh Lee represented Social Services.

The case was recently reassigned to Judge Darnell who inquired of the case and the settlement. Metro Attorney Josh Lee stated an agreement to settle was reached and had been signed by both he and Attorney Rayson. Administrative Law Judge Steve Darnell submitted the signed Agreed Order listing the terms of settlement. (See attached order)

Metro Attorney Josh Lee was present before the Commission to review and discuss the matter. Attorney Brad Rayson was contacted but did not show for the meeting.

MOTION: After hearing discussions of this matter and reviewing all information on the case, Vice-Chairman Corbitt moved to uphold the Agreed Order of Settlement that was submitted by Judge Steve Darnell. Commissioner Allen made a second and the Commission approved without objection.

(4: Review the Adoption of Pay Plan Amendment

John Kennedy was present before the Commission and presented a recommendation for changes to the General and Police and Fire Pay Plans that included the following components: Across the board pay raise of 1% effective January 1, 2015; increments continuing on the date that they are due; open range merit budget of 2%, effective January 1, 2015; adjustment to the pay of Public Defender, effective at the beginning of the next term of office; adjustment of the Parks Part-Time Pay plan for the position of Sports Official; Market Rate Adjustment of 3% for jobs found by Deloitte to be 20% or more below market; and development of special hiring plans, as needed, for difficult-to-fill positions with salary below market.

Union representative present were Mark Young, Fire; Jeffery Brown – FOP member; Mark Nacorato, SEIU Rep.

ACTION : After discussion, questions, and comments, the Commission acted to set a Special Called Meeting for May 19 at 8:30 to consider and vote on the pay plans.

(5: Human Resources Updates

Human Resources Director Veronica Frazier state that HR has moved to the Parkway Towers on the 10th floor and will be having an open house soon. She will provide a date after the moved has been completed.

(6: Communiqués from the public on pending hearings

ACTION: None

With nothing further, the regular meeting adjourned at 9:25 a.m.

ATTEST:

APPROVED:

**Veronica T. Frazier, Director
Secretary to the Commission**

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