



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

August 12, 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; 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 **July 8, 2014**.

Commissioner North approved the amended minutes with a second by Commissioner Sanders. 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.

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Sykes, Ronya J.	Application Tech 2	Promotion	06/30/14
*Martin, Joan M.	Office Support Spec 2	Department Transfer	07/01/14

*Department Transfer from Metro Clerk

EMERGENCY COMMUNICATION CENTER

Epps, Jasmine M.	Emer Telecommunications Officer 1	New Hire	07/07/14
McCord, Donyelle	Emer Telecommunications Officer 1	New Hire	07/07/14
Moore, Shelia E.	Emer Telecommunications Officer 1	New Hire	07/07/14
Potters, Kimberly R.	Emer Telecommunications Officer 1	New Hire	07/07/14
Rocchietti, Cotie A.	Emer Telecommunications Officer 1	New Hire	07/07/14
Scharkley, Thomasina R P	Emer Telecommunications Officer 1	New Hire	07/07/14
Uniejewski, Christine K.	Emer Telecommunications Officer 1	New Hire	07/07/14
Zimmerman, Michael R.	Emer Telecommunications Officer 1	New Hire	07/07/14

GENERAL SERVICES

*Turner, Troy S.	Automotive Service Writer	Return from I.O.D. Pension	07/07/14
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*Return from Pension to Automotive Service Writer

HUMAN RESOURCES

Lyons III, Granville	Human Resources Assistant Director	Promotion	07/01/14
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INFORMATION TECHNOLOGY SERVICE

Anderson, John B.	Info Systems Comm Analyst 1	New Hire	06/30/14
Nelson, Stephen W.	Info Systems Division Manager	Promotion	07/19/14
*Singleton, Christopher M	Information Systems Media Analyst 1	Class Change/Lateral	07/01/14
^Cowles, Aaron D.	Information Systems Media Analyst 2	Class Change/Lateral	07/01/14
**Haney, David C.	Information Systems Media Tech 1	Class Change/Lateral	07/01/14
**Kilbane, Michael F.	Information Systems Media Tech 1	Class Change/Lateral	07/01/14
^Eubank, Nathan T.	Information Systems Op Analyst 1	Class Change/Lateral	07/01/14
***Harbsmeier, David M.	Information Systems Op Analyst 3	Class Change/Lateral	07/01/14
McDaniel, David R.	Information Systems Op Analyst 3	New Hire	06/30/14
Gilbert, Scott C.	Information Systems Advisor 2	Promotion	07/05/14

*Class Change from Program Specialist 3 (SR10) to IS Media Analyst 1 (SR10)

^Class Change from Program Manager 1 (SR11) to IS Media Analyst 2 (SR11)

**Class Change from Program Specialist 2 (SR8) to IS Media Tech 1 (SR8)

^Class Change from Program Specialist 3 (SR10) to IS Oper Analyst 1 (SR10)

***Class Change from ASO 4 (SR12) to IS Oper Analyst 3 (SR12)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Beckles, Clifton	Custodian 1	New Hire	07/18/14
*Bush, Curtiss E.	Maintenance & Repair Worker 1	Return from I.O.D. Pension	06/20/14
^Gooch, Montarous J.	Maintenance & Repair Worker 1	Transition - Civil Service	06/20/14
English, Sidney O.	Maintenance & Repair Worker 2	Promotion	06/20/14
Roberts, Jessie L.	Maintenance & Repair Worker 2	Promotion	06/20/14
Adkins III, Golden G.	Program Coordinator	Promotion	06/20/14
**Bruce, Debbie P.	Program Coordinator	Class Change/Lateral	06/20/14
**Cook, Carlos L.	Program Coordinator	Class Change/Lateral	06/20/14
**Doss, Demarkus A.	Program Coordinator	Class Change/Lateral	06/20/14
**Franks, Valencia R.	Program Coordinator	Class Change/Lateral	06/20/14
**Gregory-Smith, Anita R.	Program Coordinator	Class Change/Lateral	06/20/14
**Jackson, Terry E.	Program Coordinator	Class Change/Lateral	06/20/14
**Lavender-Smith, Marlo	Program Coordinator	Class Change/Lateral	06/20/14
**Magness, Lindsey L.	Program Coordinator	Class Change/Lateral	06/20/14
**Rhodes, Alonzo N.	Program Coordinator	Class Change/Lateral	06/20/14
Robinson, Channoty E.	Program Coordinator	Promotion	06/20/14
**Smith, Michael D.	Program Coordinator	Class Change/Lateral	06/20/14
**Soleye, Karen W.	Program Coordinator	Class Change/Lateral	06/20/14

*Return from Pension to M&R Worker 1 with salary supplement

^Transition to Civil Service from seasonal status

**Class change from Rec Center Manager (SR9) to Program Coordinator (SR9)

PLANNING COMMISSION

Deaner, Peggy A.	Administrative Services Officer 2	Re-Hire	06/30/14
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POLICE

Butler, Derek S.	Administrative Services Officer 3	Promotion	07/01/14
Quarles, Joshua C.	Computer Operator 2	New Hire	07/16/14
Heil, Kristin J.	Crime Lab IT Manager	New Hire	07/01/14
Starling, Jason Scott	Police Captain	Promotion	07/01/14
Johnson, Amber P.	Police Identification Specialist 1	Promotion	06/16/14
Hampton, Ryan M.	Police Lieutenant	Promotion	07/16/14
Moultry Sr., Micheal D.	Police Lieutenant	Promotion	07/16/14
Sanders Jr, Jeffrey L.	Police Lieutenant	Promotion	07/16/14
Smith, Nicholas C.	Police Officer 2	Re-Hire	07/01/14
Baxter, Taylor N.	Police Operations Assistant 1	New Hire	07/16/14
Haynes, Cara E.	Police Operations Assistant 1	New Hire	07/18/14
Seaton, Ashley K.	Police Operations Assistant 1	New Hire	07/16/14
Sylvester, Linda M.	Police Operations Assistant 1	New Hire	07/16/14
Thurmon, Tara A.	Police Operations Assistant 1	New Hire	07/16/14
Holladay, Lisa R.	Police Operations Coordinator 1	Promotion	07/01/14
Doak, Robert W.	Police Sergeant	Promotion	07/16/14
Gooch, Michael A.	Police Sergeant	Promotion	07/16/14
Kooshian, Andrew A.	Police Sergeant	Promotion	07/16/14
Lester, Nathan B.	Police Sergeant	Promotion	07/16/14

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
Baud, Lauren A.	Circulation Assistant 1	New Hire	07/07/14
*Catalan, Candy	Circulation Assistant 1	Transition - Civil Service	07/07/14
*Nesmith, Ninabea L.	Circulation Assistant 1	Transition - Civil Service	07/07/14
Roberts, Joanna R.	Librarian 1	Promotion	07/07/14
Green, Klani E.	Library Manager 1	New Hire	07/07/14
Rodriguez, Stephanie S.	Library Manager 1	New Hire	07/21/14
Strock, Adrienne L.	Library Manager 2	New Hire	07/07/14
Harrison, Linda P.	Library Manager 3	Promotion	07/21/14
Weddle, Michael B.	Radio Announcer	New Hire	07/21/14

*Transition to Civil Service from Part Time status

PUBLIC WORKS

Mackall, Timothy A.	Customer Service Field Rep 1	New Hire	07/23/14
Crane, Cassevettes D.	Equipment Operator 2	Promotion	07/21/14
Doores, Calab J.	Equipment Operator 3	Promotion	07/07/14
Garvin, Jeffery A.	Equipment Operator 3	Promotion	07/07/14
Nickens Jr, Steve D.	Equipment Operator 3	Promotion	07/07/14
Snyder, Jerry W.	Equipment Operator 3	Promotion	07/07/14
Fite, William T.	Maintenance & Repair Worker 1	New Hire	07/22/14
Gray Jr, James G.	Maintenance & Repair Worker 1	New Hire	07/08/14
Harper, Deshun M.	Maintenance & Repair Worker 1	New Hire	07/22/14
Morgan, Cody R.	Maintenance & Repair Worker 1	New Hire	07/22/14

SHERIFF

Burt, Lauren A.	Correctional Officer 1	New Hire	07/01/14
Chaney, Bobbie D.	Correctional Officer 1	New Hire	07/01/14
Cole, Latasha R.	Correctional Officer 1	New Hire	07/01/14
Epps, Antonio C.	Correctional Officer 1	New Hire	07/01/14
Fiddler, Casey B.	Correctional Officer 1	New Hire	07/01/14
Grant, Richard A.	Correctional Officer 1	New Hire	07/01/14
Henry Jr, Steven E.	Correctional Officer 1	New Hire	07/01/14
Johnson, Brandon L.	Correctional Officer 1	New Hire	07/01/14
Kimbrow, Amanda G.	Correctional Officer 1	New Hire	07/01/14
Kort, Kyle A.	Correctional Officer 1	New Hire	07/01/14
Krzan, Joseph P.	Correctional Officer 1	New Hire	07/01/14
Kubasti, Justin D.	Correctional Officer 1	New Hire	07/01/14
Lopez, Jhuliana	Correctional Officer 1	Re-Hire	07/01/14
*MacPherson, Gwendolyn S.	Correctional Officer 1	Transition - Civil Service	07/14/14
Pomeroy, Christopher A.	Correctional Officer 1	New Hire	07/01/14
Swims, Shanekiqua S.	Correctional Officer 1	New Hire	07/01/14
Wilkerson, Edward P.	Correctional Officer 1	New Hire	07/01/14
Witkus, Cory M.	Correctional Officer 1	New Hire	07/01/14
Torres, Jorge N. T.	Correctional Officer 2	Promotion	06/29/14
Verneti-Lamoy, Andrea M.	Correctional Officer 2	Promotion	06/29/14

*Transition to Civil Service from a non-Civil Service position

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Brock, Ronnie G.	Customer Service Field Rep 2	Re-Hire	07/07/14
*Lawrence II, Layne L.	Customer Service Field Rep 2	Promotion/Dept. Transfer	07/07/14
Phillips, Rico D.	Customer Service Field Rep 2	New Hire	07/07/14
Shaw, Richard J.	Customer Service Field Rep 2	New Hire	07/05/14
^Toney, Keith L.	Customer Service Field Rep 2	Dept. Transfer / Transition – Civil Service	07/05/14
Turner Jr, Floyd C.	Customer Service Field Rep 2	New Hire	07/19/14
Larson, A. Courtney	Engineer 2	New Hire	06/21/14
Brunton, Sarah M.	Office Support Rep 3	Re-Hire	06/21/14
Gill, Maria I.	Office Support Rep 3	New Hire	06/21/14
Humphrey, Jeffrey J.	Office Support Rep 3	New Hire	06/21/14
Oliver, Christopher D.	Office Support Rep 3	New Hire	06/21/14
Overton, Jerome R.	Office Support Rep 3	New Hire	06/21/14
Rogers, Matthew P.	Office Support Rep 3	New Hire	06/21/14
Gudan, Sharon L.	Office Support Specialist 2	Re-Hire	06/21/14

*Department Transfer from Public Works (M&R Worker 1, TG3) to Water (Customer Service Field Rep 2, SR6)

^Department Transfer from MAC (Family Service Coordinator, MC9) to Water (Customer Service Field Rep 2, SR6)

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>
Friedlander, David M.	Administrative Services Manager	Pension	Finance	06/17/14
Spore, Mike P.	Finance Admin.	Pension	Finance	06/30/14
Hicks, Vince J.	Fire Captain	Pension	Fire	06/30/14
Glover, Jonathan A.	Info Systems Assistant Director	Resignation	ITS	07/15/14
Cantwell, Tami D.	Legal Secretary 2	Pension	Law	07/17/14
Brown Jr, Melvin S.	Police Lieutenant	Pension	Police	06/30/14
Catron, Merlyn R.	Police Officer 2	Resignation	Police	06/20/14
Lake, Christopher B.	Police Officer 2	Resignation	Police	06/23/14
Miller, Jacob D.	Police Officer 2	Resignation	Police	06/26/14
Tran, Long H.	Police Officer 2	Resignation	Police	07/04/14
Brannom, Ronald E.	Technical Specialist 2	Resignation	Police	07/15/14
Hill Ocando, Carla J.	Circulation Supervisor	Resignation	Public Library	06/23/14
Bruce, Tracy D.	Custodian 1	Resignation	Public Library	07/04/14
Daniel, Gary E.	Custodian 1	Pension	Public Library	06/27/14
Rowan, Andrew G.	Engineer In Training	Resignation	Public Works	07/18/14
Burchett, Robert A.	Correctional Officer 1	Resignation	Sheriff	07/09/14
Frost, Berlin A.	Correctional Officer 1	Resignation	Sheriff	06/26/14
Vargas, Fabian A.	Correctional Officer 1	Resignation	Sheriff	07/04/14
Waddell, Michael E.	Correctional Officer 1	Resignation	Sheriff	07/07/14
Werner, Ralf	Correctional Officer 1	Resignation	Sheriff	07/13/14
Davis, Randy E.	Correctional Officer 2	Pension	Sheriff	07/11/14
Glaze, Sean A.	Correctional Officer 2	Resignation	Sheriff	06/23/14
Deharde, Gailrena C.	Correctional Officer Sergeant	Pension	Sheriff	06/30/14

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Eson, Shalona N.	Homemaker	Resignation	Social Services	07/18/14
Rollins, Karen A.	Application Tech 1	Pension	Water Services	06/25/14
Miller, Shan M.	Engineer 3	Resignation	Water Services	07/10/14
Wall, John P.	Engineering Tech 2	Pension	Water Services	07/16/14
White, Michael D.	Engineering Tech 3	Resignation	Water Services	07/11/14
Crowder, Christopher R.	Industrial Mechanic 1	Resignation	Water Services	07/11/14
Freistuhler, David J.	Treatment Plant Shift Supervisor	Pension	Water Services	07/18/14

MOTION: *After some discussion, Commissioner Allen moved to accept the Termination/Pension report for dates and reasons stated. Seconded by Commissioner North 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>
Radio Announcer	Library	108	Open	06/25/14	E
Administrative Services Officer 2	Planning	126	Open	06/26/14	E
Information Systems Operation Analyst 1	ITS	41	Open	06/30/14	E
Information Systems Advisor 1	ITS	1	Dept	06/30/14	E
Application Technician 2	Codes	1	Dept	06/30/14	E
Equipment Operator 2	Public Works	46	Open	07/01/14	E
Equipment Operator 3	Public Works	28	Open	07/01/14	E
Customer Service Field Representative 1	Public Works	73	Open	07/01/14	E
Customer Service Field Representative 2	Water	266	Open	07/03/14	E
Maintenance & Repair Worker 1	Public Works	34	Open	07/09/14	E
Information Systems Division Manager	ITS	1	Dept	07/10/14	E
Computer Operator 2	Police	159	Open	07/14/14	E
Circulation Supervisor	Library	32	Open	07/17/14	A
Office Support Specialist 1	Public Works	279	Open	07/21/14	E
Police Operations Coordinator 1	Police	7	Dept	07/23/14	E
Office Support Specialist 1	Parks	1	Dept	07/23/14	E
Police Operations Assistant	Police	92	Open	07/24/14	E
Equipment Operator 2	Water	44	Open	07/28/14	E
Finance Officer 3 - Auditorium	Mun. Auditorium	41	Open	07/29/14	E
Maintenance & Repair Worker 2	Parks	46	Open	07/31/14	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

INFORMATION TECH SERVICES

- (1: ITS Director Keith Durbin, represented by Ms. Maddox and Ms. Keck, requested approval to Hire Above Base Chukwudinma Nnodu, Information Systems Advisor 2, effective August 16, 2014. (SR-14)

HR Analyst Mary Emigh was present along with ITS Manager Cindy Maddox and Margaret Keck. Mr. Nnodu has previous experience and is working as a contract employee since January 2014. He has specific expertise in the wireless technologies that are used in Metro along with wireless mesh, backhaul and client access using multiple vendor solutions. He holds high-level certification including programs as MNPD safety camera network and Metro public wireless installations / supports.

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

PUBLIC WORKS

- (2: Director Randy Lovett, represented by Michael Taylor, requested approval of revision to job the Descriptions of Signal Technician 1, 2 & 3.

Mr. Taylor spoke to the Commission and stated the changes requested are minimum experience requirements for this particular series in order to recruit better qualified candidates. He further stated that over the past two years it has been difficult to recruit those who are qualified applicants and who possess the experience or skills required to perform the duties of Signal Technician 1 and 2.

Mr. Taylor further noted the department had discovered there were some candidates that could do the job but that the pool of applicants was very limited. This requested change will allow the department to attract those individuals from within the department to apply and that have the potential for growth in those positions.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve the above as submitted. Seconded by Commissioner North 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:

- (3: Salary Recommendations for Mayor, Vice-Mayor and Council

John Kennedy spoke to the Commission regarding salary recommendations for the Mayor, Vice-Mayor and Council. He stated that the Metro Charter requires the salary for the Mayor, Vice-Mayor and Council be established through the General Pay Plan under the jurisdiction of the Civil Service Commission. Rates for those positions have not been adjusted since 2003.

Mayor

In 2003, there was a detailed process that identified peer cities and a significant study was made before adjustment to those salaries. In 2013, the Metro Council passed an ordinance requesting the Human Resources Department to review those salaries again and benefits that would be received. Metro HR replicated the process from 2003 looking at the same cities compared then. Some cities only had city managers, some had a strong Mayor, while other cities just have a ceremonial Mayor. So the first step was to see which position was comparable in each city. Upon doing that, the average salary fell into the \$182,000 range. Alternately, HR reviewed what the current salary would be if that were updated for inflation (CPI) since 2003. Using that method, it would result in a salary of \$172,000. However, the recommendation is \$176,000 which is between the previous numbers cited. It also reflects the salary cannot be implemented until 2015. This is because elected officials salary cannot be adjusted while in term of office.

The Commission asked for several additional items of data: (1) List of salaries of department heads and others, such as NES, for comparison, (2) Input from community partners, such as Chamber of Commerce and Convention and Visitors Bureau (3) Data on how the average employee has fared since 2003 compared to inflation (CPI). Mr. Kennedy said he would obtain that information.

Vice-Mayor

Comparison cities varied widely regarding the Vice-Mayor. Some had no comparable position or others had council president or had a Vice Mayor similar to Nashville. What was found to be most common was that the salary for the Vice Mayor was like a council member plus a supplement (similar to where Nashville is a couple thousand dollars different between the council and the Vice Mayor). That was the most frequent variation. Otherwise, the salaries for Vice Mayor and Council are across the board, vary widely by city with no real pattern to it. So there is not really an average to use for comparable positions. If the salary for vice mayor that was established through in 2003 was adjusted for inflation (CPI) the amount would be roughly around \$21,612.00. Taking into account there is another year's worth of inflation before this would go into effect would be \$22,500.00.

Council Members

It was found that Council vary widely in size, responsibility, and job structure (full time or part time). So for the compensation levels, it is again like the Vice Mayor where there is really no pattern. For the cities that were contacted, the method was local in what they adopted and followed historically for their city. If the current salary was simply adjusted for inflation (CPI) the council member's salary would be \$19,069.00. Again, it is recognized this would not go into effect until another full year, so the recommend a salary would be \$20,600.00. Regarding benefits, the study found that Council Members in other cities often get medical insurance coverage while in office; however, coverage ceased once their term ended (except COBRA benefits). The Commission asked HR to provide data on the number and the cost of the former council members current insurance coverage. HR agreed to provide that information.

ACTION: *This was for a report only. Further information will be gathered and brought back in September for review by the Commission and proposal considered at the October Commission meeting.*

(4: Report - Administrative Law Judge Hearings

Director Veronica Frazier said this report will show the number of hearings presently set to be heard before and Administrative Law Judge. A report will be provided to the Commission showing any changes. This was provided as an FYI for the Commission members. If there is information you would like to further include if this is useful we will continue to bring you updates as changes occur. Chairman Farmer said it is useful. He urged the ALJ's and Metro Legal team to press the cases forward as rapidly as they can. You have a situation in order and an employee is reinstated after a dismissal and given back pay and the time their case is pending and their off duty goes on for months and month we are in essence paying for people who haven't worked because the system is so slow we haven't be able to catch it up. An awareness of that particularly in those of dismissal, suspensions, etc., an awareness of the cost of that to the city is important as we try to move these cases through. They have been moving as fast as they can but we need to watch it closely. Everyone is doing a good job but we need to be watchful of the time lapse. The chart shows when the case goes to the ALJ with some being months and months away coming to the commission. It was Commissioner Corbitt recommendation to bring this back to the table.

ACTION: *This was for a report only.*

(5 : Human Resources Updates

ACTION: *There were no updates for this meeting.*

(6 : Communiqués from the public on pending hearings

ACTION: *None*

With nothing further, the regular meeting adjourned at 9:04 a.m.

ATTEST:

APPROVED:

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

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