



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

September 08, 2015

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 Corbitt, C. Michael Allen, D. Billye Sanders and Jo Ann North.

MEMBERS ABSENT: None

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 or corrections to the **August 13, 2015 meeting**. Seeing none, he asked for a motion. Vice-Chairman Corbitt moved to accept the regular minutes as submitted. Seconded by Commissioner North.

Also, HR Director Frazier said there was a last minute correction to the Appointments under Information Technology Service. Three people (Cody Holland, Angela Ingram and Joseph Cottle were added to the appointment list as promotions after the agenda was sent out. Commissioner Allen moved to accept the corrections to the September minutes. Seconded by Commissioner North.

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>BEER BOARD</u>			
Almon, Joseph L.	Beer Permit Inspector 1	New Hire	08/24/15
Hardrick, Darrell L.	Beer Permit Inspector 1	Re-Hire	08/31/15
<u>CODES ADMINISTRATION</u>			
Fort II, Philip A.	Mech/Gas Inspector 1	Re-Hire	08/17/15
<u>EMERGENCY COMMUNICATION CENTER</u>			
Heisserer, Jordan A.	Emer Telecommunications Officer 1	New Hire	08/24/15
Lopp, Larry L.	Emer Telecommunications Officer 1	New Hire	08/24/15
<u>FINANCE</u>			
Wall, Bradley D.	Finance Officer 1	New Hire	08/03/15
<u>GENERAL SERVICES</u>			
*Singleton, Patricia M.	Application Tech 1	Class Change/Lateral	08/17/15
Garcia, Juan F.	Automotive Mechanic	Promotion	08/03/15
*Class change from Office Support Specialist 1 (SR7) to Application Tech 1 (SR7)			
<u>HUMAN RELATIONS COMMISSION</u>			
Gunn, Barbara R	Professional Specialist	New Hire	08/24/15
Perez, Samantha L	Professional Specialist	New Hire	08/25/15
<u>HUMAN RESOURCES</u>			
*Trice, Jerome W.	Finance Specialist	Dept. Transfer/Class Change	08/03/15
*Department Transfer from Its (IS Operations Analyst 2, SR11) to HR (Finance Specialist, Sr11)			
<u>INFORMATION TECHNOLOGY SERVICE</u>			
Chitwood, Connie L.	Administrative Services Officer 4	Promotion	08/24/15
Maddox, Cynthia A.	Info Systems Assistant Director	Promotion	08/01/15
Elliott, Steven B.	Information Sys Oper Analyst 1	New Hire	08/15/15
Singleton, Christopher M.	Information Systems Advisor 1	Promotion	08/15/15
Smith, Bruce A.	Information Systems Advisor 2	Promotion	08/01/15
*Holland, Cody	Info Systems Operations Analyst 1	Promotion	07/18/15
*Ingram, Angela	Info Systems Operations Analyst 1	Promotion	07/18/15
*Cottle, Joseph	Info Systems Operations Analyst 1	Promotion	07/18/15

*Amended information submitted for Commission review.

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Johnson, Troy L.	Maintenance & Repair Leader 1	Promotion	07/31/15
Murphy, Mitchell R.	Maintenance & Repair Leader 1	Promotion	07/31/15
Smith, Karinzo M.	Maintenance & Repair Worker 2	New Hire	08/04/15
Cheatham, Charles	Maintenance & Repair Worker 3	Promotion	08/14/15
^Lockett, Phillip B.	Maintenance & Repair Worker 3	Dept. Transfer/Vol. Reduction In Grade	08/21/15
Hassell, Richard W	Program Coordinator	Promotion	07/31/15
**Majors, Samuel A.	Recreation Leader	Demotion	08/14/15

^ Department transfer from Public Works (Equipment Op 3, TG8) to Parks (M&R Worker 3, TG6)

**Demotion from Program Coordinator (SR9) to Recreation Leader (SR7)

POLICE

*Weatherly, April J.	Administrative Services Officer 3	Transition - Civil Service	08/01/15
Martin, Gene F.	Police Lieutenant	Promotion	08/01/15
Thompson, Valencia B.	Police Operations Coordinator 1	Promotion	08/16/15
Baber, Jason E.	Police Sergeant	Promotion	08/01/15
Bowers, Steven D.	Police Sergeant	Promotion	08/01/15
Dandy, Eric A.	Police Sergeant	Promotion	08/01/15
Dixon, Matthew W.	Police Sergeant	Promotion	08/01/15
Gibson, Jeffrey R.	Police Sergeant	Promotion	08/01/15
Pierceall, James D.	Police Sergeant	Promotion	08/01/15
Smith Jr, Paul C.	Police Sergeant	Promotion	08/01/15
Sofer, Michael G.	Police Sergeant	Promotion	08/01/15
Truan, Nicholas	Police Sergeant	Promotion	08/01/15

*Transition to Civil Service from Temporary Status

PUBLIC LIBRARY

Hughes, Harriett H.	Circulation Assistant 1	New Hire	08/02/15
Bauder, Michelle D.	Office Support Rep 3	Re-Hire	08/16/15
Duensing, Zachery T.	Program Specialist 3	New Hire	08/16/15

PUBLIC WORKS

Knight, Keith J.	Compliance Inspector 3	Promotion	08/03/15
Tate, Antonio D.	Compliance Inspector 3	Promotion	08/03/15
Eakes, Brandon W.	Maintenance & Repair Worker 1	New Hire	08/01/15
Payne, Gary L.	Maintenance & Repair Worker 1	New Hire	08/18/15
Spurlock, Jeffrey L.	Maintenance & Repair Worker 1	New Hire	08/18/15
Phillips, Clarence E.	Sanitation Worker	New Hire	08/18/15
Scott, Robert M.	Signal Tech 1	New Hire	08/01/15
Knauf, Walter C.	Special Projects Manager	Promotion	08/17/15

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Brooks, Michael T.	Correctional Officer 2	Promotion	08/23/15
Hensley, Seith E.	Correctional Officer 2	Promotion	08/23/15
Howard, Rodney D.	Correctional Officer Sergeant	Promotion	07/26/15
<u>WATER SERVICES</u>			
Maxwell, Brian E.	Engineer 2	New Hire	08/01/15
Nester, Roy K.	Engineer 2	New Hire	08/01/15
*Davis Jr, Ivan R.	Human Resources Admin	Class Change/Lateral	08/15/15
Day, David Michael	Industrial Electrician 1	New Hire	08/15/15
^Brazelton, Samaki N.	Info Systems App Analyst 3	Department Transfer/Promotion	08/15/15
McPencow, Scott R.	Info Systems Division Manager	Promotion	08/01/15
**Binkley, Rose A.	Office Support Specialist 1	Class Change/Lateral	08/01/15
^^Murphy, Kelly B.	Treatment Plant Tech 3	Vol Reduction in Salary Grade	08/01/15
Block, Chase J.	Water Quality Analyst 3	Promotion	08/01/15
Taylor, Ted A.	Water Quality Analyst 3	Promotion	08/01/15

*Class Change from Administrative Services Manager (SR13) to HR Administrator (SR13)

^Departmental Transfer from ITS (IS Operations Tech, SR9) to Water (IS App Analyst 3, SR12)

**Class Change from Service Rep 2 (SR7) to Office Support Specialist 1 (SR7)

^^Voluntary Reduction in grade from Treatment Plant Shift Supervisor (TS11) to Treatment Plant Tech 3 (TI11)

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Carter, Kristina M.	Emergency Telecomm Manager	Resignation	ECC	08/14/15
Bryant, Elizabeth A.	Emergency Telecomm Officer 1	Resignation	ECC	07/29/15
Lawrence, Victoria T.	Emergency Telecomm Officer 1	Resignation	ECC	07/29/15
Martin, Tammy J.	Emergency Telecomm Officer 1	Resignation	ECC	08/12/15
Parks II, John W.	Emergency Telecomm Officer 4	Resignation	ECC	08/11/15
Thomas, Deborah S.	Application Tech 3	Pension	Finance	07/31/15
Stewart Jr, Willie J.	Finance Officer 2	Resignation	Finance	08/14/15
Vance, Barry T.	Fire Engineer	Pension	Fire	07/30/15
Schnick, Lynette D.	Paramedic 2	Resignation	Fire	07/17/15
Atwell, Jack A.	Automotive Mechanic	Resignation	General Services	08/06/15
Harbsmeier, David M.	Information Sys Oper Analyst 3	Resignation	ITS	08/14/15
Tennant, Nicholas R.	Administrative Services Officer 2	Resignation	Municipal Auditorium	07/31/15
Williamson, Vincent C.	Maintenance & Repair Worker 2	Resignation	Parks	08/07/15
Morris, Jasmine L.	Recreation Leader	Resignation	Parks	08/05/15
Taylor, Jas	Recreation Leader	Resignation	Parks	08/06/15
Xu, Xin	Crime Lab Forensic Scientist 2	Resignation	Police	07/23/15
Gold, Tracey L.	Crime Scene Technician 1	Resignation	Police	08/12/15
Doris, Dionte J.	Police Officer 2	Resignation	Police	07/24/15
Fellingham, Audrey N.	Police Officer 2	Resignation	Police	07/31/15

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Halouska, Jacob L.	Police Officer 2	Resignation	Police	08/15/15
Harrison, Mark E	Police Officer 2	Resignation	Police	07/30/15
Paiva, Luke D.	Police Officer 2	Resignation	Police	08/12/15
Tidwell, James M.	Police Officer 2	Resignation	Police	008/4/15
Uruski, Eric L.	Police Officer 2	Resignation	Police	08/13/15
Dotson, Angelika H.	Police Operations Assistant 2	Resignation	Police	07/31/15
Hernandez, Sharon L.	Police Operations Coordinator 1	Pension	Police	07/23/15
Postiglione, Daniel	Police Sergeant	Pension	Police	08/03/15
Barnett, Lloyd P.	Circulation Assistant 2	Pension	Public Library	07/21/15
Worden, Glenn F.	Librarian 1	Deceased	Public Library	08/04/15
Johnson, David A.	Compliance Inspector 3	Resignation	Public Works	08/13/15
Williams, Ricky L.	Customer Service Field Rep 1	Resignation	Public Works	08/12/15
Reynolds, Javan M.	Engineer In Training	Resignation	Public Works	08/12/15
Sparkman, Paul B.	Equipment Operator 3	Pension	Public Works	08/12/15
Trenary, Larry I.	Equipment Operator 3	Pension	Public Works	08/14/15
Shannon Jr, Charles L.	Sanitation Worker	Dismissal	Public Works	07/29/15
Blankenship, Zachary N.	Correctional Officer 1	Dismissal	Sheriff	08/06/15
Bogle, Victor A.	Correctional Officer 1	Resignation	Sheriff	07/22/15
Cassidy, Christopher J.	Correctional Officer 1	Resignation	Sheriff	08/13/15
Cory, Devin J.	Correctional Officer 1	Resignation	Sheriff	07/24/15
Deleon, Eric L.	Correctional Officer 1	Resignation	Sheriff	07/19/15
Dillard, Tameshia L.	Correctional Officer 1	Dismissal	Sheriff	07/28/15
Fisher, Valerie A.	Correctional Officer 1	Resignation	Sheriff	07/28/15
Gibbs, Patrick W.	Correctional Officer 1	Dismissal	Sheriff	08/03/15
Riley, Dominik R.	Correctional Officer 1	Resignation	Sheriff	07/27/15
Scales IV, Herman A.	Correctional Officer 1	Resignation	Sheriff	07/23/15
Turner, Montrell D.	Correctional Officer 1	Dismissal	Sheriff	07/27/15
Womack, Xavier L.	Correctional Officer 1	Dismissal	Sheriff	08/03/15
Chaney, David J.	Customer Service Field Rep 3	Pension	Water Services	08/01/15
Terrynelson, Patricia A.	Envir. Compliance Officer 1	Resignation	Water Services	08/07/15
Brown, David M.	Equipment Operator 2	Pension	Water Services	08/14/15
Elliott, Roger A.	Industrial Tech Master	Pension	Water Services	08/14/15
Rogers, Matthew P.	Office Support Rep 3	Resignation	Water Services	08/07/15
Simmons, Kendra L.	Office Support Spec 1	Resignation	Water Services	08/01/15
White, Edward J.	Treatment Plant Manager	Pension	Water Services	08/14/15

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>
Automotive Mechanic	General Services	14	Open	8/03/15	A
Police Officer Trainee	Police	78	Continuous	8/03/15	E
Human Resources Analyst 1	Human Resources	501	Continuous	8/04/15	A
Administrative Services Officer 3 - PR	Police	89	Open	8/05/15	E
Maint & Repair Worker 3 - Grounds	Parks	10	Open	8/07/15	E
Correctional Officer 1	Sheriff	24	Continuous	8/10/15	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ABOLISH</u>
Automotive Mechanic	General Services	8	Open	8/10/15	E
IS Advisor 1 - Multimedia	ITS	27	Open	8/12/15	E
Environmental Compliance Officer 3	Water	4	Dept	8/12/15	E
Electrical Inspector 1	Codes Adm.	13	Continuous	8/13/15	E
Beer Permit Inspector 1	Beer Board	166	Open	8/14/15	E
Social Work Technician	Juvenile Court	272	Open	8/19/15	E
Administrative Assistant - PW	Public Works	4	Dept	8/21/15	E
General Services Division Mgr - BOSS	General Services	1	Dept	8/21/15	E
Crime Lab Forensic Scientist 3 - Latent Prints	Police	2	Continuous	8/21/15	E
Admin Services Officer 4 - EAC	ITS	1	Dept	8/24/15	E
Environmental Compliance Officer 1	Water	59	Open	8/25/15	E
Admin Services Officer 2 - Event Manager	Municipal Aud.	124	Open	8/25/15	E
Water Maintenance Technician 2	Water	35	Open	8/26/15	E
IS Division Manager - Field Support Srv	ITS	28	Open	8/26/15	E
Zoning Examiner	Codes Adm.	19	Open	8/26/15	E
Office Support Specialist 2 - WS	Water	387	Open	8/27/15	E
Property Guard 2	Public Library	61	Open	8/27/15	E
Specialized Skills Supervisor - V/C Arts	Parks	33	Open	8/27/15	E
Equipment Operator 1	Public Library	66	Open	8/28/15	E
Administrative Services Officer 3 – Payroll	Finance	4	Dept	8/28/15	E
Application Technician 3 - Accounts	Finance	2	Dept	8/28/15	E
Police Captain	Police	18	Dept	9/08/15	E

A

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

DEPARTMENTAL ITEMINFORMATION TECHNICAL SYSTEMS

- (1: Director Keith Durban represented by Cindy Maddox, requested approval of an Open Range Increase for Dawn Clark, Assistant Director.

Ms. Maddox said the request is for an Open Range pay increase for Ms. Clark. It will increase her annual salary of \$111,531 to \$122,685. Ms. Clark previously received an open range increase of 4% on July 1, 2015. However, it was felt she should be compensated for her additional responsibilities over the last few years by the quality of those duties Ms. Clark has performed.

MOTION: *After some discussion, Commissioner North moved to approve the request listed above. 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: Ban the Box Proposal

HR Manager Michael Taylor and Democracy Nashville Attendees Andrew Krinks and Jackie Sims were before the Commission to continue discussion of Ban the Box proposal. Chairman Farmer said the proponents were heard last month and understood the issue. Metro Departments were asked their opinion on the matter and received some feedback. He further stated if there was a need for a Public Hearing it would have to be noticed and held another time. Metro Legal has said the Commission can adopt a policy or Human Resources can change the application without the necessity of having a hearing. However, it would be good to have the Public Hearing just to see where this issue stands. Chairman Farmer said he acknowledge and receipt of the Human Relations department support and an exempt department Water Services who opposes the change. He asked that other departments who had oppositions to the change come before the Commission at the Public Hearing to see what their basis for the objection would be.

MOTION: *After some discussion, Commissioner Sanders moved to direct Human Resources to develop a policy for banning the box and the Commission proceed to have a hearing at the next scheduled meeting. Seconded by Commissioner North and the Commission approved without objection.*

(3: Request for Waiver to Extend IOD Time for Police Officer D. Newbern

Officer Newbern suffered an injury while on duty when rear ended by another vehicle on February 26, 2015. He was sent to Vanderbilt Hospital with neck and back pain and then a week later released for work. Several weeks afterwards, his symptoms worsened. He sought care through an Urgent Care Clinic that diagnosed the problem as a sinus infection and prescribed a steroid injections and antibiotics. Symptoms continued to worsen with a complete loss of vision in the left eye and drooping face. Medical treatment was provided by an Ophthalmologist who diagnosed Horner's Syndrome. Further testing was requested due to the collision. The results were a severe carotid dissection (tear in the artery) of the left side. Officer Newbern would continue to have issues from the wreck and experience vision issues. He learned his sight is impaired and will require corrective lenses. His doctor scheduled additional testing in the coming weeks to determine if any damage occurred to his optic nerve from the wreck. All though some improvement has occurred over the months, it was learned the damage sustained from the wreck has remained stable, but is irreversible. Vision is impaired and will require corrective lenses. Additional testing is to come weeks ahead to check the optic nerve and see if any damage was done as a result of the crash. Officer Newbern is to follow-up with his physician in November.

MOTION: *After hearing discussions of this matter and reviewing all information, Commissioner Sanders moved to approve an additional 130 days of IOD for Officer Newbern. Seconded by Commissioner North and the Commission approved without objection.*

(4: Request for Waiver to Extend IOD Time for Fire Paramedic C. Snow

Paramedic Chad Snow suffered an injury on duty on March 26, 2015 while lifting a patient. It was determined he that he had torn a biceps tendon in his right shoulder and underwent reconstructive surgery on April 16, 2015. He will not be able to return to full duty until October 16, 2015. The request is to extend IOD until November 1, 2015 to ensure proper healing and being released by his physician.

MOTION: *After hearing discussions of this matter and reviewing all information, Commissioner Allen moved to approve an additional 30 days of IOD for Officer Newbern. Seconded by Commissioner Sanders and the Commission approved without objection.*

(5: Request for Waiver to Extend IOD Time for Sheriff's Employee K. Thompson

DCSO employee Kevin Thompson suffered an injury while on duty on February 23, 2015 after slipping and falling on ice. He was taken by ambulance to Vanderbilt it was learned he had sustained an ankle fracture / dislocation. He had surgery that same day. Since that time, Mr. Thompson has only one (1) day of IOD remaining and has been using personal time. He is requesting three (3) months to carry him up to his doctor's appointment which is November 16, 2015.

MOTION: *After hearing discussions of this matter and reviewing all information, Vice-Chairman Corbitt moved to approve an additional 3 months of IOD for Mr. Thompson. Seconded by Commissioner Allen and the Commission approved without objection.*

(6: Review of Initial Order on Pamela Rutledge, Sheriff's Office / 40 hr. Suspension – Demotion

Lieutenant Pamela Rutledge was demoted and suspended 40 hours from her position at the Sheriff's Office effective February 2014 for the following violations:

DCSO Policy #1-1.312 "Employee Conduct (C) – Employee conduct is to be consistent with this policy and exemplify professionalism any time the employee is on duty in uniform, on Metro property, representing the agency, or identifiable as a DCSO employee. - DCSO Policy #1-1.312 "Employee Conduct" (1) Unsatisfactory performance of duties - DCSO Policy #1-1.312 "Employee Conduct" (4) Failure to establish and maintain effective working relationships - DCSO Policy #1-1.312, Employee Conduct" (5) Failure to follow written orders, policies and procedures - DCSO Policy #1-1.312 "Employee Conduct" (10) Failure to comply with reasonable standards of conduct in a manner that reflects poorly upon the employee, DCSO or Metro Government, and/or violates the public trust. - DCSO Policy #1-1.312 "Employee Conduct" (21) Insubordination toward a supervisor, including neglect or disobedience to a lawful and reasonable order. - DCSO Policy #1-1.312 "Employee Conduct" (28) Knowingly making false statements, deliberately omitting facts, or failing to cooperate during an inquiry or investigation, whether formal or informal. - DCSO Policy #1-1.312 "Employee Conduct" (29) Dishonest behavior - DCSO Policy #1-1.360 "Staff-Inmate Relations" (K) Personal information (about self, other staff or an inmate) and restricted security information (emergency/restricted security key identification, Special Operations Response Team (SORT) member, etc.) will not be discussed with inmate. - Civil Service Rules, Section 6.7 (2) Deficient or inefficient performance of duties - Civil Service Rules, Section 6.7 (3) Insubordination toward supervisor; - Civil Service Rules, Section 6.7 (5) Neglect or disobedience to the lawful and reasonable orders given by a supervisor; - Civil Service Rules, Section 6.7 (11) Violation of any written rules, policies or procedures of the department in which the employee is employed. - Civil Service Rules, Section 6.7 (13) Dishonesty; - Civil Service Rules, Section 6.7 (32) Any failure of good behavior which reflects discredit upon himself, the department and/or the Metropolitan Government

On November 24, 2014, Lieutenant Rutledge appealed her suspension and demotion to the Civil Service Commission. A docket number was provided by the Administrative Procedures Division and assigned the case to Administrative Law Judge Leonard Pogue. Metro Attorney Mark Murray represented the Sheriff's Office of Metropolitan Government during the hearing. Ms. Rutledge represented herself.

The hearing was scheduled by Judge Pogue to be heard on April 15, 2015. At the conclusion of the hearing, a transcript was requested as well as the Findings of Fact and Conclusions of Law. After reviewing the case in its entirety, **Judge Pogue entered an Initial Order on June 29, 2015 Reversing the 40 hour Suspension and Upholding the Demotion of Ms. Rutledge.** On July 16, 2015, Judge Pogue received a Petition of Reconsideration from Ms. Rutledge. Judge Pogue reviewed Ms. Rutledge's Petition, Order and Record as a whole and determined the Petition for Reconsideration was "not well taken" and was denied on July 21, 2015.

Metro Attorney Mark Murphy came before the Commission to discuss and review Ms. Rutledge Initial Order. Ms. Rutledge was notified by written document to attend the Civil Service Commission meeting. She said she would not be appearing.

MOTION: After hearing discussions of this matter and reviewing all information on the case, Commissioner North moved to affirm the Final Order. Seconded by Commissioner Allen and the Commission approved without objection.

(7: Job Description Revisions

A - FIRE DEPARTMENT

- Paramedic 3
- Fire Assistant Chief
- Fire Arson Investigator 1 & 2

Ms. Summers said the Fire Department is presently cleaning up outdated job descriptions or in this case, three of the four descriptions have never been used . The Paramedic 3; and Fire Arson Investigator were created in 2000. During a previous Administration the Director at that time choose not to use those jobs. Chief Ricky White reviewed all descriptions and noted they should be updated. Changes include clean up to the language in the job objectives, responsibilities, supervision, education and experience along with performance standards.

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

B - JUVENILE COURT

- Probation Officer 1 & 2
- Warrant Officer 1 & 2

Court Administrator Kathy Sinbad represented Judge Callaway. She said the two classifications were targeted positions to be effective by September 9, 2015. Changes would implement a professional targeting plan for entry level for Warrant Officers and Probations Officers in Juvenile Court. All funding for these classes were allocated and approved by OMB.

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

C – WATER SERVICES

- Plumber
- Treatment Plant Assistant Manager
- Treatment Plant Manager
- Treatment Plant Superintendent

Water Services Asst. Director John Kennedy stated there was a need to revise the job descriptions. Those updates include changes to education, licenses and experience to be effective September 9, 2015. Some of the descriptions have not been used in a while.

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

(8: Administrative Law Judge Hearing Calendar

Chairman Farmer thanked Ms. Sorrow for maintaining the Administrative Law Judge hearings. The calendar refers to appeals submitted by Metro employees and is updated each month (in conjunction with the assigned Attorneys at Metro Legal) as changes occur. A copy is then forward to the State Administrative Procedures Division for each assigned Judge to evaluate their case.

ACTION: *This was for a report only.*

(9: Human Resources Updates

HR Director Veronica Frazier said Human Resources worked with other Metro departments by collecting supplies for children heading back to school. There are those who may not be able to afford items and for this purpose, it will help the schools be able to provide the necessary items for any child. Ms. Lisa Kiss who is the Veterans Officer for Metro Government, was recently recognized for her work by helping Veterans with their needs. Lastly, Organizational charts of all departments within Metro Government have been submitted for the Commissions review. Semi - Annual updates will be made.

(10: Communiqués from the public on pending hearings

There were none.

With nothing further, the regular meeting adjourned at 9:08 a.m.

ATTEST:

APPROVED:

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

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