



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

October 13, 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, D. Billye Sanders and Jo Ann North.

MEMBERS ABSENT: C. Michael Allen resigned his position with the Commission.

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 **September 8, 2015 meeting**. Seeing none, he asked for a motion. Commissioner North moved to accept the regular minutes as submitted. Seconded by Vice-Chairman Corbitt.

Chairman Farmer also stated that Commission Allen has accepted a position as a Court Officer in the General Sessions Court with Judge Lynda Jones. He can no longer serve with the Civil Service Commission and work for the city. Chairman Farmer went on to say his position is a Labor position and the Mayor will make the appointment and affirmed by the Metro Council. Also, Item #5 on the Agenda for Charles Yancey Initial Order/Termination was schedule for review but both Metro Legal and Mr. Yancey have requested this matter be passed until the next meeting in November.

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Baggett, Tracey L.	Electrical Inspector 1	New Hire	08/31/15
<u>EMERGENCY COMMUNICATION CENTER</u>			
Abdullah, Batol N.	Emer Telecommunications Off 1	Re-Hire	08/31/15
Drew, Willnika T.	Emer Telecommunications Off 1	New Hire	08/31/15
Lawson, Benjamin R.	Emer Telecommunications Off 1	New Hire	08/31/15
Walker, Stacey M.	Emer Telecommunications Off 1	New Hire	08/31/15
Wimley, Ciara R.	Emer Telecommunications Off 1	New Hire	08/31/15
Spivey, Audrey J.	Emer Telecommunications Off 4	Re-Employment	09/12/15
*Donegan, Jamie M.	Emer Communications Director	Dept. Transfer/Promo	09/16/15
*Department Transfer from Police (Police Commander, PS9) to Ecc (Ecc Director, DP2)			
<u>FINANCE</u>			
Crutchfield, Andrea M.	Administrative Services Officer 3	Promotion	08/31/15
Douglas, Rhonda S.	Administrative Services Officer 3	Promotion	08/31/15
Glenn, Letanga R.	Administrative Services Officer 3	Promotion	08/31/15
Taylor II, Calvin M.	Administrative Services Officer 3	Promotion	08/31/15
Wiggins, Shelia D.	Application Tech 3	Promotion	08/31/15
<u>FIRE</u>			
*Tawater, Timothy W.	Fire Fighter 2	Demotion	09/16/15
^Pradines, Jerry R.	Paramedic 1	Class Change/Lateral	09/16/15
^Vivrette, Jennifer L.	Paramedic 1	Class Change/Lateral	09/16/15
*Demotion from Fire Engineer (PS5) to Fire Fighter 2 (PS4)			
^Class Change from EMT 2 (PS4) to Paramedic 1 (PS4)			
<u>GENERAL SERVICES</u>			
Carney, Matthew T.	Automotive Mechanic	New Hire	08/31/15
Eson, Friday O.	Automotive Mechanic	New Hire	08/31/15
Poss, Jeffrey A.	Automotive Mechanic	New Hire	08/31/15
Bush, Shane C.	Equipment Servicer	New Hire	08/31/15
Hartman, Timothy A.	Equipment Servicer	New Hire	08/31/15
Hall, Russell J.	General Services Division Manager	Promotion	08/31/15

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<i>Historical Commission</i>			
*Sajid, Melissa A.	Historic Preservationist 1	Dept Transfer / Transition-Civil Serv.	09/14/15

*Department Transfer from Planning (Planner 2, SR12) to Historical Comm. (Historical Preservationist, SR10)

HUMAN RESOURCES

*Schuster, Leslie T.	Human Resources Analyst 1	Transition - Civil Service	09/28/15
Taylor, Michael D.	Human Resources Assistant Director	Promotion	09/14/15

*Transition to Civil Service from Part Time status

INFORMATION TECHNOLOGY SERVICE

Chitwood, Connie L.	Administrative Services Officer 4	Promotion	08/24/15
Kinney, John V.	Info Systems Division Manager	New Hire	08/29/15
Perry, Eric D.	Information Sys Media Analyst 1	Promotion	09/12/15
Quisenberry, Amber R.	Information Systems Advisor 1	New Hire	09/12/15

INTERNAL AUDIT

Henry, Herman G.	Sr. Internal Auditor	Re-Hire	09/21/15
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JUVENILE COURT

*Duke, Sandra F.	Social Work Tech	Transition - Civil Service	08/17/15
*Owens, Bettie M.	Social Work Tech	Transition - Civil Service	08/17/15
*Peoples, Wanda J.	Social Work Tech	Transition - Civil Service	08/17/15
*Williams, Charlene C.	Social Work Tech	Transition - Civil Service	08/17/15

*Transition to Civil Service from Non-Civil Service status

MUNICIPAL AUDITORIUM

Pentico, Derrick L.	Administrative Services Officer 2	New Hire	09/01/15
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PARKS

Johnson Jr, Barry M.	Maintenance & Repair Worker 1	New Hire	09/08/15
*Day, Brian L.	Maintenance & Repair Worker 2	Transition - Civil Service	09/18/15
*Gorday, Stephen	Maintenance & Repair Worker 2	Transition - Civil Service	09/01/15
*Daniels, Jesse C.	Maintenance & Repair Worker 2	Transition - Civil Service	09/18/15
^Wagner, Joshua D.	Specialized Skills Supervisor	Transition - Civil Service	08/28/15

*Transition to Civil Service from Seasonal status

^Transition to Civil Service from Part Time status

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Dowell, Nicole M.	Crime Lab Forensic Scientist 1	Promotion	09/16/15
Quarles, Joshua C.	Info Systems App Tech 2	Promotion	09/16/15
Gilder, Christopher J.	Police Captain	Promotion	09/16/15
*Davis II, Earl G.	Police Officer 2	Demotion	08/25/15
Hernandez, Sharon L.	Police Operations Assistant 1	Re-Hire	09/03/15
^Westerman Jr, Edward M.	Police Operations Coordinator 1	Class Change	09/16/15

*Demotion from Police Sgt. (PS6) to Police Officer 2 (PS4)

^Disability Transition from Police Sgt. to Police Operations Coordinator 1

PUBLIC LIBRARY

*Taylor, Timothy J.	Circulation Assistant 1	Transition - Civil Service	09/13/15
Stevens, Timothy J.	Equipment Operator 1	Promotion	08/30/15
Hall, Kathryn J.	Library Associate 1	Promotion	09/13/15
Springer, Donnel L.	Property Guard 2	New Hire	08/30/15

*Transition to Civil Service from Part Time status

PUBLIC WORKS

Steelman, Lisa Lynn	Administrative Assistant	Promotion	08/31/15
McGlother, Ronnie D.	Customer Svc Field Rep 1	Promotion	09/15/15
Taylor, Lindsay W.	Engineering Tech 3	Promotion	08/31/15
Clouse, Danny R.	Equipment Operator 1	Promotion	09/14/15
Ryman, Matthew G.	Equipment Operator 1	Promotion	09/14/15
Clouse, Gary L.	Equipment Operator 3	Promotion	09/14/15
Phillips, Shawn L.	Equipment Operator 3	Promotion	09/14/15
Spurlock, Charles D.	Equipment Operator 3	Promotion	09/14/15
*York, John W.	Equipment Operator 3	Dept Transfer / Vol. Reduction in Grade	09/27/15
Gaddes, Lopez	Maintenance & Repair Leader 2	Promotion	08/31/15
Lancaster, Larry M.	Maintenance & Repair Leader 2	Promotion	08/31/15

*Department Transfer from General Services (Equipment Mech, TG11) to Public Works (Equipment Operator 3, TG8)

SHERIFF

*Shemwell, James A.	Correctional Officer 1	Vol Reduction in Salary Grade	09/20/15
Hopkins, Kirk A.	Correctional Officer 2	Promotion	08/30/15

*Voluntary Reduction In Grade from Correctional Officer 2 (CO2) to Correctional Officer 1 (CO1)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SOCIAL SERVICES</u>			
Mayberry, Gerald F.	Social Worker 2	New Hire	09/21/15
Murphy, Jennifer L.	Social Worker 2	New Hire	09/21/15
Woods, Lictoria M.	Social Worker 2	New Hire	09/21/15
Cavan, Kathryn M.	Social Worker 3	New Hire	09/21/15
<u>WATER SERVICES</u>			
Walshe-Langford, Gillian E.	Envir Compliance Officer 1	New Hire	09/12/15
Wilson, Sara J.	Envir Compliance Officer 1	New Hire	08/29/15
Bruce, Mary Garmon	Envir Compliance Officer 3	Promotion	08/29/15
Dohn, Rebecca D.	Envir Compliance Officer 3	Promotion	08/29/15
Hayes, Joshua Ben	Envir Compliance Officer 3	Promotion	08/29/15
*Williamson, John L.	Equipment Operator 2	Dept Transfer / Vol Reduction In Grade	09/28/15
Richards, Joseph L.	Indust Electrician 1	New Hire	08/29/15
Bullard, Zachary R.	Office Support Spec 2	New Hire	08/29/15
Butler, David W.	Water Maintenance Tech 2	Re-Hire	08/29/15
Clay, Marcus P.	Water Maintenance Tech 2	New Hire	09/12/15
Eldridge, Hakeem A.	Water Maintenance Tech 2	New Hire	09/12/15
Hill, Accente J.	Water Maintenance Tech 2	New Hire	09/12/15
Johns, Robert A.	Water Maintenance Tech 2	Re-Hire	08/29/15
Johnson, Norman M.	Water Maintenance Tech 2	New Hire	09/12/15
Jones, Johnathan J.	Water Maintenance Tech 2	New Hire	09/12/15
Knall, Darrell B.	Water Maintenance Tech 2	New Hire	09/12/15
Lymon, Teryl L.	Water Maintenance Tech 2	Re-Hire	09/12/15
^McElhiney, Shawn K.	Water Maintenance Tech 2	Dept Transfer / Class Change	09/28/15
McKay, Micah A.	Water Maintenance Tech 2	Re-Hire	08/29/15
McKissack, Quentin A.	Water Maintenance Tech 2	New Hire	09/12/15
**Phillips, Bobby	Water Maintenance Tech 2	Dept Transfer / Promotion	09/12/15
Reagon, Prentice C.	Water Maintenance Tech 2	New Hire	09/12/15
Tate, Wm. Claudale	Water Maintenance Tech 2	New Hire	09/12/15
^Tisdale, Malcolm J.	Water Maintenance Tech 2	Dept. Transfer / Class Change	09/12/15
Mobley, Dionne R.	Water Quality Analyst 1	New Hire	08/29/15

*Department Transfer from Public Works (Equipment Operator 3, TG8) to Water (Equipment Operator 2, TG7)

^Department Transfer from Public Works (M&R Worker 1, TG3) to Water (Water Maintenance Tech 2, TG4)

**Department Transfer from Parks (M&R Worker 1, TG3) to Water (Water Maintenance Tech 2, TG4)

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Kreisler, Briana L.	Emer Telecommunications Off 1	Resignation	ECC	08/22/15
Glenn on, Rhonda M.	Emer Telecommunications Off 2	Resignation	ECC	08/25/15
Dalton, Danny L.	Emer Telecommunications Sup	Resignation	ECC	08/25/15
Williams, Michelle M.	Emer Telecommunications Sup	Resignation	ECC	09/11/15
Phillips, Duane A.	Emer Communications Director	Pension	ECC	09/15/15
Moncrieff, Justin C.	Info Systems App Analyst 3	Resignation	ECC	09/18/15
Brewer, Bobbie L.	Office Support Specialist 2	Pension	ECC	09/23/15
Poarch Jr, Ned L.	Fire Fighter/Paramedic	Pension	Fire	09/09/15
Wallace, Tony L.	Fire Marshal-Assistant	Pension	Fire	09/15/15
Bella via, Christopher J.	Paramedic 2	Deceased	Fire	08/18/15
Binkley, Charles E.	Bldg. Maintenance Lead Mechanic	Pension	General Services	08/31/15
Capriccio, Daniel Ira	Equipment Servicer	Resignation	General Services	09/03/15
Leftish, Samuel Steve	Master Tech	Pension	General Services	08/31/15
Rogers, Peter A.	Radio Tech 1	Resignation	General Services	08/21/15
Egbas, Tracy	Program Specialist 1	Resignation	ITS	08/30/15
Giles, Alonzo N.	Warrant Officer 1	Pension	Juvenile Court	09/11/15
Burdett, Blake H.	Concessions Clerk 1	Resignation	Parks	08/30/15
Clark, Patrick A.	Maintenance & Repair Worker 3	Pension	Parks	09/16/15
Miller, Alan P.	Park Police 2	Dismissal	Parks	08/31/15
Gooch, Michael L.	Recreation Leader	Resignation	Parks	08/30/15
Henderson, Mouton W.	Recreation Leader	Resignation	Parks	08/20/15
Jones, Gina R.	Recreation Leader	Dismissal	Parks	09/21/15
McCauley, Brenda G.	Specialized Skills Supervisor	Pension	Parks	08/27/15
Cadena, Joseph D.	Police Officer 2	Resignation	Police	09/09/15
Lyons, Christen L.	Circulation Assistant 1	Resignation	Public Library	08/24/15
Fleming, Richard F.	Circulation Assistant 2	Pension	Public Library	08/28/15
Chorley, Robert J.	Equipment Operator 3	Resignation	Public Works	09/11/15
Rutledge, James E.	Maintenance & Repair Worker 1	Resignation	Public Works	09/11/15
Mercer, Anthony M.	Sanitation Worker	Resignation	Public Works	08/25/15
Bused, Jana J.	Correctional Officer 1	Pension	Sheriff	09/01/15
Grimes Jr, Terry E.	Correctional Officer 1	Resignation	Sheriff	08/26/15
Jenkins, Keri Anne N.	Correctional Officer 1	Resignation	Sheriff	09/06/15
Ponder, Nicholas E.	Correctional Officer 1	Resignation	Sheriff	08/31/15
Powell, Jonathan	Correctional Officer 1	Resignation	Sheriff	09/02/15
Slone, Matthew G.	Correctional Officer 1	Resignation	Sheriff	09/03/15
Cothron, William M.	Correctional Officer 2	Resignation	Sheriff	09/15/15
Hope, Charles E.	Correctional Officer 2	Resignation	Sheriff	09/21/15
Ramsey, Marvin	Correctional Officer 2	Resignation	Sheriff	08/28/15
Schroeder, Brian P.	Correctional Officer 2	Resignation	Sheriff	09/12/15
Smith, Tommy W.	Correctional Officer 2	Pension	Sheriff	08/26/15
McEwen, Pamela M.	Finance Manager	Pension	Social Services	08/21/15
Duncan, Floella	Social Worker 2	Pension	Social Services	08/21/15
Corrieri, Dennis E.	Application Tech 2	Pension	Water Services	08/28/15
Reed, Charles E.	Equipment Operator 2	Resignation	Water Services	09/06/15
Lockridge Jr, Robert C.	Industrial Maintenance Supv. 1	Pension	Water Services	09/02/15
Johnson, Justin T.	Treatment Plant Tech 2	Resignation	Water Services	09/07/15
Taylor, Leslie W.	Water Maintenance Leader 2	Pension	Water Services	08/31/15

MOTION: After some discussion, Commissioner North moved to accept the Termination/Pension report for dates and reasons stated. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Egbas, Tracy	Program Specialist 1	Resignation	ITS	08/30/15
Giles, Alonzo N.	Warrant Officer 1	Pension	Juvenile Court	09/11/15
Burdett, Blake H.	Concessions Clerk 1	Resignation	Parks	08/30/15
Clark, Patrick A.	Maintenance & Repair Worker 3	Pension	Parks	09/16/15
Miller, Alan P.	Park Police 2	Dismissal	Parks	08/31/15
Gooch, Michael L.	Recreation Leader	Resignation	Parks	08/30/15
Henderson, Mouton W.	Recreation Leader	Resignation	Parks	08/20/15
Jones, Gina R.	Recreation Leader	Dismissal	Parks	09/21/15
McCauley, Brenda G.	Specialized Skills Supervisor	Pension	Parks	08/27/15
Cadena, Joseph D.	Police Officer 2	Resignation	Police	09/09/15
Lyons, Christen L.	Circulation Assistant 1	Resignation	Public Library	08/24/15
Fleming, Richard F.	Circulation Assistant 2	Pension	Public Library	08/28/15
Chorley, Robert J.	Equipment Operator 3	Resignation	Public Works	09/11/15
Rutledge, James E.	Maintenance & Repair Worker 1	Resignation	Public Works	09/11/15
Mercer, Anthony M.	Sanitation Worker	Resignation	Public Works	08/25/15
Bused, Jana J.	Correctional Officer 1	Pension	Sheriff	09/01/15
Grimes Jr, Terry E.	Correctional Officer 1	Resignation	Sheriff	08/26/15
Jenkins, Keri Anne N.	Correctional Officer 1	Resignation	Sheriff	09/06/15
Ponder, Nicholas E.	Correctional Officer 1	Resignation	Sheriff	08/31/15
Powell, Jonathan	Correctional Officer 1	Resignation	Sheriff	09/02/15
Slone, Matthew G.	Correctional Officer 1	Resignation	Sheriff	09/03/15
Cothron, William M.	Correctional Officer 2	Resignation	Sheriff	09/15/15
Hope, Charles E.	Correctional Officer 2	Resignation	Sheriff	09/21/15
Ramsey, Marvin	Correctional Officer 2	Resignation	Sheriff	08/28/15
Schroeder, Brian P.	Correctional Officer 2	Resignation	Sheriff	09/12/15
Smith, Tommy W.	Correctional Officer 2	Pension	Sheriff	08/26/15
McEwen, Pamela M.	Finance Manager	Pension	Social Services	08/21/15
Duncan, Floella	Social Worker 2	Pension	Social Services	08/21/15
Corrieri, Dennis E.	Application Tech 2	Pension	Water Services	08/28/15
Reed, Charles E.	Equipment Operator 2	Resignation	Water Services	09/06/15
Lockridge Jr, Robert C.	Industrial Maintenance Supv. 1	Pension	Water Services	09/02/15
Johnson, Justin T.	Treatment Plant Tech 2	Resignation	Water Services	09/07/15
Taylor, Leslie W.	Water Maintenance Leader 2	Pension	Water Services	08/31/15

MOTION: After some discussion, Commissioner North moved to accept the Termination/Pension report for dates and reasons stated. Seconded by 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	7	Dept	09/01/15	A
Correctional Officer Lieutenant	Sheriff	6	Dept	09/02/15	A
Program Coordinator - Recreation	Parks	133	Open	09/02/15	A
Equipment Mechanic	General Services	54	Continuous	09/03/15	E
Crime Lab Forensic Scientist 1 - Drug ID Unit	Police	2	Dept	09/04/15	E
Customer Service Field Rep 1 - Waste Mngt	Public Works	48	Open	09/04/15	E
Crime Lab Forensic Scientist 3 - Firearm & Tool Mark	Police	5	Open	09/08/15	E
Public Information Coordinator	Public Library	108	Open	09/08/15	E

(D) ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTAB./ABOLISH</u>
IS Advisor 1 - Server Support	ITS	12	Open	09/09/15	E
Application Tech 2 - Maintenance Coordinator	General Services	40	Open	09/09/15	E
Computer Operator 2 - Police	Police	101	Open	09/10/15	E
IS Media Analyst 1 - PEG Studio	ITS	1	Dept	09/11/15	E
IS Applications Tech 2 - Police Backup System Support	Police	37	Open	09/11/15	E
Social Worker 2	Social Services	53	Open	09/15/15	E
Social Worker 3	Social Services	27	Open	09/15/15	E
Maintenance & Repair Worker 2 - Grounds	Parks	56	Open	09/15/15	E
Maintenance & Repair Worker 1	Public Works	20	Continuous	09/15/15	E
Sanitation Worker	Public Works	53	Continuous	09/16/15	E
Equipment Operator 3 - Roads & Waste Mngt.	Public Works	43	Open	09/16/15	E
Police Crisis Counselor 2	Police	28	Open	09/17/15	E
Historic Preservationist 1	Historic Comm	74	Open	09/17/15	E
Compliance Inspector 2 - PW	Public Works	5	Dept	09/18/15	A
Correctional Officer 1	Sheriff	7	Continuous	09/18/15	E
Library Associate 1	Public Library	148	Continuous	09/18/15	E
Parks & Recreation Supt - Revenue Facilities	Parks	3	Dept	09/18/15	E
Industrial Maintenance Supv. 2 - Operations	Water	13	Dept	09/21/15	E
Senior Internal Auditor	Internal Audit	13	Open	09/23/15	E
Human Resources Assistant Director	Human Resources	1	Dept	09/23/15	E
IS Media Technician 1 - PEG Studio	ITS	51	Open	09/23/15	A
Circulation Supervisor	Public Library	60	Open	09/23/15	A
Maintenance & Repair Supervisor - Golf	Parks	4	Dept	09/24/15	A
Human Resources Analyst 1	Human Resources	309	Open	09/28/15	E
Library Manager 3	Public Library	24	Open	09/28/15	A
Library Manager 2	Public Library	39	Open	09/28/15	E
IS Operations Analyst 1 - Help Desk Admin	ITS	2	Dept	09/28/15	E
Admin. Services Officer 4 - Shared Systems	Public Library	17	Open	09/28/15	E
Application Technician 2 - AP/Payroll	Finance	61	Open	09/29/15	A
Correctional Officer 2	Sheriff	31	Dept	09/30/15	E
IS Division Manager - Cabling/Infrastructure	ITS	5	Open	09/30/15	E
IS Advisor 1 - Infrastructure	ITS	5	Open	09/30/15	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 ITEMS**FINANCE**

(1a/b): Interim Director Talia Lomax O'dneal represented by Kim Northern and Gene Nolen, requested approval of Leave from Civil Service for the following people:

- a. Talia Lomax-O'dneal
- b. Diane Treadway

Mr. Nolan said as a result of the new administration, Ms. Lomax-O'dneal has been appointed as Acting Finance Director. Mr. Riebeling accepted the COO (Chief Operating Officer) position in the Mayor's Office. Ms. Treadway is also moving to the Mayor's Office to continue serving as the Executive Assistant to Mr. Riebeling. The positions are non-Civil Service. If there is a need by the appointing authority to resend the matter, the individual would return to their original Civil Service position.

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

JUVENILE COURT

- (2: Judge Sheila Calloway requests approval to Hire Above Base Sandra Holt, Social Work Technician from Step 9 SR04 to Step 2 SR06.

There is a request to hire above base Ms. Sandra Holt as a Social Work Technician – Truancy Reduction Assistant retroactively as of August 19, 2015. Ms. Sinback stated several employees were moved into the Juvenile Court as Caring for Children program was discontinued. In the departmental restructure, Group Care Aides were hired as Civil Service employees in the Social Work Tech classification which is more in line with their job duties. Ms. Holt was at SR04/Step 9, setting her salary above the base of SR06 grade. To preserve pay equity, the department would like to hire Ms. Holt at the closest pay step without a reduction.

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

SPORTS AUTHORITY

- (3: Ms. Kim Adkins, Chair of the Metropolitan Sports Authority, requested approval of Leave from Civil Service for Ms. Monica Clayton, Administrative Services Officer 3.

Ms. Adkins request for Ms. Clayton's temporary leave from Civil Service status is to serve as Interim at the Sports Authority. It would allow Ms. Clayton to fill this position that Mr. Compton vacated in September 2015.

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:

- (4: Creation of a policy referencing removal of Conviction information from Metro's employment applications.

Chairman Farmer stated this is the same item scheduled for a Public Hearing that would immediately follow the regular meeting. With the interest of time, Chairman Farmer stated there is a proposal to remove the question called "Ban the Box" concerning criminal convictions or arrests on the application from Metro with employment except for Police, Fire, ECC and Sheriff's Office. Departments are free to inquire about the criminal background of each applicant. There is a Public Hearing scheduled immediately after the regular meeting where there will be an opportunity to be heard and in that hearing it can be determined whether to adopt a policy which will address this issue or a directive to the Department of Human Resources which can simply change the application on a directive rather than a policy change. These will be discussed at the Public Hearing.

ACTION: *This was a report that would be discussed at the Public Hearing immediately following the regular Civil Service meeting.*

(5: Review of Initial Order of Charles Yancey, General Services – Termination

Chairman Farmer stated a letter from the Metro Legal Department was submitted to defer the review for Charles Yancey Initial Order until the November meeting.

ACTION: *This matter was continued by the Commission until the November meeting.*

(6: Review for Order of Dismissal on Phillip Smith, Police / Grievance.

Both Metro Attorney Jason Bobo and Mr. Phillip Smith were present before the Commission. Chairman Farmer asked Mr. Smith if the request to withdraw his appeal before the Administrative Law Judge was correct. Mr. Smith said yes.

MOTION: *After hearing discussions and reviewing all information, Vice-Chairman Corbitt moved to approve the "Order of Dismissal". Seconded by Commissioner North and the Commission approved without objection.*

(5: Review for "Agreed Order to Withdraw" on Mark Richardson, Fire Department / Termination

Metro Attorney Jason Bobo was present before the Commission to state both parties were in agreement to withdraw the case and signed an "Agreed Order to Withdraw" the matter. It was signed by Administrative Law Judge Randall LaFevor. Attorney Dewey was notified to attend the meeting but was not present.

MOTION: *After hearing discussions of this matter and reviewing all information, Commissioner Sanders moved to approve the Agreed Order to Withdraw the appeal of Mark Richardson. Seconded by Commissioner North and the Commission approved without objection.*

(6: Job Description Revisions**A – Internal Audit**

- Auditor 1 & 2
- Senior Internal Auditor
- Internal Audit Manager

HR Analyst Les Bowron and Mark Swann were present before the Commission to discuss job description changes for Internal Auditor 1 & 2, Senior Internal Auditor and Internal Audit Manager. Mr. Bowron said the proposal is to be deleted for some cumbersome language in the requirements for educational background for some of these positions. He went on to say the previous Administration wanted individuals with very specific degrees and options. Now, the need is for more general language for a college degree, deleting the language for the very specific college degrees, while retaining the years of experience in auditing as well as the required certifications that are directly related to the position. Mr. Swann said this will allow for a much more broad pool of applicants. Mr. Swann noted the position for Principal Internal Auditor was not listed on the agenda but should have been included. This position is essentially the same as Senior Internal Auditor position with the exception of the degree requirements and has essentially the same years of experience and the same certification requirements. Chairman Farmer said it would be best to deal with what has been presented and bring the other one back the Principal Internal Auditor request at the next meeting. Commissioner Sanders questioned why would there be an elimination of Certified Fraud Examiner as one of the certifications if you wanted to detect

fraud. Mr. Swann said he needs Auditors to do audit work and to leave this certification requirement in the description would be more problematic. Mr. Bowron said the audit office does less than 5% of its work in fraud detection. It hasn't been called for because it wasn't needed. After further discussion with the Commission, Mr. Swann agreed they could leave that certification in the description.

1st MOTION: *After some discussion, Vice Chairman Corbitt moved to approve Auditor 1 & 2, Senior Internal Auditor, and Internal Auditor Manager. He went on further to say with the position of Principal Internal Auditor can be mentioned that will be brought back if its not objectionable and just approve what has been presented before the Commission. Commissioner Sanders submitted a question to the Commission with regards to the Senior Internal Auditor and certifications prior to a second being made.*

2nd MOTION: *Commissioner Sanders moved to approve with the addition of the Certified Fraud Examiner and the Senior Internal Auditor . Seconded by Commissioner North and the Commission approved without objection.*

3^d MOTION: *Commissioner Sanders amended her motion to include other rational applicable professional designation. Vice-Chairman Corbitt asked if this would pertain to Senior Internal Auditor and Internal Audit Manager. Commissioner Sanders said yes and went on to say it is to add back the Certified Fraud back into Internal Audit Manager and both the Certified Fraud Examiner as well as other applicable professional designation in the Senior Internal Auditor. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

NOTE: Mr. Patrick Kennedy said the reason for leaving off the Principal Internal Auditor is that it is not currently in the pay plan and could not locate the description. It had been excluded a few years ago. Mr. Swann did say however, that he did intend to fill the position and wished for the Commission to consider changes to its job description at the next meeting.

B – Police Department

- Crime Scene Technician 1
- Crime Scene Technician 2

HR Analyst Jane Madden, MNPD –HR Sue Bibb, MNPD –Forensics Division Budget :Liaison Heather Watson – MNPD; and MNPD Crime Scene Unit - Lt. Frank Ragan were in attendance before the Commission to discuss the rationale for description changes. Ms. Madden said the purpose is to put the two classifications in compliance with the policy to make them targeting classifications. She further said in the targeting it would include the IAI or Crime Scene certification by the International Association of Identification and two years as a Crime Scene Technician 1.

Lt. Frank Ragan said with the design of the Police Department, there is an entry with the Crime Scene Tech I. The person goes into the field and process the crime scene . There is no method to retain the Crime Scene Technician. So with the need for a requirement for a Crime Scene Investigator that is needed in court, this person would testify the duties that were performed at a crime scene, it would show a minimum level of certification other than the entry level position. IAI is the leading body that is recognized by the Police Departments forensic disciplines as the lead certification body. It will allow CST1 more mobility to be able to move up to CST2.

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

(8: Administrative Law Judge Hearing Calendar

Chairman Farmer thanked Ms. Sorrow for her work to maintain the Administrative Law Judge hearings. The calendar refers to appeals submitted by Metro employees. As changes occur, updates are made each month in conjunction with the assigned Attorneys at Metro Legal. A copy is then forward to the State Administrative Procedures Division where in the State provides a copy for each Judge to evaluate their case.

ACTION: *This was for a report only.*

(9: Human Resources Updates

HR Director Veronica Frazier said the Human Resources Department asked two employees work at a booth at the Celebrate Nashville Cultural Festival. This process has been on-going for a number of years where those in attendance learn of positions within Metro Government. On the Benefits side, Open Enrollment began the confirmation process which is a huge undertaking. Individuals are receiving insurance information to make necessary changes. The Service Awards is planned for November 5, 2015 and Nashville's newest Mayor, Megan Barry will be participating by handing out certificates/pens.

Ms. Frazier also thanked Commissioner Allen (who recently resigned his position) for his years of service with the Civil Service Commission. He has accepted a position in General Sessions Court as a Court Officer. Lastly, Ms. Lou Sorrow has announced her retirement and will be leaving Metro Human Resources this November. Chairman Farmer thanked Ms. Sorrow for her hard work and dedication to not only to Human Resources but to the Commission as well. She has maintained due process for the Commission through all the previous years as well as providing clean Minutes just about every time. He noted that she will be missed.

ACTION: *This was for a report only.*

(10: Communiqués from the public on pending hearings

There were 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**