



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

April 12, 2016

8:30 a.m.

Howard Office Building  
Sonny West Room

700 2<sup>nd</sup> Avenue South  
Nashville, Tennessee 37210

█ **MEMBERS PRESENT:** Chairman William H. Farmer; Vice-Chairman Corbitt, D. Billye Sanders, and Jo Ann North.

**MEMBERS ABSENT:** Ethan Link

**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 corrections or additions from the minutes of the last **Regular Meeting** of **March 8, 2016**. Hearing none, he asked for a motion. Commissioner North moved to accept the regular minutes. Seconded by Vice-Chairman Corbitt, 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.

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Dennis, James L.	Mech/Gas Inspector 1	New Hire	03/28/16
Butler, Lisa A.	Zoning Examiner	New Hire	02/29/16

EMERGENCY COMMUNICATION CENTER

Clark, Lorenzo S.	Emer Telecomm Supervisor	Promotion	03/05/16
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FIRE

Faust, Laura L.	Admin Services Manager	Promotion	03/16/16
Gibbs, Gina M.	Admin Services Manager	Promotion	03/16/16
Resha, Linda L.	Admin Services Officer 3	Promotion	03/16/16
*Washington, Fallon L.	Emergency Medical Tech 2	Class Change/Lateral	03/01/16
Barnes, Johnathan C.	Fire Captain	Promotion	03/01/16
Boggs Jr, Dennis D.	Fire Captain	Promotion	03/01/16
Butler, Brian K.	Fire Captain	Promotion	03/01/16
Byers, Christina R.	Fire Captain	Promotion	03/01/16
Caldwell, James B.	Fire Captain	Promotion	03/01/16
Clariday Jr, Charles D.	Fire Captain	Promotion	03/01/16
Cox, John M.	Fire Captain	Promotion	03/01/16
Crawford, Norman Jacob	Fire Captain	Promotion	03/01/16
Darnall, Elizabeth L.	Fire Captain	Promotion	03/01/16
Davis, Rodney A.	Fire Captain	Promotion	03/01/16
Derrick, James S.	Fire Captain	Promotion	03/01/16
Edwards, John S.	Fire Captain	Promotion	03/01/16
Eubank, Michael J.	Fire Captain	Promotion	03/01/16
Farr II, Robert W.	Fire Captain	Promotion	03/01/16
Gaston, Benny L.	Fire Captain	Promotion	03/01/16
Hogan, Eric L.	Fire Captain	Promotion	03/01/16
Jefferies IV, Moses	Fire Captain	Promotion	03/01/16
Jordan, Jonathan D.	Fire Captain	Promotion	03/01/16
McBroom, Eric L.	Fire Captain	Promotion	03/01/16
McKissack, Damion Lemont	Fire Captain	Promotion	03/01/16
Morales, Luis E.	Fire Captain	Promotion	03/01/16
Nelson Jr, James D.	Fire Captain	Promotion	03/01/16
Roberts, Bradley G.	Fire Captain	Promotion	03/01/16
Rucker, Reginald L.	Fire Captain	Promotion	03/01/16
Russell, David C.	Fire Captain	Promotion	03/01/16
Thompson, Paul L.	Fire Captain	Promotion	03/01/16
Toney, Wendell M.	Fire Captain	Promotion	03/01/16
Turner, Tracy R.	Fire Captain	Promotion	03/01/16
Upchurch, Jason D.	Fire Captain	Promotion	03/01/16
Warbritton, Jeffrey Allen	Fire Captain	Promotion	03/01/16
Willette, Guy E.	Fire Captain	Promotion	03/01/16
Writesman, Austin M.	Fire Captain	Promotion	03/01/16
Saiyasak, Onkeo	Info Systems Advisor 1	Promotion	03/16/16

\*Class Change from Fire Fighter 2 (PS4) to EMT 2 (PS4)

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>GENERAL SERVICES</u></b>			
*Galvin, Bridget Mary	Administrative Assistant	Re-Classification	03/14/16
^Claywell, Jacqueline	Application Technician 3	Re-Classification	02/29/16

\*Reclassification from Office Support Spec 2 (SR8) to Administrative Assistant (SR9) due to a Position Audit

^Reclassification from Office Support Spec 1 (SR7) to Application Tech 3 (SR9) due to a Position Audit

**HUMAN RESOURCES**

Meyer, Lori L.	Admin Services Officer 4	Promotion	03/28/16
Trice, Jerome W.	Finance Officer 3	Promotion	03/14/16
Emigh, Mary Alice	Human Resources Admin	Promotion	03/28/16
Madden, Jane E.	Human Resources Admin	Promotion	03/14/16
Anderson, Monica N.	Human Resources Analyst 2	Promotion	03/28/16
Lynch, Dylan M.	Human Resources Analyst 2	Promotion	03/28/16
Tullos, Jennifer M.	Human Resources Analyst 2	Promotion	03/28/16
Schuster, Leslie T.	Human Resources Analyst 3	Promotion	03/28/16
Wallace, Melissa K.	Human Resources Analyst 3	Promotion	03/28/16
Tomkinson, Leilani J.	Professional Specialist	Promotion	03/28/16
Wilkins, Jau'Nae C.	Professional Specialist	Promotion	03/28/16

**INFORMATION TECHNOLOGY SERVICE**

Lewis, Robyn Y.	Info Systems App Analyst 2	Promotion	02/27/16
Singleton, Christopher M.	Info Systems Div Manager	Promotion	03/12/16
Still, Christopher R.	Information Sys Oper Anal 2	New Hire	02/27/16
Fakes, William A. J.	Information Systems Advisor 1	Promotion	03/26/16
Howard, Brandon C.	Information Systems Advisor 1	New Hire	03/12/16

**JUVENILE COURT**

Zaimah, Rasheed K.	Probation Officer 1	Re-hire	03/07/16
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**PARKS**

Frakes, Joshua W.	Bldg Maint Lead Mechanic	New Hire	03/04/16
McMicken, David S.	Bldg Maint Lead Mechanic	New Hire	03/24/16
Denton, Brandon J.	Maint & Repair Supv	Promotion	03/11/16
Johnson Jr, Barry M.	Maint & Repair Worker 3	Promotion	03/11/16
*Ratz, Rebecca R.	Technical Specialist 1	Transition - Civil Service	02/26/16

\*Transition to CS from Part Time Status

**POLICE**

Hooper, Rebecca C.	Crime Lab Forensic Scientist 1	Promotion	03/01/16
Childs, Mary L.	Police Operations Assistant 1	New Hire	03/01/16
**Pearce, Lauren M.	Police Operations Assistant 1	Class Change	03/16/16

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
*Dradt, Christina	Police Operations Assistant 3	Voluntary Reduction in Salary Grade	03/01/16
^Brown, Kevin M.	Police Security Guard 1	Class Change/Lateral	03/01/16

\*\*Class Change from Police Officer Trainee to Police Operations Asst 1, Pension Supplemented.

\*Voluntary Reduction in Grade from Crime Scene Technician 1 (SR9) to Police Operations Assistant 3 (SR6)

^Class Change from Police Operations Assistant 3 (SR6) to Police Security Guard (SR6)

PUBLIC LIBRARY

Abdelhalim, Saber A.	Circulation Assistant 1	New Hire	03/13/16
Cook, Wesley A.	Circulation Assistant 1	New Hire	03/27/16
Crowder, Jessica L.	Circulation Assistant 1	New Hire	02/28/16
Fears, Deandre A.	Circulation Assistant 1	New Hire	02/28/16
Higgins, Kerri M.	Circulation Assistant 1	New Hire	03/27/16
Kriebel, Emily G.	Circulation Assistant 1	New Hire	03/13/16
Luther, Gertrude H.	Circulation Assistant 1	Re-hire	03/13/16
McMahon, Kevin G.	Circulation Assistant 1	New Hire	02/28/16
Terfinko, Martha H.	Circulation Assistant 1	Re-hire	03/27/16
Williams, Melissa D.	Circulation Assistant 1	New Hire	02/28/16
Woods, Carrie	Circulation Assistant 1	New Hire	03/13/16
York, Sheila D.	Custodian 1	New Hire	03/13/16
Metzger, Brittany R.	Librarian 1	New Hire	02/28/16
Underdown-Dubois, Christi M.	Librarian 1	Re-hire	03/27/16
Washington, Syreeta L.	Librarian 2	New Hire	03/27/16
Pearson, Alma M.	Library Associate 1	Promotion	03/27/16
Hughes, John D.	Mail Clerk Carrier	New Hire	03/27/16
Azer, Eman R.	Office Support Representative 2	Re-hire	03/27/16
Waters II, Thaxton F.	Program Specialist 2	Promotion	03/13/16

PUBLIC WORKS

*Gunter, Enoch E.	Equipment Operator 2	Voluntary Reduction in Salary Grade	02/29/16
Basham, Brandon J	Equipment Operator 3	Promotion	03/28/16
Moore, Marquez J.	Maint & Repair Worker 1	New Hire	03/14/16
Ragland, Thomas R	Maint & Repair Worker 1	Re-hire	02/28/16
Schubert, Kenneth J.	Maint & Repair Worker 1	New Hire	03/28/16
Whitaker-Meeker, Brandon L	Maint & Repair Worker 1	New Hire	03/28/16
^Cheatham, Charles	Maint & Repair Worker 2	Voluntary Reduction in Salary Grade	02/29/16
Dismang, Brandy N.	Office Support Specialist 1	New Hire	02/28/16
Rosado DeJesus, Orlando	Office Support Specialist 1	New Hire	02/28/16

\*Voluntary Reduction in Grade from Equipment Operator 3 (TG8) to Equipment Operator 2 (TG7)

^Voluntary Reduction in Grade from Maint & Repair Worker 3 (TG6) to Maint & Repair Worker 2 (TG4)

SHERIFF

Alexander, Jobie L.	Correctional Officer 1	Re-hire	03/01/16
Alexander, Shacarolyn S.	Correctional Officer 1	New Hire	03/01/16
Azor, Countiss R.	Correctional Officer 1	New Hire	03/01/16
Banks, Michael A.	Correctional Officer 1	New Hire	03/01/16

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Black, Robert C.	Correctional Officer 1	New Hire	03/01/16
Brooks, Alexis J.	Correctional Officer 1	New Hire	03/01/16
Brooks, Ben W.	Correctional Officer 1	New Hire	03/01/16
Bryant, Kolby A.	Correctional Officer 1	New Hire	03/01/16
Caldwell, Cody R.	Correctional Officer 1	New Hire	03/01/16
Clayton, Markita R.	Correctional Officer 1	New Hire	03/01/16
Criswell, Latoia B.	Correctional Officer 1	New Hire	03/01/16
Cummings, Mychal L.	Correctional Officer 1	New Hire	03/01/16
Hannah, Michael D.	Correctional Officer 1	New Hire	03/01/16
Homsley, Robert G.	Correctional Officer 1	New Hire	03/01/16
Jeffries, Gvonie E.	Correctional Officer 1	New Hire	03/01/16
Jent, Joshua T.	Correctional Officer 1	New Hire	03/01/16
Jines, Samuel Z.	Correctional Officer 1	New Hire	03/01/16
Mackey, Constance L.	Correctional Officer 1	New Hire	03/01/16
Meyer, Alex J.	Correctional Officer 1	New Hire	03/01/16
Miller, Paul C.	Correctional Officer 1	New Hire	03/01/16
*Pensari, Nicholas E.	Correctional Officer 1	Voluntary Reduction in Salary Grade	02/19/16
Petty, Deangelo A.	Correctional Officer 1	New Hire	03/01/16
Robertson, Kenny J.	Correctional Officer 1	New Hire	03/01/16
Satisfield, Alejandra G.	Correctional Officer 1	New Hire	03/01/16
Scott, Ryan B.	Correctional Officer 1	New Hire	03/01/16
Sims, Selina D.	Correctional Officer 1	New Hire	03/01/16
Unruh, Kasey L. Y.	Correctional Officer 1	New Hire	03/01/16
Voyles, Jacob P.	Correctional Officer 1	New Hire	03/01/16
Walker, Roman D.	Correctional Officer 1	New Hire	03/01/16
^Satterlee, Scott A.	Correctional Officer 2	Demotion	03/15/16

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

^Demotion from Correctional Officer Sergeant (CO3) to Correctional Officer 2 (CO2)

SOCIAL SERVICES

Jones, Robert A.	Van Driver	New Hire	03/07/16
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WATER SERVICES

Pate, Michael E.	Engineering Technician 3	New Hire	03/12/16
Clark III, Charlie L.	Industrial Maintenance Supv 2	Promotion	02/27/16
Trotter, Cecil	Industrial Maintenance Supv 2	Promotion	02/27/16
Searcy-Biggs, Kelly R.	Office Support Representative 3	New Hire	03/26/16
*Wray, Paul A.	Technical Specialist 1	Class Change/Lateral	03/12/16
Reece Jr, Milton M.	Treatment Plant Shift Operator	Promotion	02/27/16
Rottero, Michael W.	Treatment Plant Shift Operator	Promotion	02/27/16
Andrews, Stephen L.	Treatment Plant Technician 1	New Hire	03/26/16

\*Class Change from Technical Services Coordinator (SR11) to Technical Specialist 1 (SR11)

**MOTION:** After some discussion, Commissioner North moved for approval of the 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>
Clarkson, Christopher T.	Electrical Inspector 1	Resignation	Codes	02/26/16
Adcox Jr, David M.	Plumbing Inspector 1	Resignation	Codes	03/25/16
Knox, Shanequa R.	Emer Telecommunications Off 1	Resignation	ECC	02/26/16
Uhles, Chelsea E.	Emer Telecommunications Off 1	Resignation	ECC	02/29/16
Barker, Jason Alan	Emer Telecommunications Off 4	Resignation	ECC	02/19/16
Spivey, Audrey J.	Emer Telecommunications Off 4	Resignation	ECC	02/25/16
Greif, Leon H.	Fire Engineer	Pension	Fire	02/22/16
Cosgrove, Sean E.	Fire Fighter 2	Resignation	Fire	03/14/16
Eson, Friday O.	Automotive Mechanic	Resignation	General Services	02/29/16
Degroff, Wayne R.	Equipment Mechanic	Resignation	General Services	02/24/16
Spivey, Kyle E.	Equipment Mechanic	Resignation	General Services	03/17/16
Beydler, Chase R.	Info Sys Comm Analyst 3	Resignation	ITS	03/25/16
Nelson, Stephen W.	Info Systems Division Manager	Deceased	ITS	02/29/16
Willoughby II, Leslie F.	Information Sys Oper Tech 1	Resignation	ITS	02/26/16
Barrett, William T.	Information Systems Advisor 1	Resignation	ITS	03/09/16
Langhi, Susan M.	Probation Officer 1	Pension	Juvenile Court	03/01/16
Richardson, William J.	Maint & Repair Supervisor	Pension	Parks	02/25/16
Martin, Kevin L.	Maint & Repair Worker 1	Resignation	Parks	03/24/16
Lampkin, Edward D.	Maint & Repair Worker 2	Dismissal	Parks	02/25/16
Qualls, Bethel J.	Maint & Repair Worker 2	Deceased	Parks	02/20/16
Rodriguez Ortega, Juan	Maint & Repair Worker 2	Resignation	Parks	02/29/16
Gleaves, Christopher S.	Plumber	Dismissal	Parks	03/21/16
Davis, Tracye L.	Recreation Leader	Resignation	Parks	03/03/16
Jones, Robert C.	Recreation Leader	Resignation	Parks	03/17/16
Scott, Sara C.	Police Crisis Counselor 2	Resignation	Police	02/17/16
Swisher, Andrea Nichole	Police Lieutenant	Pension	Police	03/01/16
Hoopingarner, Cole E.	Police Officer 2	Resignation	Police	03/10/16
Mathis, Colby A.	Police Officer 2	Resignation	Police	02/23/16
Shelton, Robert L.	Police Officer 2	Resignation	Police	03/03/16
Thomas, Kenneth W.	Police Officer 2	Resignation	Police	03/17/16
Young, John David E.	Police Officer 2	Resignation	Police	03/01/16
Richardson, Michael L.	Police Security Guard 1	Resignation	Police	03/24/16
Norton, Robert M.	Police Sergeant	Pension	Police	03/16/16
Moore, Jane C.	Circulation Assistant 1	Resignation	Public Library	02/17/16
Hindman, Mary P.	Librarian 1	Resignation	Public Library	02/17/16
Morehead, Reece J.	Librarian 1	Pension	Public Library	03/25/16
Cole, Claire C.	Library Associate 1	Resignation	Public Library	03/05/16
Jones, John D.	Maint & Repair Leader 1	Pension	Public Works	03/07/16
West, Bryson G.	Maint & Repair Worker 2	Resignation	Public Works	02/26/16
Lain, Charles R.	Technical Specialist 2	Pension	Public Works	03/18/16
Clark, Kinyatta K.	Correctional Officer 1	Resignation	Sheriff	03/01/16
Dixon, Javontae K.	Correctional Officer 1	Resignation	Sheriff	03/01/16
Harris, Douglas M.	Correctional Officer 1	Dismissal	Sheriff	03/02/16
Taylor, Morgan A.	Correctional Officer 1	Resignation	Sheriff	03/07/16
Terwilliger, Patrick A.	Correctional Officer 1	Resignation	Sheriff	02/26/16
Hofmeister, Lance A.	Correctional Officer 2	Resignation	Sheriff	03/25/16
Ruddell, Suzanne W.	Social Worker 2	Dismissal	Social Services	03/11/16
Clemons, Lawrence R.	Compliance Inspector 2	Dismissal	Water Services	03/02/16



TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Capps, Bryan J.	Cust Svc Field Representative 2	Resignation	Water Services	03/11/16
Sorhaindo, Clive	Engineer 2	Resignation	Water Services	03/04/16
Bryant, William E.	Environmental Laboratory Manager	Pension	Water Services	03/16/16
Darnell, David L.	Equipment Operator 2	Dismissal	Water Services	03/19/16
Durham, Steven J.	Industrial Electronics Technician 2	Pension	Water Services	03/18/16
Lewis, Glenn H.	Industrial Maintenance Supervisor 1	Pension	Water Services	02/26/16
Zimmerman, Michael R.	Service Representative 2	Resignation	Water Services	02/19/16
Hughes, Julie V.	Treatment Plant Technician 2	Resignation	Water Services	02/19/16
Stafford, Ronnie W.	Treatment Plant Technician 2	Pension	Water Services	02/19/16
Stewart, Jody M.	Treatment Plant Technician 2	Resignation	Water Services	03/04/16
Gannon Sr, Randall W.	Treatment Plant Technician 3	Pension	Water Services	03/11/16
McKay, Micah A.	Water Maintenance Technician 2	Resignation	Water Services	02/25/16

**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>
Planning Technician 1 - GIS Tech	Planning Commission	81	Open	03/01/16	A
Program Manager 2	Juvenile Court	100	Open	03/01/16	A
Equipment Operator 1 - Mailroom & Delivery	Public Library	62	Open	03/07/16	A
Maintenance & Repair Supervisor - Golf	Parks	5	Dept	03/07/16	E
Maintenance & Repair Worker 3 - Grounds	Parks	21	Cont.	03/08/16	E
Van Driver - Social Services	Social Services	130	Open	03/08/16	E
Finance Officer 3 - Human Resources	Human Resources	1	Dept	03/09/16	E
Human Resources Administrator	Human Resources	6	Dept	03/09/16	E
Maintenance & Repair Worker 3 - Sign Shop	Public Works	3	Dept	03/09/16	A
Property Guard 2	Public Library	54	Open	03/09/16	A
Plumber	Water Services	8	Dept	03/10/16	E
IS Division Manager - Metro 3 & PEG Studio	ITS	1	Dept	03/10/16	E
IS Administrator 1 - Server Backup Specialist	ITS	9	Open	03/11/16	E
Program Specialist 2 - Art Gallery Coordinator	Public Library	68	Open	03/14/16	E
Custodian 1	Public Library	30	Cont.	03/14/16	E
Information Systems Advisor 1 - Fire	Fire	2	Dept	03/15/16	E
Administrative Services Manager - Fire	Fire	3	Dept	03/15/16	E
Administrative Services Officer 3 - Fire	Fire	8	Dept	03/15/16	E
Social Worker 2	Social Services	44	Open	03/16/16	A
Program Manager 1 - Victim Services Coordinator	Juvenile Court	151	Open	03/17/16	E
Mechanical/Gas Inspector 1	Codes	20	Cont.	03/17/16	E
Maintenance & Repair Leader 1	Parks	25	Open	03/22/16	E
Building Maintenance Lead Mechanic - HVAC	Parks	7	Cont.	03/23/16	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Professional Specialist - Benefits	Human Resources	3	Dept	03/23/16	E
Administrative Services Officer 4 - Disability Compliance	Human Resources	2	Dept	03/23/16	E
IS Advisor 1 - SharePoint Administrator	ITS	1	Dept	03/23/16	E
Technical Specialist 1 - Photographer	General Services	151	Open	03/24/16	E
Fire Marshal - Assistant	Fire	14	Dept	03/25/16	E
Fire Marshal - Deputy	Fire	7	Dept	03/25/16	E
Librarian 2	Public Library	35	Open	03/28/16	E
Human Resources Analyst 3 - HR/Benefits	Human Resources	3	Dept	03/28/16	E
Human Resources Analyst 2 - HR/Benefits	Human Resources	8	Dept	03/28/16	E
Engineer 2 - Stormwater	Water Services	2	Open	03/28/16	A
Police Operations Coordinator 1 - Records	Police	3	Dept	03/29/16	A
Police Operations Coordinator 2 - Asst Super-Records	Police	3	Dept	03/29/16	A
Mail Clerk Carrier - Library	Public Library	101	Open	03/29/16	E
Office Support Rep 2 - Library Receiving	Public Library	113	Open	03/30/16	E
Correctional Officer 2	Sheriff's Office	9	Dept	03/30/16	A
Maintenance & Repair Worker 2-Grounds/Landscaping	Parks	18	Cont.	03/30/16	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 ITEMSCODES ADMINISTRATION

- (1: **Director Terry Cobb requests approval to hire above base Freddy D. Morgan as an Electrical Inspector 1 at SR09, step 3**

Director Terry Cobb and Human Resources Assistant Director Michael Taylor were present before the Commission. Director Cobb said Mr. Morgan had left Codes Administration in 2014 for a family-owned business. Mr. Morgan was fully trained and immediately able to perform his duties, therefore the department requested to rehire him at the same step level where he had been classified when he left.

***MOTION: After some discussion, Commissioner Sanders moved to approve the request to hire above base the Electrical Inspector 1 at SR09, step 3. Seconded by Commissioner North, and the Commission approved without objection.***

- (2: **Director Terry Cobb requests Leave from Civil Service status for Monica R. Bishop**

Director Terry Cobb and Human Resources Assistant Director Michael Taylor remained before the Commission. Director Cobb said Ms. Bishop, a fifteen year Metro Employee, had recently returned to work after the birth of her child and requested to work part-time in order to spend more time with her newborn.



***MOTION: After some discussion, Commissioner Sanders moved to approve the request for a Leave from Civil Service status. 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: Review of Agreed Final Order – Alan Miller, Parks Department – Termination**

Former Parks Police Officer Alan Miller, his Legal Counsel Daphne Davis, and Metro Attorney Jason Bobo, representing the Parks Department, were present before the Commission to discuss the Agreed Final Order. Mr. Bobo explained the agreement was for the Parks Department to accept Mr. Miller's resignation, and that Mr. Miller would not seek future employment with Metro Government.

***MOTION: After some discussion, Commissioner North moved to uphold the Administrative Law Judge's Agreed Final Order. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.***

**(4: Review of Agreed Order of Dismissal – Cory West, Police Department – Grievance**

Police Officer West's Legal Counsel Kim Gilleland, and Metro Attorney Mark Murray, representing the Metro Nashville Police Department, were present before the Commission to discuss the Agreed Order. Mr. Murray explained the settlement was for the Police Department to reinstate Mr. West as a commissioned officer.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to uphold the Administrative Law Judge's Agreed Order of Dismissal. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(5: Review of Initial Order – Jerry Perigo, Water Department – Termination**

Mr. Jerry Perigo, his Legal Counsel Kim Gilleland, and Metro Attorney Tara Ladd, representing the Metro Water Services, were present before the Commission to discuss the Initial Order.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to modify the Administrative Law Judge's Initial Order and uphold the termination. Seconded by Commissioner Sanders. Chairman Farmer called for a vote, and the Commission approved without objection as follows: Vice-Chairman Corbitt – Aye; Commissioner North – Aye; Commissioner Sanders – Aye.***

**(6: Metro Public Works employee, Gerald Wright, is requesting a waiver to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Equipment Operator Gerald Wright, Safety Coordinator Edna Jones, and Human Resources Analyst Jason Lusk were present before the Commission. Mr. Lusk stated Mr. Wright submitted a request to extend his Injury on Duty Leave. He sustained an IOD injury on October 27, 2015 after falling from a work truck. He came back to work and then fell a second time on November 5, 2015. He has undergone rehabilitation. Mr. Wright's IOD time expires on April 20, 2016, and his doctor is requesting an additional 90 days of IOD leave.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to approve an additional 90 days of IOD leave. Seconded by Commissioner North, and the Commission approved without objection.***

**(7: Metro Fire Department employee, James Dean, is requesting a waiver to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Fire Captain James Dean, Fire Union Representative Mark Young , Human Resources Manager Jamie Summers, and Human Resources Analyst Brian Ward were present before the Commission. Mr. Ward stated Captain Dean submitted a request to extend his Injury on Duty Leave which expires on June 1, 2016. Captain Dean will undergo hip replacement surgery on April 26, 2016, and his doctor estimates Captain Dean will return to full duty on June 7, 2016, although subject to change depending on the patient's progress. Therefore, the department is requesting a waiver to grant an additional 30 days of IOD leave.

***MOTION: After some discussion, Commissioner Sanders moved to approve an additional 30 days of IOD leave. Seconded by Commissioner North, and the Commission approved without objection.***

**(8: Requesting approval to conduct Benefit Board Election for General Government representative on May 19, 2016**

Human Resources Analyst Seth Waltenbaugh was present before the Commission.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the election to be held May 19, 2016. Seconded by Commissioner North, and the Commission approved without objection.***

**(9: Civil Service By-Law changes request**

Human Resources Assistant Director Michael Taylor was present before the Commission to request an update to Section 2 of the Civil Service By-Laws to reflect policy previously approved by the Commission, make some corrections, and to include a statement regarding the use of the masculine noun or pronoun.

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

**(10: Final Pay Plan Proposal**

Water Services Deputy Director John Kennedy and Human Resources Assistant Director Michael Taylor were before the Commission to discuss some revisions. Water Services Deputy Director Kennedy told the Commission the revisions on the report included the compensation level for Police Lieutenant and whether or not librarians would be on Open Range or Step pay plan. A grade was added to the Police and Fire pay scale to slot the Lieutenant directly between the Sergeant and the Captain, and Human Resources agreed not to move forward with placing librarians in the Open Range pay plan. President of the Fraternal Order of Police Danny Hale came before the Commission to say the FOP was pleased with the revision to the pay plan and requested an across the board pay increase.

Fire Union Representative Mark Young came before the Commission regarding the compression issue. Chairman Farmer explained addressing compression is a step-by-step approach, and the Commission and Human Resources were making steps toward addressing it. Vice Chairman Corbitt said Representative Young had previously stated some of the compression had taken care of itself. Representative Young agreed. Vice Chairman Corbitt added that Human Resources would continue studying and improving the pay plan, but Human Resources and the Unions have been working to get the pay plan to a point where, no matter how many individual issues remain, it can be approved by City Council to benefit the masses.

Commissioner Sanders asked Water Services Deputy Director Kennedy what had been indicated to the librarians in their discussions not to move forward with placing librarians in the Open Range pay plan, and if it satisfied the issue? Water Services Deputy Director Kennedy said the issue was satisfied; however, Human Resources believed librarians would have benefited from being placed in Open Range, but since there was contention Human Resources did not move forward with that at this time.

**MOTION:** *Commissioner North moved to approve the 2017 Pay Plan Proposal. Seconded by Commissioner Sanders. After additional discussion, Chairman Farmer called for a vote, and the Commission approved without objection as follows: Vice-Chairman Corbitt –Aye; Commissioner North –Aye; Commissioner Sanders – Aye.*

**(11: Job Description changes to be effective July 1, 2016**

Human Resources Assistant Director Michael Taylor and Human Resources Analyst Jason Lusk were present before the Commission to discuss job description changes including title and grade changes, collapsed classifications, and job descriptions for newly created classifications.

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

**(12: Request for public hearing on revised Civil Service Rules**

Human Resources Assistant Director Michael Taylor and Human Resources Analyst Patrick Kennedy were present before the Commission. Human Resources Assistant Director Taylor said most of the revisions included references made to the Step (ST), Open Range (OR) and Police/Fire (PF) pay scales, as well as clarification on overtime pay calculation, and a request from the Sheriff's Office to make their rule on Holiday Pay more in line with General Government.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved to approve the request to hold a public hearing for revisions to the Civil Service Rules after the regular meeting on May 10, 2016. Seconded by Commissioner North, and the Commission approved without objection.*

**(13: Administrative Law Judge Hearing Calendar**

Chairman Farmer asked if the report had been submitted to the Administrative Law Judges. Ms. Tullos replied yes. 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 forwarded to the State Administrative Procedures Division wherein the State provides a copy for each Judge to evaluate their case.

**(14: Human Resources Updates**

Human Resources Director Veronica Frazier announced the Human Resources Department hosts quarterly Human Resources (HR) Coordinator meetings. The next meeting will be in May, and the HR Field Representatives will help HR Coordinators with implementation of the FY2017 Pay Plan.

**ACTION:** *This was for a report only.*

**(15: Communiqués from the public on pending hearings**

There were none.

LATE ITEM:

(1: Chief Ricky White is requesting job description revisions to the following:

- Emergency Medical Technician 1 (EMT1)
- Emergency Medical Technician 2 (EMT2)
- Paramedic 3

Human Resources Manager Jamie Summers and Human Resources Analyst Brian Ward were present before the Commission. Human Resources Manager Summers explained in order meet the minimum state licensure the EMT1 now included a minimum age requirement. In addition, the State of Tennessee changed their licensing requirements, and in order to maintain a Class A ambulance service the Fire Department must require the Advanced Emergency Medical Technician license for both the EMT 1 and 2. On the Paramedic 3 job description, the Fire Department intends to use these positions as field trainers, therefore five years at the rank of Paramedic 2 has been added to the experience section, in order to avoid qualifying someone who has worked as an EMT at the Fire Department for eight years, but only received a paramedic license within the last few months.

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

With nothing further, the regular meeting adjourned at 9:29 a.m.

ATTEST:

APPROVED:

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Veronica T. Frazier, Director  
Secretary to the Commission

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William H. Farmer, Chairman  
Civil Service Commission