



METROPOLITAN CIVIL SERVICE COMMISSION

A G E N D A

October 10, 2017

8:30 a.m.

Howard Office Building
Sonny West Room

700 2nd Avenue South
Nashville, Tennessee 37210

MEMBERS: William H. Farmer, R. Steve Corbitt, D. Billye Sanders, Jo Ann North, and Ethan Link.

OTHER MEMBERS: Shannon B. Hall, Human Resources Director; Nicki Eke, Metro Legal Department Attorney

- (A) Approval of September 12, 2017 Civil Service Meeting Minutes
- (B) Approval of Appointments
- (C) Approval of Terminations/Pensions
- (D) Approval of Eligibility Register Report

Announcement of Appeals Process:
Metropolitan Code of Laws 2.68.030

| | |
|-----------------------------|---------|
| APPOINTMENTS | PG. 2-4 |
| TERMINATIONS / PENSIONS | PG. 4-5 |
| ELIGIBILITY REGISTER REPORT | PG. 5-6 |
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| HUMAN RESOURCES ITEMS | PG. 6-7 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|---|--------------------------------|----------------------------|-------------|
| <u>CODES ADMINISTRATION</u> | | | |
| Shivers, David E. | Mech/Gas Inspector 1 | New Hire | 09/11/17 |
| Youngblood, Adam R. | Mech/Gas Inspector 1 | New Hire | 09/11/17 |
| <u>FINANCE</u> | | | |
| Pedginski, Jennifer L. | Accountant 2 | New Hire | 09/05/17 |
| <u>FIRE</u> | | | |
| *Benford, Anthony A. | Fire Fighter 1 | Class Change | 09/01/17 |
| *Brown, Patrick M. | Fire Fighter 1 | Class Change | 09/01/17 |
| *Contreras Jr, Jimmy | Fire Fighter 1 | Class Change | 09/01/17 |
| *Emamalie, Brian L. | Fire Fighter 1 | Class Change | 09/01/17 |
| *Lashley, Rhett C. | Fire Fighter 1 | Class Change | 09/01/17 |
| *Perez, Ruth B. | Fire Fighter 1 | Class Change | 09/01/17 |
| *Sugawara, Thomas K. | Fire Fighter 1 | Class Change | 09/01/17 |
| *Travis, David K. | Fire Fighter 1 | Class Change | 09/01/17 |
| *Class Change from Fire Fighter Recruit to Fire Fighter 1 | | | |
| <u>GENERAL SERVICES</u> | | | |
| Jager, Andrew J. | Equip Mechanic | New Hire | 08/28/17 |
| Rains, Gregory E. | Equip Mechanic | New Hire | 08/28/17 |
| <u>HUMAN RESOURCES</u> | | | |
| *Canup, Carrie K. | Application Tech 2 | Department transfer | 08/28/17 |
| Department Transfer from Finance to Human Resources | | | |
| <u>INFORMATION TECHNOLOGY SERVICES</u> | | | |
| *Bragg III, John T. | Information Sys Oper Tech 1 | Transition - Civil Service | 08/28/17 |
| *Cunningham, Tanya D. | Information Sys Oper Tech 1 | Transition - Civil Service | 08/28/17 |
| *Transition to CS from Part Time Status | | | |
| <u>PARKS</u> | | | |
| Abdullatif, Hividar | Custodian | Re-hire | 08/25/17 |
| Tippit, James R. | Maintenance & Repair Worker Se | Promotion | 09/08/17 |
| Arroyo, Gabriel T. | Recreation Leader | Re-hire | 08/25/17 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------------|----------------------------|----------------------|-------------|
| <u>POLICE</u> | | | |
| Russell Jr., John Scott | Admin Svcs Officer 3 | New Hire | 09/01/17 |
| Merithew, Keyne R. | Crime Lab Evid Recv Tech | Re-hire | 09/01/17 |
| Souriyaphong, Johnny | Info Systems App Analyst 3 | New Hire | 09/16/17 |
| Mendenhall, Michael A. | Police Officer 2 | Re-Employment | 09/01/17 |
| Alexander, Netoshia Timia | Police Operations Asst 1 | New Hire | 09/01/17 |
| Carter, Ronald Dewayne | Police Operations Asst 1 | New Hire | 08/16/17 |
| Harris, Michele Elizabeth | Police Operations Asst 1 | New Hire | 09/01/17 |
| Demeke, Yeshimebeat A. | Police Operations Coord 1 | Promotion | 09/01/17 |
| Anderson, Kathleen | Police Operations Coord 2 | Promotion | 09/01/17 |
| Zarzecki Jr., Donald William | Police Security Guard 1 | New Hire | 09/16/17 |
| *Fosbinder, Laura L. | Professional Spec | Class Change/Lateral | 09/01/17 |
| *Spencer, Donna A. | Professional Spec | Class Change/Lateral | 09/01/17 |

*Class Change from Administrative Spec (ST11) to Professional Spec (OR4)

PUBLIC LIBRARY

| | | | |
|-------------------------|--------------------|----------------------------|----------|
| *Fenn, Marcia L. | Circulation Asst 1 | Transition - Civil Service | 08/28/17 |
| *Mitchell, Delia M. | Circulation Asst 1 | Transition - Civil Service | 09/25/17 |
| *Sandage, Cathy L. | Circulation Asst 1 | Transition - Civil Service | 08/28/17 |
| Hayes Jr, Johnny | Library Assoc 1 | New Hire | 08/28/17 |
| Hudson, Darria J. | Library Assoc 1 | New Hire | 09/25/17 |
| Martin, Jessica L. | Library Assoc 1 | New Hire | 08/28/17 |
| Walker, Ashley Michelle | Library Assoc 1 | Promotion | 09/25/17 |
| ^Meyer, Jessica M. | Program Spec 1 | Class Change/Lateral | 08/28/17 |
| Miller, Lavelle A. | Security Guard | New Hire | 08/28/17 |

*Transition to CS from Part Time Status

^Class Change from Library Assoc 1 (ST6) to Program Spec 1 (ST6)

PUBLIC WORKS

| | | | |
|------------------|-----------------|-----------|----------|
| Schuler, Amy J. | Finance Admin | Promotion | 09/11/17 |
| Tipler, Kelly A. | Recycling Coord | New Hire | 08/28/17 |

SHERIFF

| | | | |
|---------------------------|-------------------------------|-----------|----------|
| Briggs, David R. | Correctional Officer 2 | Promotion | 09/10/17 |
| Deater, Christopher J. | Correctional Officer 2 | Promotion | 09/24/17 |
| Miller, Paul C. | Correctional Officer 2 | Promotion | 09/24/17 |
| Nicholson, Dustin T. | Correctional Officer 2 | Promotion | 09/24/17 |
| Satisfield, Alejandra G. | Correctional Officer 2 | Promotion | 09/10/17 |
| Steen, Jacob L. | Correctional Officer 2 | Promotion | 09/10/17 |
| Howard, Rodney D. | Correctional Officer Lieut | Promotion | 09/03/17 |
| Pallak, Nicholas J. | Correctional Officer Sergeant | Promotion | 09/03/17 |
| Popovitch III, Phillip P. | Correctional Officer Sergeant | Promotion | 09/03/17 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------------|--------------------------------|-------------|-------------|
| <u>WATER SERVICES</u> | | | |
| Wortham, Tyler A. | Engineer In Training | New Hire | 08/26/17 |
| Perry, Kalee M. | Envir Compliance Officer 1 | New Hire | 09/09/17 |
| Stienstraw, Elizabeth Ann | Envir Compliance Officer 1 | New Hire | 09/09/17 |
| French, Michael C. | Indust Maint Supv 2 | Promotion | 09/09/17 |
| Turner, Jefferey D. | Indust Maint Supv 2 | Promotion | 09/09/17 |
| Hill III, Donald C. | Treatment Plant Mgr | Promotion | 08/26/17 |
| Sanchez, Julio | Treatment Plant Shift Operator | Promotion | 09/09/17 |

(C) TERMINATIONS/ PENSIONS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DEPT</u> | <u>DATE</u> |
|----------------------------|--------------------------------|-------------|-----------------|-------------|
| Howell, Carmina N. | Office Support Rep 3 | Pension | Codes | 08/25/17 |
| Dodson, Sara M. | Emer Telecommunications Off 1 | Resignation | ECC | 09/14/17 |
| Flesher, Van M. | Emer Telecommunications Off 1 | Resignation | ECC | 08/19/17 |
| White, Rosetta M. | Emer Telecommunications Off 1 | Resignation | ECC | 08/22/17 |
| Beasley, Donald Ricky | Emer Telecommunications Off 4 | Pension | ECC | 09/18/17 |
| Segers, Bradley L. | Info Systems App Analyst 3 | Resignation | ITS | 09/22/17 |
| Hickey, Russell W. | Information Systems Advisor 1 | Resignation | ITS | 09/22/17 |
| Brown, Amy S. | Information Systems Advisor 2 | Resignation | ITS | 09/22/17 |
| Jenkins, Tina L. | Probation Officer 1 | Resignation | Juvenile Court | 08/25/17 |
| Raines, Thomas H. | Maint & Repair Supv | Pension | Parks | 08/31/17 |
| Davis, Sara S. | Special Projects Mgr | Pension | Parks | 09/14/17 |
| Thacker, Brittini J. | Admin Svcs Officer 2 | Resignation | Police | 08/24/17 |
| Akin, Timothy D. | Crime Lab Forensic Scientist 3 | Resignation | Police | 08/25/17 |
| Hale, Randy | Info Systems App Analyst 2 | Resignation | Police | 08/25/17 |
| Barrett Jr, Robert C. | Police Officer 2 | Resignation | Police | 09/04/17 |
| Davies, Emily R. | Police Officer 2 | Resignation | Police | 09/11/17 |
| King, Jeremy S. | Police Officer 2 | Resignation | Police | 09/14/17 |
| Swint, Andrew R. | Police Officer 2 | Resignation | Police | 08/22/17 |
| Walls, William A. | Police Officer 2 | Pension | Police | 08/28/17 |
| Ross, Victoria O. | Librarian 2 | Pension | Public Library | 09/01/17 |
| Pegues, Conrad R. | Library Mgr 1 | Resignation | Public Library | 09/02/17 |
| Adebola-Wilson, Francis A. | Library Mgr 3 | Resignation | Public Library | 09/08/17 |
| Smith, Kimberly L. | Finance Officer 3 | Resignation | Public Works | 09/06/17 |
| Draper Jr, David E. | Maintenance & Repair Worker | Resignation | Public Works | 09/12/17 |
| Mason, Marvae K. | Maintenance & Repair Worker | Resignation | Public Works | 09/13/17 |
| Jones, Candace M. | Office Support Spec 1 | Resignation | Public Works | 09/01/17 |
| Farlow, Viva L. | Parking Patrol Officer 1 | Pension | Public Works | 09/08/17 |
| Chapman Jr, Jerry L. | Sanitation Worker | Resignation | Public Works | 09/10/17 |
| Sneed, Kash D. | Sanitation Worker | Resignation | Public Works | 08/25/17 |
| Bridgeforth, Shayna M. | Correctional Officer 1 | Resignation | Sheriff | 09/11/17 |
| Henson, Jonathan T. | Correctional Officer 1 | Resignation | Sheriff | 09/07/17 |
| Morales, Nikki Marian P. | Correctional Officer 1 | Resignation | Sheriff | 08/21/17 |
| Morse, Jacob P. | Correctional Officer 1 | Resignation | Sheriff | 08/25/17 |
| Murray, Matthew | Correctional Officer 1 | Resignation | Sheriff | 09/11/17 |
| Saunders, Jacquelin M. | Correctional Officer 1 | Resignation | Sheriff | 08/24/17 |
| Graham, Delba Q. | Correctional Officer 2 | Dismissal | Sheriff | 09/05/17 |
| Moss, Michael B. | Correctional Officer 2 | Resignation | Sheriff | 08/29/17 |
| Steward, Richard J. | Correctional Officer 2 | Resignation | Sheriff | 08/18/17 |
| Schmidt, Angela G. | Social Worker Senior | Resignation | Social Services | 08/25/17 |
| Ash, Joseph R. | Bldg Maint Leader | Pension | Water Services | 08/18/17 |

(C) TERMINATIONS/ PENSIONS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DEPT</u> | <u>DATE</u> |
|----------------------|--------------------------------|-------------|----------------|-------------|
| Randolph, Richard M. | Customer Service Field Rep | Resignation | Water Services | 09/15/17 |
| Garrison, Hugh T. | Environmental Lab Supt | Pension | Water Services | 09/22/17 |
| Dotson, Anthony C. | Equip & Supply Clerk 3 | Resignation | Water Services | 08/17/17 |
| Gribble, Phillip L. | Stores Mgr | Resignation | Water Services | 09/22/17 |
| Wright, Douglas C. | Treatment Plant Shift Operator | Pension | Water Services | 08/31/17 |
| Hillis, Matthew W. | Treatment Plant Tech 2 | Resignation | Water Services | 08/18/17 |
| Lavender, Thomas A. | Water Maintenance Technician | Resignation | Water Services | 09/08/17 |

(D) ELIGIBILITY REGISTER REPORT

| <u>CLASSIFICATION</u> | <u>DEPT</u> | <u>ON LIST</u> | <u>TYPE</u> | <u>ESTABLISH/ DATE</u> | <u>ABOLISH</u> |
|--|------------------|----------------|-------------|------------------------|----------------|
| Crime Lab Forensic Tech - Biology | Police | 182 | Open | 09/01/17 | A |
| Treatment Plant Shift Operator | Water Services | 3 | Dept | 09/05/17 | E |
| Librarian 2 | Public Library | 30 | Open | 09/05/17 | A |
| Building & Grounds Electrician | Parks & Rec | 18 | Open | 09/05/17 | E |
| Equipment Mechanic | General Services | 13 | Cont | 09/05/17 | E |
| Maintenance & Repair Worker Sr - Mailroom | Public Library | 31 | Open | 09/06/17 | A |
| Administrative Services Officer 3 | Codes | 1 | Dept | 09/06/17 | A |
| Accountant 2 - Operations | Finance | 43 | Open | 09/06/17 | E |
| Maintenance & Repair Worker | Public Works | 72 | Cont | 09/11/17 | E |
| Professional Specialist | Human Relations | 74 | Open | 09/11/17 | A |
| Procurement Officer 2 - Outreach | Finance | 34 | Open | 09/12/17 | A |
| Program Coordinator - Fitness/Tennis | Parks & Rec | 64 | Open | 09/12/17 | E |
| Environmental Compliance Officer 1 - Stormwater | Water Services | 107 | Open | 09/12/17 | E |
| Customer Service Assistant Supervisor - Library | Public Library | 23 | Open | 09/13/17 | A |
| Administrative Services Officer 2 - Case Prep | Police | 112 | Open | 09/13/17 | A |
| Parks & Recreation Director | Parks & Rec | 5 | Metro Wide | 09/14/17 | E |
| IS Applications Analyst 3 - Police | Police | 9 | Cont | 09/14/17 | E |
| IS Application Analyst 2 - Police | Police | 2 | Dept | 09/14/17 | A |
| Finance Administrator - PW | Public Works | 1 | Dept | 09/14/17 | E |
| Police Operations Assistant 1 | Police | 81 | Cont | 09/15/17 | E |
| Crime Lab Director* | Police | 9 | Open | 09/15/17 | A |
| Crime Lab Evidence Receiving Tech* | Police | 2 | Dept | 09/15/17 | A |
| Crime Lab Evidence Receiving Tech* | Police | 324 | Cont | 09/15/17 | A |
| Crime Lab Forensic Scientist 1 - Drug ID* | Police | 1 | Dept | 09/15/17 | A |
| Crime Lab Forensic Scientist 1 – Biology* | Police | 202 | Open | 09/15/17 | A |
| Crime Lab Forensic Scientist 1 - Latent Print* | Police | 5 | Dept | 09/15/17 | A |
| Crime Lab Forensic Scientist 2 - Latent Print* | Police | 28 | Open | 09/15/17 | A |
| Crime Lab Forensic Scientist 3 – Biology* | Police | 27 | Open | 09/15/17 | A |
| Crime Lab Forensic Scientist 3 - Firearm & Tool* | Police | 4 | Open | 09/15/17 | A |
| IS Advisor 1 - Server Support | ITS | 11 | Open | 09/15/17 | A |
| Emergency Telecom Officer 1 | ECC | 19 | Cont | 09/18/17 | E |
| Historic Preservationist 1 - Zoning | Historical Com | 86 | Open | 09/19/17 | E |
| IS Applications Analyst 1 - Data Analyst | ITS | 1 | Dept | 09/20/17 | E |
| IS Operations Analyst 1 - Server Support | ITS | 2 | Dept | 09/20/17 | E |
| Veteran Services Officer - HR | Human Resources | 72 | Open | 09/20/17 | E |
| Library Associate 1 | Public Library | 128 | Cont | 09/22/17 | E |
| Automotive Mechanic Leader | General Services | 3 | Open | 09/22/17 | E |
| Equipment Mechanic Leader | General Services | 1 | Open | 09/22/17 | E |
| Police Operations Coordinator 1 - CID/Fraud | Police | 6 | Dept | 09/25/17 | E |

*Significant changes to the Job Description

(D) ELIGIBILITY REGISTER REPORT

| <u>CLASSIFICATION</u> | <u>DEPT</u> | <u>ON LIST</u> | <u>TYPE</u> | <u>ESTABLISH/ DATE</u> | <u>ABOLISH</u> |
|---|-------------|----------------|-------------|------------------------|----------------|
| Finance Officer 3 - Real Property | Finance | 34 | Open | 09/25/17 | E |
| Specialized Skills Instructor - Disabilities Programs | Parks & Rec | 1 | Dept | 09/26/17 | E |
| Maintenance & Repair Worker - Grounds | Parks & Rec | 29 | Cont | 09/27/17 | E |
| Naturalist 3 - Assistant Manager | Parks & Rec | 25 | Open | 09/29/17 | E |
| Police Captain | Police | 19 | Dept | 10/10/17 | E |

DEPARTMENTAL ITEM

PUBLIC WORKS

Item #1: Director Mark Sturtevant requests an Open Range salary increase for the following

- a. Sharon Smith, Public Works Assistant Director - OR 15
- b. Don Reid, Public Works Assistant Director - OR 15

HUMAN RESOURCES

Human Resources Director, Shannon B. Hall, submits the following for the Commission’s consideration and appropriate action:

Item #2: Review of Initial Order – Randall Kestner – Dismissal

Item #3: Review of Initial Order – Gerry Hutcheson, Police - Suspension

Item #4: Appeal of Medical Disqualification: GB, Applicant for Police Officer Trainee

Item #5: Appeal of Medical Disqualification: EG, Applicant for Police Officer Trainee

Item #6: Appeal of Medical Disqualification: JS, Applicant for Police Officer Trainee

Item #7: Metro Fire Department employee, Kristine Bailey, is requesting to extend her IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Item #8: Grievance Request – Paid Family Leave

Item #9: Civil Service Policy Proposal – 3.1-III Workplace Conduct

Item #10: Civil Service Policy changes request – 6.1 Substance Abuse Policy

Item #11: Memorandum of Understanding Extension Agreement for Nashville Firefighters and Fire Service Employees Association, Local 140 (IAFF)

Item #12: Administrative Law Judge Hearing Calendar

Item #13: Human Resources Updates

Item #14: Communiqués from the public on pending hearings

Requests for ADA accommodation should be directed to the Metro Human Resources Dept. @ 615-862-6640