



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

December 12, 2017

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 R. Steve Corbitt, D. Billye Sanders, Jo Ann North, and Ethan Link.

**MEMBERS ABSENT:** None

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

Chairman Farmer called the meeting to order and acknowledged the presence of Union Representatives Mark Naccarato and James Smallwood. The Chairman then asked if there were any corrections or additions to the minutes of the last **Regular Meeting of November 14, 2017.** Hearing none, he asked for a motion. Vice-Chairman Corbitt moved to accept the regular minutes. Seconded by Commissioner Link, 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.

**APPOINTMENTS**  
**TERMINATIONS / PENSIONS**  
**ELIGIBILITY REGISTER REPORT**  
**DEPARTMENTAL ITEMS**  
**HUMAN RESOURCES ITEMS**

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Anderson, Anisha F.	Office Support Rep 3	New Hire	11/06/17
Swann, Stokes R.	Property Stan Insp 1	New Hire	11/06/17

FINANCE

*Washington, Lawanda A.	Application Tech 2	Department Transfer/ Transition - Civil Service	11/20/17
Walker, Sandra M.	Finance Admin	Promotion	11/20/17
Ojo, Abayomi B.	Management & Budget Analyst 2	New Hire	11/27/17
Dillinger, Matthew A.	Procurement Officer 2	New Hire	11/20/17

\*Department Transfer from MAC (Program Asst) to Finance (Application Tech 2, ST8)

FIRE

Brown, Linda J.	Fire Inspector 1	New Hire	11/16/17
*Fudge, Christopher A.	Paramedic 1	Class Change/Lateral	11/01/17
*Quintana, Jesse J.	Paramedic 1	Class Change/Lateral	11/01/17

\*Class Change from EMT 2 (PF4) to Paramedic 1 (PF4)

GENERAL SERVICES

Harris, Kevin J.	Technical Specialist 1	Promotion	10/23/17
Alexander, William T.	Technical Specialist 2	New Hire	11/06/17

HUMAN RELATIONS COMMISSION

Imran, Sarah	Professional Spec	New Hire	11/13/17
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HUMAN RESOURCES

Gordon, Tamera R.	Human Resources Analyst 2	Promotion	11/06/17
Simmons-Trotter, Janet S.	Human Resources Analyst 3	Promotion	11/06/17
Hadley, Wanda C.	Human Resources Mgr	New Hire	11/27/17

INFORMATION TECHNOLOGY SERVICES

Rawls, John A.	Info Sys Comm Analyst 2	Promotion	11/06/17
Peery, Laura E.	Info Systems App Analyst 2	Promotion	11/06/17
Jackson, Oliver D.	Information Sys Oper Tech 1	New Hire	11/06/17
Lyons, Kevin D.	Information Systems Advisor 1	Promotion	10/23/17
Weathers, Margaret E.	Information Systems Advisor 1	New Hire	11/04/17

JUVENILE COURT

Peacock, Caren J.	Office Support Rep 3	New Hire	11/13/17
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Bisch, Susan L.	Application Tech 2	Promotion	11/17/17
Hall, Kristen L.	Maintenance & Repair Worker	New Hire	11/13/17
Thornton, Virginia A.	Program Coord	Promotion	11/03/17
*McCollum, Donelle D.	Specialized Skills Instr	Transition - Civil Service	11/01/17

\*Transition to CS from Part Time status

POLICE

Fulton, Kayla M.	Crime Lab Forensic Scientist 1	Promotion	11/01/17
Tilley, Sharon L.	Crime Lab Forensic Scientist 1	Promotion	11/01/17
Zhu, Qingxiao	Info Systems App Analyst 3	New Hire	11/01/17
*Ferrari, Amy L.	Police Operations Analyst 2	Class Change/Lateral	11/16/17
Lawrence, Shenika N.	Police Operations Analyst 2	Promotion	11/16/17
Lawdonski, John Adolph	Police Operations Asst 1	New Hire	11/16/17
^Lockridge, Anita Y.	Police Operations Asst 3	Voluntary Reduction in Salary Grade	10/30/17

\*Class Change from ASO 3 (OR 3) to Police Operations Analyst 2 (ST10)

^Voluntary Reduction from Police Operations Coord 1 (ST 7) to Police Operations Asst 3 (ST 6)

PUBLIC LIBRARY

*Nesmith, Taja D.	Circulation Asst 1	Transition - Civil Service	11/20/17
Thomas Jr, Calvin M.	Custodial Svcs Asst Supv	Promotion	11/06/17
Coakley, Aretha N.	Library Assoc 1	Promotion	11/20/17
Celestine, Mark A.	Maintenance & Repair Worker Sr	New Hire	11/06/17
Wilson, Bret G.	Program Supv	New Hire	11/06/17

\*Transition to CS from Part Time status

PUBLIC WORKS

Kirkpatrick Jr, Arthur H.	Admin Svcs Division Manager	Promotion	11/20/17
Crafton, Brandon N.	Equipment Operator	Promotion	11/06/17
Holt Jr, Edwin T.	Equipment Operator	Promotion	10/24/17
Lee, Tony T.	Equipment Operator	Promotion	11/06/17
*Parker, Jerry J.	Equipment Operator	Voluntary Reduction in Salary Grade	11/06/17
Sartain, Dylan L.	Equipment Operator	Promotion	11/06/17
Whitaker-Meeker, Brandon L.	Equipment Operator	Promotion	11/06/17
Drake, Joshua K.	Equipment Operator Senior	Re-hire	11/07/17
Hines III, Charles W.	Equipment Operator Senior	Promotion	11/06/17
Holt, Treondus T.	Equipment Operator Senior	Promotion	11/06/17
McCormick, Maria D.	Finance Officer 3	Re-hire	11/06/17
Patterson, Tara G.	Finance Officer 3	New Hire	11/06/17
Fossett, Patrick W.	Maintenance & Repair Worker	New Hire	11/06/17
Holloway IV, Willie D.	Maintenance & Repair Worker	New Hire	11/06/17
Pope, Michael L.	Maintenance & Repair Worker	New Hire	11/06/17
Swann, Simeon S.	Maintenance & Repair Worker	Re-hire	11/06/17
Ward, Marvin R.	Maintenance & Repair Worker	New Hire	11/06/17
^Canfield, Kellie Ann	Office Support Spec 1	Department Transfer/Class Change	11/20/17
Downs, Jesse T.	Sanitation Worker	New Hire	11/21/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Killebrew, Antoine R.	Sanitation Worker	New Hire	11/21/17
Pitts, Andre D.	Sanitation Worker	New Hire	11/07/17

\*Voluntary Reduction from Equipment Operator Sr (TG9) to Equipment Operator (TG7)

^Department Transfer from Water (Service Rep 2, ST7) to Public Works (Office Support Specialist 1, ST7)

SHERIFF

*Barnes, Laporsche T.	Correctional Officer 1	Class Change	11/17/17
*Bastien, Sherwin N.	Correctional Officer 1	Class Change	11/17/17
*Bell, Shannun T.	Correctional Officer 1	Class Change	11/17/17
*Caston, Charity J.	Correctional Officer 1	Class Change	11/17/17
*Cobbs, Jennifer R.	Correctional Officer 1	Class Change	11/17/17
*Glenn, Lewis Dominick	Correctional Officer 1	Class Change	11/17/17
*Groce, Kristy R.	Correctional Officer 1	Class Change	11/17/17
*Hazelwood, Pintauro R.	Correctional Officer 1	Class Change	11/17/17
*Houston, Ebony N.	Correctional Officer 1	Class Change	11/17/17
*Jackson, Avery Z.	Correctional Officer 1	Class Change	11/17/17
*Johnson, Christian D.	Correctional Officer 1	Class Change	11/17/17
*Jones, Devonte L.	Correctional Officer 1	Class Change	11/17/17
*Long, Kiana M.	Correctional Officer 1	Class Change	11/17/17
*Loredo Jr, David	Correctional Officer 1	Class Change	11/17/17
*Maples, Ryan L.	Correctional Officer 1	Class Change	11/17/17
*Perkins, Austin J.	Correctional Officer 1	Class Change	11/17/17
*Rasheed, Hasan Kahlil Ibn	Correctional Officer 1	Class Change	11/17/17
*Robinson, Donavane N.	Correctional Officer 1	Class Change	11/17/17
*Schreiber, William T.	Correctional Officer 1	Class Change	11/17/17
*Smith, Jimmy M.	Correctional Officer 1	Class Change	11/17/17
*Walker Jr, Thomas M.	Correctional Officer 1	Class Change	11/17/17
*Wilborn, Jessica R.	Correctional Officer 1	Class Change	11/17/17
*Williams, Joshua A.	Correctional Officer 1	Class Change	11/17/17
*Zimmerman, Katie M.	Correctional Officer 1	Class Change	11/17/17
Brooks, Ben W.	Correctional Officer 2	Promotion	11/12/17
Fisher, Latavia H.	Correctional Officer 2	Promotion	11/12/17
Kovalik, Richard A.	Correctional Officer 2	Promotion	11/12/17
Matthews, Trevor K.	Correctional Officer 2	Promotion	11/12/17
McKinney, Patrick D.	Correctional Officer 2	Promotion	11/12/17
Robertson, Telina A.	Correctional Officer 2	Promotion	11/12/17

\*Class Change from CO Trainee to CO 1

WATER SERVICES

Butler, Grejerian D.	Customer Service Field Rep	New Hire	11/18/17
Griffin, Jonathan B.	Customer Service Field Rep	Re-hire	11/18/17
Moore, Jalen C.	Customer Service Field Rep	Re-hire	11/18/17
Simpkins, Deana A.	Customer Service Field Rep	New Hire	11/18/17
*Barkley, Russell S.	Customer Service Field Rep Sr	Class Change/Lateral	11/04/17
Birch, Kyle E.	Engineer 2	New Hire	11/18/17
Kelley, Lynda L.	Engineer Technician Senior	Re-hire	11/18/17
Allen, Alcenda S.	Indust Electrician 1	New Hire	11/18/17
McCoy, James A.	Indust Electrician 1	Promotion	11/04/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Eldridge, Hakeem	Masonry Worker	Promotion	11/18/17
Madden, John	Masonry Worker	Promotion	11/18/17
Stewart, Veronica M.	Office Support Rep 3	New Hire	11/18/17
Dodson Jr, Thomas L.	System Svcs Asst Mgr	Promotion	11/04/17
^Petersen, Denmark J.	Treatment Plant Tech 1	Department Transfer/ Voluntary Reduction in Grade	11/18/17
Pickens, Richard B.	Treatment Plant Tech 1	Re-hire	11/18/17
Fish, Diana E.	Water Quality Analyst 3	Promotion	11/04/17
Tucker, Brandon B.	Water Quality Analyst 3	Promotion	11/04/17

\*Class Change from Plumber (TG11) to Customer Srv Field Rep Sr. (ST8)

^Department Transfer from Sheriff (Correctional Officer 1, CO1) to Water (Treatment Plant Tech 1, TG8)

**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>
Jarrell, Donna M.	Emer Telecommunications Off 1	Resignation	DEC	10/31/17
Binkley, Dana W.	Fire Fighter 2	Deceased	Fire	11/01/17
Myers, Aaron B.	Fire Fighter/Paramedic	Pension	Fire	11/07/17
Thompson, Michael L.	Paramedic 2	Resignation	Fire	10/20/17
Todd, Paula Lynn	Paramedic 2	Resignation	Fire	10/27/17
Justice, Jeffrey T.	Equip Mechanic	Resignation	General Services	10/31/17
Poynor, Christopher J.	Master Tech	Resignation	General Services	11/05/17
Schuffman, Jan C.	Technical Specialist 1	Pension	General Services	11/03/17
Harrell, Leah M.	Info Systems App Analyst 3	Resignation	ITS	11/10/17
Conquest, Guy S.	Probation Officer 1	Resignation	Juvenile Court	11/17/17
Davis, Margie R.	Probation Officer 3	Pension	Juvenile Court	11/02/17
Griffiths, Robert E.	Warrant Officer 2	Pension	Juvenile Court	11/17/17
Lackey, Mary T.	Application Tech 2	Pension	Parks	10/31/17
Deshpande, Neel J.	Naturalist 3	Resignation	Parks	11/06/17
Garboczi, Paul R.	Recreation Leader	Resignation	Parks	11/09/17
Southall, Aeniah L.	Recreation Leader	Resignation	Parks	11/13/17
Seeback, Stacey A.	Crime Lab Forensic Technician	Resignation	Police	10/20/17
Olmeda Perez, Elvis N.	Helicopter Pilot	Resignation	Police	10/20/17
Luffman, Ethan B.	Police Officer 2	Resignation	Police	10/27/17
Taylor, Mary C.	Police Officer 2	Pension	Police	11/09/17
Taylor, William S.	Police Officer 2	Resignation	Police	10/25/17
Greer, Glendel S.	Police Operations Coord 2	Pension	Police	10/31/17
Casada, Ryan G.	Police Sergeant	Pension	Police	10/27/17
Henry, John M.	Police Sergeant	Pension	Police	11/01/17
Vogler, James K.	Info Systems App Tech 1	Resignation	Public Library	11/03/17
Burns, Julia G.	Librarian 2	Pension	Public Library	10/31/17
Doubet, Alice A. T.	Library Assoc 1	Resignation	Public Library	10/24/17
Baggett, Donovan A.	Maintenance & Repair Worker	Dismissal	Public Works	11/07/17
Stadelbauer, Jessica R.	Office Support Spec 1	Dismissal	Public Works	10/20/17
Burton, Bobby	Correctional Officer 1	Resignation	Sheriff	10/30/17
Fairchild, Jessica L.	Correctional Officer 1	Resignation	Sheriff	11/03/17

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Lozer, Kareem S.	Correctional Officer 1	Resignation	Sheriff	11/06/17
Novak, Bryan E.	Correctional Officer 1	Resignation	Sheriff	11/09/17
Anderson, Willie L.	Correctional Officer 2	Pension	Sheriff	11/17/17
Gleaves, Derrick L.	Correctional Officer Lieut	Resignation	Sheriff	11/08/17
Hill, Jennifer Lee	Admin Svcs Division Manager	Pension	Water Services	10/31/17
Higgins, Emmanuel L.	Water Maintenance Technician	Resignation	Water Services	11/06/17

**MOTION:** After some discussion, Commissioner North moved to accept the Termination/Pension report for the 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>
Police Officer Trainee	Police	95	Cont	11/01/17	E
IS Communication Analyst 2 - Comm	ITS	2	Dept	11/01/17	E
IS Advisor 1 - Com System Adm	ITS	1	Dept	11/01/17	E
Application Tech 2 - Payroll	Finance	44	Open	11/01/17	E
IS Advisor 2 - Telephone	ITS	1	Dept	11/02/17	E
Human Resources Analyst 3 - Benefits	Human Resources	4	Dept	11/03/17	E
Adm Services Div Manager - Permits	Public Works	2	Dept	11/03/17	E
Adm Services Officer 3 - Codes	Codes Adm	18	Metro Wide	11/03/17	E
IS Advisor 1 - Police SAN	Police	11	Open	11/03/17	E
Engineer 2	Public Works	5	Open	11/07/17	E
IS Applications Analyst 2 - Business Analyst	ITS	8	Open	11/07/17	E
IS Advisor 1 - Server Support	ITS	12	Open	11/08/17	E
Human Resources Analyst 2	Human Resources	2	Dept	11/08/17	E
Finance Officer 3	Public Works	39	Open	11/08/17	E
Technical Specialist 2 - Landscape/Green	General Services	19	Open	11/08/17	E
Security Guard - Library	Public Library	162	Open	11/09/17	A
Librarian 2 - Collection Development	Public Library	16	Open	11/13/17	E
Librarian 2	Public Library	39	Open	11/14/17	E
Management & Budget Analyst 2	Finance	108	Cont	11/15/17	E
Application Tech 2 - Payroll	Parks	2	Dept	11/15/17	E
Human Resources Analyst 1 - HR/Benefits	Human Resources	119	Open	11/15/17	A
Customer Service Field Rep - WS	Water Services	204	Open	11/16/17	E
Engineering Tech Senior - Stormwater	Water Services	14	Open	11/17/17	E
Water Maintenance Technician	Water Services	91	Cont	11/17/17	E
Masonry Worker	Water Services	5	Open	11/17/17	E
Park Police Lieutenant	Parks	2	Dept	11/17/17	E
Crime Lab Forensic Scientist 1 - Prints	Police	3	Dept	11/20/17	E
Industrial Mechanic 1 - Operations	Water Services	41	Open	11/20/17	E
Adm Services Manager - Police Fiscal	Police	1	Dept	11/22/17	A
Human Resources Manager	Human Resources	82	Open	11/27/17	E
Procurement Officer 3	Finance	50	Open	11/28/17	A
Procurement Officer 3	Finance	1	Dept	11/28/17	A
Police Lieutenant	Police	57	Dept	12/12/17	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****POLICE****(1: Chief of Police Steve Anderson requests an Increment Advance for Police Security Guards 1 and 2**

Captain Rita Baker, Human Resources Manager Sue Bibb, and Human Resources Analyst Seth Waltenbaugh were present before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner North moved to approve the request for an increment advance. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(2: Chief of Police Steve Anderson requests Open Range salary increase for the following:**

- a. Heather Watson, Crime Laboratory Business Manager - OR 07
- b. Lorita Marsh, Crime Lab Forensic Supervisor - OR 07
- c. Kristin Heil, Crime Lab Information Technology Manager - OR 07

Captain Harmon Hunsicker, Human Resources Manager Sue Bibb, and Human Resources Analyst Seth Waltenbaugh were present before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner North moved to approve the request for Open Range salary increases. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.***

**HUMAN RESOURCES**

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

**(3: Review of Initial Order – Joe Pennington, Police - Dismissal**

Joe Pennington, his representation, Daphne M. Davis, and Jennifer Crim, representing Metro Nashville Police Department, were present before the Commission to discuss the Initial Order.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to amend the Initial Order by deleting the word "with" located in paragraph 9 of page 12 of the Initial Order, and replacing it with the word "without," such that the phrase "with verifying his actual location" now states "without verifying his actual location," and to uphold the dismissal. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(4: Review of Initial Order – Danyelle Bennett, Emergency Communications - Dismissal**

Danyelle Bennett, her representation, Daphne M. Davis, and Jennifer Crim, representing the Department of Emergency Communications, were present before the Commission to discuss the Initial Order.

***MOTION: After some discussion, Commissioner Sanders moved to amend the Initial Order by adding the word "not" to the third sentence in paragraph 10 of the Initial Order, such that the phrase "she did find the Facebook post offensive" now states "she did not find the Facebook post offensive," and to uphold the dismissal. Seconded by Commissioner Link, and the Commission approved without objection.***

**(5: Metro Police Department employee, Richard Lowry, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Human Resources Analyst Seth Waltenbaugh was present before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner Sanders moved to approve the request to extend Mr. Lowry's IOD time to March 1, 2018. Seconded by Commissioner North, and the Commission approved without objection.***

**(6: Request for a Waiver of the State Residency Requirement, Jennifer Lane, Correctional Officer 1, DCSO**

Officer Jennifer Lane, Employee Relations Manager Byron Grizzle, and Human Resources Analyst Monica Anderson were present before the Commission to discuss the request.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for a residency waiver through December 26, 2018. Seconded by Commissioner North, and the Commission approved without objection.***

**(7: Job Description Revisions**

Human Resources Manager Charles Boddie, General Services Assistant Director Stacey Wall, and Human Resources Analysts Leslie Schuster and Aaron Shelton were present before the Commission to discuss revisions to the following job descriptions:

Maintenance and Repair Supervisor  
 Automotive Mechanic  
 Automotive Mechanic – Certified  
 Automotive Mechanic Leader  
 Equipment Mechanic  
 Equipment Mechanic – Certified  
 Equipment Mechanic Leader  
 Master Technician

***1st MOTION: After some discussion, Commissioner North moved to approve the job description revision for Maintenance and Repair Supervisor. Seconded by Commissioner Link, and the Commission approved without objection.***

***2nd MOTION: After some discussion, Commissioner North moved to approve the remaining job description revisions. Seconded by Commissioner Link, and the Commission approved without objection.***

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

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.

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

**(9: Human Resources Updates**

Over the course of November 1 - 9, various Human Resources staff assisted in coordinating the Lieutenant's Assessment Center for Metro Nashville Police Department. 57 officers completed the promotional assessment process.



HR staff participated in the MTSU 2017 IT Connect Career Fair on November 17, recruiting students for information technology positions in Metro departments.

Last Month, Human Resources welcomed new Training and Talent Acquisition Manager, Wanda Hadley.

Will Swann was welcomed and introduced as the newly appointed Interim Fire Chief.

***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 10:04 a.m.**

**ATTEST:**

**APPROVED:**

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**Shannon B. Hall, Director  
Secretary to the Commission**

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