



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

Date: November 12, 2019

Time: 8:30 a.m.

Place: 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

Chairman Farmer called the meeting to order and asked if there were any Union Representatives present. He then asked if there were any corrections or additions to the minutes of the last Regular Meeting on October 8, 2019. Hearing none, he asked for a motion. Commissioner North moved to accept the regular minutes. Seconded by, Commissioner Sanders and the Commission approved without objection.

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(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
Beer Board			
Darby, Terrence P.	Admin Svcs Officer 4	Promotion	09/23/2019
James, Douglas L. Jr.	Beer Permit Inspector 2	Promotion	10/07/2019
Codes Administration			
Monhollen, Mark Anthony	Electrical Inspector 1	New Hire	10/07/2019
Dougherty, Tracy Stuart	Mech/Gas Inspector 1	New Hire	10/07/2019
Townsend, Raymond Darrel	Plumbing Inspector 1	New Hire	10/07/2019
*Felts, Jon David	Property Stan Insp 1	Dept transfer/Transition to CS	10/07/2019
Teague, Michael David	Property Stan Insp 1	New Hire	09/23/2019
*Department transfer from State Fair (M&R Worker, TG5) to Codes (Property Standards Insp, ST9)			
Community Oversight Board			
Person, Paula R	Admin Svcs Officer 3	Promotion	09/30/2019
Emergency Communications			
Butler, Kathleen Jean	Emer Telecommunications Off 1	New Hire	10/07/2019
Charboneau, Carly Rene	Emer Telecommunications Off 1	New Hire	10/07/2019
Doser, Brian K.	Emer Telecommunications Off 1	New Hire	10/07/2019
Fairbanks, Joshua Cole	Emer Telecommunications Off 1	New Hire	10/07/2019
Giammarella, Rachel Michele	Emer Telecommunications Off 1	New Hire	10/07/2019
Jones, Kaitlyn Michelle	Emer Telecommunications Off 1	New Hire	10/07/2019
Trentz, Kari Dawn	Emer Telecommunications Off 1	New Hire	10/07/2019
*Wilson, Erin E.	Info Systems App Analyst 1	Class Change/Lateral	09/23/2019
*Class change from Emergency Telecommunications Officer 4 (ET4) to IS Applications Analyst 1 (OR3)			
Finance			
Norfleet, Victoria Alvinque	Admin Svcs Officer 2	New Hire	10/07/2019
Irvin, Cedric L. Jr.	Admin Svcs Officer 3	New Hire	10/14/2019
Hunt, Jessica Leigh	Application Tech 3	New Hire	09/23/2019
*Lyons, Necol D.	Finance Officer 2	Demotion	09/23/2019
Whitlock, Nicole S.	Finance Officer 2	New Hire	10/21/2019
*Demotion from Finance Officer 3 (OR5) to Finance Officer 2 (OR3)			
Fire			
Ramsey, William L.	Fire District Chief	Promotion	10/16/2019
Mimms, Suzetta A.	Office Support Rep Sr	Re-hire	10/01/2019
General Services			
Johnson, Jennifer S.	Admin Svcs Mgr	Promotion	10/07/2019
Williams, Bethany A.	Admin Svcs Officer 4	Promotion	10/21/2019
Brown, Daniel W.	Equip Inventory Asst 2	Promotion	09/23/2019
Moseley, Robert F.	Equipment & Supply Clk Sr	Promotion	10/21/2019
Leonard, Mike S.	General Services Assistant Dir	New Hire	09/30/2019

CIVIL SERVICE COMMISSION**11/12/2019-3****Information Technology Services**

Aumann, Michael W.	Info Sys Comm Analyst 3	Promotion	10/21/2019
*Bragg, John T. III	Info Systems App Analyst 1	Class Change	09/16/2019
Norton, Joseph Michael	Information Sys Oper Anal 2	New Hire	09/23/2019
Hoffman, Amber N.	Information Sys Oper Tech 1	New Hire	10/28/2019
Killion, Nicholas Edward	Information Sys Oper Tech 1	New Hire	10/28/2019
Anderson, John B.	Information Systems Advisor 1	Promotion	10/21/2019
Goad, Stephan Douglas	Information Systems Advisor 1	New Hire	09/23/2019

*Class change from IS Operations Analyst 1 (OR3) to IS Applications Analyst 1 (OR3)

Juvenile Court

Machado, Monica Lilliana	Office Support Rep Sr	New Hire	10/07/2019
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Municipal Auditorium

*Islam, Mohammad A.	Bldg Maint Mechanic	Dept transfer/Promotion	10/07/2019
Griffith, Gregory Ray	Event Set Up Leader	New Hire	10/05/2019
Milad, Mary Milad	Finance Officer 2	Re-hire	10/21/2019

*Department transfer from Water (Utility Maintenance Tech , TG5) to Municipal Auditorium (Building Maintenance Mech, TG8)

Parks

Jones, Julian D.	Maintenance & Repair Worker	Re-hire	10/28/2019
Mason, Tia R.	Program Coord	Promotion	10/18/2019
*Mcintosh, Jermell K.	Program Coord	Transition to CS	10/18/2019
Shelton, Larry D. II	Program Coord	Promotion	10/18/2019
*Sutton, Robert D.	Program Coord	Transition to CS	10/18/2019
Horton, Trey E.	Recreation Leader	New Hire	09/20/2019
*Phillips, Brittany M.	Recreation Leader	Transition to CS	10/04/2019
Petrole, Katherine M.	Specialized Skills Instr	Promotion	09/20/2019

*Transition to CS from a Part time position

Police

Sweet, Amanda C.	Crime Lab Asst Dir/Qual Asst Mgr	Promotion	09/16/2019
Turner, Sarah R.	Crime Lab Forensic Supv	Promotion	10/16/2019
Lawdonski, John Adolph	Info Systems App Analyst 2	Promotion	10/01/2019
^Millwood, Tammy L.	Office Support Spec 1	Class change	10/16/2019
Carroll, Nicholas Alan	Police Officer 2	Re-Employment	10/28/2019
*Simpkins, Brandon Steven	Police Officer 2	Class Change	10/05/2019
Burks, Helen	Police Operations Assistant	New Hire	10/01/2019
Dinning, Jennifer Leigh	Police Operations Assistant	New Hire	10/16/2019

^Class change from Police Operations Assistant (ST5) to Office Support Specialist 1 (ST7)

*Class change from Police Officer 1 to Police Officer 2

Public Works

Carr, Kody A.	311 Call Center Specialist	Re-hire	10/07/2019
Desjardins, Missaes	311 Call Center Specialist	New Hire	10/21/2019
Felts, Zachary D.	Equipment Operator	Promotion	10/08/2019
Holloway, Willie D. IV	Equipment Operator	Promotion	10/08/2019
Haynes, Nathan M.	Equipment Operator Senior	Promotion	10/08/2019
Lewis, Travis D.	Equipment Operator Senior	Promotion	10/08/2019
Brooks, George A.	Maintenance & Repair Worker	Re-hire	10/07/2019
Johns, Joshua W.	Maintenance & Repair Worker	New Hire	10/21/2019
Johnson, Tonis K.	Maintenance & Repair Worker	Re-hire	10/07/2019
Starnes, Melvin E. Jr	Maintenance & Repair Worker	Re-hire	09/23/2019
Harbison, Mattie E.	Office Support Spec 2	Re-hire	09/23/2019
Bruce, Matthew R.	Safety Inspector 2	Promotion	10/21/2019
Whitaker-Meeker, Brandon L.	Signal Tech 1	Promotion	10/07/2019

Sheriff

*Zirbel, Cody J.	Correctional Officer 1	Class Change	10/05/2019
Kinchloe, Cherell T.	Correctional Officer 2	Promotion	09/15/2019
Phillips, Curtis D	Correctional Officer 2	Promotion	09/15/2019
Robertson, Kenny J..	Correctional Officer 2	Promotion	09/15/2019
Ruluked, Alyson Hope	Correctional Officer 2	Promotion	09/15/2019
Stafford, Benjamin E.	Correctional Officer 2	Promotion	09/15/2019
Tangen, Alexander S.	Correctional Officer 2	Promotion	09/15/2019
Voyles, Jacob P.	Correctional Officer 2	Promotion	09/15/2019
Weaver, David W.	Correctional Officer 2	Promotion	09/15/2019
Wilborn, Jessica	Correctional Officer 2	Promotion	09/15/2019
Hendry, James E. IV	Correctional Officer Sergeant	Promotion	09/29/2019
Johnson, Leonard G. III	Correctional Officer Sergeant	Promotion	09/29/2019
Miller, Paul C.	Correctional Officer Sergeant	Promotion	09/29/2019
Smith, Annalisa N.	Correctional Officer Sergeant	Promotion	09/29/2019
Vongsamphanh, Patrick D.	Correctional Officer Sergeant	Promotion	09/29/2019

*Class change from Correctional Officer Trainee to Correctional Officer 1

Water services

Tittle, Sydney Jade	Engineer In Training	New Hire	09/21/2019
Hatcher, Kortland N.	Engineer Technician Senior	New Hire	09/21/2019
*Saad, John Phil III	Engineer Technician Senior	Dept transfer/Class change	10/05/2019
Bryant, Eaton M.	Equipment Operator	Promotion	09/21/2019
Dunlap, Gloria D.	Human Resources Analyst 2	Promotion	10/05/2019
Willey, Isaac A.	Treatment Plant Tech 1	New Hire	09/21/2019
^Satterfield, Timothy C.	Utility Compliance Insp 1	Class Change/Lateral	09/21/2019
Bragg, Damond E.	Utility Field Specialist	Promotion	10/05/2019
**Mckinnon, Ashley P.	Utility Field Specialist	Class Change/Lateral	10/05/2019
Johnson, Daronte L..	Utility Field Tech 1	Re-hire	10/05/2019
Deardorff, Daniel Ray	Utility Maintenance Supv 1	Promotion	09/21/2019
Young, Edward	Utility Maintenance Supv 1	Promotion	09/21/2019
Binkley, Micah G.	Utility Maintenance Tech	New Hire	10/05/2019
Burnett, Denarrius J.	Utility Maintenance Tech	New Hire	10/05/2019
^Cole, Chuncy D.	Utility Maintenance Tech	Dept transfer/Class change	10/19/2019
Elmore, Logan Tyler	Utility Maintenance Tech	New Hire	10/19/2019
Harris, Reshad Juan	Utility Maintenance Tech	New Hire	10/19/2019
Hoffman, Dustin Robert	Utility Maintenance Tech	New Hire	10/19/2019
Jackson, Derie A.	Utility Maintenance Tech	New Hire	10/05/2019

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Pritchett, Keith D.	Utility Maintenance Tech	Re-hire	10/05/2019
^Witt, Chase R.	Utility Maintenance Tech	Dept transfer/Class change	10/19/2019
Allen, Richard E III	Utility Services Asst Mgr	Promotion	10/05/2019

*Department transfer from General Services (Compliance Insp 3, ST10) to Water (Engineer Tech Sr, ST10)

^Class change from Utility Field Tech 2 (ST8) to Utility Compliance Insp 1 (ST8)

**Utility Maintenance Supv 1 (TS8) to Utility Field Specialist (ST10)

^Department transfer from Public Works (M&R worker, TG5) to Water (Utility Maint Tech, TG5)

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

(C)TERMINATIONS/PENSIONS

NAME	CLASSIFICATION	TYPE	DEPARTMENT	DATE
Barden, John Lukens	Info Sys Oper Tech 1	Resignation	ITS	09/26/2019
Andrus, Alyssa R.	Correctional Officer 1	Resignation	Sheriff	09/22/2019
Burgess, Tameka L.	Correctional Officer 1	Resignation	Sheriff	10/03/2019
Chestnut, Vantasha	Correctional Officer 1	Resignation	Sheriff	09/30/2019
Childs, John O.	Correctional Officer 1	Retirement	Sheriff	09/27/2019
Diaz, Paul E.	Correctional Officer 1	Resignation	Sheriff	10/06/2019
Jeffcoat, Cody J.	Correctional Officer 1	Resignation	Sheriff	09/22/2019
Tinson, Dontae T.	Correctional Officer 1	Resignation	Sheriff	10/10/2019
Woodworth, Elizabeth K.	Correctional Officer 1	Resignation	Sheriff	09/27/2019
Zirbel, Cody J.	Correctional Officer 1	Resignation	Sheriff	10/07/2019
Webb, Justin L.	Correctional Officer 2	Resignation	Sheriff	09/28/2019
Lippert, Joshua M.	Police Officer 2	Resignation	Police	10/25/2019
Mcclellan, Cory D.	Police Officer 2	Retirement	Police	10/10/2019
Steen, Candace R.	Police Officer 2	Resignation	Police	10/15/2019
Walsh, Gary W.	Police Officer 2	Retirement	Police	10/18/2019
Robertson, Sharon C.	Police Operations Coord 1	Retirement	Police	10/18/2019
Smith, Phillip A.	Police Operations Coord 1	Retirement	Police	10/18/2019
Injaychock, Andrew M.	Police Sergeant	Retirement	Police	11/12/2019
Sanderson, Corey L.	Police Sergeant	Deceased	Police	10/15/2019
Lamb, James P.	Fire Fighter 2	Resignation	Fire	10/16/2019
Ramirez, Filemon T.	Fire Fighter 2	Resignation	Fire	10/20/2019
Reasonover, Robert S.	Fire Fighter 2	Resignation	Fire	10/18/2019
Funderburke, Harold D.	Paramedic 2	Retirement	Fire	10/10/2019
Foxx, Trumeko L.	Office Support Rep	Resignation	Social Services	10/18/2019
Ivey, Jessica R.	Professional Spec	Resignation	Social Services	10/25/2019
Tennyson, Steffan Gabrele	Van Driver	Resignation	Social Services	09/25/2019
Morton, Norma J.	Custodial Svcs Supv	Retirement	Public Library	11/01/2019
Handshu, Laurie C.	Librarian 2	Retirement	Public Library	10/15/2019
Lovelace, John D.	Library Mgr 2	Resignation	Public Library	10/03/2019
Thompson, Mary S.	Maint & Repair Supv	Retirement	Parks	11/01/2019
Beazley, Deborah A.	Naturalist 1	Resignation	Parks	09/06/2019
Taylor, Keith L.	Recreation Leader	Dismissal	Parks	09/24/2019
Ratz, Rebecca R.	Technical Specialist 1	Resignation	Parks	10/03/2019
Dorman, Thorek S.	Maint & Repair Worker	Resignation	Public Works	10/01/2019
Moore, Shawn J.	Maint & Repair Worker	Resignation	Public Works	10/04/2019
Prather, Deon J.	Maint & Repair Worker	Resignation	Public Works	10/06/2019
Turner, James D.	Maint & Repair Worker	Resignation	Public Works	09/29/2019

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Ryman, Donna Ann	Professional Spec	Retirement	Public Works	10/05/2019
Ryman, Michael K.	Technical Specialist 2	Retirement	Public Works	10/05/2019
Hillis, Christopher N	Indust Electrician 1	Resignation	Water Services	10/28/2019
Dalton, Lori Ann	Service Rep 2	Resignation	Water Services	10/18/2019
Sanders, Gwen L	Service Rep 2	Retirement	Water Services	10/11/2019
Russell, Joseph Michael	Treatment Plant Tech 1	Resignation	Water Services	10/04/2019
Flournoy, Thaddeus E	Utility Compliance Inp 2	Retirement	Water Services	09/27/2019
Delaney, Megan Elizabeth	Emer Telecomm Off 1	Resignation	DEC	09/28/2019
Troxel, Sarah Marie	Emer Telecomm Off 1	Resignation	DEC	09/28/2019

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the Terminations/Pensions as listed. Commissioner Sanders seconded, and the Commission approved without objection.

(D)ELIGIBILITY REGISTER REPORT

CLASSIFICATION	DEPT	ON LIST	TYPE	DATE	EST/ABOLISH
IS Applications Analyst 2 - Police/SEU	Police	3	Dept	10/1/2019	Establish
Utility Field Specialist- Customer Service	Water	16	Dept	10/1/2019	Establish
Human Resources Analyst 2	Water	5	Dept	10/1/2019	Establish
Beer Permit Inspector 2	Beer Board	1	Dept	10/1/2019	Establish
Library Manager 2 - Teen Services	Public Library	17	Open	10/2/2019	Establish
Event Set Up Leader	Auditorium	13	Open	10/7/2019	Establish
Administrative Services Manager	Gen Services	1	Dept	10/7/2019	Establish
311 Call Center Specialist	Public Works	190	Open	10/7/2019	Establish
Administrative Services Officer 4 – Boss	Gen Services	1	Dept	10/15/2019	Establish
Office Support Specialist 1 - Police	Police	218	Open	10/15/2019	Establish
Police Officer Trainee	Police	59	Cont.	10/15/2019	Establish
Crime Lab Forensic Supervisor - Toxicology	Police	1	Dept	10/16/2019	Establish
Application Technician 2-Payroll	Finance	35	Open	10/17/2019	Abolish
Computer Operator 2	Police	55	Open	10/18/2019	Establish
Industrial Electrician 1	Water	7	Cont.	10/21/2019	Establish
Building Maintenance Mechanic	Auditorium	6	Open	10/21/2019	Establish
Finance Officer 2-PAO	Finance	44	Open	10/21/2019	Establish
IS Com Analyst 3 - Network Security	ITS	1	Dept	10/22/2019	Establish
IS Advisor 1 - Network Security	ITS	1	Dept	10/22/2019	Establish
IS Operations Technician 1-Service Desk	ITS	42	Cont.	10/22/2019	Establish
Safety Inspector 2	Public Works	1	Dept	10/23/2019	Establish
Maintenance & Repair Worker - Landscaping	Parks	12	Cont.	10/24/2019	Establish
Correctional Officer Trainee	Sheriff	15	Cont.	10/24/2019	Establish
Administrative Services Officer 4 - Operations	Auditorium	1	Dept	10/28/2019	Establish
Circulation Assistant	Public Library	241	Open	10/29/2019	Establish
Treatment Plant Technician 1	Water	178	Cont.	10/29/2019	Establish
Police Officer Trainee	Police	16	Cont.	10/29/2019	Establish
Adm Services Div Mgr-Strategic Communications	Water	2	Dept	10/30/2019	Establish
Public Information Representative	Water	75	Open	10/31/2019	Abolish

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the Eligibility Register Report as listed. Commissioner Sanders seconded, and the Commission approved without objection.

DEPARTMENTAL ITEMS**CODES****Item #1: Director William Herbert request approval for step increase from (ST1106) to (ST1109) for Office Support Representative**

William Herbert, Director of Codes, Emily Lamb, Codes and Wyntriss Patterson, HR Analyst, were all present before the board to discuss the request.

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

Item #2: Director William Herbert request approval for step increase from (ST1104) to (ST1107) for Zoning Examiner

William Herbert, Director of Codes, Emily Lamb, Codes and Wyntriss Patterson, HR Analyst, were all present before the board to discuss the request.

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

HUMAN RESOURCE ITEMS**Item #3: Revisions to Job Description for Metro Codes Department**

William Herbert, Director of Codes, Emily Lamb, Codes and Wyntriss Patterson, HR Analyst, were all present before the board to discuss revisions to the following job descriptions: Building Inspector 1, Plumbing Inspector 1, Mechanical/Gas Inspector 1

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

Item #4: Administrative Law Judge 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 report only.

Item #5: Human Resource Updates

HR Director Shannon Hall asked for the Commission's approval to bring the HR Updates back to the December meeting. The Commission agreed to move the updates to the next scheduled meeting.

ACTION: This was for report only.

Item #6: Communiqués from the public on pending hearings

There were none.

Item #7: Appeal for Medical Disqualification, BN, Applicant for Police Officer Trainee

Applicant BN was not present. Nurse Practitioner Diana Buzby-Soto (on behalf of the Civil Service Medical Examiner) and Seth Waltenbaugh, HR Analyst were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

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

Item #8: Appeal for Medical Disqualification, CA, Applicant for Police Officer Trainee

Applicant CA, Nurse Practitioner Diana Buzby-Soto (on behalf of the Civil Service Medical Examiner) and Seth Waltenbaugh, HR Analyst were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

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

Item #9: Appeal for Medical Disqualification, CK, Applicant for Police Officer Trainee

Applicant CK and Nurse Practitioner Diana Buzby-Soto (on behalf of the Civil Service Medical Examiner) and Seth Waltenbaugh, HR Analyst were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

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

Item #10: Appeal for Medical Disqualification, KB, Applicant for Police Officer Trainee

Applicant KB was not present. Nurse Practitioner Diana Buzby-Soto (on behalf of the Civil Service Medical Examiner) and Seth Waltenbaugh, HR Analyst were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

MOTION: After some discussion, Commissioner North moved to approve the request for waiver. Seconded by Commissioner Link and the Commission approved without objection

Item #11: Appeal for Medical Disqualification, LH, Applicant for Police Officer Trainee

Applicant LH, Nurse Practitioner Diana Buzby-Soto (on behalf of the Civil Service Medical Examiner) and Seth Waltenbaugh, HR Analyst were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

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

Item #12: Appeal for Medical Disqualification, RF, Applicant for Police Officer Trainee

Applicant RF was not present. Nurse Practitioner Diana Buzby-Soto (on behalf of the Civil Service Medical Examiner) and Seth Waltenbaugh, HR Analyst were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

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

With nothing further, the regular meeting adjourned at 9:01 a.m.

ATTEST:

APPROVED:

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

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