



## **METROPOLITAN CIVIL SERVICE COMMISSION**

### **SPECIAL CALLED MEETING MINUTES**

***Date:*** April 20, 2022

***Time:*** 8:30 a.m.

***Place:*** MNPS Board of Education  
2601 Bransford Ave  
Nashville, TN 37204

**Members:** D. Billye Sanders, Jo Ann North, Alysia Jones, and Ethan Link

**Other Members:** Shannon B. Hall, Human Resources Director; Nicki Eke, Metro Legal Department Attorney

Vice-Chair Sanders called the meeting to order in Chair Farmers' absence. Vice-Chair Sanders acknowledged the union representatives in attendance for the MNPD, Fire Department and SEIU. Vice-Chair Sanders gave anyone in the audience the opportunity to address the Commission regarding the Pay Plan before she heard the agenda items. Seth Harrison with the Planning Commission shared some information and addressed the Commission.

**HUMAN RESOURCES**

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

**Item #1: Pay Plan Review for Fiscal Year 2023**

Mike Taylor, Assistant HR Director, Leslie Schuster and James Biotta, HR Reps, were all present before the Commission to present the recommended pay plans for General Government, Police and Fire for Fiscal Year 2023.

Ms. Schuster presented the following information to the Commission:

- \*5% COLA
- \*3% for departments open range merit increases
- \*Step increments for departments with employees on step plans
- \*Updating the Living wage to \$16.35 per hour
- \*Freezing the first step of grade ST05 and using Step 2 as the minimum since it is the first step above the Living Wage rate for fulltime positions.
- \*Upgrading all Trades & Labor classifications and extending the pay range to 10 steps
- \*Upgrading all Correctional Officer classifications
- \*Market adjustments for Finance, HR, and IT classifications, and others identified by our market studies
- \*Moving the Program Specialist and related classifications to Open Range grades
- \*Title changes for some Water Services classifications to differentiate their Target Forward program
- \*Adjustments for elected officials covered by the pay plan (effective next term)
- \*Added some classifications to the pay plans, and removed some that are no longer needed

**MOTION: After some discussion, Commissioner North moved to a to adopt the recommended pay plan of a 5% COLA; 3% for departments open range merit increases; Step increments for departments with employees on step plans; Updated living wage to \$16.35 per hour; freezing the first step of grade ST05 and using Step 2 as the minimum, upgrading all Trades & Labor classifications; and extending the pay range to 10 steps; Upgrading all Correctional Officer classifications; Market adjustments for Finance, HR, and IT classifications; Moving the Program Specialist and related classifications to Open Range grades; Title changes for some Water Services classifications to differentiate their Target Forward program. Adjustments for elected officials covered by the pay plan (effective next term), and adding some classifications to the pay plans, and removed some that are no longer needed. Seconded by Commissioner Jones and the Commission approved without objection.**

**Item #2:** Job Descriptions for Fiscal Year 2023 Pay Plan

Mike Taylor, Assistant HR Director, Leslie Schuster and James Biotta, HR Reps, were all present before the Commission to discuss the new Job Classifications to be included with the FY 2023 Pay Plan and would be effective 7/1/2022

\*Apprentice

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\* Compliance Monitor

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\*Compliance Monitor Senior

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\*Human Resources Specialist

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\*Safety Specialist

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\*Short Term Rental Inspection Chief

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\*Short Term Rental Inspector

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\*Treasury Analyst

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

\*Treasury Analyst Senior

**MOTION: After some discussion, Commissioner Link moved to accept the Job Descriptions for fiscal year 2023 as presented. Seconded by Commissioner North and the Commission approved without objection.**

*With nothing further, the Special Called meeting adjourned at 8:43 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**