

# Civil Service Commission Minutes

Cincinnati, Ohio

**September 22, 2011**

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, September 22, 2011. Commissioners in attendance were Mr. James Robinson, Chairman, Ms. Deborah Gaines and Mr. Robert Braddock. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the September 8, 2011 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved.

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The Civil Service Commission met in regular session on September 22, 2011, 9:30 a.m. to hear the appeal of Charles Martin II concerning his dismissal from the Fire Department. The City was represented by Augustine Giglio, Assistant City Solicitor. The appellant was represented by attorney Kelly Myers. The official court reporter was Elite Reporting Agency. After hearing all the arguments and testimony, the Commission took the matter under advisement.

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The Civil Service Commission has scheduled a hearing for Anthony Arnold for November 10, 2011 at 9:30 a.m. concerning his dismissal from the Water Works Department.

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## **ELIGIBLE LISTS**

- Automotive Mechanic Helper – open
- Senior Engineering Technician – open
- Water Works Dispatcher – promotional

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## **SPECIAL EXAMINER**

- Sean Riffle for the Parking Enforcement Officer and Meter Inspector promotional exam
- Jeff Vogt, Niranjana Selar, and Shelli Jones for the Laboratory Technician 3 (Water Works) exam
- Ken Bertke for the Automotive Mechanic Helper exam

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## **METROPOLITAN SEWER DISTRICT**

### **Request from the Metropolitan Sewer District for the exceptional appointment of Bryant McDonnell as an Engineer Intern**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. McDonnell is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the exceptional appointment of David Tye as a Computer Programmer Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Tye is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the exceptional appointment of Sharon Scott as a Senior Administrative Specialist (MSD Legislation)**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Scott is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the promotion without exam of David Stephens from a Computer Programmer Analyst to a Senior Computer Programmer Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Stephens was chosen from the six qualified and eligible employees in the employing unit and he meets the qualifications as stated in the classification specification.

**Request from the Metropolitan Sewer District for the transfer of James Christian and Ronald Moore from the Public Services Department as Truck Drivers**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

**Request from the Metropolitan Sewer District for the transfer and voluntary demotion of Nicholas Montgomery from a Cement Finisher in the Public Services Department to a Wastewater Collection Inspector**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotion and Mr. Nicholas meets the qualifications as stated in the classification specification.

**Request from the Metropolitan Sewer District for the voluntary demotion of Robert Metz from an Engineering Technician 4 to an Engineering Technician 3**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the voluntary demotion.

**Request from the Metropolitan Sewer District for the extension of probation for Shane Vicars as a Plant Operator 1 for five weeks**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Vicars was on medical leave.

## **WATER WORKS**

### **Request from the Water Works Department for the exceptional appointments of Jake Frick and Curtis Kuethe as Plant Operator 1s**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they are qualified and the Commission previously approved this title for exceptional appointment.

## **PUBLIC SERVICES**

### **Request from the Public Services Department for the permanent appointment of Charles Blythe from a Municipal Worker to a Laborer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Blythe is the most senior municipal worker in the employing unit.

### **Request from the Public Services Department for the voluntary demotion of Robert Reynolds from an Electrical Maintenance Worker 1 to an Electrical Maintenance Helper**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the voluntary demotion.

## **ENTERPRISE TECHNOLOGY SOLUTIONS**

### **Request from the Enterprise Technology Solutions for the exceptional appointment of Gerald Lowe as a Computer Systems Analyst (CAGIS)**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Lowe is qualified and the Commission previously approved this title for exceptional appointment.

## **HEALTH**

### **Request from the Health Department for the exceptional appointment of LaToshia Pratt as a Public Health Nurse 2**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Pratt is qualified and the Commission previously approved this title for exceptional appointment.

### **Request from the Health Department for the title change of Susan Shepherd from a Medical Assistant to a Customer Relations Representative-Medical Assistant**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all the parties are agreeable to the title change.

### **CITY MANAGER'S OFFICE**

#### **Request from the Budget and Evaluation Division for the temporary promotion of Holly Zistler from a Senior Management Analyst to a Supervising Management Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the temporary promotion is needed until the position can be filled permanently and Ms. Zistler meets the qualifications as specified in the classification specification.

### **CITIZEN COMPLAINT AND INTERNAL AUDIT**

#### **Request from Citizen Complaint and Internal Audit for the promotion without exam of Austin Lubbers and Conor Moore from Internal Auditors to Senior Internal Auditors**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they have successfully completed three years of service as Internal Auditors as stated in the classification specification.

### **BOARD OF EDUCATION**

#### **Request from the Board of Education for the permanent appointment of Helen Martin as a Support Specialist**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Martin has served as an employee for more than six months and meets the requirement for a permanent appointment without examination based on ORC 124.271.

### **AGENDA ITEMS**

#### **Request from Tom Pohlman to appeal his rejection from the Facility Maintenance Specialist promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Pohlman does not meet the minimum qualifications as stated in the classification specification.

#### **Request from Barry Campbell to appeal his rejection from the Computer Systems Analyst exceptional appointment process**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Campbell does not meet the minimum qualifications as stated in the classification specification.

#### **Request from Kristopher Thomas to appeal his pre-employment physical for a Plant Operator 1 position at the Metropolitan Sewer District**

The staff recommended denial of the request. After review and discussion, the Commission approved the opinion from Employee Health Service with the recommendation that Mr. Thomas be re-evaluated in three months. This decision was based on the information provided at the meeting.

**Request from the Metropolitan Sewer District to add a Municipal Worker, Supervisor of Water/Wastewater Customer Service (MSD), a Senior Administrative Specialist, and an Assistant Supervisor of Water/Wastewater Customer Service (MSD) positions to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed titles.

**Request from the Water Works Department to add a Maintenance Crew Leader position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title.

**Request for approval of new and/or revised classification specifications:**

- Custodian Manager (Board of Education) – promotional
- Supervisor of Industrial Disposal Enforcement – promotional
- Finance Manager (Accounts & Audits) – open

**INFORMATION ITEM**

Court of Appeals decision re: Kevin York and Joseph Richardson promotion to police lieutenants

**COMMISSION MEETINGS FOR NOVEMBER AND DECEMBER 2011**

Civil Service Commission will meet on the following dates in November and December:

**November 10, 2011 AND November 17, 2011**

**December 8, 2011 AND December 15, 2011**

**Pending:**

Laboratory Technician Classification decision  
Anthony Arnold - suspension  
Charles Martin II

**Appeals to be scheduled:**

Joseph Lee  
Augusta Steele  
Alfred Brewster  
Veno Mitchell  
Steve Byrne (2 appeals)  
Whitney Mobley  
David Johnson  
Anthony Harper  
Jasmine Wright  
James Roper  
LaNita McDonald