

Civil Service Commission Minutes

Cincinnati, Ohio

December 8, 2011

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, December 8, 2011. Commissioners in attendance were Mr. James Robinson, Chairman, Ms. Deborah Gaines and Mr. Robert Braddock. Commission staff present included, Mr. Hilary Bohannon, Civil Service Secretary; Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the November 10, 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.

HEARINGS

In the matter of the appeal of Augusta Steele scheduled for December 8, 2011 at 9:30 a.m. concerning her suspension from the Public Services Department, the appeal has been settled.

SPECIAL EXAMINERS

- Bob Ripperger and Jerry Weimer for the Maintenance Fabrication Apprentice exam
- Ken Bertke for the Automotive Mechanic Crew Chief exam
- Michael Duffy and Tom Goodman for the Maintenance Crew Leader (Electrical) exam
- Doris Simmons for the Supervising Parks/Recreation Coordinator (Recreation Programming) exam

METROPOLITAN SEWER DISTRICT

Request from the Metropolitan Sewer District for the promotion without exam of William Flick and Jens Miller from a Plant Operator 1 to a Plant Operator 2 w/Class 1 License

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 received their licenses.

Request from the Metropolitan Sewer District for the promotion without exam of Jason Grooms from a Plant Operator 1 to a Plant Operator 2 w/Class III License

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. Grooms has received his license.

POLICE

Request from the Police Department for the promotion without exam of Jane Sheldon from a Clerk Typist 1 to a Clerk Typist 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. Sheldon has successfully completed one year of service as a Clerk Typist 1.

HUMAN RESOURCES

Request from the Human Resources Department for the transfer of Crystal Whatley from Finance/Printing Services to the Public Services Department as a Supervising Storekeeper

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 this action is in lieu of layoff.

Request from the Human Resources Department for the transfer of James Hendricks from Finance/Printing Services to the Police Department as an Administrative 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 all parties are agreeable to the transfer and this action is in lieu of layoff.

TRANSPORTATION AND ENGINEERING

Request from the Department of Transportation and Engineering for the temporary promotion of Joseph Hinzman from a Supervising Engineer to a Principal Engineer

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 incumbent Principal Engineer was promoted and the temporary promotion is needed until the Principal Engineer position can be filled permanently and he meets the qualifications for the temporary promotion.

Request from the Department of Transportation and Engineering for the temporary promotion of David Krusling from a Senior Engineer to a Supervising Engineer

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 incumbent Supervising Engineer is temporarily promoted to another position and the temporary promotion is needed until the Supervising Engineer position can be filled permanently and he meets the qualifications as stated in the classification specification.

WATER WORKS

Request from the Water Works Department for the promotion without exam of Justin Krebbs from a Plant Operator 1 to a Plant Operator 2 w/Class II License

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. Krebbs has received his license.

Request from the Water Works Department for the promotion without exam of Michael Cossins from a Civil Engineering Technician 3 to a Senior Engineering Technician

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. Cossins was chosen from the three qualified and eligible employees in the employing unit.

Request from the Water Works Department for the exceptional appointment of Maxwell VonderHaar as a Laboratory Technician 1

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. VonderHaar is qualified and the Commission previously approved this title for exceptional appointment.

RECREATION

Request from the Recreation Department for the exceptional appointment of Daniel Jones as a Supervising Engineer

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. Jones is qualified and the Commission previously approved this title for exceptional appointment.

PUBLIC SERVICES

Request from the Public Services Department for the exceptional appointment of Eric Benzing and Joshua Kellerman as Automotive Mechanic Helpers

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.

Request from the Public Services Department for the exceptional appointment of Brian Speed as a Bricklayer

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. Speed is qualified and the Commission previously approved this title for exceptional appointment.

CITY MANAGER/OFFICE OF ENVIRONMENTAL QUALITY

Request from the Office of Environmental Quality for the exceptional appointment of Diana Christy as an Environmental Safety 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 Mr. Mullins is qualified and the Commission previously approved this title for exceptional appointment.

AGENDA ITEMS

Request from Joseph Terry to appeal his rejection from the Maintenance Crew Leader (Mechanical) promotional exam

The staff recommended denial of the request. After review and discussion, the Commission put the request on hold for further review.

Request from Bryan Porter to appeal his rejection from the Motor Equipment Operator 2 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. Porter does not meet the minimum qualifications as stated in the classification specification.

Request from Aaron Conley, Debra Hawthorne, Mark Koch, Karl Lester, Kevin Thomas, and Chris Bingham to file late applications for the Engineering Technician 3 open and promotional exams

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that they saw the announcements and each announcement indicated, in bold, the application deadline.

Request from Ethan Nielsen to appeal his test score on the Fire Apparatus Operator Ladder Practical 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 at the practical examination Mr. Nielsen did not state at the exam site any concerns about the Special Examiner.

Request from Steven Wyatt to appeal his test score on the Fire Apparatus Operator Ladder Practical 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 at the practical examination Mr. Wyatt did not state any concerns at the exam site and the course did not change from the practice dates to the test dates.

Request from Walter Schroder to appeal his pre-employment physical for a Laboratory Technician 1 position at the Water Works Department

The staff recommended denial of the request. After review and discussion, the Commission took the matter under advisement.

Classification study submitted by the Board of Education for Trina Levins, Client Server System Technician

The staff recommended approval of the request. After review and discussion, the Commission approved the recommendation, which states the position is properly classified as a Client Server System Technician and to update the classification specification.

Classification study submitted by the Board of Education for Katherine Brown, Support Specialist

The staff recommended approval of the request. After review and discussion, the Commission approved the request to reclassify the position and the incumbent to a Senior Support Specialist. The decision was based on the fact that the study determined that the body of work being performed by Ms. Brown on a daily basis is a Senior Support Specialist, she meets the qualifications and is eligible for the reclassification.

Classification study submitted by the Human Resources Department for Edward Mayfield, Cleaner, in the Public Services Department

The staff recommended approval of the request. After review and discussion, the Commission approved the recommendation to reclassify the position and the incumbent to Service Crew Leader (Public Services). The decision was based on the fact that the study determined that the body of work being performed by Mr. Mayfield on a daily basis is a Service Crew Leader, he meets the qualifications and is eligible for the reclassification.

Request from the Human Resources Department to extend the Utility Technician, Water Works Valve Operator 1, Accounting Technician 2 and Fire Recruit open eligible lists for one year

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 exams were held prior to the July 2011 enactment of House Bill 153 and there are still viable candidates on the list.

Request from the Public Services Department to add a Service 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 and the deletion of a Cleaner.

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

Service Crew Leader (Public Services) – promotional

INFORMATION ITEM

- ❖ Memo from City Manager to Kathy Harrell, FOP President, concerning reduction in complement of Police Captain positions
- ❖ Memo from the Board of Education concerning the revised clerical performance appraisal
- ❖ Request from City Manager/Office of Contract Compliance to use the exceptional appointment process to fill a Contract Compliance Specialist vacant position. This item will be held for 45 days for comments or concerns.

Pending:

Laboratory Technician Classification decision
Anthony Arnold – suspension decision

Appeals to be scheduled:

Joseph Lee
Alfred Brewster
Veno Mitchell
Steve Byrne (2 appeals)
Whitney Mobley
David Johnson
Anthony Harper
Jasmine Wright
James Roper
Lester McEwen
Alice Folson
Granada Williams
Anthony Arnold (dismissal)