

# Civil Service Commission Minutes

Cincinnati, Ohio

**May 24, 2012**

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, May 24, 2012. Commissioners in attendance were Ms. Deborah Gaines and Mr. Robert Braddock. Mr. James Robinson was absent. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the May 10, 2012 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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At the request of the City, a continuance has been granted for Granada Williams concerning her dismissal from the Public Services Department.

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In the matter of the appeal of Phillip Threatt concerning his dismissal from the Police Department, the appeal has been withdrawn. The appellant has proceeded with the Union grievance process.

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In the matter of the appeal of Veno Mitchell concerning his dismissal from the Water Works Department, the appeal has been withdrawn.

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In the matter of the appeal of Alfred Brewster concerning his dismissal from the Water Works Department, the appeal has been withdrawn.

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In the matter of the appeal of David Scott concerning his dismissals from the Public Services Department, the appeals have been withdrawn. The appellant has proceeded with the Union grievance process.

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## **SPECIAL EXAMINERS**

- Lois Finnell for the Service Area Coordinator (Recreation Programming) exam
- Kathy Rahtz and Jerry Wilkerson for the Administrative Specialist and Senior Administrative Specialist exams

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## **CITY PLANNING AND BUILDINGS**

### **Request from the City Planning and Buildings Department for the transfer of Alan Butler from the Metropolitan Sewer District as a Clerk Typist 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 transfer.

### **ENTERPRISE TECHNOLOGY SOLUTIONS**

**Request from the Enterprise Technology Solutions for the temporary promotion of Doug Carter from a Computer Systems Analyst to an Information Technology Assistant Manager (Information Security Officer)**

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 Mr. Carter meets the qualifications for the temporary promotion.

### **FIRE**

**Request from the Fire Department for the transfer of John Wapole from the Public Services Department to the Fire Department as a 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.

### **HEALTH**

**Request from the Health Department for the permanent appointment of James Walker 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. Walker is the most senior municipal worker in the employing unit.

**Request from the Health Department for the exceptional appointment of John Landrum as a Pharmacy 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. Landrum is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Health Department for the exceptional appointment of Dino Morello as a Public Health Internist**

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

**Request from the Health Department for the voluntary demotion of Alvenia Ross from a Public Health Counselor to an Administrative 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 all parties are agreeable to the voluntary demotion and this is in lieu of layoff.

## **PARKS**

### **Request from the Parks Department for the promotion without exam of Louis Sand from a Parks/Recreation Maintenance Crew Leader to a Service Area Coordinator**

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. Sand was chosen from the two qualified and eligible employees in the employing unit.

### **Request from the Parks Department for the promotion without exam of Tyler Avery from a Tree Maintenance Worker to a Tree Crew Leader**

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. Avery is the only qualified and eligible employee in the employing unit.

### **Request from the Parks Department for the promotion without exam of Ann Uhlman from a Florist to a Greenspace Manager**

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. Uhlman was chosen from the seven qualified and eligible employees in the employing unit.

### **Request from the Parks Department for the exceptional appointment of Brian Blamer and Sarah Masci as Florists**

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.

## **POLICE**

### **Request from the Police Department for the exceptional appointment of Darrin Gilvin as 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. Gilvin is qualified and the Commission previously approved this title for exceptional appointment.

### **Request from the Police Department for the transfer of Belinda James from the Law Department as a Clerk Typist 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 transfer.

## **PUBLIC SERVICES**

### **Request from the Public Services Department for the permanent appointment of Rodney Pennington from a Municipal Worker to a Sanitation 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 Mr. Pennington is the most senior municipal worker in the employing unit and he meets the qualifications.

## **RECREATION**

### **Request from the Recreation Department for the exceptional appointment of Douglas Woeste 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. Woeste is qualified and the Commission previously approved this title for exceptional appointment.

## **BOARD OF EDUCATION**

### **Request from the Board of Education for the promotion without exam of Stacey Jones from a Support Specialist to a Senior 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. Jones was chosen from the three qualified and interested employees in the employing unit.

### **Request from the Board of Education for the voluntary demotion of Charlotte Williams from a Senior Support Specialist to 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 all parties are agreeable to the voluntary demotion.

## **AGENDA ITEMS**

### **Request from Jason Vollmer to appeal the grading of his Fire Problem Portion of the promotional Fire District Chief exam**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the information provided at the meeting.

### **Request from Vinson Key for an alternate test date for the Wastewater Collection Crew Leader 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 Civil Service Rules allow for alternate test dates due to illness or injury or religion.

**Request from Mark Smith to appeal his rejection from the Wastewater Collection Crew Leader 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. Smith does not meet the minimum qualifications.

**Request from Randy Rinear to appeal his rejection from the Wastewater Collection Crew Leader 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. Rinear does not meet the minimum qualifications.

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

- Level 1 Building Engineer (Board of Education) – open
- Administrative Specialist – promotional
- Senior Administrative Specialist – promotional
- Senior Customer Relations Representative – promotional
- Community Center Director – open

After review and discussion, the Commission approved the request.

**Request from Health Department to add a Clerk Typist 2 and 3 Nurse Practitioner (grant funded) 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 title.

**Request from the Recreation Department to add an Administrative Specialist and an Electrician 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 Clerk Typist 3, Painter, and a Laborer.

**INFORMATION ITEM**

Communication: Email from the Board of Education concerning no classified lay-offs for the Board.

Communication: Email recommendation and acceptance concerning Lisa Shafor-Frolicher request for additional time for the Service Area Coordinator (Recreation Programming) promotional exam.

**Pending:**

Jasmine Wright  
Steve Byrne

**Appeals to be scheduled:**

Joseph Lee  
David Johnson  
Anthony Harper  
James Roper  
Lester McEwen  
Alice Folsom  
Curtis Boykins  
Anthony Arnold  
Veronica Barnes