

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

December 13, 2005

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, December 13, 2005 at 8:30 a.m.

CSC MEMBERS: Mr. William H. Farmer, Mr. R. Steve Corbitt, Mr. Michael Allen, Ms. Ervina Jarrett

(A) MINUTES: Approval of the minutes for the **November 8, 2005** Civil Service Commission regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
Simmons, Sharon S	Application Tech 3	New Hire	11/07/05
*McDoniel, Kimberly N.	Finance Assistant Director	Class Change/Lateral	11/07/05
Brown-Miller, Davita L.	Finance Officer 3	Promotion	11/021/05
Woods II James M.	Finance Officer 3	New Hire	10/24/05

*Class change from Auditing Mgr (SR15) to Finance Assistant Director (SR15)

GENERAL SERVICES

Armistead, Karyn S.	Application Tech 1	Promotion	11/07/05
Wyatt, Mary E.	Application Tech 1	Promotion	11/07/05
Holland, Richard K.	Application Tech 2	Promotion	11/07/05
Reynolds, Paula R.	Application Tech 2	Promotion	11/07/05
Hartigan, Thomas F.	Building Maintenance Lead Mechanic	Promotion	10/24/05
Bell, Earl C	Compliance Inspector 3	Promotion	11/07/05
*Winfrey, Rita A.	Office Support Rep 3	Dept Transfer/Lateral	11/16/05
^Porter, Linda C	Program Manager 2	Dept Transfer/Lateral	11/07/05
Griffith, Terry A	Special Projects Manager	Promotion	11/21/05
Ronald Beulke	Equipment and Supply Clerk 2	Promotion	11/21/05
James Gore	Equipment and Supply Clerk 2	Promotion	11/21/05
Robert F. Moseley	Equipment and Supply Clerk 2	Promotion	11/21/05

*Department Transfer from Beer Board (Office Support Rep 3, SR6) to General Services (Office Support Rep 3, SR6)

^Department Transfer from Library (Library Manager 2, SR12) to General Services (Program Manager 2, SR12)

HUMAN RESOURCES

*Brock, Antonia Louise	Application Tech 1	Dept Transfer/Lateral	10/31/05
Beehan, Shannon S.	Human Resources Analyst 3	Promotion	11/01/05
Stack, Justin M.	Human Resources Analyst 3	Promotion	11/07/05
Brown, Robin C	Human Resources Assistant Director	Promotion	11/09/05
Deardorff, Ronald C	Human Resources Assistant Director	Promotion	11/09/05

*Department Transfer from General Services (Office Support Spec 1, SR7) to Human Resources (Application Tech 1, SR7)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INFORMATION TECHNOLOGY SERVICE</u>			
McEwen, Anthony S.	Information Systems Operator Analyst 3	Promotion	10/24/05
Fucile, John A	Program Spec 2	New Hire	11/07/05
Runion Houston	IS Operations Analyst 3	Promotion	11/21/05
<u>JUVENILE COURT</u>			
*Craig, Michael C.	Property Guard 2	Transition - Civil Service	11/07/05
*Transition to Civil Service from Part Time			
<u>PARKS</u>			
*Etheridge, Brandon R.	Maintenance & Repair Worker 1	Transition - Civil Service	11/01/05
^Nolan, Thomas J.	Maintenance & Repair Worker 1	Transition - Civil Service	11/01/05
Biggs, Kirby D	Masonry Worker	Promotion	11/18/05
*Transition to Civil Service from Part Time Status, same classification			
^Transition to Civil Service from Seasonal Status, same classification			
<u>PLANNING COMMISSION</u>			
Smith, John D	Planning Tech 2	Promotion	11/21/05
<u>POLICE</u>			
Lewis, Falethia A.	Police Operations Coordinator 1	Promotion	11/16/05
Maniscalco, Paula C	Police Operations Coordinator 1	Promotion	11/16/05
<u>PUBLIC LIBRARY</u>			
Scoggins, Darren J	Circulation Assistant 1	New Hire	11/07/05
Whelan, John R	Librarian 1	New Hire	11/07/05
Scott, Mary A	Library Associate 2	New Hire	11/21/05
<u>PUBLIC WORKS</u>			
*Jackson, Lawrence	Administrative Services Officer 1	Transition Civil Service	11/28/05
^Majors Jr., Donald A.	Equipment Operator 1	Rollback-Classification	10/24/05
Gates, John B.	Equipment Operator 3	Re-Hire	11/28/05
**Hiltz, Paul D	Finance Administrator	Dept Transfer/Lateral	11/14/05
Brown, Carlos R	Maintenance & Repair Worker 1	New Hire	11/21/05
Moore, James E	Maintenance & Repair Worker 1	New Hire	10/24/05
Pannell, James E	Maintenance & Repair Worker 1	New Hire	11/21/05
Sawyers, Dontae D	Maintenance & Repair Worker 1	New Hire	11/21/05
Young, Michael E	Maintenance & Repair Worker 1	New Hire	10/31/05
Bizwell, John E.	Maintenance & Repair Worker 2	Promotion	11/07/05

*Transition to Civil Service from Temporary Status, same classification

^Rollback in Classification from Equipment Operator 2 (TG7) to Equipment Operator 1 (TG5)

**Department Transfer from Human Resources (HR Adm, SR13) to Public Works (Finance Adm, SR13)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Emmons, Marvin B.	Correctional Officer 2	Promotion	11/21/05
Green, Dustin J.	Correctional Officer 2	Promotion	11/01/05
<u>SOCIAL SERVICES</u>			
Norman, Demitria Z	Contract Administrator	Promotion	10/31/05
Miller, Paul C.	Special Projects Manager	New Hire	10/31/05
<u>WATER SERVICES</u>			
Yablonski, Rebecca L.	CAD/GIS Analyst 2	Promotion	10/22/05
Herman, Shawn B	Engineering Tech 3	New Hire	11/19/05
Mathis, Timothy T	Engineering Tech 3	New Hire	11/19/05
Haynes, Thomas E.	Equipment Operator 2	Promotion	10/22/05
Lehew, Cery L	Industrial Electrician 1	New Hire	11/19/05
Doss, Glen K.	Industrial Maintenance Supervisor 1	Promotion	10/22/05
Hanserd, Andrew L	Industrial Maintenance Supervisor 2	Promotion	10/22/05
Clark, Bradley D	Industrial Mechanic 1	New Hire	11/19/05
*Lloyd, Charles L	Industrial Mechanic 1	Class Change/Lateral	10/22/05
Mundy, Thomas B	Industrial Mechanic 1	New Hire	11/19/05
Smiley, Jody T	Industrial Mechanic 1	Promotion	10/22/05
Turner, Jeff R	Industrial Mechanic 1	Promotion	10/22/05
Ward, Jonathan B.	Industrial Mechanic 1	Promotion	10/22/05
**Yount, Joe S	Industrial Mechanic 1	Dept Transfer/Lateral	11/19/05
^Cobb, William K	Treatment Plant Tech 1	Vol Reduction	
		In Salary Grade	11/05/05
Sherrill, John A.	Treatment Plant Tech 1	Promotion	10/22/05

*Class Change from Treatment Plant Tech 2 (TG11) to Industrial Mechanic 1 (TG11)

**Department Transfer from Sheriff's Office (Correctional Officer 2, CO2) to Water (Industrial Mechanic 1, TG11)

^Voluntary Reduction in grade from a Water Maintenance Leader 2 (TI9) to a Treatment Plant Tech 1 (TG8)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Coleman, Robin L.	Emerg Telecommunications Off 1	Resignation	ECC	10/12/05
Smith, Barbara L.	Emerg Telecommunications Off 1	Resignation	ECC	10/19/05
Martin, Mitzi F.	Finance Assistant Director	Resignation	Finance	11/04/05
Age II, Raymond E	Technical Specialist 1	Resignation	Finance	10/14/05
Melton, Tommy H.	Fire Captain	Pension	Fire	11/01/05
Tinsley III, Harry C	Fire Fighter 2	Resignation	Fire	10/31/05
Ray, Helen T.	Administrative Assistant	Resignation	General Services	10/28/05
Tenaglia-Bushman, Rosanne	Administrative Services Officer 4	Resignation	General Services	10/18/05
Terrell, David L	Radio Tech 2	Resignation	General Services	10/24/05
Lockett, Johnny N	Warrant Officer 1	Pension	Juvenile Court	11/07/05
Sanders, Milton J	Maintenance & Repair Worker 2	Resignation	Parks	10/31/05

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Hurst, Scott T.	Administrative Services Officer 3	Dismissal	Police	10/06/05
Harrell, Jeremy L.	Police Officer 2	Resignation	Police	10/01/05
Hedge, David E.	Police Officer 2	Resignation	Police	11/07/05
Hodges, Andy D.	Police Officer 2	Resignation	Police	10/14/05
Poplin, Ralph M.	Police Officer 2	Pension	Police	10/15/05
Schilling, Michael T.	Police Officer 2	Resignation	Police	10/15/05
Tomas, Joel Brandon	Police Officer 2	Resignation	Police	10/15/05
Weaver, Matthew P.	Police Officer 2	Resignation	Police	10/31/05
Blackwood Jr., Charles R.	Police Officer 3	Pension	Police	11/11/05
Hayes, Larry	Police Officer 3	Pension	Police	11/07/05
Waters, Sherry L.	Police Operations Assistant 1	Resignation	Police	10/12/05
Castillo, Penny L	Police Operations Coordinator 1	Pension	Police	10/05/05
Long, Donald W.	Police Sergeant	Pension	Police	10/15/05
Holmes, Charles R.	Custodian 1	Pension	Public Library	10/28/05
Okeke, Innocent C.	Custodian 1	Resignation	Public Library	10/28/05
Cleveland, Donald R.	Library Associate 1	Pension	Public Library	10/19/05
Blair, Timmy L	Equipment Operator 3	Pension	Public Works	10/14/05
Kalodner, Paul D.	Maintenance & Repair Worker 1	Resignation	Public Works	10/21/05
Maclin, Medgar D.	Maintenance & Repair Worker 1	Resignation	Public Works	10/21/05
Phillips, Ricky L.	Maintenance & Repair Worker 1	Resignation	Public Works	10/21/05
Wilson, John A.	Maintenance & Repair Worker 1	Resignation	Public Works	11/02/05
Anderson, Richard C	Public Works Asst Dir-Waste Mgmt	Resignation	Public Works	11/09/05
Deitrick, Kristen L	Recycling Coordinator	Resignation	Public Works	10/14/05
Bridges, Richard D.	Correctional Officer 1	Dismissal	Sheriff	11/07/05
Endsley, Cindy L.	Correctional Officer 1	Resignation	Sheriff	10/17/05
King, Brad A.	Correctional Officer 1	Resignation	Sheriff	11/07/05
Rivera, Reymundo S.	Correctional Officer 1	Resignation	Sheriff	10/14/05
Walla, Nancy E.	Correctional Officer 1	Dismissal	Sheriff	10/24/05
Wilson, James D.	Correctional Officer 1	Resignation	Sheriff	10/26/05
Lee, James M.	Correctional Officer 2	Resignation	Sheriff	10/18/05
Couch, Mary F	Daycare Center Teacher	Pension	Social Services	10/14/05
Martin, Toya N.	Homemaker	Resignation	Social Services	10/18/05
Wagner, Henrietta	Homemaker	Pension	Social Services	10/14/05
Elliott, James L	Industrial Maintenance Supv 2	Pension	Water Services	10/19/05
Hasty, Greg C.	Maintenance & Repair Leader 2	Resignation	Water Services	10/28/05
Finn, Sandra L.	Office Support Rep 2	Pension	Water Services	10/31/05
Lachmiller, Raymond E	Treatment Plant Tech 2	Pension	Water Services	10/18/05

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Admin Assistant - Budgets	Dept	Finance
Finance Manager - Cost Planning	Dept	Finance
Finance Officer 3 - Accounts	Dept	Finance
Finance Officer 3 - Contracts	Dept	Finance
Fire Assistant Chief - EMS	Dept	Fire
Fire District Chief - EMS	Dept	Fire
Applications Tech 1 - Payment Serv	Dept	General Services
Applications Technician 2	Dept	General Services
Applications Tech 2 - Financial	Dept	General Services
Compliance Inspector 3 - Environ	Dept	General Services
Equipment & Supply Clerk 2 - Fleet	Dept	General Services

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Special Projects Manager	Dept	General Services
Human Resources Assistant Director	Dept	Human Resources
IS Operations Analyst 3 - Enterprise	Open	ITS
IS Operations Analyst 2 - Desktop	Open	ITS
Library Associate 2	Open	Library
Maintenance & Repair Leader 1 - Grounds	Open	Parks
Masonry Worker	Dept	Parks
Parks & Recreation Superintendent	Dept	Parks
Planning Technician 2	Dept	Planning Commission
Computer Operator 3	Open	Police
Paralegal - Police	Open	Police
Professional Spec - Beautification	Metro	Public Works
Administrative Services Officer 1 - Beautification	Open	Public Works
Finance Administrator	Open	Public Works
Contract Administrator - Adults	Open	Social Services
Program Manager 2	Dept	Social Services
System Services Manager	Open	Social Services
CAD/GIS Analyst 2	Open	Water Services
Engineering Tech 3 - Stormwater	Open	Water Services
Industrial Mechanic 1 - Central	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
05/13/05	Office Support Rep 3	20	Open
10/08/04	Property Standards Insp	01	Dept
12/14/04	Applications Tech 1 - Call Center	17	Open
09/17/04	IS Division Manager	04	Dept
08/26/04	IS Specialist	01	Dept

DEPARTMENTAL ITEMS

FINANCE

Item #1: Mr. David Manning, Finance Director, requests approval of a Pay Adjustment in conjunction with a lateral class change, for Kim McDoniel, Auditing Manager, (SR15) from \$100,560 to \$105,000.

POLICE

Item #2: Police Chief Ronal Serpas requests approval of Increment Advancements for the following:

- a. David Reaves, Administrative Services Officer 3, (SR10), from Step 1 to Step 6, effective December 16, 2005.
- b. Richard Adams, Administrative Services Officer 3, (SR10), from Step 1 to Step 6, effective December 16, 2005.

PUBLIC WORKS

Item #3: Mr. John W. Lynch, Director, requests approval of Performance Bonus Awards for the following:

Public Works Performance Bonus Recommendations

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>BONUS AMOUNT</u>
Rick Kirkpatrick	Technical Specialist 2	\$650
Tracy Luton	Engineer Tech 3	\$500
Walter Knauf	Engineer 2	\$500
Shelia Knight	Engineer 1	\$450
Jim Snyder	Engineer 3	\$450
Charissa Mishu	Engineer in Training	\$400
Roy Brock	Sanitation Supervisor	\$500
Marcus Jackson	Sanitation Supervisor	\$500
Richard Davidson	Engineer Tech 3	\$500
Ricky Lloyd	Sanitation Supervisor	\$500
Ricky Beshearse	Sanitation Supervisor	\$500
Jack Tucker	Waste Management Superintendent	\$450
Cheryl Harrington	Administrative Specialist	\$450
Sharon Smith	Facilities Coordinator	\$450
Vivian Hubble	Office Support Specialist 2	\$350
Kimberley Ghee	Office Support Specialist 2	\$350
Regina Farmer	Office Support Specialist	\$350
Wilson Tuttle	Sanitation Supervisor	\$350

SOCIAL SERVICES

Item #4: Ms. Gerri Robinson, Director, requests approval of a Pay Adjustment for Bill Ives, Systems Services Manager, (SR14) from \$82,851 to \$84,000.

HUMAN RESOURCES

Ms. Dorothy S. Berry, Interim Director, submits the following for the Commission's consideration and appropriate action:

Item #5: Report - FOP Decertification Election Results

Item #6: **JOB DESCRIPTION REVISIONS**

Radio Technician 2
 Automotive Service Writer
 Police Officer Trainee
 Police Officer 1 & 2
 Police Officer 2 – Field Training Officer
 Police Sergeant
 Police Lieutenant
 Police Captain

- Item #7: **JOB DESCRIPTION REVISIONS**
 (General formatting/ style of all job descriptions in classification plan)
- Item #8: Request for Commission to review a Complaint of Discrimination – Claude Grant ,
 Water Services Department (Interview & Selection Process)
- Item #9: Petition for Reconsideration of Final Order – Kendall Jaeger, Police
 Appeal of Grievance Decision
- Item #10: Appeal of Medical Disqualification - Brett Bjork, Applicant for Police Officer Trainee
 (deferred from November 8th meeting)
- Item #11: Request Approval of Proposed Revision to Civil Service Policy 4.12, Special Military Leave
- Item #12: Election of Chairman and Vice-Chairman – Civil Service Commission
- Item #13: Communiqués from the public on pending hearings

