

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

NOVEMBER 9, 2004

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, November 9, 2004, at 8:30 a.m.

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

(A) MINUTES: Approval of the minutes for the **October 12, 2004** Civil Service Commission Regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Penn Jr., William	Property Standards Inspection Chief	Promotion	10/16/04
Myers, William L	Plumbing Inspection Chief	Promotion	10/16/04
<u>EMERGENCY COMMUNICATIONS CENTER</u>			
Aronson, Joshua P.	Emergency Telecommunicator 1	New Hire	10/18/04
Brock, Nikki	Emergency Telecommunicator 1	New Hire	10/18/04
Coble, Gloria L.	Emergency Telecommunicator 1	Re-Hire	10/18/04
Chaney, Cenora R.	Emergency Telecommunicator 1	New Hire	10/18/04
Felts, Amanda E.	Emergency Telecommunicator 1	New Hire	10/18/04
Fujino, Dolores M.	Emergency Telecommunicator 1	New Hire	10/18/04
Pendleton, Tyra D.	Emergency Telecommunicator 1	Re-Hire	10/18/04
Perkins, Patricia A	Emergency Telecommunicator 1	New Hire	10/18/04
Serrano, Luis I.	Emergency Telecommunicator 1	New Hire	10/18/04
Spruill, Kelli E.	Emergency Telecommunicator 1	New Hire	10/18/04
Stipe, David L.	Emergency Telecommunicator 1	New Hire	10/18/04
<u>FINANCE</u>			
Edwards, Christopher J.	Finance Administrator	New Hire	10/18/04
Inthavong, Chiengchay	Finance Officer 2	Promotion	10/01/04
Yates, Laura E.	Finance Officer 3	Promotion	10/01/04
Neumaier, Anthony J.	Finance Officer 3	Re-Hire	10/16/04
<u>FIRE</u>			
*Pulley, Garrell L.	Fire Maintenance Worker 1	Class Change	10/06/04
Hunt, Danny W.	Fire Marshal	Promotion	10/16/04
Armstrong, James R	Fire Captain	Promotion	10/16/04
Claiborne, Roger L	Fire Captain	Promotion	10/16/04
Crowell, Glenn A.	Fire Captain	Promotion	10/16/04
Davis, Edward N	Fire Captain	Promotion	10/16/04
Erdelyan, Michael W	Fire Captain	Promotion	10/16/04
Monast, Maurice R.	Fire Captain	Promotion	10/16/04
Monast, Robert L	Fire Captain	Promotion	10/16/04
Morton, John T	Fire Captain	Promotion	10/16/04

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FIRE</u>			
Murray, Bobby R	Fire Captain	Promotion	10/16/04
Pruett, Joe B	Fire Captain	Promotion	10/16/04
Waggoner, Michael P	Fire Captain	Promotion	10/16/04
Adair, Rubert D.	Fire Engineer	Promotion	10/16/04
Bogle, Robert W.	Fire Engineer	Promotion	10/16/04
Downey, Dennis D.	Fire Engineer	Promotion	10/16/04
Graham Jr., Winston C	Fire Engineer	Promotion	10/16/04
Jackson, Michael B	Fire Engineer	Promotion	10/16/04
Jackson, Rex A.	Fire Engineer	Promotion	10/16/04
Kieffer, James D	Fire Engineer	Promotion	10/16/04
Schafer, Chris T	Fire Engineer	Promotion	10/16/04
Stevens, Darryl G	Fire Engineer	Promotion	10/16/04
Tomlinson Jr., Jerry J.	Fire Engineer	Promotion	10/16/04
Williams, Steve C	Fire Engineer	Promotion	10/16/04
Willingham, Andrew M	Fire Engineer	Promotion	10/16/04
Wingett III, Hugh H.	Fire Engineer	Promotion	10/16/04
**Hargis Jr., Gary K	Fire Fighter 2	Demotion	10/16/04

*Class Change from Fire Recruit (PS2) to Fire Maintenance Worker (TG12)

**Demotion from Fire Captain (PS6) to Fire Fighter 2 (PS4)

GENERAL SERVICES

Hall, Russell J	Safety Coordinator	Promotion	10/16/04
*Galvin, Bridget M.	Office Support Spec 1	Department Transfer	10/11/04
*Palk, Andrea H	Finance Officer 2	Department Transfer	10/01/04

*Department transfer from Finance to General Services, same classification

INFORMATION TECHNOLOGY SYSTEMS

Nimmo, David W.	Systems Advisor 1	Promotion	10/01/04
Arwine, Troy J.	Info Systems Division Manager	Promotion	10/01/04
Keck, Margaret H.	Info Systems Division Manager	Promotion	10/01/04
Smiley, Lori A.	Info Systems Division Manager	Promotion	10/01/04
Chitwood, Connie L.	Administrative Specialist	Promotion	10/01/04
Carver, Derek C.	Info Systems Assistant Director	Promotion	10/16/04
Cole, Beverly A.	Info Systems Assistant Director	Promotion	10/16/04
*Holman, Rebecca A.	Info Systems Tech 1	Class Change/Lateral	10/16/04
Renfro, Michelle L.	Info Systems Tech 1	Promotion	10/16/04
McCoy, Andrew K.	Info Systems Analyst 2	New Hire	10/27/04

*Class Change from IS Customer Service Rep 2 (SR8) to IS Tech 1 (SR8)

JUVENILE COURT

*Shearon, Dorothea D.	Probation Officer 1	Transition to Civil Service	10/1/04
*Summerlin, Katherine D	Probation Officer 1	Transition to Civil Service	10/1/04

*Transition to Civil Service from Non-Civil Service, same classification

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Westfield, Richard D	Special Programs Coordinator	Class Change	10/16/04
Ellington, Richard L.	Park Ranger 1	New Hire	10/01/04
Widman, Paul D.	Parks & Recreation Assistant Director	New Hire	10/01/04
*Clark, Stanley L.	Recreation Leader	Transition to CS	10/15/04
*Franks, Valencia R.	Recreation Leader	Transition to CS	10/15/04
*Howard, Tiffany N.	Recreation Leader	Transition to CS	10/15/04
*London, Janica L.	Recreation Leader	Transition to CS	10/15/04
*Neloms Jr., Parvin J.	Recreation Leader	Transition to CS	10/15/04
*Washington, Fallon L.	Recreation Leader	Transition to CS	10/15/04

*Transition to CS from Part Time status

PLANNING COMMISSION

Wooton, Christopher W	Planning Tech 2	Promotion	09/16/04
Bennett, Gail S.	Office Support Rep 1	New Hire	10/13/04

POLICE

Hagar, Michael T.	Police Captain	Promotion	10/01/04
Skipworth, Bonnie S.	Administrative Services Officer 2	Re-Hire	10/01/04
Alexander, Michael L.	Police Lieutenant	Promotion	10/01/04
Pyikas, Matthew J.	Police Lieutenant	Promotion	10/01/04
Jaeger, Kendall T.	Police Officer 2	Re-Employment	10/01/04
Epperson, Stephanie M.	Police Operations Assistant 1	New Hire	10/01/04
Hayes, Ashley C.	Police Operations Assistant 1	New Hire	10/01/04
Martin, Jamie M.	Police Operations Assistant 1	New Hire	10/01/04
*Reynolds, Eolanda	Police Operations Assistant 1	Transition to CS	
		/Department Transfer	10/01/04
Beck, Stephen E.	Police Sergeant	Promotion	10/01/04
Humes, David W	Police Sergeant	Promotion	10/01/04
Johnson, James	Police Sergeant	Promotion	10/01/04
McWright, Jon W	Police Sergeant	Promotion	10/01/04
Vaughn, Richard W	Systems Advisor 2	Promotion	10/01/04
Butler, Derek S.	Police Security Guard 1	New Hire	10/16/04
Waack, Joseph J.	Technical Specialist 1	New Hire	10/16/04

*Department Transfer from MAC (Teacher Assistant, MC01) to Police Department (Police Operations Assistant 1, SR4)

PUBLIC LIBRARY

Barrett, Miriam G.	Librarian 1	Promotion	10/16/04
Davis, Karen D.	Circulation Assistant 1	New Hire	10/16/04
*Girard, John J.	Circulation Assistant 1	Transition to CS	10/01/04
Franklin, Barbara A	Library Manager 2	Promotion	10/16/04

*Transition to CS from Part Time status

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Hopkins-Glascock, Gwen	Customer Services Manager	Promotion	10/16/04
Ayers, Phillip L.	Maintenance & Repair Worker 1	New Hire	10/16/04
Brooks, Tyrone R.	Maintenance & Repair Worker 1	Re-Hire	10/16/04
Cothorn Jr., Paul E	Maintenance & Repair Worker 1	Re-Employment	10/16/04
Morgan, Eric C.	Maintenance & Repair Worker 1	New Hire	10/16/04
Phillips, Jonathan C.	Maintenance & Repair Worker 1	New Hire	10/16/04
Prichard, Jackie E.	Maintenance & Repair Worker 1	New Hire	10/16/04
Reed, Ulricka C.	Maintenance & Repair Worker 1	New Hire	10/16/04
Stamps, Richard A.	Maintenance & Repair Worker 1	New Hire	10/01/04
Wetnight, James G.	Maintenance & Repair Worker 1	New Hire	10/16/04
Majors Jr., Donald A.	Equipment Operator 1	Promotion	10/16/04
Sparkman, Paul B.	Equipment Operator 1	Promotion	10/o1/04
Stephens, Randall K.	Equipment Operator 1	Promotion	10/16/04
Taylor, Jason W.	Equipment Operator 1	Promotion	10/16/04
Turner, Derrick D.	Equipment Operator 1	Promotion	10/16/04
*Baker, Carl D.	Equipment Operator 2	Vol Reduction In Salary Grade	10/16/04
Jones, Johnny W.	Equipment Operator 2	Promotion	10/01/04
Jones, Jerry W.	Maintenance & Repair District S	Promotion	10/01/04
Jones, Phillip W.	Maintenance & Repair District S	Promotion	10/01/04
Deardorff, Kenneth W.	Maintenance & Repair Leader 2	Promotion	10/01/04
McKay, Danny E.	Maintenance & Repair Leader 2	Promotion	10/01/04
Buford, Ivan L.	Maintenance & Repair Worker 2	Promotion	10/16/04
Moore Jr., Joseph R.	Maintenance & Repair Worker 2	Promotion	10/16/04
Reitmeyer, Michael J.	Signal Tech 1	New Hire	10/01/04
Robinson, William H.	Compliance Inspector 1	Promotion	10/16/04
Davidson, Daniel E.	Pub Works Assistant Dir-F & A	Promotion	10/16/04

*Voluntary reduction in grade from Equipment Operator 3 (TG8) to Equipment Operator 2 (TG7)

SHERIFF

Yount, Joe S.	Correctional Officer Sergeant	Promotion	10/16/04
Johnson III, Leonard G.	Correctional Officer 2	Promotion	10/01/04

SOCIAL SERVICES

Adewole, George O.	Group Care Worker	Re-Hire	10/01/04
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WATER

Frierson, John S	Indust Mechanic 1	Promotion	10/01/04
Johnson, Robert M.	Indust Mechanic 1	Promotion	10/01/04
Spain, Thomas E	Indust Mechanic 1	Promotion	10/01/04
*Kuoppamaki, Ann	Planner 1	Transfer to Civil Service	10/01/04
^Hale, Donald J.	Equipment Operator 3	Demotion	10/01/04
Hyde Jr., Joseph D	Treatment Plant Shift Supv	Promotion	10/01/04
Martin, Katherine E.	Office Support Rep 2	New Hire	10/01/04
Mitchell, Emerald M.	Office Support Rep 2	New Hire	10/01/04

*Transition to CS from Emergency Status

^Demotion from M&R Leader 2 (TL9) to Equipment Operator 3 (TG8)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Ross, Angela	Emerg Telecommunicator 1	Resignation	Emerg Comm Ctr	10/12/04
Sligh, Mary K.	Emerg Telecommunicator 2	Resignation	Emerg Comm Ctr	09/30/04
Gordon, Stephen B.	Purchasing Agent	Resignation	Finance	10/08/04
Shepherd Jr., Walter C.	Finance Officer 3	Pensioned	Finance	10/13/04
Thomas, Barbara B.	Finance Spec	Pensioned	Finance	09/24/04
Tucker, Judy W.	Finance Officer 3	Pensioned	Finance	10/14/04
Church Jr., Frank B	Fire Fighter 2	Pensioned	Fire	09/30/04
Ferguson, Betty Louise	Office Support Spec 1	Pensioned	Fire	10/06/04
Wilson, Barbara B	Administrative Assistant	Pensioned	Fire	10/06/04
Denson, Archie C	Equipment & Supply Clerk 2	Pensioned	General Services	10/13/04
Farrar, Wayne P	Bldg Maint Lead Mechanic	Pensioned	General Services	10/15/04
Marsh, Gary A.	Info Systems Analyst 2	Resignation	ITS	09/30/04
Clemons, Riley M.	Maint & Repair Supv	Pensioned	Parks	10/15/04
Langford, Ryan L.	Maint & Repair Worker 1	Resignation	Parks	09/27/04
Stroupe, Fred S	Planning Tech 3	Pensioned	Planning Commission	10/21/04
Adcox, Christine W.	Police Officer 2	Resignation	Police	10/11/04
Hoffmann, Charles H	Police Officer 2	Resignation	Police	09/24/04
McClure, Suzanne	Police Officer 2	Pensioned	Police	10/07/04
Pafford, William D.	Police Officer 2	Pensioned	Police	10/01/04
Highfill, Melissa A.	Custodian 1	Resignation	Public Library	10/15/04
Bibee, Charles L.	Sanitation Worker	Pensioned	Public Works	10/21/04
Krantz, Jeremy W.	Office Support Rep 2	Resignation	Public Works	09/30/04
Mangrum, Joseph A.	Sanitation Worker	Resignation	Public Works	10/12/04
Patterson, Jerry M.	Signal Tech Supv	Pensioned	Public Works	10/08/04
Shaw, Charles M.	Maint & Repair Worker 1	Resignation	Public Works	09/30/04
Stanfield, Steffany A.	Office Support Rep 2	Resignation	Public Works	09/16/04
Warrick, Steven M	Sanitation Worker	Resignation	Public Works	10/14/04
Bowdoin III, Stuart H.	Correctional Officer 1	Dismissal	Sheriff	10/07/04
Crutcher, Robert L	Correctional Officer 1	Pensioned	Sheriff	09/17/04
Dautreuil, Darren M.	Correctional Officer 1	Dismissal	Sheriff	10/07/04
Davis, Lorenzo R.	Correctional Officer 1	Dismissal	Sheriff	09/27/04
Divinity, Linda F.	Correctional Officer 1	Dismissal	Sheriff	09/27/04
Fraser, Lora D.	Correctional Officer 1	Resignation	Sheriff	10/02/04
McKissack, Derrick E.	Correctional Officer 1	Dismissal	Sheriff	10/05/04
Moore Sr., Shawn M	Correctional Officer 1	Dismissal	Sheriff	10/02/04
Polk, Ernest A.	Correctional Officer 1	Resignation	Sheriff	10/08/04
Rice, Brenda D	Correctional Officer 1	Resignation	Sheriff	09/23/04
Robinson, Phillip E.	Correctional Officer 1	Dismissal	Sheriff	10/07/04
Anderson, Barbara J	Admin Services Officer 3	Pensioned	Social Services	09/30/04
Carney, Mary A	Administrative Assistant	Pensioned	Social Services	10/15/04
Hughes, Mary A	Day Care Center Teacher	Pensioned	Social Services	10/15/04
Johnson, Margaret A	Day Care Center Asst Teacher	Pensioned	Social Services	10/15/04
Martin, Donna B.	Program Manager 1	Pensioned	Social Services	10/15/04
Copeland, Thomas A	Treatment Plant Tech 1	Pensioned	Water	10/15/04
Grubbs, Dorothy L.	Administrative Assistant	Pensioned	Water	10/15/04
Prater, Hubert	Treatment Plant Tech 2	Pensioned	Water	10/15/04
Swift, Jack C	Treatment Plant Tech 3	Pensioned	Water	10/15/04

(D) ELIGIBILITY REGISTERS ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Plumbing Inspector Chief	Dept	Codes
Property Standards Inspector Chief	Dept	Codes
Finance Administrator - Accounts	Open	Finance
Office Sup Spec 2 - Real Property	Open	Finance
Program Spec 3 - Family Support	Dept	Finance-CFC
Equipment Supply Clerk 1 - Fleet	Open	General Services
Manager of Fleet Operations	Open	General Services
Program Manager 2 - Business	Dept	General Services
Radio Tech 1	Dept	General Services
Safety Coordinator	Dept	General Services
Info Systems Assistant Director	Dept	ITS
Maint & Repair Worker 2 - Grounds	Dept	Parks
Maint & Repair Worker 3 - Grounds	Dept	Parks
Planning Tech 1	Open	Planning
Police ID Spec 1	Dept	Police
Technical Spec 1- Heli Mech	Open	Police
Compliance Inspector 1 - PW	Dept	Public Works
Customer Service Manager - PW	Dept	Public Works
Public Works Assistant Director - Finance	Dept	Public Works
Social Services Director	Open	Social Services
Compliance Inspector 2	Dept	Water Services
Equipment Operator 2 - System Services	Dept	Water Services
Planner 1 - Storm Water	Open	Water Services
Technical Services Coordinator	Dept.	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
11/01/02	Application Tech 1-Call Center	01	Departmental
02/07/03	Application Tech 1-Call Center	14	Open Competitive
01/29/03	Systems Advisor 1	02	Departmental
09/10/02	Admin Services Officer 4-Perf Improv Coord	30	Open Competitive
01/06/03	Admin Services Officer 4-Social Services	53	Open Competitive
12/05/02	Social Worker Technician	18	Open Competitive
11/19/03	Environmental Compliance Officer 2	42	Open Competitive

DEPARTMENTAL ITEMS**CODES**

Item # 1: Mr. Terry Cobb, Director, requests approval for Out-of-Class pay beyond the 100 day limit for Mr. William Penn Jr., as Acting Property Standards Inspection Chief.

JUVENILE COURT

Item #2: Judge Betty Green requests approval for an Increment advance for Mr. Jay English, Probation Officer 1, from Step 9 to Step 10, effective November 16, 2004. SR0809

PLANNING COMMISSION

Item #3: Mr. Jeff Lawrence, Assistant Executive Director, requests approval to extend Administrative Leave with Pay beyond ten days for Ms. Brooke Hale.

WATER SERVICES

Item #4: Mr. Scott Potter, Director, requests approval for the following:

- a. Hire above base for Emerald Mitchell, Office Support Representative 2 (SR05), at step 5, effective November 16, 2004.
- b. Bonus Recommendations

Stormwater Division

Frank Madden, Maintenance & Repair Leader 2	\$50.00
Robby Scott, Maintenance & Repair Worker 2	\$50.00
Joey Lamborn, Masonry Worker	\$50.00
Cliff Deaner, Maintenance & Repair Worker 2	\$50.00
Thomas Bush, Equipment Operator 3	\$50.00
Joe Fedun, Maintenance & Repair Worker 2	\$50.00
Harold Bryant, Engineering Technician 3	\$50.00
Tom Mauck, Engineering Technician 3	\$50.00
Bob Vaught, Engineering Technician 3	\$50.00
Jim Whitsitt, Technical Services Coordinator	\$50.00
Mike Seremet, Environmental Compliance Officer 2	\$50.00
Rebecca Dohn, Environmental Compliance Officer 2	\$50.00
Dale Binder, Environmental Compliance Officer 2	\$50.00
Josh Hayes, Environmental Compliance Officer 2	\$50.00

System Services Division

Jim Blunkall, System Services Assistant Manager	\$75.00
Greg Nalls, Industrial Maintenance Supervisor 2	\$75.00
James Kelley, Maintenance & Repair Leader 2	\$75.00
Charles Sharp, Painter I	\$75.00
Mike Trimble, Equipment Operator 3	\$75.00
Kevin Arnold, Equipment Operator 3	\$75.00

System Services Division

Charlie Clark, Maintenance & Repair Worker 2	\$75.00
Fred Hardison, Maintenance & Repair Leader 1	\$125.00
Gregory Henderson, Water Maintenance Tech 1	\$75.00
Howard House, Equipment Operator 2	\$75.00
Tim Capps, Water Maintenance Tech 1	\$75.00
Johnny Easley, Maintenance & Repair Leader 2	\$75.00
Mike French, Water Maintenance Leader 2	\$75.00
Wes Frye, Special Program Manager	\$75.00
Troy Hamilton, Industrial Mechanic 2	\$75.00
Alvin Humphrey, Maintenance & Repair Leader 2	\$75.00
Carolyn Johnston, Service Representative 1	\$75.00
Michael Jordan, Equipment Operator 2	\$75.00
Stanley Marlow, Engineering Technician 2	\$75.00
Dennis McCrary, Equipment & Supplyroom Clerk 2	\$75.00
David Meriwether, Maintenance & Repair Leader 2	\$75.00
Bobby Murphy, Maintenance & Repair Leader 2	\$75.00
Anthony Waggoner, Industrial Maintenance Supv. 2	\$75.00
Cager Waggoner, Maintenance & Repair Leader 2	\$75.00
Willie Hargett, Paint and Body Repairer	\$500.00

Information Services

Nancy W. O'Dell, Information Systems Specialist	\$150.00
Brenda Fuqua, Office Support Specialist 1	\$150.00

Operations Division

Richard Lakebrink, Industrial Mechanic 2	\$75.00
David Wilson, Industrial Technician Master	\$200.00
Roger Davis, Jr., Industrial Technician Master	\$250.00

Customer Service Center

Gina Blankenship, Office Support Representative 3	\$50.00
Marsha Cole, Office Support Representative 2	\$50.00
Tommy Sterry, Office Support Representative 3	\$50.00
Jimmie Jones, Application Technician 3	\$50.00
Lisa Fuqua, Human Resources Assistant 2	\$50.00
Don Mason, Technical Services Coordinator	\$100.00

HUMAN RESOURCES

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

- Item #5: Approval of Memorandum of Understanding for SEIU (Deferred from the October 12th meeting)
- Item #6: Consideration of proposed revisions to Civil Service Commission Bylaws
- Item #7: Report of Amended Layoff Plan for Fire Dept.
(Information only)
- Item #8: Review of Appeal by Terry Pate, Disability Pensioner, of a Medical Disqualification for re-employment with the Metropolitan Nashville Police Department
(Deferred from last meeting)
- Item #9: Review Order to Dismiss - Frank Gaiters, Police/Dismissal
- Item #10: Review of Order and Memorandum – Re: Grievance – Job Assignment/Bid System regarding Kevin W. Hymer, Gary K. Birdwell, Jason D. Upchurch, Michael T. Sullivan and Robert Vance
- Item #11: Review of Initial Order -Timothy Tawater, Firefighter, Ten (10) Twelve hour shifts suspension
- Item #12: Approval of proposed pay plan amendment and approval to create classifications and structure for the Emergency Communication Center
- Item #13: Communiqués about Hearings

NOTE:

A Public Hearing is scheduled immediately following the regular meeting to give consideration of proposed changes to the Civil Service rule: 4.8- In Line of Duty Injury Leave.