

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

April 13, 2004

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, April 13, 2004, at 8:30 a.m.

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

(A) MINUTES: Approval of the minutes for the **March 9, 2004** Civil Service Commission Regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>EMERGENCY COMMUNICATIONS CENTER</u>			
Alexander Jr., William E.	Emerg Telecommunicator 1	New Hire	03/16/04
Barbour, Jennifer L.	Emerg Telecommunicator 1	New Hire	03/01/04
Bow, John C.	Emerg Telecommunicator 1	New Hire	03/01/04
Dickens, Kirk P.	Emerg Telecommunicator 1	New Hire	03/16/04
Dicks Jr., Thomas H.	Emerg Telecommunicator 1	New Hire	03/16/04
Duffy, Thomas J.	Emerg Telecommunicator 1	New Hire	03/16/04
Garside, Renee S.	Emerg Telecommunicator 1	New Hire	03/01/04
Grant, Denise A.	Emerg Telecommunicator 1	New Hire	03/16/04
Hendking, Nichelle	Emerg Telecommunicator 1	New Hire	03/16/04
Kornmann, Christopher R.	Emerg Telecommunicator 1	New Hire	03/01/04
Rocchietti, Jennifer D.	Emerg Telecommunicator 1	New Hire	03/01/04
Ross, Angela	Emerg Telecommunicator 1	New Hire	03/16/04
Thomas, Marcelle	Emerg Telecommunicator 1	New Hire	03/01/04

FINANCE

*Hunter, Velvet Y.	Finance Administrator	Transition to Civil Service	03/16/04
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*Transition to Civil Service from Emergency Status

FIRE

*Bernhart, Peter J.	Admin Services Officer 3	Department Transfer/Class Change	
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* Department transfer from Human Resources (Loss Prevention Specialist, SR 10) to the Fire Department (Administrative Services Officer 3, SR 10)

HUMAN RESOURCES

Dillard, Gregory B.	Human Resources Analyst 1	New Hire	03/16/04
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INFORMATION TECHNOLOGY

*Bradley, Adam P.	Technical Specialist 1	Transition To Civil Service	03/16/04
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*Transition to Civil Service from Emergency Status.

METROPOLITAN CLERK

Williams, Reed R.	Office Support Spec 2	Promotion	03/01/04
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PARKS

Waterman, Earnest L.	Maintenance & Repair Worker 1	Demotion	03/01/04
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*Demotion from Maintenance & Repair Worker 2, TG 4 to Maintenance & Repair Worker 1, TG 3.

PLANNING COMMISSION

Thompson, Leslie A.	Planning Tech 1	Promotion	03/01/04
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PUBLIC LIBRARY

Myers, Melissa A.	Library Assoc 2	Promotion	03/16/04
*Christmon, Marian D.	Administrative Services Officer 4	Class Change/Lateral	03/01/04

*Class change from IS Specialist, SR 12 to Administrative Services Officer 4, SR 12.

PUBLIC WORKS

^Robinson, William H.	Equipment & Supply Clerk 1	Class Change/Lateral	03/01/04
Trotter, Jennifer B.	Office Support Rep 2	Promotion	03/16/04

^Class change from Maintenance & Repair Worker 1, TG 3 to Equipment & Supply Clerk 1, SR 4.

SHERIFF

Carpenter II, Scott A.	Correctional Officer 2	Promotion	03/16/04
Johnson, Elsie C.	Correctional Officer 2	Promotion	03/16/04
Robinson, Eric M.	Correctional Officer 2	Promotion	03/16/04
Witten, Michael W	Correctional Officer 2	Promotion	03/16/04
*Dalton, Decorey D	Correctional Officer 1	Demotion	03/16/04

Demotion from Correctional Officer 2, CO 2 to Correctional Officer 1, CO 1.

WATER SERVICES

Poteet, Larry D.	Treatment Plant Shift Operator	Promotion	03/16/04
*Knight, Randall B	Equipment Operator 3	Re-Employment	
		From Medical Pension	03/16/04
^Lovell, Paul S	Skilled Craft Worker 2	Demotion	03/01/04
Barnard, Bryan K.	Office Support Rep 3	Promotion	03/16/04
Johnson, Karen J.	Office Support Rep 3	Promotion	03/16/04
Roseberry, Jada M.	Office Support Rep 3	Promotion	03/16/04
French, Michael C	Water Maintenance Leader 2	Promotion	03/01/04

* Re-Employment From Medical Pension To Same Classification.

^Demotion From Industrial Electrician 1, TG 12 To Skilled Craft Worker 2, TG 10.

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Sexton, Donald R	Program Spec 3	Resignation	Caring For Children	02/27/04
Allen, Stacy L	Emerg Telecommunicator 2	Resignation	Emerg Comm Center	02/28/04
Whitehead, Alicia M	Emerg Telecommunicator 1	Resignation	Emerg Comm Center	03/11/04
Hall, Karen E.	Emerg Telecommunicator 1	Dismissal	Emerg Comm Center	03/10/04
Mayes, Matthew L.	Emerg Telecommunicator 1	Dismissal	Emerg Comm Center	03/11/04
Friedmann III, Robert A	Fire Engineer	Pensioned	Fire	02/29/04
Earls, William J	Firefighter 3	Pensioned	Fire	03/15/04
Guzman, Francisco H.	Compliance Inspector 2	Resignation	Human Relations Comm	03/05/04
McAlister, Robert M.	Systems Advisor 1	Resignation	Information Technology	03/11/04
Kinloch, Terri S.	Administrative Services Officer 4	Resignation	Information Technology	02/22/04
Gaebler, Herman T	Maintenance & Repair Worker 1	Pensioned	Parks	02/29/04
Fenton, Charles J	Custodian 1	Pensioned	Parks	02/29/04
Franklin, Laura Y.	Office Support Rep 2	Resignation	Parks	03/11/04
Christianson, Nicole S.	Office Support Rep 2	Resignation	Parks	03/04/04
Ratley, Bobby J.	Police Officer 2-Fld Trng Ofcr	Resignation	Police	03/18/04
Elsten, Brian W.	Police Officer 2	Resignation	Police	03/02/04
McElroy, William T	Police Officer 3	Pensioned	Police	03/18/04
Dobbins, Jerry L.	Police Officer 2-Fld Trng Ofcr	Pensioned	Police	03/03/04
Foster, William A	Police Sergeant	Pensioned	Police	03/18/04
Houdyshelt, Jeffery P.	Police Officer 2	Pensioned	Police	02/17/04
Bishop, William D	Police Officer 2	Resignation	Police	03/02/04
Day, Tomesia J.	Police Operations Assistant 2	Resignation	Police	02/19/04
Stokes, Sarah J.	Police Officer 1	Dismissal	Police	02/17/04
Williams, Robert M.	Circulation Assistant 1	Resignation	Public Library	02/28/04
Martin Jr., George P.	Info Systems Analyst 1	Resignation	Public Library	02/28/04
Beaman, Arianne	Librarian 1	Resignation	Public Library	03/08/04
Jones, Charlie F.	Sanitation Worker	Dismissal	Public Works	02/20/04
Scruggs, Robert W.	Equipment Operator 3	Pensioned	Public Works	02/22/04
Thompson, Paul	Equipment Operator 1	Pensioned	Public Works	03/03/04
Rowe, David L.	Maintenance & Repair Worker 2	Resignation	Public Works	03/15/04
Robinson, Jonathan E.	Maintenance & Repair Worker 1	Dismissal	Public Works	02/20/04
Conner, Patrick E	Public Works Director	Resignation	Public Works	03/12/04
Bidleman Jr., William E	Correctional Officer 2	Resignation	Sheriff	03/08/04
Rhodes Sr., Clevelt	Correctional Officer 1	Resignation	Sheriff	02/17/04
Pratt, Helen Renee	Human Resources Admin	Resignation	Social Services	02/29/04

(D) ELIGIBILITY REGISTERS ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Finance Administrator	Open	Finance
Info Systems Division Manager	Dept	IS
Info Systems Spec - Desktop Support	Dept	IS
Planning Technician 1	Open	Planning Commission
Office Support Rep 2	Dept	Public Works
Transport Licensing Com Director	Open	Trans Licensing Board
Equipment Operator 2 - Nights	Dept	Water Service
Office Support Rep 3	Dept	Water Service

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
08/28/2002	Special Projects Manager	18	Open
04/16/2002	I S Division Manager - Web	35	Open
04/07/2003	I S Manager	04	Open
08/15/2002	I S Manager -Customer Accts Manager	04	Open
01/29/2002	I S Manager - Network Mail	08	Open
04/03/2002	I S Manager - Data Contr	06	Open
10/10/2002	Treatment Plant Tech 1-Waste Water	81	Open
03/09/2003	Treatment Plant Tech 1-Whites Creek	03	Dept

DEPARTMENTAL ITEMS**EMERGENCY COMMUNICATIONS CTR**

Item #1: Ms. Roxann Brown, Director, requests approval of an Employee Bonus Plan

LIBRARY

Item #2: Ms. Donna Nicely, Director, requests leave from Civil Service Status for Andrew Thompson From April 16, 2004 thru April 15, 2005.

HUMAN RESOURCES

Mr. Randy Lovett, Director, submits the following for the Commission's consideration and appropriate action:

- Item #3: Review of Initial Order – Kimberly Hamlet, ECC, Two (2) Days Suspension
- Item #4: Review of initial Order – Jeff Wells, Police Department, Suspension
- Item #5: Review of Initial Order – Ava Prater, Public Works, One (1) Day Suspension
- Item #6: Review of Initial Order – Brian Hurst, Fire Department, Fifteen Days (15) Suspension
- Item #7: Request approval of Employee Benefit Board Election Plan – for General Government Representative
- Item #8: Job Description Revisions:
- | | |
|------------------------|------------------------|
| Police Deputy Chief | Police Assistant Chief |
| Police Assistant Chief | Police Captain |
| Police Major | Lieutenant |
| Police Sergeant | |
- Item #9: Request approval of revision to Civil Service Policy 8.2 A-I -Selection Procedures for Fire Recruits
- Item #10: Request approval of revision to Civil Service Policy 7.2/8.2 C-I -Assignment Classifications
- Item #11: Performance Management Evaluation System (Information report Only)
- Item #12: Communiqués about Hearings



Requests for ADA accommodation should be directed to the Metro Human Resources Dept. @ 862-6640