

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

MAY 10, 2005

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, May 10, 2005 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 **April 12, 2005** Civil Service Commission regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CARING FOR CHILDREN</u>			
Baldwin, Lakesha L.	Program Spec 3	Re-Employment	04/11/05
Cathey, Mylica Y.	Program Spec 3	Re-Employment	04/11/05

CODES ADMINISTRATION

Kyle, Michael A.	Zoning Examiner	New Hire	04/11/05
*Robinson, Algenor B.	Office Support Rep 3	Department Transfer/ Lateral	04/11/05

*Department Transfer from Caring For Children to Codes (same classification)

FINANCE

Staggs, Amy L.	Finance Officer 2	Promotion	04/25/05
Walker, William B.	Finance Officer 2	Promotion	04/25/05
*Wilson, Vaughn A	Finance Officer 2	Department Transfer/ Lateral Class Change	04/11/05

*Department Transfer from Caring For Children (Program Specialist 3, SR10) to Finance (Finance Officer 2, SR10)

FIRE

*Seay, David R.	Emergency Medical Tech 2	Class Change	03/16/05
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*Class Change from EMT 1 (PS 3) to EMT 2 (PS 4)

GENERAL SERVICES

Vester, Samuel R.	Equipment Shop Supervisor	Promotion	03/28/05
Foglesong Jr., James S	Administrative Services Officer 4	Promotion	03/28/05
Owens, Toccota A.	Automotive Service Writer	New Hire	03/28/05
Varden, Christopher L.	Automotive Service Writer	New Hire	03/28/05
Hunter, Velvet Y.	Special Projects Manager	Promotion	03/28/05
Stephens, Dianna	Special Projects Manager	Promotion	03/28/05

HUMAN RESOURCES

Shannon S. Beehan	HR Analyst 2	Promotion	02/1/05
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(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>LEGAL</u>			
*Brunton, Sarah M.	Office Support Rep 1	Department Transfer/ Transition to Civil Service	04/04/05

*Department Transfer from Parks (PT Worker) to Legal (Office Support Rep 1, SR 4)

PARKS

Williams, Michael D.	Specialized Skills Instructor	New Hire	04/15/05
Abbott, Martin W.	Maintenance & Repair Worker 1	Re-Hire	04/08/05
Lavender, John P.	Administrative Services Officer 4	New Hire	04/01/05

PLANNING COMMISSION

Jenkins, Alexandria D.	Office Support Rep 2	New Hire	04/18/05
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PUBLIC LIBRARY

Stepien, Jason	Circulation Assistant 1	New Hire	04/11/05
Cleveland, Anthony J	Equipment Operator 1	Promotion	04/11/05
^Harris, Christie A.	Librarian 1	Transition to Civil Service	04/25/05
*Wilson, Robert L.	Office Support Rep 3	Lateral Class Change	03/28/05

^Transition to Civil Service from Part Time

*Class Change from Circulation Supervisor (SR 6) to Office Support Rep 3 (SR 6)

PUBLIC WORKS

Williams, Walter L.	Customer Service Field Rep 1	New Hire	04/25/05
Gaddes, Lopez	Equipment Operator 2	Promotion	04/11/05
Majors Jr., Donald A.	Equipment Operator 2	Promotion	04/25/05
Taylor, Jason W.	Equipment Operator 2	Promotion	04/11/05
Thomas, Bryan S.	Equipment Operator 2	Promotion	04/11/05
Trout Jr., Joe T.	Equipment Operator 2	Promotion	04/11/05
Randel, Jesse J.	Equipment Operator 3	New Hire	04/25/05
McElhiney, Shawn K.	Maintenance & Repair Worker 1	New Hire	05/02/05
Rainey, Thomas J.	Maintenance & Repair Worker 1	New Hire	04/25/05
Biggs, Kathy L.	Sanitation Leader	Promotion	04/25/05
Highsmith, Kenneth L.	Sanitation Leader	Promotion	04/25/05
Loyd, Joshua A.	Sanitation Leader	Promotion	04/25/05
Loyd, Joseph A.	Sanitation Leader	Promotion	04/25/05

SHERIFF

*Yount, Joe S	Correctional Officer 2	Demotion	04/16/05
Jeter, Lora D.	Correctional Officer 1	Re-Hire	04/01/05

Demotion from Correctional Officer - Sergeant (CO 3) to Correctional Officer 2 (CO 2)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
*Morris Jr., Robert J	Engineering Tech 3	Department Transfer/ Lateral	04/11/05
Patterson, Jerrita A.	Office Support Rep 2	New Hire	04/11/05
Dorton, Naomi L	Office Support Spec 2	Promotion	04/11/05
Sterry, Melissa D	Office Support Spec 2	Promotion	03/28/05
Taylor, Fairy J	Office Support Spec 2	Promotion	03/28/05

*Department Transfer from Public Works to Water (same classification)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Bates, Stephanie A.	Emer Telecomm. Officer 4	Resignation	Emergency Comm.	04/07/05
Barber, Lashawn N	Finance Officer 3	Resignation	Finance	04/08/05
Diehr, Justin T.	Paramedic 2	Dismissal	Fire	04/01/05
Winter, Christine M	Paramedic 2	Resignation	Fire	04/08/05
Brown, Charles E	Maint & Repair District Supv	Pensioned	Parks	04/20/05
Gianatsis, Kim K.	Golf Course Asst Mgr	Pensioned	Parks	03/31/05
Young, Barry W.	Facility Coordinator	Resignation	Parks	03/30/05
Dyer Vanderkooi, Kristen	Police Officer 2	Resignation	Police	03/31/05
Hunter, Johnny L.	Police Sergeant	Pensioned	Police	03/31/05
Martin, Jamie M.	Police Operations Assistant 1	Resignation	Police	03/30/05
Warren, Danny B.	Police Officer 2	Resignation	Police	03/31/05
Grubbs Iii, Joseph M.	Office Support Rep 1	Pensioned	Public Library	04/15/05
Ayers, Phillip L.	Maintenance & Repair Wkr 1	Dismissal	Public Works	04/05/05
Blanton Jr., Kevin W	Maintenance & Repair Wkr 1	Resignation	Public Works	04/01/05
Jobe Sr., Eddy L.	Equipment Operator 2	Pensioned	Public Works	04/01/05
Moore, Christopher J.	CAD/GIS Analyst 2	Resignation	Public Works	03/25/05
Richardson, Matthew G.	Engineer 1	Resignation	Public Works	03/31/05
Harris, Ira O.	Correctional Officer 1	Resignation	Sheriff	04/04/05
James, Jason R.	Office Support Rep 2	Resignation	Sheriff	03/20/05
Wells, Michael V.	Correctional Officer 1	Resignation	Sheriff	04/07/05
Anderson, Cathy Joann	Social Worker 2	Resignation	Social Services	03/30/05
Chamberlain, Caroline	Social Services Assistant Dir	Pensioned	Social Services	04/08/05
Demonbreun, Norvelle	Equip Operator 2	Dismissal	Water Services	04/05/05
Jones, John K.	Treatment Plant Tech 1	Resignation	Water Services	03/28/05

(D) ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Finance Officer 2 - Accounts	Open	Finance
Fire Training Officer	Dept	Fire
Maintenance & Repair Worker 3 - Golf	Dept	Parks
Info Systems Specialist - Police	Open	Police
Compliance Inspector 2 - Parking	Dept	Public Works
Customer Service Field Rep 1 - Waste	Open	Public Works
Sanitation Leader	Dept	Public Works
Security Officer Coordinator	Open	Water Services
Service Representative 2	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
11/02/2004	Office Support Rep 3	78	Open
11/10/2004	Program Specialist 2	27	Open
09/13/2004	Equipment Operator 1	01	Dept

DEPARTMENTAL ITEMS

FINANCE

Item #1: Mr. David Manning, Director, requests approval of Employee Bonus Awards for the following:

William Aaron, Finance Manager	\$3000.00
Jeremy Stephens, Finance Officer 2	\$2000.00
Chinita Hudson, Finance Officer 2	\$2000.00

GENERAL SERVICES

Item #2: Ms. Nancy Whittemore, Director, requests approval of Additional Classifications for Open Range Pay Plan:

- Administrative Services Officer 2 & 3
- Communication Analyst 1 & 2
- Compliance Inspector 2 & 3
- Customer Service Supervisor
- Finance Officer 1 & 2
- Parts Supervisor
- Photographer
- Professional Specialist
- Technical Specialist 1

HUMAN RESOURCES

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

Item #3: Report of Certified Employee Benefit Board Election Results

General Government Representative

<u>Candidate</u>	<u>Votes</u>	
Bob Barrett	271	
Russell Britten	72	
David Friedlander	101	
Edna Jones	439	Elected

- Item #4: Request from Emergency Communications Center employees (represented by SEIU) to review decision by HR Director - Dot Berry, to determine if complaint is Grievable- Civil Service Policy 5.6 B I (Upgrades for Targeted Classifications)

- Item #5: Petition for Reconsideration of Final Order - William Reed, Police/1 Day Suspension (Continued from April 12, 2005 meeting)

- Item #6: JOB DESCRIPTIONS

Emergency Telecommunication Officer 4 (ET 4)
Emergency Telecommunication Manager
Emergency Medical Technician 1, 2, and 3
Paramedic 1, 2, and 3

- Item #7: Request approval of Revision to Civil Service Policy 2.6-I and 7.2 A-I

- Item #8: Communiqués from the public on pending hearings

