

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

SEPTEMBER 12, 2006

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, September 12, 2006 at 8:30 a.m.

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

(A) MINUTES: Approval of the minutes for the August 8, 2006 Civil Service Commission regular meeting and Special Called meeting minutes for August 3, and 4, 2006.

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------------------|-----------------------|-------------|-------------|
| <u>CODES ADMINISTRATION</u> | | | |
| Knipfer, Joseph R. | Plumbing Inspector 1 | New Hire | 08/28/06 |

FINANCE

| | | | |
|----------------------|---------------------------------|-----------|----------|
| Vogel, Markell Carl | Administrative Services Manager | New Hire | 08/28/06 |
| Lannom Jr., David P. | Finance Officer 2 | Re-Hire | 08/07/06 |
| Kassae, Lili S. | Information Systems Analyst 1 | New Hire | 08/14/06 |
| Staggs, Amy L. | Information Systems Spec | Promotion | 08/22/06 |

FIRE

| | | | |
|---------------------|----------------------|-----------|----------|
| Lankford, Gail C. | Office Support Rep 3 | Promotion | 08/01/06 |
| Washington, Kela M. | Office Support Rep 3 | Promotion | 08/01/06 |
| Waters, Sharon D. | Office Support Rep 3 | Promotion | 08/01/06 |

GENERAL SERVICES

| | | | |
|---------------------|--------------------|-------------------------|----------|
| *Mefford, Traci L. | Application Tech 1 | Dept Transfer/Promotion | 07/29/06 |
| Culberson II, Roy E | Equipment Mechanic | New Hire | 07/31/06 |

*Department Transfer from Water (Office Support Rep 2, SR5) to General Services (Application Tech 1, SR7)

HISTORICAL COMMISSION

| | | | |
|-------------------|----------------------------|----------|----------|
| Morin, Michael L. | Historic Preservationist 1 | New Hire | 07/31/06 |
|-------------------|----------------------------|----------|----------|

HUMAN RESOURCES

| | | | |
|----------------------|-----------------------------|-----------|----------|
| Barrett, Robert R | Human Resources Analyst 3 | Promotion | 07/21/06 |
| Garrett, Kimberly D. | Human Resources Analyst 3 | Promotion | 07/21/06 |
| Jackson, Russana A. | Human Resources Assistant 2 | Promotion | 08/05/06 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|---|------------------------------------|---|-------------|
| <u>INFORMATION TECHNOLOGY SERVICE</u> | | | |
| *William, Mary E | Information System Operator Anal 3 | Dept Transfer/Lateral | 08/07/06 |
| Jamison, Undradge C | Information System Operator Tech 1 | New Hire | 08/07/06 |
| Martin, Evans L. | Systems Advisor 1 | Promotion | 08/07/06 |
| *Department Transfer from Finance to ITS, same classification | | | |
| <u>JUVENILE COURT</u> | | | |
| Benavides Jr., Isaura | Administrative Services Officer 3 | Promotion | 08/14/06 |
| Kemper, Teresa R | Office Support Rep 3 | Promotion | 08/14/06 |
| <u>PARKS</u> | | | |
| *Diehl, Chad A. | Custodian 1 | Class Change/ Vol Reduction In Grade | 08/11/06 |
| *Ingram Jr, Edgar D | Custodian 1 | Class Change/ Vol Reduction In Grade | 08/11/06 |
| *Shepherd, Faye C | Custodian 1 | Class Change/ Vol Reduction In Grade | 08/11/06 |
| Lewis, Kevin J | Maintenance & Repair Leader 1 | New Hire | 07/31/06 |
| ^Baker Jr., Donald W. | Maintenance & Repair Worker 1 | Transfer - Civil Service | 07/21/06 |
| ^Bledsoe, Kevin B. | Maintenance & Repair Worker 1 | Transfer - Civil Service | 07/28/06 |
| Bradley, David | Maintenance & Repair Worker 2 | New Hire | 07/24/06 |
| Ratliff, Jason S. | Maintenance & Repair Worker 3 | Promotion | 07/28/06 |
| *Class Change from Concessions Clerk 1, SR4 to Custodian 1, SR3 | | | |
| ^Transition to Civil Service from a Seasonal Worker position | | | |
| <u>POLICE</u> | | | |
| McCanless, Patricia D. | Human Resources Analyst 1 | Promotion | 08/01/06 |
| Coleman, Lawanna R | Human Resources Analyst 2 | Promotion | 08/01/06 |
| <u>PUBLIC LIBRARY</u> | | | |
| *Shaver, Rachel E. | Archives Assistant 1 | Transition To Civil Service | 07/31/06 |
| *Binkley, Melissa J. | Circulation Assistant 1 | Transition To Civil Service | 07/31/06 |
| Holt, Michael L | Circulation Assistant 1 | New Hire | 08/14/06 |
| *Miller, Kerry M. | Circulation Assistant 1 | Transition To Civil Service | 07/31/06 |
| Tekulve, Nicole R | Circulation Asst 1 | New Hire | 08/14/06 |
| ^Johnson, Elizabeth A | Human Resources Analyst 3 | Dept Transfer/Promotion | 08/21/06 |
| Heffington, Elizabeth C | Librarian 1 | New Hire | 07/31/06 |
| **Hargrove, Stephen F | Property Guard 2 | Class Change/Lateral | 07/31/06 |

*Transition to Civil Service from a Part Time status

^Department Transfer from General Services (Finance Officer 2, SR10) to Library (HR Analyst 3, SR12)

**Class Change from Equipment Operator 1, SR5 to Property Guard 2, SR5

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|----------------------------|-------------------------------|--|-------------|
| <u>PUBLIC WORKS</u> | | | |
| League, Barbara A. | Administrative Assistant | Promotion | 07/31/06 |
| *Allen, George T. | Compliance Inspector 1 | Class Change | 07/31/06 |
| Cosby, Frederick D. | Compliance Inspector 1 | Promotion | 07/31/06 |
| Elliott, Joshua R. | Compliance Inspector 1 | Promotion | 07/31/06 |
| Escue, Monty R. | Compliance Inspector 2 | Promotion | 07/31/06 |
| Robinson, William H. | Compliance Inspector 2 | Promotion | 07/31/06 |
| Runyon, Christopher T. | Compliance Inspector 2 | Promotion | 07/31/06 |
| Fleckenstein III, David F. | Equipment Operator 1 | Promotion | 07/17/06 |
| Grempler, Kristofer K | Equipment Operator 1 | Promotion | 07/31/06 |
| Hatcher, Kortland N. | Equipment Operator 1 | Promotion | 07/31/06 |
| Dougherty, John A | Equipment Operator 3 | New Hire | 08/28/06 |
| Cason, Bobby L Jr. | Maintenance & Repair Worker 1 | New Hire | 08/28/06 |
| Davis, Joshua A | Maintenance & Repair Worker 1 | New Hire | 07/31/06 |
| Maclin Byron O Jr. | Maintenance & Repair Worker 1 | New Hire | 08/28/06 |
| McKay, Jonathan D | Maintenance & Repair Worker 1 | New Hire | 08/14/06 |
| Medley, Randy E | Maintenance & Repair Worker 1 | New Hire | 08/14/06 |
| Gann, Brandon G | Maintenance & Repair Worker 3 | New Hire | 08/14/06 |
| ^Hayes, Anthony L. | Parking Patrol Officer 1 | Dept Transfer/ Transition - Civil Service | 7/31/06 |

*Class Change from Equipment Operator 3 (TG8) to Compliance Inspector 1 (SR7)

^Department Transfer from General Hospital (Security Officer) to Public Works (Parking Patrol Officer 1)

SHERIFF

| | | | |
|----------------------|------------------------|-----------|----------|
| Dean, Angela D. | Correctional Officer 1 | Re-Hire | 08/26/06 |
| Shaw Jr., William F. | Correctional Officer 1 | Promotion | 08/14/06 |

WATER SERVICES

| | | | |
|------------------------|---------------------------------|--|----------|
| Charlton Jr., Robert L | Customer Svc Field Rep 3 | Promotion | 07/29/06 |
| Breakfield, William D | Engineer 2 | Promotion | 08/12/06 |
| *Denham, Bob D. | Engineering Tech 2 | Class Change/Lateral | 08/12/06 |
| ^Ferrell II, Charles R | Engineering Tech 2 | Class Change/Lateral | 08/12/06 |
| ^Taylor, Robert L | Engineering Tech 2 | Class Change/Lateral | 08/12/06 |
| **Saad III, John Phil | Engineering Tech 3 | Dept Transfer/ Vol Reduction in Grade | 08/12/06 |
| Boyd Jr., James O | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| Dillard, John E | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| Ervin, David O | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| Gupton, Carl R. | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| Hillis, Ricky W | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| Huckaby, Randy H | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |

(B) APPOINTMENTS

| <u>NAME</u> | <u>CLASSIFICATION</u> | <u>TYPE</u> | <u>DATE</u> |
|------------------------------|---------------------------------|----------------------|-------------|
| <u>WATER SERVICES</u> | | | |
| Hudgens Jr., Charles D. | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| McKee, Jeffrey S | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| Potts, Jeffery A | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| Thomas, Albert L | Indust Maintenance Supervisor 1 | Promotion | 07/29/06 |
| #Elliott, James | Indust Maintenance Supervisor 2 | Return From Pension | 02/01/06 |
| ^^McKnight, Debra F | Office Support Spec 2 | Class Change/Lateral | 08/12/06 |
| Bass, Philip C | Service Rep 2 | Promotion | 08/12/06 |
| Frazierlv, John W. | Service Rep 2 | Promotion | 08/12/06 |
| ***Lamb, Michael W | Service Rep 2 | Class Change/Lateral | 08/12/06 |
| Fedun, Joseph P. | Skilled Craft Worker 1 | Promotion | 08/12/06 |
| ^^Gilbert, Peninsula | Service Rep 1 | Class Change/Lateral | 08/12/06 |
| ^^Johnson, Karen J | Service Rep 1 | Class Change/Lateral | 08/12/06 |
| ***Carter, James E. | Technical Specialist 2 | Class Change/Lateral | 08/12/06 |

*Class change from Industrial Mechanic 1 (TG11) to Engineering Tech 1 (SR8)

^Class change from Maintenance and Repair Leader 2 (TI9) to Engineering Tech 2 (SR8)

**Department Transfer from General Services (Technical Specialist 2, SR12) to Water (Engineering Tech 3, SR10)

^^Class Change from Treatment Plant Tech 2 (TG11) to Office Support Spec 2 (SR8)

***Class Change from Customer Services Field Rep 3 (SR7) to Service Rep 2 (SR7)

^^^Class Change from Office Support Rep 3 (SR6) to Service Rep 1 (SR6)

****Class Change from Is Application Analyst 3 (SR12) to Technical Specialist (SR12)

Return from Medical Pension to the same classification

(C) TERMINATIONS/ PENSIONS

| <u>Name</u> | <u>Classification</u> | <u>Type</u> | <u>Department</u> | <u>Date</u> |
|--------------------------|---------------------------------|-------------|-------------------|-------------|
| Gruita, Benjamin | Emer Telecommunications Off 1 | Dismissal | ECC | 07/28/06 |
| Pugh, Brittney D | Emer Telecommunications Off 1 | Dismissal | ECC | 08/10/06 |
| Ransom, Billy G. | Emer Telecommunications Off 3 | Pension | ECC | 07/28/06 |
| Treadway Jr., William A. | Administrative Services Manager | Resignation | Finance | 08/25/06 |
| Davenport, Mel | Fire Engineer | Pension | Fire | 07/30/06 |
| Northern, William H | Fire Engineer | Pension | Fire | 07/28/06 |
| Wilson, Angela L | Paramedic 2 | Resignation | Fire | 08/11/06 |
| Wilson, Rosie A. | Application Tech 2 | Resignation | General Services | 08/25/06 |
| Hayes, Antonia C | Human Resources Analyst 2 | Resignation | Human Resources | 08/02/06 |
| Green, Wesley W | Communications Analyst 2 | Dismissal | ITS | 07/17/06 |
| Streeter, David | Warrant Officer | Resignation | Juvenile Court | 07/17/06 |
| Son, Tai T | Police Operations Assistant 1 | Resignation | Police | 08/07/06 |
| Whitley, Morgan | Police Operations Assistant 1 | Dismissal | Police | 07/24/06 |
| Westley, Barbara Ruth | Human Resources Analyst 3 | Resignation | Public Library | 07/28/06 |
| Council, Floyd G | Library Associate 1 | Resignation | Public Library | 08/25/06 |
| McClelland, Shelley R. | Library Associate 1 | Resignation | Public Library | 08/04/06 |
| Perkins, Geraldine S. | Library Associate 2 | Pension | Public Library | 08/01/06 |
| Johnson, David L. | Property Guard 2 | Pension | Public Library | 07/20/06 |
| Dunkling, James M. | Equipment Operator 3 | Dismissal | Public Works | 08/10/06 |
| Hennigar, Dustin J. | Maintenance & Repair Worker 1 | Resignation | Public Works | 08/11/06 |
| Griffin, Malcolm A. | Correctional Officer 1 | Dismissal | Sheriff | 07/28/06 |
| Law, David J. | Correctional Officer 1 | Dismissal | Sheriff | 07/28/06 |

(C) TERMINATIONS/ PENSIONS

| <u>Name</u> | <u>Classification</u> | <u>Type</u> | <u>Department</u> | <u>Date</u> |
|------------------------|-----------------------------------|-------------|----------------------|-------------|
| Potts, Timothy M. | Correctional Officer 1 | Resignation | Sheriff | 08/11/06 |
| Szabo, Derrick | Correctional Officer 1 | Resignation | Sheriff | 08/02/06 |
| Foster, Charles | Correctional Officer Lieutenant | Dismissal | Sheriff | 08/23/06 |
| Hudson, Glenn E | Correctional Officer Sergeant | Resignation | Sheriff | 08/07/06 |
| Morgan, Windle | Administrative Services Officer 4 | Resignation | Social Services | 08/18/06 |
| Brown, Kimberly S. | Homemaker | Resignation | Social Services | 08/11/06 |
| Holden, Jina R. | Homemaker | Resignation | Social Services | 08/11/06 |
| Tomasulo, Helen | Social Worker 2 | Resignation | Social Services | 08/18/06 |
| Vorderstrasse, Julie | Social Worker 3 | Resignation | Social Services | 07/25/06 |
| Ennis, Larry J. | Trans Licensing Inspector 2 | Pension | Trans Licensing Comm | 08/11/06 |
| Stewart III, Kenneth R | Engineer 1 | Resignation | Water Services | 08/07/06 |
| Lloyd, Charles L | Industrial Mechanic 1 | Deceased | Water Services | 08/20/06 |
| Blackwell, James E | Technical Services Coordinator | Pension | Water Services | 07/28/06 |

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

| <u>Classification</u> | <u>Type</u> | <u>Requesting Department</u> |
|--|-------------|------------------------------|
| Office Supervisor Spec 2 - Codes | Open | Codes |
| Plumbing Inspect 1 | Open | Codes |
| Administrative Services Manager - Project Mgt | Open | Finance |
| Finance Spec - Payroll | Dept | Finance |
| IS Application Analyst 1 - Develop | Open | Finance |
| IS Application Analyst 3 - Business | Dept | Finance |
| Office Sup Rep 3 - Treasury | Open | Finance |
| Equipment & Supply Clerk 2 - Fleet | Open | General Services |
| Program Specialist 3 - Human Relations | Open | Human Relations |
| HR Assistant 2 - Benefits | Dept | Human Resources |
| Administrative Services Officer 3 - Juvenile Court | Dept | Juvenile Court |
| Office Sup Rep 3 - Juvenile Court | Dept | Juvenile Court |
| Equipment Operator 1 - Library | Open | Library |
| Facility Coordinator - Hadley | Open | Parks |
| Maintenance & Repair Leader 2 - Landscape | Dept | Parks |
| Finance Manager - Police | Open | Police |
| HR Analyst 1 - Police | Dept | Police |
| HR Analyst 2 - Police | Dept | Police |
| Police Lieutenant | Dept. | Police |
| HR Analyst 3 - Library | Open | Public Library |
| Administrative Assistant | Dept | Public Works |
| Maintenance & Repair Leader 1 - Patch Crew | Dept | Public Works |
| Maintenance & Repair Leader 2 - Tree Crew | Dept | Public Works |
| Maintenance & Repair Worker 3 - Roadway | Open | Public Works |
| Sanitation Supervisor | Dept | Public Works |
| Engineer 2 - Storm Planning | Dept | Water Services |
| Engineering Tech 3 - Stormwater | Open | Water Services |
| Skilled Craft Worker 1 - Stormwater | Open | Water Services |
| Service Rep 2 - Customer Services | Dept | Water Services |
| Service Rep 2 - System Services | Dept | Water Services |

REGISTERS ABOLISHED

| <u>Date Established</u> | <u>Classification</u> | <u>Number On Register</u> | <u>Register</u> |
|------------------------------------|--|--------------------------------------|------------------------|
| 10/22/03 | Administrative Service Mgr - Real Estate | 14 | Open |
| 10/15/04 | IS Assistant Director | 03 | Dept |
| 11/09/05 | Library Associate 2 | 40 | Open |
| 02/22/06 | Maintenance & Repair Worker 2 - Landscape | 12 | Open |
| 02/03/05 | Maintenance & Repair Worker 2 - Structures | 02 | Dept |
| 02/16/06 | Program Coordinator - Recreation | 03 | Dept |
| 02/08/06 | Crime Scene Tech 1 | 39 | Open |
| 02/23/06 | Administrative Service Officer 4 | 00 | Open |
| 08/19/05 | Engineer 1 - Stormwater | 03 | Open |

DEPARTMENTAL ITEMS**HUMAN RELATIONS COMMISSION**

Item #1: Mr. Kelvin Jones, Director, requests approval for Hire Above Base for Leoncio Dominquez, Program Specialist 3, at Step 4, effective September 12, 2006. SR 10

INFORMATION TECHNOLOGY SYSTEMS

Item #2: Ms. Sandy Cole, Director, requests the following:

- a. Approval for Hire Above midpoint (open range) for Deborah Williams, Information Systems Division Manager, at \$90,000 annually, effective September 12, 2006. SR 14
- b. Approval of proposed ITS Departmental Rules – Security

SHERIFF

Item #3: Sheriff Daron Hall requests approval to Hire Above Base Angela Dean, correctional Officer 1, Step 2 effective September 12, 2006. CO01

SPORTS AUTHORITY

Item #4: Monica Clayton, Sports Authority, requests approval for Leave from Civil Service status, to serve as Interim Director - Metropolitan Nashville Sports Authority.

HUMAN RESOURCES

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

Item #5: Proposed Job Description Revisions

SOCIAL SERVICES DEPARTMENT

Social Worker 1
Social Worker 2
Social Worker 3

TRANSPORTATION LICENSING COMMISSION

Transportation Licensing Inspector 1
Transportation Licensing Inspector 2

POLICE DEPARTMENT

Police Officer Trainee
Police Officer 1
Police Officer 2
Police Officer 2 – Field Training

Item #6: Review of Initial Order for Lon (Sonny) West, Codes Administration /10 Days Suspension

Item #7: Review of Initial Order for Claude Grant, Water Services. – Appeal of selection/appointment process for Systems Services Manager - Storm Water

Item #8: Communiqués from the public on pending hearings

Other Items for Commission consideration and review:

Item #9: Review of the Human Resources Director's Compensation

