

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

DECEMBER 12, 2006

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, December 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

Announcement of Appeals Process, Metropolitan Code of Laws 2.68.030

(A) MINUTES: Approval of the minutes for the November 14, 2006 Civil Service Commission regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>EMERGENCY COMMUNICATION CENTER</u>			
Whipple, Justin K	Information Systems Tech 2	New Hire	11/06/06
<u>FINANCE</u>			
Marks, Pamela M	Administrative Services Officer 2	Promotion	11/20/06
*Reeder, Theresa C.	Application Tech 3	Class Change/Lateral	11/20/06
^McCorkle, Joseph E	Finance Admin	Vol Reduction In Grade	11/20/06
Moyers, Beverly D.	Finance Officer 2	Promotion	11/20/06
**Gadsden Jr., James S	Finance Officer 3	Dept Transfer/Promotion	11/16/06
Love, Mary Ann	Systems Advisor 1	Promotion	11/20/06

*Class change from Office Support Manager (SR9) to Application Tech 3 (SR9)

^Voluntary reduction in grade from Finance Manager (SR14) to Finance Administrator (SR13)

**Department Transfer from General Services (Finance Officer 2, SR10) to Finance (Finance Officer 3, SR12)

FIRE

*Armes, Scott M. Emergency Medical Tech 2 Return from IOD/Pension 11/01/06

*Return from Pension to same classification

GENERAL SERVICES

Palk, Andrea H	Administrative Services Manager	Promotion	11/06/06
Woody, D Dwayne	Application Tech 2	Promotion	11/07/06

HUMAN RESOURCES

Stanton, Malia C	Application Tech 2	Promotion	11/06/06
Northern, Corey D	Human Resources Analyst 1	New Hire	11/20/06
Bussell, Jane H.	Professional Specialist	Promotion	11/01/06
Dickson, Lisa M.	Professional Specialist	Promotion	11/01/06
Henry, Lacy M.	Professional Specialist	Promotion	11/01/06

Waltenbaugh, Seth P	Professional Specialist	Promotion	11/01/06
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PARKS

Floyd, Gernell D.	Program Coordinator	Promotion	11/03/06
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POLICE

Sherrell, Mickie J	Administrative Services Officer 3	Promotion	11/01/06
Corcoran, Lou Anne	Police Operations Analyst 1	Promotion	11/16/06
Hayes, Sandra D	Police Operations Supervisor	Promotion	11/01/06
Martin, Sharon K	Police Operations Supervisor	Promotion	11/01/06
Whitelow, Sanetta L	Police Operations Supervisor	Promotion	11/01/06

PUBLIC LIBRARY

Burns, Angela D	Circulation Assistant 1	New Hire	11/13/06
Morros, Jesse A	Circulation Assistant 1	New Hire	11/13/06
Williams, Kenneth W	Custodian 1	New Hire	11/20/06
Boling, Susan E	Librarian 1	New Hire	11/20/06
*Brooks, Linda L.	Library Associate 1	Transition - Civil Service	11/20/06
Blackburn, Kristin J.	Library Associate 2	Promotion	11/20/06

*Transition to Civil Service from Part Time status

PUBLIC WORKS

Afis, Ali T.	Engineer 3	Promotion	11/20/06
Campbell, Jeffrey J	Engineer 3	Promotion	11/20/06
Doyle, Devin P.	Engineer 3	Promotion	11/20/06
Jackson, Renee C	Engineer 3	Promotion	11/20/06
Knauf, Walter C.	Engineer 3	Promotion	11/20/06
Bowden, Korby B.	Engineering Tech 2	Promotion	11/06/06
Carney, Thomas A	Equipment Operator 3	New Hire	10/23/06
Hayes, David A	Maintenance & Repair Worker 1	New Hire	11/06/06
Thompson, Donald D	Maintenance & Repair Worker 1	New Hire	11/06/06
Jackson, Eureka M	Office Support Rep 2	New Hire	11/20/06
Morris, Melody M.	Office Support Specialist 1	Promotion	10/23/06
Denton, Brandi M.	Office Support Specialist 2	Promotion	10/23/06
*Cantu, Berardo D.	Parking Patrol Officer 2	Class Change/Lateral	10/23/06
Rowan, Rory B	Technical Specialist 1	Promotion	11/06/06
Rutledge Jr., Howard M.	Technical Specialist 1	Promotion	11/06/06

*Class change from Compliance Inspector 2, SR9 to Parking Patrol Officer 2, SR9)

SHERIFF

Adams, Jonathon D.	Correctional Officer 1	New Hire	11/13/06
Anderson, Robin B.	Correctional Officer 1	New Hire	11/13/06
Barrett, Billy J.	Correctional Officer 1	New Hire	11/13/06
Barshaw, Matthew E.	Correctional Officer 1	New Hire	11/13/06
*Bass, John D.	Correctional Officer 1	Transition - Civil Service	11/13/06
Borchelt, Jr., Virgil W.	Correctional Officer 1	New Hire	11/13/06
Brown, Tracy L.	Correctional Officer 1	New Hire	11/13/06
Burdge, John D.	Correctional Officer 1	New Hire	11/13/06
Cahall, Kenneth R.	Correctional Officer 1	New Hire	11/13/06

SHERIFF

Caulder, Pamela H.	Correctional Officer 1	New Hire	11/13/06
Clark II, Phillip D.	Correctional Officer 1	Re-Hire	11/13/06
Conrad, Thomas A.	Correctional Officer 1	New Hire	11/13/06
Dansby, Joshua M.	Correctional Officer 1	New Hire	11/13/06
Freely, Oliver W.	Correctional Officer 1	New Hire	11/13/06
Groves, Bobby N.	Correctional Officer 1	New Hire	11/13/06
Kucenas, Adam J.	Correctional Officer 1	New Hire	11/13/06
Lindsey, Corey T.	Correctional Officer 1	New Hire	11/13/06
Martin, Jeffrey J.	Correctional Officer 1	New Hire	11/13/06
Merritt, Aaron S.	Correctional Officer 1	New Hire	11/13/06
Morris, Mitchell B.	Correctional Officer 1	New Hire	11/13/06
Register, Alisha A.	Correctional Officer 1	New Hire	11/13/06
Rickman, Christopher D.	Correctional Officer 1	New Hire	11/13/06
Roberson, Brandon M.	Correctional Officer 1	New Hire	11/13/06
Sandoval, Jonathan A.	Correctional Officer 1	New Hire	11/13/06
Schmitz, Charles B.	Correctional Officer 1	New Hire	11/13/06
Shaver, Dorne J.	Correctional Officer 1	New Hire	11/13/06
Shiple, Phil	Correctional Officer 1	New Hire	11/13/06
Taylor, Lewis A.	Correctional Officer 1	New Hire	11/13/06
Van Metre, Hal G.	Correctional Officer 1	New Hire	11/13/06
Watson, Hugh L.	Correctional Officer 1	New Hire	11/13/06
Hollins, Joseph B.	Correctional Officer 2	Promotion	11/12/06
Hill, Tamera P.	Office Support Rep 2	New Hire	11/12/06

*Transition to Civil Service from Full Time/Non-Civil Service

SOCIAL SERVICES

Hillman, Joyce W	Administrative Services Officer 4	New Hire	11/14/06
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WATER SERVICES

Fulson, Sharon R	Office Support Rep 3	Promotion	11/04/06
Turner, Ross A	Service Rep 2	Promotion	11/18/06
Wilson, Ulgrace E.	Service Rep 2	Promotion	11/18/06
Barnes, Larry R	Technical Specialist 2	Promotion	11/04/06
Trimble, Michael E	Water Maintenance Leader 2	Promotion	11/18/06
Toosi, Cyrus	Water Services Assistant Director	Promotion	11/04/06

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Spain, Robert E	Mech/Gas Inspector 1	Deceased	Codes Administration	11/09/06
Sabados II, Steven C.	Info Systems Division Manager	Resignation	ITS	11/10/06
Vogt, Carol M.	Information System Oper Tech 1	Pension	ITS	11/03/06
Gilbert, Lee R	Maintenance & Repair Leader 1	Pension	Parks	11/14/06
Lewis, Kevin J	Maintenance & Repair Leader 1	Resignation	Parks	11/09/06
Howell, Kevin R	Planning Tech 1	Resignation	Planning Commission	10/27/06
Fisher Jr., John B	Police Officer 2	Resignation	Police	11/15/06
Jones, Kenneth L	Police Officer 2	Resignation	Police	10/30/06

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Shedron, Kyle W.	Police Officer 2	Resignation	Police	11/09/06
Wilson, Andrea Laketia	Police Operations Assistant 3	Resignation	Police	11/15/06
Davenport, Carl R.	Police Security Guard 1	Deceased	Police	10/31/06
Hill, Adam M.	Archives Assistant 1	Resignation	Public Library	11/17/06
Scott, Mary A	Library Associate 2	Resignation	Public Library	10/28/06
Clark III, William E	Equipment Operator 3	Dismissal	Public Works	10/27/06
Fletcher Jr., Elias	Equipment Operator 3	Pension	Public Works	11/15/06
Clemmons, Julius M	Maintenance & Repair Worker 1	Dismissal	Public Works	11/17/06
Menzies, Tron A	Maintenance & Repair Worker 1	Dismissal	Public Works	11/03/06
Cantrell, Jeremy P.	Correctional Officer 1	Resignation	Sheriff	11/14/06
Fields, Semaj S.	Correctional Officer 1	Dismissal	Sheriff	11/13/06
Kocurek, Monica M.	Correctional Officer 1	Resignation	Sheriff	11/12/06
Tate, Richard L.	Correctional Officer 1	Resignation	Sheriff	11/17/06
Tisdale, Trenton G.	Correctional Officer 1	Resignation	Sheriff	11/14/06
Ward, Robert L.	Correctional Officer 1	Resignation	Sheriff	11/01/06
Wilson, Kyler D.	Correctional Officer 1	Resignation	Sheriff	11/12/06
Coleman, Jason B.	Correctional Officer 2	Resignation	Sheriff	10/23/06
Hooberry Jr., Ben C	Engineering Tech 2	Pension	Water Services	10/31/06

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Services Officer 2-Accounts	Dept	Finance
Finance Officer 2-Payroll	Dept	Finance
IS Advisor 1-Payroll	Dept	Finance
Applications Tech 2-Radio	Dept	General Services
Automotive Mechanic	Open	General Services
Finance Officer 2-Shared Business	Open	General Services
Library Associate 2	Open	Library
Office Support Rep 1-Library	Open	Library
Applications Tech 1-Master Plan	Open	Parks & Recreation
Planning Tech 1-Bonds	Dept	Planning Commission
Administrative Services Officer 3-Police	Open	Police
Engineer 3-Public Works	Dept	Public Works
Engineering Tech 2-Traffic	Dept	Public Works
Equipment Operator 1-Roads	Dept	Public Works
Equipment Operator 2-Roads	Dept	Public Works
Tech Specialist 1-Traffic	Dept	Public Works
Administrative Services Officer 4-Quality Assurance	Open	Social Service
Tech Specialist 2-Const Inspector	Dept	Water Service
Water Maintenance Leader 2-Sewer Maintenance	Dept	Water Service

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
3/31/06	Maintenance & Repair Worker 3-Grounds	2	Open

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DEPARTMENTAL ITEM**Public Works**

- Item #1: Mr. John W. Lynch, Director, requests approval for an Increment Advance for:
- a. Jerry Brown, Engineering Technician 3, from Step 5 to Step 6, effective December 17, 2006. SR10
 - b. Bonnie Crumby, Engineering Technician 3, from Step 6 to Step 7, effective December 17, 2006 SR 10

HUMAN RESOURCES

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

- Item #2: Review of Order - Jeff Ackerman, Fire Department/Grievance – IOD
- Item #3: Review Order of Dismissal - Adrienne Lewis, MAC/Dismissal
- Item #4: Request for the Commission to review the Application of Civil Service Policy 3.13B – Disability Re-Employment - Calculation of Pay Rate for Return to Work. (Whitehouse et al. vs. Metro Government)
- Item #5: **JOB DESCRIPTIONS**
- a. Metropolitan Treasurer
 - b. Finance Assistant Director
 - c. Human Resources Manager
- Item #6: Election of Chairman and Vice-Chairman to the Civil Service Commission
- Item #7: Communiqués from the public on pending hearings



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