

# AGENDA

## METROPOLITAN CIVIL SERVICE COMMISSION

MARCH 11, 2008

**PLACE & TIME:** Civil Service Conference Room, Suite 163, 222 Building, 3<sup>rd</sup> Avenue North, Nashville, Tennessee, March 11, 2008 at 8:30 a.m.

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

**(A) MINUTES:** Approval of the Minutes for the **February 12, 2008** Civil Service Commission regular meeting.  
Approval of the Minutes for the **February 12, 2008** Public Hearing.

### ***Announcement of Appeals Process, Metropolitan Code of Laws 2.68.030***

#### **(B) APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>EMERGENCY COMMUNICATION CENTER</u></b>			
Davanon, Rebecca M	Information System Operator Analyst 1	New Hire	02/04/08
<b><u>FIRE</u></b>			
Ingram, Tammy Irby	Administrative Assistant	Promotion	02/16/08
Whitley, Delia C	Administrative Assistant	Promotion	02/16/08
Jones Jr., Robert H	Fire Assistant Chief	Promotion	02/16/08
Brown, Alana C	Fire District Chief	Promotion	02/16/08
Evans, Carl D	Fire District Chief	Promotion	02/16/08
Lankford, Timothy W	Fire District Chief	Promotion	02/16/08
Webb Jr., Johnnie E	Fire District Chief	Promotion	02/16/08
<b><u>GENERAL SERVICES</u></b>			
Saad III, John Phil	Technical Specialist 1	Promotion	02/11/08
Schuffman, Jan C	Technical Specialist 1	Promotion	02/11/08
Silver, Cynthia E	Technical Specialist 1	Promotion	02/11/08
<b><u>INFORMATION TECHNOLOGY SERVICES</u></b>			
Harbsmeier, David M	Administrative Services Officer 4	Promotion	01/30/08
Grigsby, Keith L	Computer Operator 2	New Hire	02/04/08
Schroeder, Jamie	Information Systems Comm Analyst 2	New Hire	02/25/08
Anderson, Ryan A	Information Systems Oper Analyst 2	New Hire	02/01/08
Garcia, Luis R	Information Systems Oper Analyst 3	New Hire	02/25/08
Roselli, Joseph	Information Systems Advisor 2	New Hire	02/01/08
Kilbane, Michael F	Program Specialist 2	New Hire	02/25/08
<b><u>INTERNAL AUDIT</u></b>			
Holt, Carlos L	Auditing Manager	New Hire	02/25/08
Kennamore, Tina	Finance Officer 3	New Hire	02/25/08

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>PARKS</u></b>			
Belcher, Patricia D	Custodial Services Supervisor	Promotion	02/08/08
Ingram Jr., Edgar D	Custodial Services Supervisor	Promotion	02/08/08
Kincaid, Timothy D	Custodial Services Supervisor	Promotion	02/08/08
Martin-Douglas, Brenda S	Custodial Services Supervisor	Promotion	02/08/08
Reams, Jeanette L	Custodial Services Supervisor	Promotion	02/08/08
Karnes, Eric D	Maintenance & Repair Worker 3	Promotion	01/25/08
*Young Jr., Glenn M	Program Coordinator	Transition - Civil Service	01/25/08

\*Transition to Civil Service from a Part Time status

**POLICE**

Greer, Leland	Information Systems App Tech 2	Promotion	02/01/08
Scantling, Tahandshea N	Police Operations Assistant 1	New Hire	02/16/08
Burnett, Tara Leigh	Police Operations Coordinator 1	Promotion	02/16/08

**PUBLIC LIBRARY**

Estes, Jeremy S	Circulation Assistant 1	New Hire	02/11/08
Evans, Mamee B	Office Support Specialist 1	Promotion	02/11/08
Tullos, Jennifer M	Office Support Specialist 1	Promotion	02/11/08

**PUBLIC WORKS**

Towe, John D	Equipment Operator 3	New Hire	01/29/08
Arnell, Jeffery E	Maintenance & Repair Worker 1	New Hire	02/11/08
McElhiney, Kyle S	Maintenance & Repair Worker 1	New Hire	02/11/08
Trotter, Steven E	Maintenance & Repair Worker 1	New Hire	02/11/08
*Sharpley, Tyrus	Sanitation Leader	Class Change/Lateral	02/12/08

\*Class Change from Customer Service Field Rep 3 (SR7) to Sanitation Leader (TL6)

**SHERIFF**

Stephens, Jason G	Correctional Officer 1	Re-Employment	02/14/08
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**SOCIAL SERVICES**

Van Dyke, Tameka D	Homemaker	Re-Hire	02/11/08
Hyde, Marva R	Nutrition Site Coordinator	New Hire	01/15/08
Wilson, Carol E	Program Manager 2	Promotion	02/11/08
Shreeve, Edward L	Van Driver	New Hire	02/11/08

**(B) APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>WATER SERVICES</u></b>			
Pendley, David M	Engineer 2	New Hire	02/19/08
Embry, Irucka A	Engineer In Training	New Hire	02/09/08
Jackson, Mickey	Maintenance & Repair Leader 2	Promotion	02/09/08
Moore, Randal W	Maintenance & Repair Leader 2	Promotion	02/09/08
Shelton, Steve D	Maintenance & Repair Leader 2	Promotion	02/09/08
Reed Jr., Robert A	Maintenance & Repair Worker 1	New Hire	02/09/08
*McWhorter, Sally A	Office Support Rep 3	Dept Transfer/Promotion	02/23/08
Crimmons, Benjamin S	Water Maintenance Leader 2	Promotion	01/26/08
Clark III, Charlie L	Water Maintenance Supervisor	Promotion	01/26/08
Easley, Johnny L	Water Maintenance Supervisor	Promotion	01/26/08
Ferrell II, Charles R	Water Maintenance Supervisor	Promotion	01/26/08
French, Michael C	Water Maintenance Supervisor	Promotion	01/26/08
Luck Jr., Harold B	Water Maintenance Supervisor	Promotion	02/09/08
McKissack Sr., Antonio D	Water Maintenance Supervisor	Promotion	01/26/08
^Richardson, Robert D	Water Maintenance Supervisor	Class Change/Lateral	01/26/08
Shrum, Timothy W	Water Maintenance Supervisor	Promotion	01/26/08
Trotter, Cecil	Water Maintenance Supervisor	Promotion	01/26/08

\*Department Transfer from Juvenile Court (Office Support Rep 2, SR5) to Water (Office Support Rep 3, SR6)

^Class Change from Engineering Tech 3 (SR10) to Water Maintenance Supervisor (TS8)

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Givens, Janet D	Emer Telecommunications Off 1	Resignation	ECC	02/22/08
Bauscher, Lorraine L	Emer Telecommunications Off 1	Dismissal	ECC	01/29/08
Wynn, Brenda G	Emer Telecommunications Off 1	Dismissal	ECC	02/08/08
Goodale, Lorri L	Emer Telecommunications Off 1	Dismissal	ECC	02/08/08
Ives, William R	Finance Manager	Resignation	Finance	01/25/08
Sesler, Phillip R	Fire Engineer	Pension	Fire	02/13/08
Nunn, Antione M	Human Resources Analyst 2	Resignation	Human Resources	02/15/08
Allen, Katherine M	Administrative Assistant	Deceased	Parks	01/30/08
Mangrum, William A	Maintenance & Repair Worker 3	Pension	Parks	02/19/08
Cockerham, Larry D	Parks & Recreation Superintendent	Pension	Parks	02/21/08
Hawthorn, Justin L	Police Officer 1	Resignation	Police	01/25/08
Denny, Mark D	Police Officer 2	Pension	Police	02/06/08
Page, Angela P	Police Officer 2	Resignation	Police	02/15/08
Lopez, Leopoldo P	Police Officer 2	Resignation	Police	02/11/08
Bradley II, Jerry H	Police Officer 2	Resignation	Police	01/18/08
Rigsby, Ernest E	Police Officer 3	Pension	Police	01/31/08
Hale, Regina M	Police Operations Assistant 3	Resignation	Police	02/07/08
Ezzell, Lynda C	Police Operations Assistant 3	Resignation	Police	01/18/08
McDermott, Claudette D	Police Operations Coordinator 1	Pension	Police	01/23/08
Moss, Bethany L	Police Operations Coordinator 1	Resignation	Police	02/08/08
Hamilton, Richard W	Police Sergeant	Pension	Police	01/31/08
Duncan, Gary L	Police Sergeant	Pension	Police	01/25/08
Donofrio, Joseph A	Police Sergeant	Resignation	Police	02/15/08
Dyess, Aaron W	Technical Specialist 1	Resignation	Police	01/31/08
Kassae, Lili S	Info Systems App Analyst 2	Resignation	Public Library	02/01/08

**(C) TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Ball Jr., Donald A	Info Systems App Analyst 2	Resignation	Public Library	02/08/08
Stevenson-Jones, Chena N	Correctional Officer 1	Resignation	Sheriff	01/30/08
Turner, Anthony L	Correctional Officer 1	Resignation	Sheriff	02/19/08
Boleyjack, Ricky	Correctional Officer 2	Resignation	Sheriff	02/18/08
Simon, Emma Jean	Homemaker	Pension	Social Services	02/08/08
McNeese, Patricia G	Engineer 2	Resignation	Water Services	02/01/08
Odom, John Paul	Office Support Rep 3	Resignation	Water Services	02/08/08
Ballard, Ronald W	Treatment Plant Superintendent	Deceased	Water Services	01/26/08

**(D) ELIGIBILITY REGISTER REPORT  
REGISTERS ESTABLISHED**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Plans Examiner 2	OPEN	Codes
IS Operations Analyst 1-ECC	OPEN	General Services
Stores Manager	DEPT	General Services
Technical Specialist 1- ADA	OPEN	General Services
Technical Specials 1 - Shared Business Office	DEPT	General Services
IS Applications Analyst 3 - Database Services	OPEN	ITS
Office Support Spec 1 - Branch Services	DEPT	Library
Park Police Sergeant	DEPT	Parks and Recreation
Recreation Leader-Aquatics	OPEN	Parks and Recreation
Police Sergeant	DEPT	Police
Program Supervisor	OPEN	Social Services
Social Worker 3	OPEN	Social Services
Admin Services Officer 3 -Stormwater Remedial Maintenance	DEPT	Water Services
Equipment Operator 3 - Central Wastewater	DEPT	Water Services
Industrial Mechanic 1- KR Harrington	DEPT	Water Services
M&R Leader 2 - Stormwater	DEPT	Water Services
Maintenance & Repair Worker 3 - Stormwater	OPEN	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
11/01/05	Fire Assistant Chief-EMS	Dept	07
11/17/05	Fire Instructor	Dept	15
09/21/06	Computer Operator 2- Police	Open	51

**DEPARTMENTAL ITEMS****GENERAL SERVICES**

Item # 1: Ms. Nancy Whittemore, Director, requests approval for an Increment Advance for Mr. Ronald Cleveland, Garage Supervisor I, from Step 2 to Step 3, effective March 11, 2008. TS11

**SOCIAL SERVICES**

- Item #2: Ms. Gerri Robinson, Director, requests approval to Hire Above Base the following:
- a. Ms. Melinda Eakes, Van Driver, Step 4, effective March 17, 2008. TG05
  - b. Ms. Tameka Van Dyke, Homemaker, Step 2, effective March 17, 2008. SR05

**HUMAN RESOURCES**

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

- Item #3: Status Report of Police Officer Gary Baker – Appeal of Medical Exam Results/Fitness for Duty
- Item #4: Review of Agreed Order – Mark Mitchell, Fire Dept./20 Days Suspension
- Item #5: Review Order to Withdraw appeal – Richard Dutton, Fire Dept./1 Day Suspension
- Item #6: Review of Petition for Reconsideration – Scott Wells, Social Services/Dismissal
- Item #7: Review of Initial Order - Millicent Watkins, Human Resources Dept./2 Days Suspension
- Item #8: Consideration and Approval of proposed Revisions to Civil Service Rules/Policy
- \* Appendix 3 Family Medical Leave Act (FMLA Handbook)
  - \* Proposed Revisions to FMLA language in the following:
  - \* Chapter 3.8 Outside Employment
  - \* Chapter 4.7 Sick Leave
  - \* Chapter 4.16 Family Medical Leave Act
  - \* Chapter 7.5 Outside Employment
  - \* Chapter 8.5 Outside Employment
  - \* Policy 4.16 FMLA
- Item #9: Request for Reconsideration of Medical Waiver for Chris Franklin, Fire Recruit Applicant
- Item #10: Communiqués from the public on pending hearings

