

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

JULY 8, 2008

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, July 8, 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 **June 10, 2008** Civil Service Commission regular meeting.

Announcement of Appeals Process, Metropolitan Code of Laws 2.68.030

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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FINANCE

*Northern, Kimberly M.	Application Tech 2	Dept. Transfer/Lateral	06/02/08
^Griffith, Terry A.	Finance Manager	Dept. Transfer/Class Change	06/18/08

*Department Transfer from General Services to Finance, Same Classification

^Department Transfer from Emergency Communications Center (Emergency Communications Director-Interim) to Finance (Finance Manager)

GENERAL SERVICES

*Henning, Joshua M.	Equipment Servicer	Dept. Transfer/Lateral	06/02/08
^Saud, Thomas A.	Mechanic Helper 1	Dept. Transfer/Promotion	06/02/08

*Department Transfer from Public Works (Customer Service Field Rep 1, SR5) to General Services (Equipment Servicer, TG5)

^Department Transfer from Public Works (Maintenance and Rep Worker 1, TG3) to General Services (Mechanic Helper, TG5)

HUMAN RESOURCES

Northern, Corey D.	Professional Specialist	Promotion	06/16/08
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INFORMATION TECHNOLOGY SERVICES

Thompson, Noel	Info Systems Application Tech 2	Promotion	06/02/08
Brindley, Charles N.	Information Systems Oper Tech 1	Promotion	06/16/08

JUVENILE COURT

Cothorn, Vicki L.	Office Support Rep 3	Promotion	06/05/08
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(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
*Grant, Raeffel A.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
*McElhiney, Kyle S.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
*Parker, Jerry J.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
*Ragland Jr., Marty L.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	05/31/08
Burnett, Anthony S.	Maintenance & Repair Worker 2	Promotion	06/13/08
Butler, Wayne E.	Maintenance & Repair Worker 2	Promotion	05/30/08
Corron, Michele E.	Maintenance & Repair Worker 2	Promotion	06/06/08
Binkley Jr., Claude T.	Maintenance & Repair Worker 3	Promotion	05/30/08
Webb, Kevin D.	Maintenance & Repair Worker 3	Promotion	05/30/08
Rogers, Travis C.	Recreation Center Manager	Promotion	06/13/08

*Department Transfer from Public Works to Parks, same classification

POLICE

Tune, Barbara A.	Administrative Assistant	New Hire	06/01/08
Steele, David D.	Computer Operator 2	New Hire	06/01/08
^Summers, Dustin G.	Equipment & Supply Clerk 3	Dept Transfer/Promotion	06/01/08
Donegan, Jamie M.	Police Captain	Promotion	06/01/08
*Bryner, Ben A.	Police Officer 2	Class Change	06/04/08
*Coker, Justin D.	Police Officer 2	Class Change	06/04/08
*Cothran, Walter A.	Police Officer 2	Class Change	06/04/08
*Covert, Keith	Police Officer 2	Class Change	06/04/08
*Cregan, Justin S.	Police Officer 2	Class Change	06/04/08
*Douglas, Michael J.	Police Officer 2	Class Change	06/04/08
*Gray, Michael R.	Police Officer 2	Class Change	06/04/08
*Gregg, Jimmy L.	Police Officer 2	Class Change	06/04/08
*Haggard, Cory D.	Police Officer 2	Class Change	06/04/08
*Jones, Raymond	Police Officer 2	Class Change	06/04/08
*Kordie, Daniel D	Police Officer 2	Class Change	06/04/08
*Lawman, Donald E	Police Officer 2	Class Change	06/04/08
*Rumbley, Bradley M	Police Officer 2	Class Change	06/04/08
*Shepherd, Jonathan A.	Police Officer 2	Class Change	06/04/08
*Turner, Christopher L	Police Officer 2	Class Change	06/04/08
*Warren, Michael A.	Police Officer 2	Class Change	06/04/08
Hernandez, Sharon L	Police Operations Coordinator 1	Promotion	06/01/08
Howse Jr., Robert L.	Police Operations Coordinator 1	Promotion	06/01/08
Massie, Jonathan D.	Police Operations Coordinator 1	Promotion	06/01/08
Threadgill, Tonetta	Police Operations Coordinator 1	Promotion	06/01/08
Fite Maxwell, Shelia D	Police Operations Supervisor	Promotion	06/01/08
Fosbinder, Laura L.	Police Operations Supervisor	Promotion	06/01/08

^Department Transfer from General Services (Equipment and Supply Clerk 1, SR4) to Police (Equipment and Supply Clerk 3, SR7)

*Class change from Police Officer 1 to Police Officer 2

PUBLIC LIBRARY

*Johnson, Sandra D.	Human Resources Assistant 1	Dept Transfer/ Vol. Reduction In Grade	06/16/08
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*Department transfer from General Services (Application Tech 2, SR8) to Library (Human Resources Assistant 1, SR6)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Anderson Jr., Willie L.	Correctional Officer 1	New Hire	06/16/08
Arnold, Scott C.	Correctional Officer 1	New Hire	06/16/08
Baylis, Evin J.	Correctional Officer 1	Re-Hire	06/16/08
Brown, Lamondo V.	Correctional Officer 1	Re-Hire	06/16/08
Carlton, Keenan P.	Correctional Officer 1	New Hire	06/16/08
Cartwright, Matthew L.	Correctional Officer 1	New Hire	06/16/08
Clark Jr., Davd A.	Correctional Officer 1	New Hire	06/16/08
Custer, Christopher N.	Correctional Officer 1	New Hire	06/16/08
Dalton Jr., Larry C.	Correctional Officer 1	Re-Hire	06/16/08
Flahardy, Sean D.	Correctional Officer 1	New Hire	06/16/08
Gant, Tarik D.	Correctional Officer 1	New Hire	06/16/08
Henley, Brian M.	Correctional Officer 1	New Hire	06/16/08
Huddleston, Nateshia Y.	Correctional Officer 1	New Hire	06/16/08
Huff, Joel A.	Correctional Officer 1	New Hire	06/16/08
Hughes, Paul W.	Correctional Officer 1	New Hire	06/16/08
Jackson, Bryan M.	Correctional Officer 1	New Hire	06/16/08
Kouhail, Coleen	Correctional Officer 1	New Hire	06/16/08
Lang, Mark R.	Correctional Officer 1	New Hire	06/16/08
Malveaux, Charisma C.	Correctional Officer 1	New Hire	06/16/08
Martinez, Deambrosia J.	Correctional Officer 1	New Hire	06/16/08
Nowack, Micah S.	Correctional Officer 1	New Hire	06/16/08
Petersen, Denmark J.	Correctional Officer 1	New Hire	06/16/08
Riggs, Zane W.	Correctional Officer 1	Re-Hire	06/16/08
Rodriguez Jr., Felipe	Correctional Officer 1	New Hire	06/16/08
Ross, Rachael B.	Correctional Officer 1	New Hire	06/16/08
Schonter, Christi D.	Correctional Officer 1	New Hire	06/16/08
Tollison, Dennis W.	Correctional Officer 1	New Hire	06/16/08
Tribble Jr., David L.	Correctional Officer 1	New Hire	06/16/08
Turner, Christopher A.	Correctional Officer 1	New Hire	06/16/08
Wall, Matthew R.	Correctional Officer 1	Re-Hire	06/16/08
Weber, Jason S.	Correctional Officer 1	New Hire	06/16/08
Weir, Stephen J.	Correctional Officer 1	New Hire	06/16/08
Wells, Tanisha S.	Correctional Officer 1	New Hire	06/16/08
West, Terry L.	Correctional Officer 1	New Hire	06/16/08
Williamson, Gregory W.	Correctional Officer 1	New Hire	06/16/08
*Winston, Donald G.	Correctional Officer 1	Transition - Civil Service	06/16/08
Cornish Jr., Jerome	Correctional Officer 2	Promotion	05/17/08
Poole, Yolanda R.	Correctional Officer 2	Promotion	06/20/08
Newton, Sara H.	Correctional Officer Sergeant	Promotion	06/08/08

*Transition to Civil Service from a non-Civil Service position

SOCIAL SERVICES

*McEwen, Pamela M.	Finance Manager	Re-Classification	06/12/08
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*Re-Classification resulting from the performance of a position audit

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
^^Binkley, Christina L	Administrative Services Officer 3	Class Change/Lateral	05/17/08
*Mefford, Traci L.	Application Tech 1	Dept Transfer/Lateral	06/14/08
Turner, Ross A.	Compliance Inspector 3	Promotion	06/14/08
Reagan, George M.	Engineer In Training	New Hire	05/31/08
^Taylor, Lindsay W.	Engineering Tech 1	Dept Transfer/Lateral	06/14/08
^Conner, Michael A.	Engineering Tech 3	Dept Transfer/Lateral	06/14/08
^Towe, John D.	Equipment Operator 3	Dept Transfer/Lateral	06/21/08
^Wilcox, Antwan D.	Maintenance & Repair Worker 1	Dept Transfer/Lateral	06/21/08
**Calloway, Micheal W.	Treatment Plant Tech 1	Dept Transfer/Promotion	06/21/08
**Cason, Bobby L Jr.	Treatment Plant Tech 1	Dept Transfer/Promotion	06/21/08
**Wood, Jack R.	Treatment Plant Tech 1	Dept Transfer/Promotion	06/21/08
^^Arnell, Jeffery E.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^Davis, Joshua A.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^Maclin Jr., Byron O.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^McKay, Jonathan D.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
^^Menzies, Tron A.	Water Maintenance Tech 1	Dept Transfer/Lateral	06/21/08
***Blackwell Jr., Kevin D	Water Maintenance Tech 2	Dept Transfer/Lateral	06/21/08
***McClain, Ernest D.	Water Maintenance Tech 2	Dept Transfer/Lateral	06/21/08

^^Class Change from Customer Service Supervisor (SR10) to Administrative Services Officer 3 (SR10)

*Department Transfer from General Services to Water, same classification

^Department Transfer from Public Works to Water, same classification

**Department Transfer from Public Works (Maintenance and Repair Worker 1, TG3) to Water (Treatment Plant Tech 1, TG8)

^^Department Transfer from Public Works (Maintenance and Repair Worker 1, TG3) to Water (Water Maintenance Tech, TG3)

***Department Transfer from Public Works (Customer Service Field Rep 1, SR5) to Water (Water Maintenance Tech 2, TG4)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Kenderdine, Christopher R.	Emerg Telecomm Officer 1	Dismissal	ECC	06/06/08
Schonborg, Irma L.	Emerg Telecomm Officer 1	Dismissal	ECC	05/27/08
Trawick, Nicole R.	Emerg Telecomm Officer 1	Dismissal	ECC	05/30/08
Bethune, Roxianne	Business Development Officer	Resignation	Finance	05/30/08
Howe, Sondra K.	Finance Administration	Resignation	Finance	06/13/08
Aaron, James William	Finance Manager	Resignation	Finance	05/27/08
Hayes, William N.	Fire District Chief	Pension	Fire	06/06/08
Belcher, Phillip R.	Fire Engineer	Pension	Fire	06/03/08
Bell, Walter L.	Fire Inspector 2	Pension	Fire	06/04/08
Sullivan, Gregory S.	Paramedic 2	Pension	Fire	06/06/08
Clymer, Troy Lee	Building Maintenance Lead Mech.	Resignation	General Services	05/28/08
Trujillo, Rhonda D.	Office Support Rep 2	Dismissal	Juvenile Court	06/13/08
Geist, Amanda S.	Recreation Leader	Resignation	Parks	05/18/08
Graham, Jenness .D	Crime Scene Technician 1	Resignation	Police	05/31/08
Williams, David J.	Police Lieutenant	Pension	Police	05/14/08
Burrow, Alfred F.	Police Officer 2	Pension	Police	05/31/08
Lawrence, Edwin	Police Officer 2	Pension	Police	05/31/08

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Scarberry, Billy R.	Police Officer 2	Pension	Police	05/15/08
Johnson, Ashley C.	Police Operations Assistant 1	Resignation	Police	06/08/08
King, Scott A.	Police Operations Assistant 1	Resignation	Police	05/23/08
Moore, Sonya R.	Police Operations Assistant 1	Resignation	Police	06/06/08
Stewart, James M.	Archives Assistant 2	Pension	Public Library	05/22/08
Jones, Vickie L.	Human Resources Assistant 1	Resignation	Public Library	06/04/08
Forsell, Polly K.	Librarian 2	Resignation	Public Library	06/12/08
Lindsey, William A.	Engineering Tech 3	Resignation	Public Works	06/13/08
Hudson, Larry W.	Equipment Operator 3	Deceased	Public Works	06/13/08
Madden Jr., John	Maintenance & Repair Worker 1	Resignation	Public Works	05/30/08
Prisco, Daniel E.	Maintenance & Repair Worker 1	Resignation	Public Works	06/06/28
Rector, Mikal T.	Maintenance & Repair Worker 2	Resignation	Public Works	06/13/08
King, Brad A.	Correctional Officer 1	Resignation	Sheriff	05/27/08
Senart Jr., David A	Correctional Officer 1	Resignation	Sheriff	05/17/08
Staggs, Jamie L.	Correctional Officer 1	Resignation	Sheriff	05/30/08
Mills, Maile A.	Correctional Officer 1	Resignation	Sheriff	05/17/08
Belles Jr., David R.	Correctional Officer 1	Resignation	Sheriff	05/21/08
Jordan Jr., James F.	Compliance Inspector 3	Pension	Water Services	05/30/08
Lincoln, Cherie D.	Office Support Rep 3	Pension	Water Services	05/30/08

(D) ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Plumbing Inspector 1	Open	Codes Administration
Fire Maintenance Worker 2	Dept	Fire
Professional Specialist	Dept	Human Resources
IS Division Manager-Library Automation	Open	Library
Police Crisis Counselor 2	Open	Police
IS Apps Tech 2-Police Datacenter Support	Open	Police
Customer Service Field Rep 3-Customer Service	Dept	Water Services
Equipment Operator 2-Stormwater	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
09/18/2007	Equipment Mechanic-Grounds	OPEN	19
10/04/2007	Library Associate 1-Teen Services	OPEN	48
10/04/2007	Library Associate 1-Children's Services	OPEN	47

DEPARTMENTAL ITEMS

GENERAL SERVICES

Item #1: Ms. Nancy Whittemore, Director, requests approval for a pay advancement for Leah Granderson, Administrative Services Officer 4, from \$52,190 to \$56,573 effective July 1, 2008. SR12

HUMAN RESOURCES

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

Item #2: Review of Initial Order - Albert Roberts, Sheriff's Office/Dismissal

Item #3: Review of Initial Order -Thom Brown, ECC/Grievance

Item #4: Review of Initial Order - Melanie Swezea, ECC/Dismissal

Item #5: **JOB DESCRIPTIONS**

Librarian 1
Librarian 2
Librarian 3
Librarian Manager 1
Librarian Manager 2
Librarian Manager 3
Library Administrator

Item #6: Approval to consider an amendment to the Metro pay plan adding the Civil Service classifications as listed below, and consideration of the corresponding job descriptions.

Internal Auditor 1 – SR 10
Internal Auditor 2 – SR 12
Sr. Internal Auditor – SR 13
Principal Internal Auditor – SR 14
Internal Audit Manager – SR 15

Item #7: Updated Report of Approved Departmental Layoff Plans
(Report only)

Item #8: Request for Medical Waiver by Police Trainee Applicant Cornelius Gaines

Item #9: Communiqués from the public on pending hearings



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