

AGENDA
LOUISVILLE METRO CIVIL SERVICE BOARD
FEBRUARY 13, 2024 @ 8:30 A.M.

The meeting will be held by Webex video teleconference. Board members, Board staff, and Department Reps have been sent a Webex meeting invitation.

OLD BUSINESS:

Minutes of Last Meeting:

If there are no additions or corrections, **recommend the minutes of the meeting held on January 9, 2024, be approved as written.**

NEW BUSINESS:

Suspensions:

1. Ms. Seata Hopson, Expanded Duties Dental Assistant, with the Family Health Centers – EB Dental, has been suspended for three (3) 8-hour days, effective January 29, 2024, for violation of the following: 15.1.4 Insubordination, 15.1.9 Neglect of duty, willful idleness, careless workmanship or sleeping on duty, 15.1.11 Falsehood, intentional misstatement or concealment of material act in employment, investigation, inquiry or other proceedings, falsifying records, 15.1.12 Unauthorized absence, unexcused absence for any period of time without notification of supervisor, 15.1.14 Deliberate violation of instructions, 15.1.19 Excessive or unexcused tardiness and 15.1.28 Breach of Professional behavior. **This is for Board information.**
2. Ms. Fedia Pierre, Medical Assistant I, with the Family Health Centers, has been suspended for three (3) 8-hour days, effective January 31, 2024, for violation of the following: 15.1.11 Falsehood, intentional misstatement, or concealment of material act in employment, investigation, inquiry or other proceedings, falsifying records, 15.1.27 Failure to follow policies or procedures and 15.1.28 Breach of professional behavior. **This is for Board information.**

Requests for Re-employment:

1. Mr. Steve Wilkins, on behalf of the Louisville Division of Fire, requests that the candidates listed below be placed on a reemployment eligibility list for the position of Fire Recruit.

Justin Ocasio
Wayne Taylor-Sims

Recommend Approval.

Request to Revise Job Titles:

Family Health Centers requests that the following job title be revised:

Current Title

FHC CASE MANAGEMENT COORDINATOR

Requested Title

FHC REFUGEE & IMMIGRANT SERVICES CASE MANAGEMENT COORDINATOR

Recommend Approval.

Request to Establish Job Descriptions:

Family Health Centers requests that the following job descriptions be established:

**ADVANCED PRACTICE REGISTERED NURSE - BILINGUAL
FHC PATIENT ACCESS CALL CENTER SPECIALIST I – BILINGUAL
FHC PATIENT ACCESS SPECIALIST I – BILINGUAL
MEDICAL ASSISTANT I – BILINGUAL
PHYSICIAN – BILINGUAL**

Recommend Approval.

Request to Establish Test Weights:

**ADVANCED PRACTICE REGISTERED NURSE – BILINGUAL
(Open Competitive & Promotional)
Training & Experience: 100%**

**FHC PATIENT ACCESS CALL CENTER SPECIALIST – BILINGUAL
(Open Competitive & Promotional)
Training & Experience: 100%**

**FHC PATIENT ACCESS SPECIALIST – BILINGUAL
(Open Competitive & Promotional)
Training & Experience: 100%**

**MEDICAL ASSISTANT I – BILINGUAL
(Open Competitive & Promotional)
Written Exam: Pass/Fail
Training & Experience: 100%**

**PHYSICIAN – BILINGUAL
(Open Competitive & Promotional)
Training & Experience: 100%**

Recommend Approval.

Board Schedule:

February 13, 2024 at 8:30 AM – Webex

March 12, 2024 at 8:30 AM – Webex

April 9, 2024 at 8:30 AM – Webex

May 14, 2024 at 8:30 AM – Webex