

AGENDA
LOUISVILLE METRO CIVIL SERVICE BOARD
JUNE 21, 2022 @ 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 May 10, 2022, be approved as written.**

NEW BUSINESS:

Dismissal:

1. Ms. Donzella Polk, Medical Assistant I, Family Health Centers, has been dismissed, effective June 1, 2002, for the following: 15.1.4 Insubordination, 15.1.9 Neglect of duty, willful idleness, careless workmanship, 15.1.14 Deliberate violation of instructions, 15.1.17 Failure to maintain quality or quantity of work required and 15.1.27 Failure to follow policies and procedures. **This is for Board information.**

Suspensions:

1. Ms. Lori Carnes, Communications Specialist II, EMA/MetroSafe, has been suspended for one (1) day, effective March 12, 2022, for violation of the following: MetroSafe's S.O.P. 6.1 Causes for Discipline, Dismissal or Other Penalties, 7.1 Tardy Policy, 12.3 Shift Change and 1.5 (5) Ethics: Principles of Behavior. **This is for Board information.**
2. Ms. Elizabeth Grenough, Communications Specialist II, EMA/MetroSafe, has been suspended for one (1) day, to be held in abeyance, for violation of the following: MetroSafe's S.O.P. 7.3 Overtime, 6.1 Causes for Discipline, Dismissal or Other Penalties, 12.3 Shift Change. **This is for Board information.**
3. Ms. Jennifer Marcum, Communications Specialist I, EMA/MetroSafe, has been suspended for one (1) day, effective March 5, 2022, for violation of the following: MetroSafe's S.O.P. 6.1 Causes for Discipline, Dismissal or Other Penalties, 7.9 Pattern of Absence, and Louisville Metro Government Personnel Policies 18.3 (3) Dismissal. **This is for Board information.**

4. Ms. Jennifer Marcum, Communications Specialist I, EMA/MetroSafe, has been suspended for twenty (20) hours, effective June 8th & 9, 2022, for violation of the following: MetroSafe's S.O.P 6.1 Causes for Discipline, Dismissal or Other Penalties, 7.9 Pattern of Absence, and Louisville Metro Government Personnel Policies 18.3 (3) Dismissal. **This is for Board information.**

Request for Re-employment:

1. Mr. Steve Wilkins, on behalf of Family Health Centers, requests that the candidate listed below be placed on a reemployment eligibility list for the position of Primary Care Nurse II.

1. **Juanita Nalley**

Recommend Approval.

Requests to Establish Job Descriptions:

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

**FHC Referral Specialist I
FHC Referral Specialist II
FHC Referral Manager**

2. The Louisville Metro Police Department requests that the following job descriptions be established:

**Compliance Coordinator – Police
Statistical Research Analyst
Strategic Criminal Analyst
Tactical Criminal Analyst**

Members have been provided with copies.

Recommend Approval.

Requests to Revise Job Descriptions:

1. The Family Health Centers requests that the following job descriptions be revised:

**FHC Payroll Assistant
Pharmacist**

Recommend Approval.

Request to Revise Job Title and Job Description:

1. Steve Wilkins, Chief Examiner, requests that the following job title and job description be revised.

Current Title

Requested Title

Human Resources Testing Clerk

Human Resources Testing Coordinator

Members have been provided with copies.

Recommend Approval.

Request to Establish Test Weights:

Steve Wilkins requests that the following test weights be established:

Compliance Coordinator - Police
(Open Competitive & Promotional)
Training & Experience: 100%

Statistical Research Analyst
(Open Competitive & Promotional)
Training & Experience: 100%

Strategic Criminal Analyst
(Open Competitive & Promotional)
Training & Experience: 100%

Tactical Criminal Analyst
(Open Competitive & Promotional)
Training & Experience: 100%

FHC Referral Manager
(Open Competitive & Promotional)
Training & Experience: 100%

FHC Referral Specialist I
(Open Competitive & Promotional)
Training & Experience: 100%

FHC Referral Specialist II
(Open Competitive & Promotional)
Training & Experience: 100%

Board Schedule:

June 21, 2022 at 8:30 a.m. – Webex
July 12, 2022 at 8:30 a.m. – Webex
August 9, 2022 at 8:30 a.m. – Webex
September 13, 2022 at 8:30 a.m. – Webex
October 11, 2022 at 8:30 a.m. – Webex
November 8, 2022 at 8:30 a.m. – Webex
December 13, 2022 at 8:30 a.m. – Webex