

MEMORANDUM OF UNDERSTANDING #2016-02
THE CITY OF COLUMBUS
AND
COMMUNICATIONS WORKERS OF AMERICA
(CWA Local 4502)

Regarding Appendix B

Pursuant to Section 20.2 of the Collective Bargaining Contract between the City of Columbus and the Columbus Workers of America, Local 4502, the parties hereby agree to amend the Collective Bargaining Contract dated April 24, 2014 – April 23, 2017, by amending the Contract by acknowledging Civil Service Commission action to **retitle the following classification:**

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Range</u>
0799	From: Equal Opportunity Specialist To: Neighborhoods Program Specialist	

An ordinance to accept this MOU will be submitted to City Council, and the effective date will be specified therein.

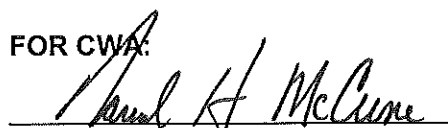
FOR THE CITY:



Nichole M. Brandon
Director of Human Resources

6/10/16
Date

FOR CWA:



David McCune
President, CWA Local 4502

6/16/16
Date

MEMORANDUM

To: Commissioners:
Grady L. Pettigrew, Jr., President
Stephanie L. Coe, Member
Delena Edwards, Member

From: C. Amy Delong, Executive Director
Michael W. Eccard, Deputy Director
Tamira M. Rollins, Personnel Administrative Officer

Date: May 4, 2016

Subject: Request of the Civil Service Commission staff to revise and retitle the specification for the classification Equal Opportunity Specialist to read Neighborhoods Program Specialist, designate the examination type as noncompetitive, and amend Rule XI accordingly (Job Code 0799).

ANALYSIS AND RECOMMENDATION

Civil Service Commission staff request to revise and retitle the specification for the classification Equal Opportunity Specialist (Job Code 0799) to broaden its scope and allow for its use in the new Department of Neighborhoods. There is currently one (1) incumbent serving in this classification in the Community Relations Commission, Office of the Mayor. This classification has been used exclusively by the Community Relations Commission for the last fifteen (15) years. The class specification was last reviewed in July, 2013.

Prompting the proposed revision and retitling was information shared during the State of the City. The Mayor stated that with his administration there will be much greater emphasis placed on City neighborhoods. To do so, it was proposed that a Department of Neighborhoods will be created (likely by the middle of 2016) that will house a variety of neighborhood programs such as Neighborhood Liaison, Neighborhood Pride, and the 311 Call Center. It was further proposed that the Community Relations Commission will move out from under the Mayor's Office to be housed in the new department. Together the programming for this new department will ultimately comprise a one-stop-shop for residents aimed at improving accessibility and accountability to ensure that the City neighborhoods have the resources available that are necessary to thrive.

In preparation for the establishment of this new department, a review of current classifications was undertaken to best determine how to classify the work performed within the new department. For the most part, while the department is new, the work being performed is not and the current classification will work well. However, much of the Neighborhood Liaison Program is performed by the Development Program Manager classification, which is restricted to the Development Department. The pay grade for this classification and Equal Opportunity Specialist, which has been used exclusively by the Community Relations Commission, is the same and the qualifications are similar with both requiring a bachelor's degree and three (3) years of experience, making a potential reclassification fairly easy. Also, the work performed by both jobs (in the Community Relations Commission and in the Neighborhood Liaison Program) tend to be neighborhood-centric with considerable focus on building relations with neighborhood groups and activists, correcting misdeeds of the past and present (especially discriminations), and networking with other entities (internal and external to the City) to ensure resources are available and improve neighborhood quality of life.

By broadening the scope of the Equal Opportunity Specialist to incorporate other programs that would fall under the new Department of Neighborhoods, it is proposed that the classification title also be broadened and named Neighborhoods Program Specialist. By **DEFINITION**, the proposed Neighborhoods Program Specialist would be responsible for administering programming that pertains to neighborhood advocacy and/or anti-discrimination. While the work relating to anti-discrimination programming is already listed on the specification, it is proposed that sample duties relating to neighborhood advocacy also be included. Some of these proposed examples are:

- Provides advocacy and technical assistance to residents on various neighborhood issues;
- Coordinates the exchange of information among citizens, neighborhood organizations, area commissions, and City staff;
- Coordinates the investment of City resources in various City neighborhoods;
- Consults with City staff, state officials, and representatives of private industry about the needs of Columbus neighborhoods and to best determine how to meet these needs;
- Seeks to identify emerging issues while working proactively to improve the quality of life in City neighborhoods.

The proposed **MINIMUM QUALIFICATIONS** include a bachelor's degree and three (3) years' professional experience in equal opportunity, public administration, planning, community relations, employment law, or a closely related field. The proposed qualifications represent a merging of the different types of experience deemed to be qualifying for both the Equal Opportunity Specialist and the Development Program Manager classifications. Both of these classifications currently require a bachelor's degree and three (3) years of experience. A substitution is proposed that would allow a master's degree to substitute for one (1) year of the required experience and a doctoral or law degree to substitute for two (2) years of experience.

Some additional **KNOWLEDGE, SKILLS, AND ABILITIES** are proposed that are considered important for successful job performance. These include: considerable knowledge of cultural diversity; considerable knowledge of Columbus neighborhood communities; considerable knowledge of the functions, operating policies, and organizational structure of city government; ability to mediate and resolve conflicts.

It is further recommended that the **Examination** type for this classification be changed to *Noncompetitive*. This is most consistent with other similarly situated classifications that are categorized as EEO-Professional, require a bachelor's degree, with at least three (3) years of related professional experience, and are paid comparably. When the above is true, over 95% of the classifications are designated noncompetitive. Also consistent within the Class Plan is that entry-level professional classifications are designated competitive, whereas the fully-skilled professional classifications tend to be designated noncompetitive. There are several entry-level, competitive classifications that could feed in to this classification once employees acquire the requisite number of years of experience in the entry-level class. They include Community Relations Representative, Equal Opportunity Representative, Planner I, and Management Analyst I. Of note, the Development Program Manager classification, from which several employees will be reclassified, is designated noncompetitive as well. There are no proposed changes to the **Probationary Period** as it is already assigned 365 days, the required length for noncompetitive classifications.

It is further recommended that under the *Administrative Job Family* this classification be moved into the *Research and Development Group*. There are no recommended changes to the **EEO/DOJ Job Category**, *Professional*, or the NEOGOV Job Interest Category, *Community and Social Services*.

Contact:
Pamela Hykes O'Grady, Executive Assistant II, Office of the Mayor

(Proposed Revised Class Plan)

IV. ADMINISTRATIVE JOB FAMILY

C. RESEARCH AND DEVELOPMENT GROUP

This group includes classifications responsible for researching and generating data and ideas for use in the development and forecasting of programs, policies and guidelines.

- 2016 Building Services Specialist
- 2000 Business Development Specialist
- 0798 Community Relations Representative
- 0796 Community Relations Coordinator
- 0350 Development Program Manager
- 2015 Development Program Coordinator
- 2028 Development Research Coordinator
- 0328 Downtown Development Administrative Coordinator
- 2002 Downtown Development Office Administrator
- 0756 Energy Manager
- 0751 Keep Columbus Beautiful Manager
- 2003 Land Management Office Administrator
- 0799 Neighborhoods Program Specialist**
- 2010 Planner I
- 2011 Planner II
- 2012 Planning Manager **OR** 0762 Historic Preservation Officer
- 2027 Real Estate Asset Manager
- 0769 Wastewater Soil Applications Coordinator

(Proposed Revised and Retitled Specification)

~~NEIGHBORHOODS PROGRAM SPECIALIST~~ ~~EQUAL OPPORTUNITY SPECIALIST~~

DEFINITION

Under general direction, is responsible for **administering programming that pertains to neighborhood advocacy and/or anti-discrimination**~~developing equal opportunity programs and ensuring compliance with federal, state and local anti-discrimination laws~~; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Investigates allegations of discrimination within the boundaries of the City of Columbus; prepares recommendations regarding probable cause;

Develops Citywide policies and procedures with regards to anti-discrimination laws and regulations;

Researches and interprets anti-discrimination regulations and provides guidelines to the administration, employees and the public regarding the impact on organizational and business practices;

Identifies and designs training programs on applicable laws; advises and counsels management, employees, and the public on anti-discrimination related areas;

Makes presentations to council, administration, community groups and civic organizations; maintains relationships with community action and support groups;

Provides advocacy and technical assistance to residents on various neighborhood issues;

Coordinates the exchange of information among citizens, neighborhood organizations, area commissions, and City staff;

Coordinates the investment of City resources in various City neighborhoods;

Consults with City staff, state officials, and representatives of private industry about the needs of Columbus neighborhoods and to best determine how to meet these needs;

Seeks to identify emerging issues while working proactively to improve the quality of life in City neighborhoods;

~~Conducts utilization analyses, studies and assessments related to recruitment, employment, promotions, new hires, and ADA-related accessibility;~~

~~Assists in the recruitment and tracking of applicants to improve the utilization of qualified women, minorities and persons with disabilities in under-utilized employment areas;~~

Prepares documents and position papers; utilizes computer tracking system to monitor discrimination cases;

Provides guidance ~~to equal opportunity officers~~ in the interpretation of applicable laws and implementation and monitoring of programs.

GUIDELINES FOR CLASS USE

~~Positions allocated to this classification are restricted to the Mayor's Office, Community Relations Commission and the Department of Human Resources.~~

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and three (3) years of professional experience in equal opportunity, **public administration, planning, community relations, affirmative action compliance, personnel administration,** employment law, or ~~public accommodation discrimination~~ **a closely related field.** Substitutions: A ~~law degree or~~ master's degree in a related field may be substituted for **one (1) year**~~two (2) years~~ of the required experience. **A doctoral or law degree may be substituted for two (2) years of the required experience.**

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of federal, state and local laws and guidelines governing anti-discrimination practices; general knowledge of training assessment and development; **considerable knowledge of cultural diversity; considerable knowledge of Columbus neighborhood communities; considerable knowledge of the functions, operating policies, and organizational structure of city government; ability to mediate and resolve conflicts;** some knowledge of basic descriptive statistics; skill to speak effectively in public; ability to conduct fact-finding investigations; ability to remain objective and impartial when processing discrimination cases; ability to communicate effectively; ability to write comprehensive and legal reports; ability to establish and maintain effective working relationships with others of diverse backgrounds; ability to interpret, adapt and apply appropriate laws, regulations, guidelines and precedents to a variety of situations; ability to design and implement training programs; ability to communicate effectively; ability to plan, coordinate and organize multiple projects; ability to use the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Probationary Period: 365 Days
Examination: ~~Competitive~~**Noncompetitive**

Job Family/Group: Administrative/**Research and Development**
EEO/DOJ Job Category: Professional

Class established: 01-31-94
Current spec: ~~04-26-99~~
Commission action taken: **Revise/Retitle (Equal Opportunity Specialist 5/23/16)**~~Review/no change~~
Revise/Retitle (Equal Employment Opportunity Specialist 4/26/99)
Last reviewed: ~~07-29-13~~

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: CWA
Salary: Grade 57 (92)
FLSA: Exempt (overtime ineligible)

(Proposed Revised and Retitled Specification)

NEIGHBORHOODS PROGRAM SPECIALIST

DEFINITION

Under general direction, is responsible for administering programming that pertains to neighborhood advocacy and/or anti-discrimination; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Investigates allegations of discrimination within the boundaries of the City of Columbus; prepares recommendations regarding probable cause;

Develops Citywide policies and procedures with regards to anti-discrimination laws and regulations;

Researches and interprets anti-discrimination regulations and provides guidelines to the administration, employees and the public regarding the impact on organizational and business practices;

Identifies and designs training programs on applicable laws; advises and counsels management, employees, and the public on anti-discrimination related areas;

Makes presentations to council, administration, community groups and civic organizations; maintains relationships with community action and support groups;

Provides advocacy and technical assistance to residents on various neighborhood issues;

Coordinates the exchange of information among citizens, neighborhood organizations, area commissions, and City staff;

Coordinates the investment of City resources in various City neighborhoods;

Consults with City staff, state officials, and representatives of private industry about the needs of Columbus neighborhoods and to best determine how to meet these needs;

Seeks to identify emerging issues while working proactively to improve the quality of life in City neighborhoods;

Prepares documents and position papers; utilizes computer tracking system to monitor discrimination cases;

Provides guidance in the interpretation of applicable laws and implementation and monitoring of programs.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and three (3) years of professional experience in equal opportunity, public administration, planning, community relations, employment law, or a closely related field. Substitutions: A master's degree in a related field may be substituted for one (1) year of the required experience. A doctoral or law degree may be substituted for two (2) years of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of federal, state and local laws and guidelines governing anti-discrimination practices; general knowledge of training assessment and development; considerable knowledge of cultural diversity; considerable knowledge of Columbus neighborhood communities; considerable knowledge of the functions, operating policies, and organizational structure of city government; ability to mediate and resolve conflicts; some knowledge of basic descriptive statistics; skill to speak effectively in public; ability to conduct fact-finding investigations; ability to remain objective and impartial when processing discrimination cases; ability to communicate effectively; ability to write comprehensive and legal reports; ability to establish and maintain effective working relationships with others of diverse backgrounds; ability to interpret, adapt and apply appropriate laws, regulations, guidelines and precedents to a variety of situations; ability to design and implement training programs; ability to communicate effectively; ability to plan, coordinate and organize multiple projects; ability to use the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Probationary Period: 365 Days
Examination: Noncompetitive

Job Family/Group: Administrative/Research and Development
EEO/DOJ Job Category: Professional

Class established: 01-31-94
Current spec: ~~04-26-99~~
Commission action taken: **Revise/Retitle (Equal Opportunity Specialist 5/23/16)** ~~Review/no change~~
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Compensation Plan: CWA
Salary: Grade 57 (92)
FLSA: Exempt (overtime ineligible)

Appointing Authority

Date