

MEMORANDUM OF UNDERSTANDING #2016-03

THE CITY OF COLUMBUS
AND
COMMUNICATIONS WORKERS OF AMERICA (CWA) Local 4502

Regarding Appendix B

Pursuant to Section 2.3 of the Collective Bargaining Contract between the City of Columbus and the Communications Workers of America (CWA) Local 4502, the parties hereby agree to amend the Collective Bargaining Contract dated April 24, 2014 – April 23, 2017, by amending the Contract as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Grade</u>
<u>Create Job Classification:</u>		
<u>1894</u>	<u>License Supervisor</u>	<u>56</u>

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

FOR THE CITY:



Nichole M. Branden
Director of Human Resources

7/15/16

Date


George Speaks
Director of Public Safety

7/7/16

Date

FOR CWA:



David H. McCune
President

7/14/16

Date

MEMORANDUM

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

From: C. Amy DeLong, Executive Director
Tamira M. Rollins, Personnel Administrative Officer
Matthew J. Wonderly, Personnel Analyst II

Date: March 9, 2016

Subject: Request of the Civil Service Commission staff to create the specification for the classification License Supervisor, designate the examination type as competitive, assign a probationary period of 365 days, and amend Rule XI accordingly.

ANALYSIS AND RECOMMENDATION

Civil Service Commission staff request the creation of the specification for the classification License Supervisor. This action was initiated at the request of the Department of Public Safety to create a classification for use within the Division of Support Services, License Section. The newly created classification will be similar to one used previously by the License Section prior to 2011.

The License Section of the Department of Public Safety administers and enforces all laws, rules, and regulations relating to licensing and permit requirements for various types of businesses, charitable solicitations, and users of alarm systems. Currently, this section is managed by the License Manager classification. Within the last few years the License Section has seen a major increase in the job tasks performed for both the License Officers and the License Manager. With this increase the need for a supervisor-level classification has arisen.

The proposed License Supervisor would be mid-level in the series and handle the day-to-day supervision of License Officers, enabling the License Manager to become more focused on higher level tasks including code writing, planning response to large events, meeting with internal and external customers, and inspection planning and scheduling. By **DEFINITION**, the proposed License Supervisor, working under direction, would be responsible for the supervision of the License Section of the Division of Support Services of the Department of Public Safety.