

MEMORANDUM

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

From: C. Amy DeLong, Executive Director
Tamira M. Rollins, CSC Assistant Executive Director
Richard D. Cherry, Personnel Analyst II

Date: July 30, 2019

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

ANALYSIS AND RECOMMENDATION

Civil Service Commission staff request the creation of the specification for the classification Fleet Attendant (CDL). This action was initiated at the request of the Department of Finance and Management. In a correspondence from a department representative it was noted that the department has proposed to purchase two 20-passenger, ADA compliant shuttle buses to transport officials and employees about on City business. In order to operate these vehicles, drivers are required by the State of Ohio to possess a commercial driver's license (CDL). Currently, the department uses 15-passenger buses that are not ADA compliant and do not require the drivers to possess commercial driver's licenses. However, with the purchase of the two new shuttle buses, the department plans to eventually replace their entire fleet of shuttle buses with the 20-passenger, ADA compliant shuttle buses.

The department currently utilizes the Fleet Attendant (Job Code 3744) classification to drive and operate their shuttle buses not requiring CDL drivers. However, the current Fleet Attendants may only drive and operate the new shuttle buses if they possess the required CDL. The department has agreed to incentivize their current employees to obtain the CDL training. In doing so, the department has requested the creation of a classification to drive and operate the new 20-passenger, ADA compliant shuttle buses and for succession planning because they will

need CDL licensed drivers as the new buses will eventually replace their entire fleet of shuttle buses.

By **DEFINITION**, the proposed Fleet Attendant (CDL), working under general supervision, would be responsible for operating and ensuring the maintenance of designated City vehicles including 20-passenger, ADA compliant shuttle buses.

The **EXAMPLES OF WORK** section was developed to include those responsibilities identified as important for the classification. An employee in the Fleet Attendant (CDL) classification will be expected to perform these duties competently and proficiently. Some of the recommended duties include:

- Transports and delivers vehicles for servicing or repairs; inspects vehicles to ensure that they are ready for use;
- Coordinates with the Ohio Department of Motor Vehicles on certification and licensing of vehicles; ensures license plates and validation stickers are up to date;
- Checks incoming and outgoing vehicles at parking facilities to ensure that only authorized vehicles are using facilities;
- Checks parking facilities for unauthorized vehicles; may place warning notations on unauthorized parked vehicles;
- Enters data into a computer terminal and/or generates reports;
- Transports officials and employees about on City business; operates a 20-passenger, ADA compliant shuttle bus;
- Maintains monthly mileage inventory on designated vehicles;
- Maintains files or logs, such as accident report files and vehicle control card files;

The **MINIMUM QUALIFICATIONS** section was designed to reflect the qualifications required for successful performance of the job. Candidates will be required to possess a valid motor vehicle operator's license. By completion of the probationary period, candidates must possess a valid Class A, B or C Commercial Driver's License with a Passenger (P) endorsement. According to the Ohio Bureau of Motor Vehicles, due to the fact that the shuttle buses can transport sixteen or more passengers, including the driver, and the maximum gross vehicle weight is less than 26,001 pounds, a Class C designation is what's minimally required. However, a Class A or Class B CDL (higher level licenses) are also acceptable, as long as there is a Passenger (P) endorsement.

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The **KNOWLEDGE, SKILLS, AND ABILITIES** section was developed to include the knowledge, skills, and abilities expected of a successful employee in the job of Fleet Attendant (CDL). It is recommended that the Knowledge, Skills, and Abilities for this classification include:

General knowledge of the laws, ordinances, rules, and regulations governing the operation of motor vehicles; ability to operate a motor vehicle; ability to recognize names and numbers; ability to read the English language; ability to maintain a simple filing system; ability to get along with people; ability to follow oral and written instructions; ability to operate a personal computer and related software; ability to communicate both orally and in writing; ability to work outdoors; ability to see objects clearly that are further than twenty (20) feet away; ability to see objects clearly that are less than two (2) feet away; ability to stand for at least two (2) hours; ability to sit for at least thirty (30) minutes.

It is recommended that the **Probationary Period** be assigned as *365 Days*, which is consistent with the associated learning time, which includes the time to obtain the required CDL. It is further recommended that the **Examination** type be designated as *Competitive* per Commission policy on the practicableness of determining the merit and fitness of applicants by competitive examinations. It is also recommended that this classification be assigned within the *Labor and Maintenance Job Family* within the *General Labor and Maintenance Group* in the City of Columbus Class Plan Index and be assigned to the *Service-Maintenance EEO/DOJ Job Category*. It is recommended that the proposed classification be assigned to the *Fleet Services* NEOGOV Job Interest Category 1. It is, therefore, recommended that the classification Fleet Attendant (CDL) be created as proposed, and Rule XI amended accordingly.

Contact(s):

Madison Hill, Department Human Resources Officer, Finance and Management
John King, Fleet Management Division Assistant Administrator, Fleet Management Division,
Finance and Management
Terrell Spencer, Safety Manager, Finance and Management

Attachment

DRAFT CLASS PLAN INDEX

X. LABOR AND MAINTENANCE JOB FAMILY

L. GENERAL LABOR AND MAINTENANCE GROUP

This group includes classifications, not grouped elsewhere, responsible for performing a variety of routine duties which are usually manual in nature and involve providing unskilled assistance.

3744	Fleet Attendant
XXXX	Fleet Attendant (CDL)
3748	Fuel System Technician
3750	Fuel System Specialist
3682	Laborer
3022	Parking Enforcement Officer
3023	Parking Enforcement Supervisor
1300	Parking Meter Collector
1301	Parking Meter Collection Supervisor
3680	Summer Worker