

CIVIL SERVICE BOARD AGENDA



April 3, 2013

9:00 A. M.

1. Call meeting to order.
2. Adopt Agenda for this meeting.
3. Consider for approval the Civil Service Board Meeting minutes that was held on March 6, 2013.
4. Consider for approval the Executive Session Minutes for the suspension appeal filed by Keith Smith, Prison/Refuse Control.
5. Consider for approval the Civil Service Board's Decision for the Keith Smith, Prison/Refuse Control, suspension appeal that was heard at the March 6, 2013, meeting.
6. Chairman to present Training Certificates to the following employees:
 - a. **Employee's Professional Certificate**
 - i. Patricia Hill - Juvenile Court
 - ii. Keshia Johnson - Juvenile Court
 - iii. Jennifer Jones - Juvenile Court
 - iv. Synta Kellam-Barnard - Parks & Recreation Administration
 - v. Natashya Johnson - Police Department
 - vi. Tonette White - Senior Services
 - vii. Raymona Tukes - Tax Commissioner
 - viii. Mary Rogers - Transportation & Development
 - b. **Manager's Basic Skills Certificate**
 - i. Rose DeJesus - Community Development
 - ii. Lesa Myers - District Attorney/Child Support
 - iii. Kareema Simeon - District Attorney/Child Support
 - iv. Sean Moran - Fire & Emergency Services
 - v. Tiffany Berry - Juvenile Court
 - vi. Indya Grier - Juvenile Court
 - vii. Sheryl Teske - Juvenile Court
 - viii. Cassandra Watson - Juvenile Court
 - ix. Kenneth Cameron - Police Department
 - x. Christopher Blackwell - Senior Services
 - xi. Patricia Joe - Senior Services

xii. Arnell Richardson - Sheriff Department

c. **Manager's Professional Skills Certificate**

- i. Rose DeJesus - Community Development
- ii. Lesa Myers - District Attorney/Child Support
- iii. Tiffany Berry - Juvenile Court
- iv. Indya Grier - Juvenile Court
- v. Sheryl Teske - Juvenile Court
- vi. Cassandra Watson - Juvenile Court
- vii. Sherita Smitherman - Police Department
- viii. Patricia Joe - Senior Services
- ix. Arnell Richardson - Sheriff Department

- 7. Consider request from Faith Tankersley, Clerk Superior/Magistrate Courts, for annual leave donations.
- 8. Consider request from Police Chief Gregory Porter to extend the probationary period of Gail Anderson, for an additional three (3) months (until September 17, 2013).
- 9. Consider request from Fire Chief Jeff Hood to revise the edition of the Clayton County Fire & Emergency Services Promotional Procedures.
- 10. **Grievance** - Consider grievance filed on March 30, 2011, by Yasmin Neal, Police Department, with regards to "*annual leave being exhausted in preparation of an approval for leave without pay, per documentation I received*".
- 11. **Grievance** - Consider grievance filed on March 30, 2011, by Yasmin Neal, Police Department, with regards to "*inability to use leave without pay under Civil Service Rule 5.442 since annual has been exhausted*".
- 12. Discussion item.
 - a. Select a second meeting date for July 2013.
- 13. Other business.
- 14. Adjournment.