

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**June 2, 2015 @ 2 p.m.**

A regular meeting of the Toledo Civil Service Commission was held at the time and place specified above.

Present: Commission President Dr. Marjorie L. Holt  
Commission Member Wilma D. Brown  
Commission Member Justice G. Johnson, Jr., Esq.  
Erica S. Powell, Secretary-Civil Service Commission  
Victoria Coleman, Manager-Administrative Services  
Anthony Markwood, Administrative Analyst 3  
Kelly Murphy, Administrative Analyst 2  
Joshua Curry, Administrative Analyst 1

**Review and approval of minutes from Regular Meeting of May 20, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the June 2, 2015 regular meeting.**

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**ANNOUNCEMENTS:**

2014-00050 Engineering Technician (GIS) (NCP/NCR) announce Wednesday, June 3, 2015 to Sunday, June 7, 2015  
2015-00449 Construction Technician (CP/CR) announce Wednesday, June 3, 2015 to Tuesday, June 23, 2015  
2015-00450 Supervisor-Code Compliance (NCP) announce Wednesday, June 3, 2015 to Sunday, June 7, 2015

**ELIGIBLE LISTS:**

2015-00349 Maintenance Worker I (CR) add Newman, Pope, Moore, Thompson, Williams, Lucas, Mahone, Reed, Hickerson, Rushing, Bates, Hinton, Bell, Byrd, Cook, Mann, Williams, and Delgado  
2015-00400 Fire Plans Examiner (NCP) add Thompson

**CLASSIFICATION REPORTS:**

Reclassify (3) Drafter position to (3) Senior Drafter positions (Division of Engineering Services) (KM) - **Approved**

**OTHER:**

**RCA - Proposal of CritiCall Software Implementation (KM)**

In an effort to modernize and streamline the selection and hiring process for the City of Toledo, Police/Fire Communications Bureau, the Human Resources Department is implementing CritiCall, a Pre-Employment Testing Software. CritiCall is a first in the dispatching industry - software that tests applicants for dispatcher, calltaker, and telecommunicator positions on the computer. It, also tests for other job-related skills necessary in today's dispatching environment, including computer-related skills, and multi-tasking responsibilities.

**After review and discussion, the Commission approved the implementation of the CritiCall Software to be utilized by the City of Toledo, Police/Fire Communications Bureau.**

**OTHER:**

**RCA – Permanent Appointee After Two (2) Years – Systems Analyst - Timothy Ramm (AM)**

Staff recommends that Timothy Ramm be eligible for permanent placement in the Systems Analyst position at the Department of Information Communication Technology in accordance with Section 60.15.

**After review and discussion, the Commission deemed Mr. Ramm qualified for the position of Systems Analyst based on his years of continuous service in the position per Civil Service Rule 60.15.**

**RCA – Clerical Skills Test Results – Intermediate Clerk (KM)**

The following employee completed a typing test on Thursday, May 28, 2015 for the position of Intermediate Clerk. A passing score for Intermediate Clerk is 50 wpm. (An \* denotes a passing score.)

<u>Name</u>	<u>Score</u>
Manning, (Gwynn) Glenda	46

It is recommended that the above scores be approved and placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

**After review and discussion, the Commission approved the request as recommended. Scores will be placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.**

**INFORMATIONAL PURPOSES:**

**Upcoming: Police Lieutenant Promotional Examination will be administered on Saturday, June 6, 2015  
Police Sergeant Promotional Examination will be administered on Sunday, June 7, 2015**

**APPEARANCES:**

Glenda (Gwynn) Manning requested to appear before the Commission regarding the rejection of her appeal and the rejection of her application for the Administrative Specialist (AA/CC).

**After discussion and review, the Commission requested that this matter be held until next meeting so that further information can be provided.**

Victor Gonzalez requests to appear before the Civil Service Commission, along with his attorney Jim Perlman at the next meeting to provide additional information for his medical rejection in 2015 Fire Fighter process.

**The Toledo Civil Service Commission reviewed Mr. Gonzalez' request to appear before the Civil Service Commission regarding his medical rejection for the position of Fire Fighter. After such review, the Commission concluded that the Medical Appeals Process clearly states that "...the City's Physician shall make the final determination as to whether the individual passes or fails the pre-employment medical examination." Based on the aforementioned, Mr. Gonzalez' request for a Civil Service hearing on this matter was denied.**

**EXTENSIONS:**

None

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 3 p.m.**