

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
June 17, 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 June 2, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the June 17, 2015 regular meeting.

ANNOUNCEMENTS:

- 2014-00127 Watermain and Service Repair Worker (CP/CR) announce Thursday, June 18, 2015 to Saturday, June 27, 2015
- 2014-00132 Foreman-Water Distribution System (CP) announce Thursday, June 18, 2015 to Saturday, June 27, 2015
- 2015-00410 Manager-Public Service (NCP) announce Thursday, June 18, 2015 to Monday, June 22, 2015
- 2015-00448 Administrator-Public Service 1 (Water Treatment – Maintenance) (NCP/NCR) announce Thursday, June 18, 2015 to Wednesday, July 1, 2015
- 2015-00466 Meter Reader (CR) announce Thursday, June 18, 2015 to Saturday, June 27, 2015
- 2015-00467 Water Loss Equipment Technician (CP) announce Thursday, June 18, 2015 to Saturday, June 27, 2015
- 2015-00484 Administrator-Public Services 1 (Utilities Administration) (NCP/NCR) announce Thursday, June 18, 2015 to Saturday, June 27, 2015

ELIGIBLE LISTS:

- 2014-00187 Water Service Technician (NCP/NCR) add Arnold, Barker, Beach, Brown, Cervantes, Colbert, Conley, Davis, Delapena, Eye, Hafner, Mann, McFarland, McKeen, O'Neal, Pratt, Rosplohowski, Sherer and Terry
- 2015-00050 Engineering Technician (NCR) add Golightley and Fishback
- 2015-00450 Supervisor-Code Compliance (NCP) add Guerrero, Hightower and Lundquest

CLASSIFICATION REPORTS:

- Clerk Specialist I (New) (AFSCME Local 7) (VC) – **Approved on 6/17/2015**
- Clerk Specialist II (New) (AFSCME Local 7) (VC) – **Approved on 6/17/2015**

CLASSIFICATION REPORTS: (continued)

Manager-Public Service (Revise) (Division of Sewer and Drainage) (KM) – **Approved on 6/17/2015**

OTHER:

RCA – Voluntary Demotion – DaShaun Strong (VC)

DaShaun Strong, currently a Mayor’s Assistant 1, has requested a voluntary demotion to the Clerk 1 classification within the Classified Exempt service. Mr. Strong has submitted a written “Request for Voluntary Demotion” and he is qualified as a Clerk 1. Therefore, Mr. Strong has requested that the Civil Service Commission grant his voluntary demotion request and place his name on the appropriate eligibility list.

After review and discussion, the Commission granted the Voluntary Demotion request for Mr. DaShaun Strong and his name will be placed on the appropriate eligible list.

RCA – Reinstatement Request – Dawn Dupree (AM)

Dawn Dupree submitted a request for reinstatement to the classification of Police Communications Specialist II on June 8, 2015 and is timely. Ms. Dupree began her employment with the City of Toledo on October 1, 1997. She resigned in good standing from the Fire Communications Bureau effective April 9, 2015. Based on the foregoing information, it is recommended that the Commission approve Ms. Dupree’s placement on the aforementioned reinstatement list pursuant to Civil Service Rule 60.17 “Reinstatement”.

After review and discussion, the Commission approved Ms. Dupree’s request to be placed on the reinstatement list for Police Communications Specialist II pursuant to Civil Service Rule 60.17.

RCA – Re-Establish Eligible List - Painter (KM)

Staff requests that the Commission approve the Painter eligible list be re-established.

After review and discussion, the Commission approved Staff’s request to re-establish the eligible list for Painter.

RCA – Mrs. Glenda (Gwynn) Ellis-Manning (KM)

Staff is requesting that Mrs. Ellis-Manning’s name be added to the eligible list for the permanent classifications that she previously held with the City of Toledo; specifically, Clerk 1 and Intermediate Clerk. If approved, her name will be forwarded to the divisions with vacancies for consideration, along with all the other names on the appropriate eligibility list. In addition, Mrs. Ellis-Manning meets the minimum qualifications for the classification of Water Dispatcher. Therefore, Staff is requesting that Mrs. Ellis-Manning be considered for vacancies in the classification of Water Dispatcher.

After review and discussion, the Commission approved Mrs. Ellis-Manning’s name to be added to the Clerk 1, Intermediate Clerk and Water Dispatcher eligible lists for future consideration.

RCA- Appeal of Rejection of Application for Supervisor-Code Compliance - Debra Rodriguez-Dickerson (KM)

Debra Rodriguez-Dickerson has appealed the rejection of her application for Supervisor-Code Compliance for not meeting the minimum requirements. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Debra Rodriguez-Dickerson and uphold the rejection of her application for the position of Supervisor-Code Compliance stating that she does not meet the minimum requirements.

After review and discussion, the Commission denied the appeal of Ms. Debra Rodriguez-Dickerson and upheld the rejection of her application for Supervisor-Code Compliance due to not meeting the minimum requirements.

RCA- Late Application – Supervisor – Code Compliance – Jon Sherer (KM)

Jon Sherer is requesting that he be allowed to submit a late application for the position of Supervisor – Code Compliance. The application period was announced on June 2, 2015 by the Toledo Civil Service Commission and posted on the City of Toledo’s website effective June 3, 2015 at midnight. All potential applicants, including Mr. Sherer had ample time to complete an application. Therefore, Staff recommends not accepting the late application for Jon Sherer for the position of Supervisor – Code Compliance.

After review and discussion, the Commission did not grant the acceptance of late application for Mr. Jon Sherer for the position of Supervisor-Code Compliance.

RCA – Appeal of Rejection of Application for Water Service Technician – George Cole (JC)

The application for Mr. George Cole for Water Service Technician was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Mr. Cole be approved and the Commission accept his application stating that he does meet the minimum requirements for the position of Water Service Technician.

After review and discussion, the Commission approved the appeal of Mr. Cole and accepted his application stating that he does meet the minimum requirements for the position of Water Service Technician. His name will be added to the eligible list.

RCA – Appeal of Rejection of Application for Water Service Technician – Jonathan Chizmar (JC)

The application for Mr. Jonathan Chizmar for Water Service Technician was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Mr. Chizmar be denied and the Commission uphold the rejection of his application stating he does not meet the minimum requirements for the position of Water Service Technician.

After review and discussion, the Commission denied the appeal of Mr. Chizmar and upheld the rejection of his application stating he does not meet the minimum requirements for the position of Water Service Technician.

RCA – Appeal of Rejection of Application for Water Service Technician – Thomas Myers (JC)

The application for Mr. Thomas Myers for Water Service Technician was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Mr. Myers be denied and the Commission uphold the rejection of his application stating he does not meet the minimum requirements for the position of Water Service Technician.

After review and discussion, the Commission denied the appeal of Mr. Myers and upheld the rejection of his application stating he does not meet the minimum requirements for the position of Water Service Technician.

OTHER:

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>
Ellis- Manning, (Gwynn) Glenda	61*

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.

RCA – Clerical Skills Test Results –Clerk 1 (KM)

The following employee completed a typing test on Friday, June 12, 2015 for the position of Clerk 1. A passing score for Clerk 1 is 25 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
Strong, Shaun	55*

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:

None

APPEARANCES:

Glenda (Gwynn) Manning requests to appear before the Commission regarding the rejection of her appeal and the rejection of her application for the Administrative Specialist (AA/CC). This was held at the last meeting (June 2, 2015).

After further review and discussion on this matter, the Commission decided that they cannot make an informed decision regarding Mrs. Ellis-Manning’s appeal and rejection of her application for the position of Administrative Specialist (AA/CC). Therefore, the Commission defers any decisions beyond placing Mrs. Ellis-Manning on the appropriate eligible lists.

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 3:15 p.m.