

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**November 4, 2015 @ 2:00 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  
Kelly Murphy, Administrative Analyst 2  
Joshua Curry, Administrative Analyst 1  
Abby Emlinger, Administrative Analyst 1

**Review and approval of minutes from Regular Meeting of October 21, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the November 4, 2015 regular meeting.**

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**ANNOUNCEMENTS:**

2015-00000 Manager-Administrative Services (Economic Development) (NCP/NCR) announce Thursday, November 5, 2015 to Saturday, November 14, 2015

**ELIGIBLE LISTS:**

2014-00134 Sewer Maintenance Worker (CP/CR) add Colbert, Downs, Lucas, McClorrine, Riegsecker, Shuherk, Simmons, Taylor, Williams, Simpson and Ratliff

2014-00451 Maintenance Worker I (CR) add Weaver, Riegsecker, Martin, Myers, Rodgers, Simpson and Lucas

2015-00529 Engineering Technician (GIS) (NCP) add Jones-Barnes

2015-00569 Senior Process Control Analyst (NCP/NCR) add Chmielewski and Stoffan

2015-99999 Grant Administrator (NCP/NCR) add Baker, Budzinski, Burkhardt, Cox, Dahl, Dowling, Krogulski, Mossing, Phillips, Powell, Rancatore, Rizzo, Robson, Saunders, Smigielski, Spurlock, Szumigala, Taylor and Wagner

**CLASSIFICATION REPORTS:**

Reclassify **Four (4)** Account Clerk, **Three (3)** Accounts Payable Control Clerk, **One (1)** Cashier, **and Seven (7)** Clerk Non-Typist, **Three (3)** Dispatcher, **Six (6)** Intermediate Account Clerk, **Forty-Nine (49)** Intermediate Clerk, **Two (2)** Payroll Clerk, **One (1)** Real Estate Records Clerk, **Five (5)** Senior Account Clerk, **Eighteen (18)** Senior Account Clerk, **Thirty-One (31)** Senior Clerk-Utility Administration and **Nine (9)** Water Dispatcher positions to Clerk Specialist 1 and Clerk Specialist 2 (**139 Positions within AFSCME Local 7**) - **Approved**

**OTHER:**

**RCA – Office Proficiency Assessment & Certification (OPAC) Implementation (KM)**

In an effort to modernize and streamline the selection and hiring process for the City of Toledo, the Department of Human Resources is implementing OPAC, a Pre-Employment Testing Software. OPAC is a computerized means of measuring skills needed in today's automated office. OPAC minimizes staff time involved in employment testing by automatically administering and scoring tests. This is an exciting time for the City of Toledo as the Department of Human Resources moves to provide customers with an employment opportunity model that is seamless, user-friendly, and creates greater efficiencies across our government.

**After review and discussion, the Commission approved the OPAC Software Implementation which will be a great enhancement to the selection and hiring process for the City of Toledo.**

**RCA – Voluntary Demotion – Nancy Macias (KM)**

Nancy Macias has requested a voluntary demotion from the position of Heavy Equipment Operator to the position of Bridge Operator. Ms. Macias meets the educational requirement and exceeds the experience qualifications for the position. In addition, Ms. Macias has requested the voluntary demotion in writing. However, Ms. Macias has not completed one (1) year of service beyond her probationary period. Therefore, Staff recommends that the Civil Service Commission deny her voluntary demotion request to the classification of Bridge Operator.

**After review and discussion, the Commission denied Ms. Macias' request for a voluntary demotion to the classification of Bridge Operator.**

**RCA – Request for Late Application for Senior Clerk – Jodi Parcher (KM)**

Jodi Parcher is requesting to submit a late application for the position of Senior Clerk. Based on the information provided, Staff recommends that Ms. Parcher's request be denied.

**After review and discussion, the Commission denied Ms. Parcher's request to submit a late application for the position of Senior Clerk.**

**RCA – Revise Policy for Clerical Skills Testing (KM)**

It is recommended that the Clerical Skills Testing Policy established by the Commission on April 1, 1992, be revised to include the following (please see attached "Current" and "Proposed" documents). The revisions of the Clerical Skills Testing Policy will be aligned with the new clerical skills testing software, OPAC, which we are implementing.

**After review and discussion, the Commission approved the revisions of the Clerical Skills Testing Policy, which will be aligned with the new clerical skills testing software, OPAC, of which has been approved for implementation.**

**RCA – Manager-Administrative Services (Economic Development) (KM)**

The Department of Economic Development has a Manager-Administrative Services (Economic Development) vacancy that needs to be filled. Currently, there is no eligible list for the position of Manager-Administrative Services (Economic Development). The Department of Economic Development has requested the use of the applications obtained from the Director-Administrative Services (Development) posting for the position of Manager-Administrative Services, in addition to announcing the position for ten (10) days.

**After review and discussion, the Commission approved the applications that have been accepted for Director-Administrative Services (Development) to be used to review all applicants for the Manager-Administrative Services (Economic Development), along with any new applications received during the application period in accordance with the minimum qualifications.**

**OTHER:**

**RCA – Extension of Job Announcement – Watermain and Service Repair Worker (JC)**

As of November 3, 2015, Staff has only received eight (8) applications of those who meet the minimum qualifications. In order to have a larger pool of qualified applicants, Staff is requesting the Watermain and Service Repair Worker announcement to be extended until Thursday, November 19, 2015.

**After review and discussion, the Commission granted the request to extend the Watermain and Service Repair Worker announcement until Thursday, November 19, 2015.**

**RCA – Appeal of Rejection of Application for Engineering Technician (GIS) – Pete Dickman (JC)**

The application for Mr. Pete Dickman for Engineering Technician (GIS) was rejected due to not meeting the minimum education and experience requirements. Based on the proved information, though Mr. Dickman possesses enough relevant work experience to meet the minimum experience requirements, he does not possess enough to be used in lieu of the education requirement. Therefore, Staff recommends that Mr. Dickman's appeal be denied stating he does not meet the minimum education requirements for the position of Engineering Technician (GIS).

**After review and discussion, the Commission denied the appeal of Mr. Pete Dickman and upheld the rejection of his application stating he does not meet the minimum education requirements for the position of Engineering Technician (GIS).**

**RCA – Appeal of Rejection of Application for Engineering Technician (GIS) – Mark Henninger (JC)**

The application of Mr. Mark Henninger for Engineering Technician (GIS) was rejected due to not meeting the minimum education requirements. Based on the provided information, Staff recommends that Mr. Henninger's experience be used in lieu of the education requirement and deem Mr. Henninger's application for the position of Engineering Technician (GIS) as qualified.

**After review and discussion, the Commission approved the appeal of Mr. Henninger and deemed his application as qualified by using his experience in lieu of education for the position of Engineering Technician.**

**RCA – Request for Reinstatement – James Todd (AE)**

James Todd submitted a request for reinstatement to the classification of Maintenance Worker I. Mr. Todd began employment with the City of Toledo on February 20, 2015 working in the Division of Streets, Bridges & Harbor. Mr. Todd resigned on July 14, 2015. Mr. Todd's request for reinstatement was submitted on August 3, 2015 and is timely. However, based on the foregoing information, it is recommended that the Commission deny Mr. Todd's request for reinstatement and deny his placement on the aforementioned reinstatement list in accordance with Civil Service Rule 60.17.

**After review and discussion, the Commission denied Mr. James Todd's request for reinstatement to the classification of Maintenance Worker I and denied his placement on the aforementioned reinstatement list in accordance with Civil Service Rule 60.17.**

**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

None

**EXTENSIONS:**

Administrative Specialist 3 (AA/CC) (NCP/NCR) – List Expires: 11/05/15 - request six (6) month extension - **Approved**

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:45 p.m.**