

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
November 18, 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 – Excused Absence
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

Review and approval of minutes from Regular Meeting of November 4, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the November 18, 2015 regular meeting.

ANNOUNCEMENTS:

None

ELIGIBLE LISTS:

2015-88888 Manager-Administrative Services (Economic Development) add Baker, Batiste, Bilger, DeBardelaben, Ferro, Gross, Henning, Hooper, Kwapich, Lee, Manders, McBooth, McDonald, Mueller, Piel, Powell, Price, Raussen, Ross, Szentkiralyi, Wallace, Washington and Wendt

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Appeal of Rejection of Application for Grant Administrator – Sarah Langlois (KM)

Sarah Langlois has appealed the rejection of her application for Grant Administrator for not meeting the education and experience requirements. Based on information provided, Ms. Langlois does not meet the minimum education and experience requirements as stated on the job announcement. Therefore, Staff recommends that the Commission deny her appeal and uphold the rejection of her application for the position of Grant Administrator.

After review and discussion, the Commission denied the appeal of Ms. Sarah Langlois and upheld the rejection of her application stating she does not meet the minimum education and experience requirements for the position of Grant Administrator.

RCA – Appeal of Rejection of Application for Police/Fire Communications Specialist – Parker Cornwell (KM)

Parker Cornwell's application for Police/Fire Communications Specialist was rejected due to not meeting the minimum experience requirements. Based on the information received from Mr. Cornwell, Staff recommends that the appeal of Mr. Cornwell be denied and the rejection of his application is upheld stating that he does not meet the minimum experience requirements for the position of Police/Fire Communications Specialist.

After review and discussion, the Commission denied the appeal of Mr. Parker Cornwell and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Police/Fire Communications Specialist.

OTHER:

RCA – Appeal of Rejection of Application for Manager-Administrative Services (Economic Development) – Kevin McCarthy (KM)

Kevin McCarthy has appealed the rejection of his application for Manager-Administrative Services (Economic Development) for not meeting the experience requirements. Based on information provided, Mr. McCarthy does not meet the minimum experience requirements as stated on the job announcement. Therefore, Staff recommends that the Commission deny his appeal and uphold the rejection of his application stating that he does not meet the minimum experience requirements for the position of Manager-Administrative Services (Economic Development).

After review and discussion, the Commission denied the appeal of Mr. Kevin McCarthy and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Manager-Administrative Services (Economic Development).

RCA – Appeal of Rejection of Application for Manager-Administrative Services (Economic Development) – Thomas Pounds (KM)

Thomas Pounds has appealed the rejection of his application for Manager-Administrative Services (Economic Development) for not meeting the experience requirements. Based on information provided, Mr. Pounds does meet the minimum experience requirements as stated on the job announcement. Therefore, Staff recommends that the Commission grant his appeal and deem his application as qualified for the position of Manager-Administrative Services (Economic Development).

After review and discussion, the Commission granted the appeal of Mr. Thomas Pounds and deemed his application as qualified for the position of Manager-Administrative Services (Economic Development).

RCA –Late Appeal of Rejection of Application for Senior Process Control Analyst – Bradley Crim (JC)

Bradley Crim is requesting to submit a late application for the position of Senior Process Control Analyst. Based on the information provided, Staff recommends that Mr. Crim’s request be denied.

After review and discussion, the Commission denied Mr. Bradley Crim’s request to submit a late application for the position of Senior Process Control Analyst.

RCA – Clerical Skills Test Results – Secretary 2 (KM)

The following individuals completed a typing test on Tuesday, November 17, 2015 for the position of Secretary 2. A passing score for Secretary 2 is 60 wpm. (An * denotes a passing score.)

Last Name	First Name	WPM
Carter	TreVe’	57 wpm
Jones	Ginger	42 wpm
Meador	Amanda	65 wpm*
Ramey	Amanda	56 wpm
Rand	Stephanie	56 wpm
Strong	Shaun	47 wpm
Strong	Shaun	53 wpm
Wade	Winston	54 wpm
Watkins	Tomika	45 wpm

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.

OTHER:

RCA – Protest of Clerical Skills Testing Administration – Shaun Strong (KM)

Shaun Strong submitted a protest form following the administration of the Clerical Skills test. Mr. Strong was afforded the opportunity to retest.

After review and discussion, the Commission accepted the information from Staff that Mr. Shaun Strong was given the opportunity to retest for the position of Secretary 2.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Chris Green requests an appearance at the next meeting regarding his appeal for the position of Sr. Process Control Analyst on Wednesday, December 2, 2015.

After review and discussion, the Commission has granted the request of Mr. Green to appear at the next Civil Service meeting.

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:17 p.m.