

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**October 7, 2015 @ 12:00 p.m.**

A regular meeting of the Toledo Civil Service Commission is being 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  
Kelly Murphy, Administrative Analyst 2  
Joshua Curry, Administrative Analyst 1  
Abby Emlinger, Administrative Analyst 1

**Review and approval of minutes from Regular Meeting of September 16, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the October 7, 2015 regular meeting.**

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**ANNOUNCEMENTS:**

- 2015-00557 Utility Accounts Technician (Utilities Administration) (CP) announce Thursday, October 8, 2015 to Monday, October 12, 2015
- 2015-00559 Administrative Analyst 4 (Utilities Administration) (NCP) announce Thursday, October 8, 2015 to Monday, October 12, 2015
- 2015-00560 Administrator-Administrative Services 2 (Utilities Administration) (NCP) announce Thursday, October 8, 2015 to Saturday, October 10, 2015
- 2015-00562 Secretary 2 (Utilities Administration) (CP) announce Thursday, October 8, 2015 to Monday, October 12, 2015
- 2015-00564 Police Communications Specialist I (CP/CR) announce Thursday, October 8, 2015 to Sunday, October 18, 2015
- 2015-00578 Administrative Specialist 2 (Law) (NCP/NCR) announce Thursday, October 8, 2015 to Sunday, October 18, 2015
- 2015-00579 Chief Horticulturist (NCP/NCR) announce Thursday, October 8, 2015 to Sunday, October 18, 2015

**ELIGIBLE LISTS:**

- 2014-00072 Water Control Room Operator (NCP) add Pino
- 2014-00298 Chief Chemist/Bacteriologist (NCP) add Berardinelli, Mazur and Slawinski
- 2014-00499 Engineering Associate (NCP/NCR) add Dietrich, Huntley, Miles, Stelzer, Veeravalli and White
- 2015-00455 Instrumentation Technician (NCP) add Callaghan
- 2015-00462 Permit Technician (NCP/NCR) add Archer, Burzynski, Cervantes, Kallil, O'Rourke, Ross and Stoll
- 2015-00505 Automotive Repair Technician (CP) add Edelman
- 2015-00510 Professional Engineer (NCP) add Huntley and Martali
- 2015-00519 Heavy Equipment Operator (CP/CR) add Cope, Futey, Jr., Sofu, Metzger, Foster, McNeir, Ellis, Pino, Meyers, Barringer, Conley, Riggs, Lewis, Callaghan and DelaPena
- 2015-00522 Senior Water Control Room Operator (NCP) add Slawinski
- 2015-00533 Tree Service Worker (CP/CR) add Ayala, Elgin, Kaltenbach, Parker and Todd

**ELIGIBLE LISTS:** (continued)

- 2015-00534 Forestry Crew Leader (CP) add Auth and Rice  
2015-00535 Supervisor-Forestry (CP) add Rice  
2015-00536 Automotive Service Worker (CP/CR) add Fricke, Hendrickson, Lawson, McGaharan, Skotynsky and Ware  
2015-00540 Senior Professional Engineer (NCP) add Bockstahler and Selhorst  
2015-00550 Administrator-Public Services 2 (Environmental Services) (NCP) add Ball and Pittman  
2015-00551 Administrator-Public Services 2 (Sewer and Drainage Services) (NCP) add Badreddine, Baker, O'Brien, Pratt and Wood  
2015-00553 Administrator-Public Services 2 (Water Distribution) (NCP) add Badreddine, Soncrant and Wood

**CLASSIFICATION REPORTS:**

None

**OTHER:**

**RCA – Appeal of Rejection for Late Application for Manager-Administrative Services (Grant Writer) – Dorothy Spurlock (KM)**

Dorothy Spurlock is requesting to submit a late application for the position of Manager-Administrative Services (Grant Writer). Staff recommends that Ms. Dorothy Spurlock's request to submit a late application be denied.

**After the appearance from Ms. Dorothy Spurlock and further review and discussion with Staff, the Commission denied Ms. Spurlock's request to submit a late application for the position of Manager-Administrative Services (Grant Writer).**

**RCA – Appeal of Rejection of Application for Manager-Administrative Services (Grant Writer) – Michael Saleh (KM)**

Michael Saleh has appealed the rejection of his application for Manager-Administrative Services (Grant Writer) for not meeting the education and experience requirements. Based on the information provided, Mr. Saleh does not meet the minimum education and experience requirements, as stated on the job announcement. Therefore, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for the position of Manager-Administrative Services (Grant Writer).

**After review and discussion, the Commission denied the appeal of Mr. Michael Saleh and upheld the rejection of his application for the position of Manager-Administrative Services (Grant Writer) due to not meeting the minimum education and experience requirements.**

**RCA – Appeal of Rejection of Application for Manager-Administrative Services (Grant Writer) – Arpad Szentkirályi (KM)**

Arpad Szentkirályi has appealed the rejection of his application for Manager-Administrative Services (Grant Writer) for not meeting the experience requirements. Based on information provided, Mr. Arpad Szentkirályi 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 for the position of Manager-Administrative Services (Grant Writer).

**After review and discussion, the Commission denied the appeal of Mr. Arpad Szentkirályi and upheld the rejection of his application for the position of Manager-Administrative Services (Grant Writer) due to not meeting the minimum experience requirements.**

**OTHER:**

**RCA – Appeal of Rejection of Application for Manager-Administrative Services (Grant Writer) – Carmen Watkins (KM)**

Carmen Watkins has appealed the rejection of her application for Manager-Administrative Services (Grant Writer) for not meeting the experience requirements. Based on information provided, Ms. Watkins does not meet the minimum 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 Manager-Administrative Services (Grant Writer).

**After review and discussion, the Commission denied the appeal of Ms. Carmen Watkins and upheld the rejection of her application for the position of Manager-Administrative Services (Grant Writer) due to not meeting the minimum experience requirements.**

**RCA – Appeal of Rejection of Application for Engineering Associate – Haifeng Zhang (KM)**

Haifeng Zhang's application for Engineering Associate was rejected due to not meeting the minimum education requirements. Based on the information presented, Staff recommends that his appeal be denied and the Commission upholds the rejection of his application for the position of Engineering Associate.

**After review and discussion, the Commission denied the appeal of Mr. Haifeng Zhang and upheld the rejection of his application for the position of Engineering Associate due to not meeting the education requirements.**

**RCA – Appeal of Rejection of Late Application for Maintenance Worker I – Michael Martin (KM)**

Michael Martin is requesting to submit a late application for the position of Maintenance Worker I. Staff recommends that Mr. Martin's request to submit a late application is granted.

**After review and discussion, the Commission granted Mr. Michael Martin's request to submit a late application for the position of Maintenance Worker I.**

**RCA – Appeal of Rejection of Application for Heavy Equipment Operator – Larry Greene (KM)**

Larry Greene appealed the rejection of his application for Heavy Equipment Operator. Based upon the information presented, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for the position of Heavy Equipment Operator.

**After review and discussion, the Commission denied the appeal of Mr. Larry Greene and upheld the rejection of his application for the position of Heavy Equipment Operator due to not meeting the minimum experience requirements.**

**RCA – Appeal of Rejection of Application for Tree Service Worker – Willie Latson, III (KM)**

Willie Latson's application for Tree Service Worker was rejected due to not meeting the minimum experience requirements. Based on the information provided in his letter of appeal, Mr. Latson does not meet the minimum qualifications for the position of Tree Service Worker. Therefore, Staff recommends that the appeal for Mr. Latson be denied and the Commission upholds the rejection of his application for the position of Tree Service Worker.

**After review and discussion, the Commission denied the appeal of Mr. Willie Latson, III and upheld the rejection of his application for the position of Tree Service Worker due to not meeting the experience requirements.**

**OTHER:**

**RCA – Appeal of Rejection of Application for Water Reclamation Maintenance Worker – Mareo Wallace (JC)**

The application for Mr. Mareo Wallace for Water Reclamation Maintenance Worker was rejected due to not meeting the minimum education requirements. Based on the information received, Staff recommends that the appeal of Mr. Wallace be approved and the Commission accept his application stating that he does meet the minimum education requirements for the position of Water Reclamation Maintenance Worker.

**After review and discussion, the Commission approved the appeal of Mr. Mareo Wallace and accepted his application stating he does meet the minimum education requirements for the position of Water Reclamation Maintenance Worker.**

**RCA – Removal from Eligible List – Watermain and Service Repair Worker – Nicholas Evans (JC)**

Mr. Nicholas Evans is on the eligible list for Watermain and Service Repair Worker. Based on the information provided, Staff recommends that he be removed from the Watermain and Service Repair Worker eligible list pursuant to Rule 60.00, Section 60.05 “Removal from Eligible List”, stating he does not meet the minimum requirements of possessing a Class B Commercial Driver’s License for the position of Watermain and Service Repair Worker.

**After review and discussion, the Commission approved Mr. Nicholas Evans’ name to be removed from the Watermain and Service Repair Worker eligible list pursuant to Rule 60.00, Section 60.05 “Removal from Eligible List”, stating he does not meet the minimum requirements of possessing a Class B Commercial Driver License.**

**RCA – Reactivation of Expired Eligible List (JC)**

The competitive recruitment eligible list for the position of Intermediate Clerk expired on Wednesday, August 26, 2015. The list was allowed to expire in anticipation of the restructuring of many Clerk classifications. Consequently, the Division of Utilities Administration and the Plan Commission still currently have an Intermediate Clerk vacancy that they would like to fill as soon as possible. Therefore, Staff recommends that the Civil Service Commission reactivate the Intermediate Clerk eligible list for thirty (30) days, from this date, in order for the Division of Utilities Administration and the Plan Commission to fill their vacancy from an active Intermediate Clerk eligible list.

**After review and discussion, the Commission approved the competitive recruitment eligible list for the position of Intermediate Clerk to be reactivated for thirty (30) days from October 7, 2015 to November 7, 2015.**

**RCA – Protest the Administration of Clerical Skills Test –Michelle Moliszewski (KM)**

At its last meeting, the Civil Service Commission approved the clerical skills results for Michelle Moliszewski. She completed a typing test on Wednesday, September 16, 2015 for the position of Secretary 2. During the administration of the typing test, she expressed to HR Staff that her keyboard kept sliding during the practice session; however, she remained at the same computer during her actual test. Therefore, Ms. Moliszewski sent an email to the Civil Service Commission Secretary on Thursday, September 17, 2015 protesting the administration of her typing test. Accommodations were made and Ms. Moliszewski was afforded the opportunity to retake the typing test for the position of Secretary 2.

**After review, discussion and for informational purposes, the Commission accepted the information regarding Ms. Michelle Moliszewski’s protest of her typing test for Secretary 2.**

**OTHER:**

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

The following City of Toledo employee completed a typing test on for the position of Secretary 2. A passing score for Secretary 2 is 60 wpm. (An \* denotes a passing score.)

<b>Name</b>	<b>WPM</b>
Moliszewski, Michelle	53

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:**

Dorothy Spurlock – Late Application Request for the position of Manager-Administrative Services (Grant Writer)

**EXTENSIONS:**

None

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 12:50 p.m.**