

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
October 21, 2015 @ 1:30 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 – Excused Absence
Victoria Coleman, Manager-Administrative Services
Anthony Markwood, Administrative Analyst 3
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Abby Emlinger, Administrative Analyst 1
Natalie Manoogian, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of October 7, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the October 21, 2015 regular meeting.

ANNOUNCEMENTS:

- 2014-00127 Watermain and Service Repair Worker (CR) announce Thursday, October 22, 2015 to Thursday, November 5, 2015
- 2015-00529 Engineering Technician-GIS (NCP) announce Thursday, October 22, 2015 to Monday, October 26, 2015
- 2015-00569 Senior Process Control Analyst (NCP/NCR) announce Thursday, October 22, 2015 to Saturday, October 31, 2015
- 2015-00574 Senior Clerk (CP) announce Thursday, October 21, 2015 to Monday, October 26, 2015

ELIGIBLE LISTS:

- 2014-00147 Supervisor-Utilities Administration (CP) add Ruggiero-Morin, Ridley, Smith, Beach, Miringu, and Jones-Barnes
- 2015-00559 Administrative Analyst 4 (Utilities Administration) (NCP) add Johnson, Miller, Rizzo, and Smigielski
- 2015-00560 Administrator-Administrative Services 2 (NCP) add Rizzo, Smigielski, Street, and Wood
- 2015-00578 Administrative Specialist 2 (Law) (NCP/NCR) add Bookmiller, Clifton, Ferrell, Fielding, Hillyer, McDonald, Moore, Russell-Hartman, Sweat, Takacs and Wilson
- 2015-00579 Chief Horticulturist (NCP/NCR) add Kenyon and Plahs

CLASSIFICATION REPORTS:

- Traffic Aide (Revise) (Toledo Police Department) (KM) - **Approved**
- Grant Administrator (New) (Department of Finance) (AM) - **Approved**

OTHER:

RCA – Voluntary Demotion – Calvin Harris (NM)

Calvin Harris has requested a voluntary demotion from the position of Manager – Public Services to the position of Engineering Technician. Mr. Harris held the position of Engineering Technician before he accepted the position of Manager – Public Services; therefore, he meets the minimum educational and experience requirements. Therefore, Mr. Harris 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 approved the voluntary demotion request of Mr. Harris to be placed on the eligibility list for the position of Engineering Technician. This request was approved based on the fact that Mr. Harris previously held the position of Engineering Technician at the Division of Sewer and Drainage Services.

RCA – Expiration of Current Eligible List for Watermain and Service Repair Worker (JC)

An eligible list for the position of Watermain and Service Repair Worker was certified by the Commission on July 31, 2015. There are only two (2) names on the eligible list, pursuant to Civil Service Rule 60.02, “Eligible List”, an eligible list may be expired if there are “fewer than three (3) names remaining.” Therefore, the Division of Water Distribution requests that the eligible list for Watermain and Service Repair Worker be expired and the position be opened up for recruitment.

After review and discussion, the Commission approved the Division of Water Distribution’s request to expire the eligible list for Watermain and Service Repair Worker and the position be opened up for recruitment.

RCA – Appeal of Rejection of Application for Administrative Specialist 2 (Law) – Veralucia Mendoza (KM)

Veralucia Mendoza as rejected for not meeting the experience or educational requirements as stated on the Job Announcement. Based on the information provided, Staff recommends that the appeal of Ms. Mendoza be denied and the rejection of her application is upheld for not meeting the experience or educational requirements for the position of Administrative Specialist 2 – Law.

After review and discussion, the Commission denied the appeal of Ms. Mendoza and upheld the rejection of her application stating that she does not meet the minimum experience or education requirements for the position of Administrative Specialist 2 (Law).

RCA – Appeal of Rejection of Application for Administrative Specialist 2 (Law) – Arpad Szentkiralyi (KM)

Arpad Szentkiralyi was rejected for not meeting the experience requirements as stated on the Job Announcement. Based on the information provided, Staff recommends that the appeal of Mr. Szentkiralyi be granted and the rejection of his application is overturned, deeming him qualified for the position of Administrative Specialist 2 – Law.

After review and discussion, based on the information given, the Commission approved the appeal for Mr. Szentkiralyi and accepted his application stating he does meet the minimum experience requirements for the position of Administrative Specialist 2 (Law).

RCA – Appeal of Rejection of Application for Chief Horticulturist – Aaron Myers (KM)

Aaron Myers was rejected due to not meeting the minimum education requirements. Based on the information presented, Staff recommends that his appeal be denied and that the Commission upholds the rejection of Mr. Myers’ application stating that he does not meet the minimum education requirements as stated on the Job announcement.

After review and discussion, the Commission denied the appeal of Mr. Myers and upheld the rejection of his application stating that he does not meet the minimum education requirements for the position of Chief Horticulturist.

RCA – Appeal of Rejection of Application for Chief Horticulturist – David Villarreal (KM)

David Villarreal was rejected due to not meeting the minimum experience and education requirements. Based on the information presented, Staff recommends that his appeal be denied and that the Commission upholds the rejection of Mr. Villarreal's application for not meeting the minimum experience and education requirements as stated on the Job announcement.

After review and discussion, the Commission denied the appeal of Mr. Villarreal and upheld the rejection of his application stating that he does not meet the minimum experience and education requirements for the position of Chief Horticulturist.

RCA – Appeal of Rejection of Application for Chief Horticulturist – Melissa Ware (KM)

Melissa Ware was rejected due to not meeting the minimum experience and education requirements. Based on the information presented, Staff recommends that her appeal be denied and that the Commission upholds the rejection of Ms. Ware's application for not meeting the minimum education requirements as stated on the Job announcement.

After review and discussion, the Commission denied the appeal of Ms. Ware and upheld the rejection of her application stating that she does not meet the minimum education requirements for the position of Chief Horticulturist.

RCA – Appeal of Rejection of Application for Permit Technician – Wesley Machaterre (KM)

Wesley Machaterre was rejected due to not meeting the minimum experience requirements. Based on the information presented, Staff recommends that his appeal be denied and that the Commission upholds the rejection of Mr. Machaterre's application for not meeting the minimum experience requirements as stated on the Job announcement.

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

RCA – Appeal of Rejection of Application for Police Communications Specialist– Devan Webster (KM)

Devan Webster was rejected due to not meeting the minimum requirements. Based on this information, Staff recommends that his appeal be denied and that the rejection of his application is upheld for not meeting the minimum experience requirements.

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

RCA – Appeal of Rejection of Application for Administrative Analyst 4 (UA) – Reed Patterson (JC)

Reed Patterson was rejected due to not meeting the minimum requirements. Based on this information, Staff recommends that his appeal be denied and that the rejection of his application is upheld for not meeting the minimum experience requirements.

After review and discussion, the Commission denied the appeal of Mr. Patterson and upheld the rejection of his application stating that he does not meet the minimum experience requirements for the position of Administrative Analyst 4 (UA).

INFORMATIONAL PURPOSES:

None

APPEARANCES:

George Sarantou, Director of the Department of Finance

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:34 p.m.