

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
September 16, 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
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Natalie Manoogian, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of September 2, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the September 16, 2015 regular meeting.

ANNOUNCEMENTS:

- 2014-00068 Instrumentation Technician (NCP) announce Thursday, September 17, 2015 to Monday, September 21, 2015
- 2014-00296 Senior Professional Engineer (NCP) announce Thursday, September 17, 2015 to Monday, September 21, 2015
- 2014-00298 Chief Chemist/Bacteriologist (NCP) announce Thursday, September 17, 2015 to Saturday, September 26, 2015
- 2015-00382 Water Control Room Operator (NCP) announce Thursday, September 17, 2015 to Monday, September 21, 2015
- 2015-00387 Municipal Workers (CDL Drivers) (CR) announce Thursday, September 17, 2015 to Wednesday, September 30, 2015
- 2015-00519 Heavy Equipment Operator (CP/CR) announce Thursday, September 17, 2015 to Friday, September 25, 2015
- 2015-00537 Water Reclamation Maintenance Worker (CP/CR) announce Thursday, September 17, 2015 to Saturday, September 26, 2015
- 2015-00539 Safety and Training Specialist (NCP/NCR) announce Thursday, September 17, 2015 to Saturday, September 26, 2015
- 2015-00550 Administrator-Public Services 2 (Environmental Services) (NCP) announce Thursday, September 17, 2015 to Saturday, September 19, 2015
- 2015-00551 Administrator-Public Services 2 (Sewer and Drainage Services) (NCP) announce Thursday, September 17, 2015 to Saturday, September 19, 2015
- 2015-00553 Administrator-Public Services 2 (Water Distribution) (NCP) announce Thursday, September 17, 2015 to Saturday, September 19, 2015

ELIGIBLE LISTS:

2015-00555 Manager-Administrative Services (Grant Writer) (NCP/NCR) add Baker, Budzinski, Burkhardt, Mosing, Phillips, Powell, Rizzo, Robson, Saunders, Smigielski and Szumigala

CLASSIFICATION REPORTS:

Vacant Intermediate Clerk (Reclassify) to Senior Clerk (Division of Sewer & Drainage Services) (NM) - **Approved**

Administrative Specialist to Administrative Operations Officer (Reclassify) (Division of Sewer & Drainage Services) (NM) - **Approved**

OTHER:

RCA – Appeal of Rejection of Application for Engineering Technician (Sewer and Drainage Services) – Marsha Jones-Barnes (JC)

Marsha Jones-Barnes' application for Engineering Technician was rejected due to not meeting the minimum experience requirements. Based on the information presented, Staff recommends that the appeal of Ms. Jones-Barnes be denied and the Commission upholds the rejection of her application stating that she does not meet the minimum experience requirements for the position of Engineering Technician.

After the appearance from Ms. Marsha Jones-Barnes and further review and discussion, the Commission denied the appeal and upheld the rejection of Ms. Jones-Barnes' application stating she lacks the five (5) years of sewer construction inspection, which includes writing and updating contract specifications specific to Sewer and Drainage Services for the position of Engineering Technician (Sewer and Drainage Services).

RCA – Disqualification of Eligible – Michael Hammer (JC)

Former City of Toledo employee, Michael Hammer, is in the recruitment process for the position of Watermain and Service Repair Worker. He was scheduled for and participated in a structured oral interview on Monday, July 20, 2015. Mr. Hammer was a Watermain and Service Repair Worker before his employment was terminated for "Loss of Seniority" on August 31, 2011. Based on the facts and analysis given, it is recommended to the Commission that, following the certification of the eligible list, Mr. Hammer be notified and be given an opportunity to be heard regarding his disqualification for appointment per Rule 60.00, Section 60.03 "Disqualification of Eligible" and the removal of his name from the eligibility list per Section 60.05 "Removal from Eligible List".

After the appearance from Mr. Michael Hammer and further review and discussion, the Commission determined that Mr. Hammer is disqualified for appointment to the position of Watermain and Service Repair Worker. Therefore, his name is removed from the eligible list in accordance with Section 60.03 "Disqualification of Eligible" and/or Section 60.05 "Removal from Eligible List".

RCA – Appeal of Rejection of Application for Bridge Operator – Ben Johnson (KM)

Ben Johnson has appealed the rejection of his application for Bridge Operator for not meeting the education requirement. Based on the information provided, Mr. Johnson does not meet the minimum education 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 Bridge Operator.

After review and discussion, the Commission denied the appeal of Mr. Ben Johnson, Jr. and upheld the rejection of his application for the position of Bridge Operator due to not meeting the minimum education requirements.

OTHER:

RCA – Late Application for Supervisor – Forestry – Jeff Rice (KM)

Jeff Rice is requesting to submit a late application for the position of Supervisor-Forestry. Based on the provided information, Staff recommends that Mr. Jeff Rice’s request to submit a late application be approved.

After review and discussion, the Commission approved the request of Mr. Jeff Rice to submit a late application for the position of Supervisor – Forestry.

RCA – Late Application for Forestry Crew Leader – Mike Auth and Jeff Rice (KM)

Mike Auth and Jeff Rice are requesting to submit a late application for the position of Forestry Crew Leader. Based on the provided information, Staff recommends that Mr. Mike Auth and Mr. Jeff Rice’s requests to submit a late application is approved.

After review and discussion, the Commission approved the requests of Mr. Mike Auth and Mr. Jeff Rice to submit a late application for the position of Forestry Crew Leader.

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

The following City of Toledo employees completed a typing test on Thursday, September 3, 2015 and Wednesday, September 16, 2015 for the position of Secretary 2. A passing score for Secretary 2 is 60 wpm. (An * denotes a passing score.) Staff recommends that the above score be approved and placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

Name	WPM
Skotynsky, Diane	46
Moliszewski, Michelle	54

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:

Marsha Jones-Barnes – Rejection of Application – **September 16, 2015 at 2 p.m.**

Michael Hammer – Disqualification of Eligible Hearing – **September 16, 2015 at 2 p.m.**

EXTENSIONS:

2014 Fire Fighter Recruitment Eligible List - **2nd Extension requested - Eligible List Expires: September 25, 2016 - Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:40 p.m.