

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
April 1, 2015 @ 2 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
Anthony Markwood, Administrative Analyst 3
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Natalie Manoogian, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of April 1, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the April 15, 2015 regular meeting.

ANNOUNCEMENTS:

- 1-2015 Police Sergeant (CP) announce Monday, April 6, 2015 to Friday, April 17, 2015
- 2-2015 Police Lieutenant (CP) announce Monday, April 6, 2015 to Friday, April 17, 2015
- 2014-00275 Systems Analyst (NCP/NCR) announce Thursday, April 2, 2015 to Saturday, April 11, 2015
- 2015-00343 Recreation Technician (NCP/NCR) announce Thursday, April 2, 2015 to Sunday, April 12, 2015
- 2015-00358 Instrumentation Technician (CP) announce Thursday, April 2, 2015 to Saturday, April 11, 2015
- 2015-00367 Superintendent-Sign Shop (CP) announce Thursday, April 2, 2015 to Monday, April 13, 2015
- 2015-00387 Municipal Worker (CDL) (CR) announce Thursday, April 2, 2015 to Friday, April 10, 2015

ELIGIBLE LISTS:

- 2014-00279 Heavy Equipment Operator (CP/CR) add Okena, Futey, Jr., Moore, Forney, Jr., Tianello, Cope, Rogowski and Conley
- 2015-00352 Storekeeper (CP) add Callaghan, Cisek, Doran, Parcher, Shelmon and Zervos
- 2015-00376 Planner (NCP/NCR) add Bascom, Beamon, Binder, Collins, Comes, Cunningham, Curtis, Easterling, Espinoza, Grennell, Irvin, Jones, Laderach, Lansdown, Laughlin, Lehnert, McNeil, Miringu, Morgan, Peronel, Pinkus, Qutaiba, Sinha, Strugala, Sundvold, Upfal, von Kerczek, Wade, Warren, White, Wilkinson, and Zeigler
- 2015-00379 Equipment Repair Technician (CP) add Callaghan, Greene, and Siefke
- 2015-00380 Buyer (NCP/NCR) add Allen, Amrou, Asimou, Austin, Azzam, Barnhill, Biglin, Burgy, Corbin, Duling, Easterling, Flesh, Foster, Fuqua, Gaft, Krajewski, Krompak, Lohman, Noonan, Nunn, Rahman, Rivers, Scott, Skolmoski, and Van Newhouse

CLASSIFICATION REPORTS:

(New) Senior Chemist/Bacteriologist (Division of Water Reclamation) (NM) – **Approved**

Reclassify Public Service Officer 2 to Public Services Officer 3 (Division of Environmental Services) (NM) - **Approved**

Public Services Officer 3 (Revise) (Division of Environmental Services) (NM) - **Approved**

(New) Administrative Specialist 1 (Department of Affirmative Action/Contract Compliance) (AM) - **Approved**

OTHER:

RCA - Appeal of Rejection of Application for Administrative Analyst 3 – (Utilities Administration/Financial Analysis) – Kelleryn Amstutz (JC)

The application of Ms. Kelleryn Amstutz for Administrative Analyst 3 (Utilities Administration/Financial Analysis) was rejected due to not meeting the minimum experience or education requirements. Based on the information received, Staff recommends that the appeal of Ms. Amstutz be approved and the Commission accept her application stating she does meet the minimum requirements for the position of Administrative Analyst 3 (Utilities Administration/Financial Analysis).

After review, discussion and detailed information provided, the Commission, with great reluctance, approved the appeal of Ms. Amstutz and accepted her application. Her name will be added to the eligible list.

RCA - Appeal of Rejection of Application for Administrative Analyst 3 – (Utilities Administration/Financial Analysis) – Tonya Rucki (JC)

The application for Ms. Tonya Rucki for Administrative Analyst 3 (Utilities Administration/Financial Analysis) was rejected due to not meeting the minimum education requirements. Based on the information received, Staff requests the Commission's recommendation regarding the appeal of Ms. Tonya Rucki's appeal.

After review and discussion, the Commission denied the appeal of Ms. Rucki due to no intention of obtaining the two (2) classes needed to meeting the minimum education requirements for the position of Administrative Analyst 3 (Utilities Administration/Financial Analysis).

RCA – Extension of Job Announcement - Storekeeper (KM)

At its last meeting, the Civil Service Commission approved the promotional job announcement for the position of Storekeeper. The application period began on Thursday, March 19, 2015 and ended on Monday, March 23, 2015. The Division of Streets, Bridges and Harbor failed to inform this office that the Division wanted the posting for ten (10) calendar days versus the five (5) calendar days that was requested. Therefore, on Monday, March 23, 2015, the application deadline for the position of Storekeeper was extended to Monday, March 28, 2015.

After review and discussion, the Commission approved the application deadline extension for the position of Storekeeper.

OTHER: (continued)

RCA – Appeal of Rejection of Application for Buyer – Ms. Erin Traynum Cameron (KM)

Erin Traynum Cameron has appealed the rejection of her application for Buyer for not meeting the education requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Erin Traynum Cameron and uphold the rejection of her application for the position of Buyer stating that she does not meet the minimum education requirements.

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

RCA – Appeal of Rejection of Application for Buyer – Mr. William Sweat (KM)

William Sweat has appealed the rejection of his application for the position of Buyer for not meeting the education requirement. Based upon the information provided, Staff recommends that the Commission approve the appeal of Mr. William Sweat and deem his application as qualified for the position of Buyer.

After review and discussion, the Commission approved the appeal of Mr. Sweat and deemed his application as qualified for the position of Buyer. His name will be added to the eligible list.

RCA – Appeal of Rejection for Maintenance Worker I – Rogelio Delgado and Mario Wallace (KM)

Rogelio Delgado and Mario Wallace's applications were rejected for not possessing a valid state-issued Class B Commercial Driver's License (CDL). Both applicants have provided this office with a copy of their valid state-issued Class B Commercial Driver's License (CDL). Therefore, Mr. Delgado and Mr. Wallace meet the requirements in regards to possessing a valid state-issued Commercial Driver's License (CDL). Staff recommends their appeals be granted and their applications be approved.

After review and discussion, the Commission approved both Mr. Delgado and Mr. Wallace's appeals and deemed their applications as qualified for the position of Maintenance Worker I. Both names will be added to the eligible list.

RCA – Appeal of Rejection of Application for the Position of Planner – Mr. Michael Fuller (KM)

Michael Fuller has appealed the rejection of his application for the position of Planner for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission approve the appeal of Mr. Fuller and deem his application as qualified for the position of Planner.

After review and discussion, the Commission approved the appeal of Mr. Fuller and deemed his application as qualified for the position of Planner, based on the his expected May 2015 graduation.

RCA – Appeal of Rejection of Application for the Position of Collector-Investigator – Michael Morey (KM)

Michael Morey's application for the position of Collector-Investigator was rejected due to not meeting the experience requirements. Based on the information received from Mr. Morey, Staff recommends that the appeal of Mr. Morey be denied and the Commission upholds the rejection of his application stating that he does not meet the minimum experience requirements for the position of Collector-Investigator.

After review and discussion, the Commission denied the appeal of Mr. Morey and upheld the rejection of his application stating that he does not meet the minimum experience requirements for the position of Collector-Investigator.

INFORMATIONAL PURPOSES:

The 2015 Fire Fighter Structured Oral Interviews are scheduled for Monday, April 6, 2015 through Friday, April 10, 2015.

Annual Organizational Meeting

It was moved by Commission Member Wilma D. Brown and seconded by Commission Member Justice G. Johnson, Jr. that Dr. Marjorie L. Holt will remain as President of the Toledo Civil Service Commission and Erica S. Powell will continue serving as Secretary to Civil Service Commission.

President: Dr. Marjorie L. Holt

Secretary: Erica S. Powell

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

The 2015 Fire Fighter Background Appeals Hearings are scheduled for Tuesday, April 7, 2015 and Wednesday, April 8, 2015.

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