

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
April 15, 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.
Mark Sobczak, Commissioner-Human Resources
Erica S. Powell, Secretary-Civil Service Commission
Kelly Murphy, Administrative Analyst 2
Joshua Curry, 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:

- 2015-00363 Collector-Investigator (NCP/NCR) announce Thursday, April 16, 2015 to Monday, April 20, 2015
- 2015-00412 Administrative Specialist 1(AA/CC) (NCP/NCR) announce Thursday, April 16, 2015 to Saturday, April 25, 2015
- 2015-00411 Administrative Specialist 3(AA/CC) (NCP/NCR) announce Thursday, April 16, 2015 to Saturday, April 25, 2015

ELIGIBLE LISTS:

- 2015-00358 Instrumentation Technician (CP) add Helminski and Hosley
- 2015-00343 Recreation Technician (NCP/NCR) add Billups, Burch, Clayborne-Spence, Donnelly, Elder, Ellis, Everett, Ferrell, Gadus, McBride, Meinzer, Melnick, Menendez, Petroff, Poe, Rice, Rosplohowski, Rupert, Snyder, Sweat, Terry, Zervos
- 2015-00352 Storekeeper (CP) add Meador
- 2015-00367 Superintendent Sign Shop (CP) add Sowers, Neeper, Turner, and Whitten

CLASSIFICATION REPORTS:

Reclassify Vacant Tax Auditor position to Senior Clerk position (Division of Taxation & Treasury) (AM) - **Approved**

Water Loss Equipment Technician (Revise) (Division of Water Distribution) (NM) - **Approved**

OTHER:

RCA – Proposed Amendment to Civil Service Rule Section 40.03, “Age Limits”

Based on the provided information, Staff recommends the proposed amendment to Civil Service Rule Section 40.03, “Age Limits” are made. The language of the proposed amendment is written in a way that is reflected in the Ohio Revised Code (ORC) (Exhibit E).

Based on the information presented and discussion on the matter, the Commission decided to take the information into advisement and review the materials given to them and make a decision at the next Civil Service meeting on May 5, 2015.

RCA – Appeal of Rejection of Application for Storekeeper – Andrew Monticure (KM)

Andrew Monticure has appealed the rejection of his application for Storekeeper for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Mr. Andrew Monticure and uphold the rejection of his application for the position of Storekeeper stating that he does not meet the minimum experience requirements.

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

RCA – Appeal of Rejection of Application for Buyer – Doryne Valentine (KM)

Doryne Valentine 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 approve the appeal of Ms. Doryne Valentine and deem her application as qualified for the position of Buyer.

After review and discussion, the Commission approved the appeal of Ms. Valentine and deemed her application as qualified for the position of Buyer.

RCA – Clerical Skills Test Results – Senior Clerk - Utility Administration (KM)

The following individuals completed a typing test on Tuesday, April 14, 2015 for the position of Senior Clerk – Utility Administration. A passing score for Senior Clerk – Utility Administration is 40 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
Amstutz, Kelleryn	81 wpm*
Baker, Julie	23 wpm
Benford, Maureen	55 wpm*
Bennett, Dawn	31 wpm
Braz, Odinir	21 wpm
Brumley, Patrick	48 wpm*
Buford, Heather	28 wpm
Chagolla, Kristen	38 wpm
Estby, Malinda	33 wpm
Ferrell, Mark	17 wpm
Gerken, Emily	90 wpm*
Hawkins, Angela	29 wpm
Hughley, Miesha	4 wpm
Kinnebrew, Shari	28 wpm

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RCA – Clerical Skills Test Results – Senior Clerk - Utility Administration (KM)

The following individuals completed a typing test on Tuesday, April 14, 2015 for the position of Senior Clerk – Utility Administration. A passing score for Senior Clerk – Utility Administration is 40 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
McBride, Sharita	43 wpm*
Mitchell, Katrina	32 wpm
Ovall, Teresa	32 wpm
Rodenbeck, Dana	44 wpm*
Sherer, Mary	35 wpm
Shousher, Ann	44 wpm*
Villagomez, Nancy	13 wpm
Villarreal, Christina	58 wpm*
Wright, Tia	38 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.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

Disqualification of Eligible for 2015 Fire Fighter Candidates

Sean Beavers
David Brown (with Attorney James Perlman)
Scott Martin

After discussion and review, the Civil Service Commission determined that there is no just and reasonable cause to disqualify Mr. Beavers, Mr. Brown and Mr. Martin or remove their names from the eligible list for the position of Fire Fighter. Their names will remain on the 2014 Fire Fighter eligible list; therefore, they are eligible to be selected to continue in the 2015 Fire Fighter process.

There being no further business, the meeting adjourned at 3:15 p.m.