

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
February 5, 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
Ronald Navarro, Acting Manager-Administrative Services
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Natalie Manoogian, Administrative Analyst 1
Victoria Coleman, Administrative Analyst 3

Review and approval of minutes from Regular Meeting of January 21, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the February 5, 2015 regular meeting.

ANNOUNCEMENTS:

- 2014-00309 Secretary 2 (CP) announce Friday, February 6, 2015 to Tuesday, February 10, 2015
- 2015-00344 Plumbing Inspector (NCP/NCR) announce Friday, February 6, 2015 to Tuesday, February 17, 2015
- 2015-00346 Administrator-Administrative Services 1 (NCP) announce Friday, February 6, 2015 to Tuesday, February 17, 2015
- 2015-00357 Chief-Bargaining & Representation (NCP) announce Friday, February 6, 2015 to Tuesday, February 10, 2015

ELIGIBLE LISTS:

- 2014-00303 Administrator-Public Services 2 (NCP/NCR) add Johnson, Ray and Snyder
- 2015-00341 Traffic Aide (CP/CR) add Austin, Badya, Baker, Barteck, Bills, Birie, Bishop, Brown, Brown-Campbell, Burt, Campbell, Castillo, Coleman, Coleman, Conley, Craft, Crawford, Dzenis, Edge, Elizalde, Frazier, French, Garcia, Gibson, Goss, Grant, Grant, Gray, Gray, Hart, Hatchett, Humason, Jacobs, Johnson, Johnson, Jones, Kemp, Kieswether, Knaggs, Krasniewski, Lewis, Mann, McClure, McKee, McKeen, Meador, Miller, Morrishaw, Murray, Myers, Neal, Nelson, Newby, Perkins, Pettaway, Pietrzak, Reinheimer, Rogowski, Romp, Rushing, Santry, Schumann, Scott, Scott, Simmons, Singleton, Szalkowski, Thompson, Waltimire, Walton, Wilson and Young
- 2015-00342 Clerk 1 (CR) add Gloembiewski, Ramos, Leach, Crill, Brown, Lake, Lajambe, Bethel, Bundy-Cowell, Vargas, Neal, Bills, Brooks, Knaggs, Smigielski, Garcia, Martin, Baker, Pfaff, Stubblefield, Sampson, Coleman, Scott, Barnes, Barteck, Bridges, Brown-Biddle, Burt, Chagolla, Conley, Crawford, Desko, Edge, French, Grant, Guzman, Hilding, Johnson, Kapp, Kemp, Krasniewski, Morrishaw, Newby, Romp, Ruiz, Rutherford, Sagman, Schimmel, Scott, Stachura, Torres, Watkins, Wimberly, and Wood

CLASSIFICATION REPORTS:

Engineering Associate to Professional Engineer (Division of Engineering Services) (Reclassify) (NM) - **Approved**

OTHER:

RCA – Voluntary Demotions – Ponsvan Spetz and Cynthia Fouty (VC)

Ponsvan Spetz and Cynthia Fouty have both requested a voluntary demotion from the position of Police Records Clerk to the position of Police Data Entry Clerk. Both Ms. Spetz and Ms. Fouty meet the requirements pursuant to Civil Service Rule, Section 70.02 “Voluntary Demotion”. Therefore, Staff requests that the Commission grant the voluntary demotion requests to Police Data Entry Clerk for both Ms. Spetz and Ms. Fouty and their names be placed on the appropriate eligible list.

After review and discussion, the Commission approved the voluntary demotion requests of Ms. Spetz and Ms. Fouty from the position of Police Records Clerk to the position of Police Data Entry Clerk.

RCA – Re-Establish Three (3) Expired Eligible Lists – (KM)

Staff is requesting that the Police Records Clerk, Engineering Technician (GIS) and Environmental Specialist eligible lists that were established in 2014 be re-established today.

After review and discussion, the Commission approved the expired eligible lists for Police Records Clerk, Engineering Technician (GIS) and Environmental Specialist to be re-established.

RCA – Rejection of Application for Intermediate Clerk – Shawn Truss (KM)

Shawn Truss’ application for Intermediate Clerk was rejected due to not completing the required typing test for the classification of Intermediate Clerk. Based on the information provided, Staff recommends that Mr. Truss’ appeal be denied and the rejection of his application is upheld for not completing the required typing tests typing test for the position of Intermediate Clerk.

After review and discussion, the Commission denied the appeal of Mr. Truss and upheld the rejection of his application for not completing the required typing test for the position of Intermediate Clerk.

RCA – Rejection of Application for Police Officer – (KM)

The following applications for the position of Police Officer were rejected for not meeting the age requirements: Michael Hatchett, Adam Schuster, Jacob Bloomer and Harlond Beverly. Staff recommends upholding the rejection of applications for not meeting the age requirements for Michael Hatchett, Adam Shuster and Jacob Bloomer.

After review and discussion, the Commission upheld the rejection of applications for Michael Hatchett, Adam Shuster and Jacob Bloomer for not meeting the age requirements for the position of Police Officer.

Staff recommends approving the appeal for Harlond Beverly; therefore, accepting his application stating he does meet the minimum age requirements for the position of Police Officer.

After review and discussion, based on the information given, the Commission approved the appeal for Mr. Beverly and accepted his application stating he does meet the minimum age requirements for the position of Police Officer.

RCA – Rejection of Application for Police Officer – Seth Morris (KM)

Mr. Seth Morris applied to the position of Police Officer on Saturday, January 24, 2015. Civil Service Commission Rule 40.00, Section 40.07 “Rejection of Applications” states “...Applicants may be rejected for any just or reasonable cause which is job-related, as determined by the Commission.” Based upon this Rule, Staff is recommending that Mr. Morris’ application for Police Officer be rejected.

After review and discussion, the Commission unanimously rejected Mr. Morris’ 2015 application for Police Officer, pursuant to Civil Service Rule 40.00, Section 40.07 “Rejection of Applications”.

OTHER: (Continued)

RCA – Clerical Skills Test Results – Clerk 1 (MS/KM)

The following applicants completed typing tests on Tuesday, February 3, 2015 for the position of Clerk 1. A passing score for Clerk 1 is 25 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
Akers, Ursula	8
Barnes, Candace	30*
Barteck, Michelle	31*
Bridges, Christal	41*
Brown, Paula	22
Brown-Biddle, LaKesia	26*
Burt, Wende	58*
Chagolla, Kristen	39*
Charles, Marc	-2
Conley, Adam	51*
Crawford, Karen	30*
Desko, Lauren	74*
Edge, Jennifer	27*
French, Ashlee	56*
Graham, Ashley	17
Grant, Andrew	51*
Guzman, April	25*
Hamilton, Nadean	19
Hernandez, Alberto	17
Hilding, Sandra	47*
Johnson, Jacqueline	43*
Kapp, Anthony	32*
Kemp, LaTasha	28*
Krasniewski, Brian	26*
Morrishaw, Rochelle	33*
Newby, Kimberly	27*
Romp, Jacqueline	34*
Ruiz, Janna	39*
Rutherford, Niccole	46*
Sagman, Natasha	34*
Santry, William	9
Schimmel, Karen	47*
Scott, Estee	32*
Shepler, Jennifer	24
Smith, Tyesha	9
Stachura, Jill	39*
Stephens, Dorcas	21

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OTHER: (Continued)

RCA – Clerical Skills Test Results – Clerk 1 (MS/KM)

The following applicants completed typing tests on Tuesday, February 3, 2015 for the position of Clerk 1. A passing score for Clerk 1 is 25 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
Torres, Deborah	42*
Watkins, Tammie	47*
Wimberly, Gina	37*
Wood, Ashley	27*
Yildirim, Ayhan	19

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:

1st Extension – Utility Worker (List established 08/29/14; expires 03/01/15) - **Approved**

1st Extension – Permit Technician (List established 08/12/14; expires 02/12/15) - **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:28 p.m.