

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
January 7, 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

Review and approval of minutes from Regular Meeting of December 17, 2014. A motion to approve the minutes was made, seconded and approved unanimously at the January 7, 2015 regular meeting.

ANNOUNCEMENTS:

2014-00001 Maintenance Worker 1 (CR) announce Thursday, January 8, 2015 to Sunday, February 8, 2015

ELIGIBLE LISTS:

2014-00296 Senior Professional Engineer (NCP) add Barber and Dunn

2014-00274 Water Reclamation Operator (NCP/NCR) add Clemensen, Domanowski and Voltz

2014-00286 Surveyor (NCP) add Ortman

2014-00286 Storekeeper (CP) add James, Meador and Zervos

2014-00001 Maintenance Worker I (CP/CR) add Young, Parcher, Todd, Foster, Sobiniak, and Liddle

2014-00271 Senior Supervisor – Water Reclamation Maintenance (CP) add Cousino, Malak, Mott and Roderick

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Reinstatement Request – Miranda Vollmer (EP)

Ms. Miranda Vollmer's request for reinstatement was filed on December 15, 2014 and is timely. Ms. Vollmer resigned in good standing, on December 11, 2014. Ms. Vollmer held the permanent positions of Administrative Analyst 1 and Administrative Analyst 3. Based upon the foregoing information, it is recommended that the Commission approve Ms. Vollmer's request for placement on the reinstatement list for Administrative Analyst 1 and Administrative Analyst 3 for meeting the requirements of the Civil Service Rule 60.17.

After review and discussion, the Commission approved Ms. Vollmer's request to be placed on the reinstatement list for Administrative Analyst 1 and Administrative Analyst 3 pursuant to Civil Service Rule 60.17.

OTHER: (Continued)

RCA – Request for Consideration of Application – Intermediate Account Clerk – Adrienne McCoy (KM)

Adrienne McCoy, Account Clerk in the Department of Fire and Rescue, is requesting that the Commission accepts her promotional application for the position of Intermediate Account Clerk. The position of Intermediate Account Clerk 2 was open to promotional and recruitment candidates in November 2014. Ms. McCoy did not submit an application, as she believed that this opportunity would not be available in the Department of Fire and Rescue. At the discretion of the Commission, Staff asks that the Commission make a determination as it relates to Ms. McCoy's request to apply for the position of Intermediate Account Clerk.

After review and discussion, the Commission approved Ms. McCoy's request to apply for the position of Intermediate Account Clerk.

RCA – Appeal of Rejection of Application for Administrative Analyst 1 (Selection & Evaluation) – Carmen Watkins (KM)

Carmen Watkins has appealed the rejection of her application for Administrative Analyst 1 (Selection & Evaluation) for not meeting the experience and educational requirements. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Watkins and uphold the rejection of her application stating that she does not meet the minimum education requirements for the position of Administrative Analyst 1 (Selection & Evaluation).

After review and discussion, the Commission approved the appeal of Ms. Watkins and has approved her application for the position of Administrative Analyst 1 (Selection & Evaluation). Her name will be added to the eligible list.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:30 p.m.