

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
January 21, 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 – Excused Absence
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of January 7, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the January 21, 2015 regular meeting.

ANNOUNCEMENTS:

- 2014-00303 Administrator-Public Services 2 (NCP/NCR) announce Thursday, January 22, 2015 to Monday, January 26, 2015
- 2015-00341 Traffic Aide (NCP/NCR) announce Thursday, January 22, 2015 to Monday, January 26, 2015
- 2015-00342 Clerk 1 (CR) announce Thursday, January 22, 2015 to Monday, January 26, 2015

ELIGIBLE LISTS:

- 2014-00305 Intermediate Clerk (CP/CR) add Golembiewski, Newson, Lisiakowski, Leach, Crill, Cisek, Lake, Bertonaschi, Ramey, Heldt, Hayes, Jasin, Lajambe, Lytle, Bethel, Bundy-Cowell, Fuqua and McCoy

CLASSIFICATION REPORTS:

- Clerk1 (Department of Human Resources) (New) (KM) - **Approved**
- Administrator-Administrative Services 1 (Department of Finance) (Revise) (AM) - **Approved**

OTHER:

RCA – Revised Job Announcement –Police Officer (KM)

Staff would like to update the current 2015 Police Officer announcement in order to reflect the accurate duration of the 2015 Police Officer examination.

After review and discussion, the Commission approved the update for the 2015 Police Officer announcement to reflect the accurate duration of the 2015 Police Officer examination.

OTHER:

RCA – Rejection of Application for Intermediate Clerk – Adam Conley (KM)

Adam Conley’s 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. Conley’s appeal be denied and the rejection of his application is upheld for not completing the required typing test for the position of Intermediate Clerk.

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

RCA – Clerical Skills Test Results – Intermediate Clerk (KM)

The following applicants completed typing tests on Tuesday, January 20, 2015 for the position of Intermediate Clerk. A passing score for Intermediate Clerk is 50 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
Bertonaschi, Barbara	58*
Bethel, Richard	51*
Brown, Mesha	20
Bundy-Cowell, Pamela	51*
Butler, Kyra	41
Coleman, Geneva	32
Dulgar, Catherine	47
Ellis, Patrice	37
Flesh, Alex	23
Fuqua, Dimeka	50*
Garcia, Connie	37
Gray, Samantha	32
Heldt, Kathy	56*
Jasin, Jennifer	53*
Johnson, Lynette	30
Lajambe, Fern	53*
Lake, Ila	60*
Leach, Charlene	64*
Lee, Pamela	36
Lytle, Shelley	52*
McCoy, Toni	50*
McNeal, Tracey	34
Meyer, Craig	47
Newson, Natalyn	71*
Redd, Pamela	46

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OTHER: (Continued)

RCA – Clerical Skills Test Results – Intermediate Clerk (KM)

The following applicants completed typing tests on Tuesday, January 20, 2015 for the position of Intermediate Clerk. A passing score for Intermediate Clerk is 50 wpm. (An * denotes a passing score.)

Smigielski, Kayley	38
Sparks, Corey	44
Ticey, Angel	44

For the Commission’s information, on Tuesday, January 20, 2015, the Intermediate Clerk typing test was administered to Dorcas Stephens. While taking the test, she began to get hot and felt nauseated, so she stopped taking her typing test. Before leaving the session, she asked for a withdrawal form.

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 – Police Captain (List established on 07/30/14) - **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:15 p.m.