

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**March 4, 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  
Victoria Coleman, Administrative Analyst 3  
Kelly Murphy, Administrative Analyst 2

**Review and approval of minutes from Regular Meeting of February 18, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the March 4, 2015 regular meeting.**

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**ANNOUNCEMENTS:**

- 2014-00013 Senior Accountant (NCP/NCR) announce Thursday, March 5, 2015 to Saturday, March 14, 2015
- 2014-00170 Equipment Repair Technician (CP) announce Thursday, March 5, 2015 to Monday, March 9, 2015
- 2014-00275 Systems Analyst (NCP/NCR) announce Thursday, March 5, 2015 to Sunday, March 15, 2015
- 2014-00288 Administrative Analyst 3 (Utilities Administration/Financial Analysis) (NCP/NCR) announce Thursday, March 5, 2015 to Saturday, March 14, 2015
- 2014-00293 Collector-Investigator (NCP/NCR) announce Thursday, March 5, 2015 to Saturday, March 14, 2015
- 2015-00364 Senior Clerk-Utility Administration (CP/CR) Thursday, March 5, 2015 to Saturday, March 14, 2015
- 2015-00376 Planner (NCP/NCR) announce Thursday, March 5, 2015 to Monday, March 23, 2015
- 2015-00377 Principal Planner (NCP) announce Thursday, March 5, 2015 to Monday, March 9, 2015

**ELIGIBLE LISTS:**

- 2014-00293 Data Communications Specialist (NCP/NCR) add Bowser, Cannon, Cowdrey, King, Lanzinger, Mayor, Murey, Webber and Westmeyer
- 2014-00309 Secretary 2 (CP) add Mary Lewis
- 2015-00356 Senior Clerk (CP) add Christian, Cisek, Grant, Heck, Heibeck, Kusz, Martz, Nash, Navarro, Parcher, Read, Roberts, Szentkirayli, Thomas, Watkins and Zervos

**CLASSIFICATION REPORTS:**

None

**OTHER:**

**RCA- Request for Reinstatement – Jack Davis (VC)**

Mr. Jack Davis originally submitted a request for reinstatement on August 27, 2014. This request was deemed to be timely; however, the Commission denied Mr. Davis' request for reinstatement due to the fact that he did not resign without fault or delinquency. On February 13, 2015, Mr. Davis submitted another request for reinstatement. In this request, Mr. Davis stated that his ex-wife has now been indicted for insurance fraud and has been ordered to pay the City of Toledo restitution. He attached a Judgment Entry from the Lucas County Court of Common Pleas.

Based on the foregoing information, it is recommended that the Commission maintain their decision on Mr. Davis' original request for reinstatement and deny Mr. Davis' placement on the aforementioned reinstatement list for failing to meet the requirement that an employee "resign without fault or delinquency."

**After review and discussion, based on the information given, the Commission maintained their decision on Mr. Davis' original request for reinstatement and unanimously agreed to deny Mr. Davis' placement on the aforementioned reinstatement list.**

**RCA – Appeal of Rejection of Application for Data Communications Specialist – Christopher Matthews (JC)**

Christopher Matthews' application for Data Communications Specialist was rejected due to not meeting the education or experience requirements. Based on the information received from Mr. Matthews, Staff recommends that the appeal of Mr. Matthews be denied and the Commission upholds the rejection of his application stating that he does not meet the minimum education and experience requirements for the position of Data Communications Specialist.

**After review and discussion, the Commission denied the appeal of Mr. Matthews and upheld the rejection of his application stating he does not meet the minimum education and experience requirements for the position of Data Communications Specialist.**

**RCA – Appeal of Rejection of Application for Municipal Worker – Gerrick Shelmon (KM)**

Mr. Gerrick Shelmon's application was rejected for not possessing a valid State of Ohio driver's license. He has provided this office with a copy of his recently obtained valid State of Ohio driver's license. Therefore, Mr. Shelmon meets the requirements in regards to possessing a valid State of Ohio driver's license. Staff recommends his appeal be granted and his application be approved.

**After review and discussion, the Commission granted Mr. Shelmon's appeal and approved his application for Municipal Worker.**

**RCA – Manager-Parks and Recreation (KM)**

The Division of Parks, Recreation and Forestry has a Manager-Parks and Recreation vacancy that needs to be filled. While there is currently an established eligible list, both, promotional and recruitment, for this classification; the Division and the Administration is requesting that the applicants for the position of Commissioner-Parks, Recreation and Forestry be considered for the vacant position of Manager-Parks and Recreation. This request is being made in order to expand the applicant pool for the position of Manager-Parks and Recreation. If the request is approved, all qualified applicants will be invited to interview for the position of Manager-Parks and Recreation.

**After review and discussion, along with a detailed explanation given by Commissioner Mark Sobczak, the request to expand the applicant pool for the position of Manager-Parks and Recreation was approved.**

**OTHER:** (continued)

**RCA – Request for Late Applications– Senior Clerk (KM)**

Jacqueline Floering is requesting that her late application be accepted for the position of Senior Clerk. Based on the information provided, Staff recommends not accepting the late application for Jacqueline Floering to the position of Senior Clerk.

**After review and discussion and based on information provided, the Commission denied the acceptance of Jacqueline Floering’s late application for the position of Senior Clerk.**

**RCA – Request for Late Applications– Data Communications Specialist (KM)**

Jasmin Gray is requesting that her late application be accepted for the position of Data Communications Specialist. Based on the information provided, Staff recommends not accepting the late application for Jasmin Gray to the position of Data Communications Specialist.

**After review and discussion and based on the information provided, the Commission denied the acceptance of Jasmin Gray’s late application for the position of Data Communications Specialist.**

**RCA – Clerical Skills Test Results – Secretary 2 (KM)**

The following City of Toledo employees completed a typing test for the position of Secretary 2 on Friday, February 20, 2015 and Wednesday, February 25, 2015. A passing score for Secretary 2 is 60 wpm. (An \* denotes a passing score.)

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>WPM</u></b>
Grant	Rachel	52
Jimenez	Sylvia	46
Kusz	Mary	52
Lewis	Mary	60*
Rand	Stephanie	55
Read	Linda	50

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:**

The 2015 Police Officer Examination was successfully administered at Seagate Convention Center on Saturday, February 28, 2015.

**APPEARANCES:**

None

**EXTENSIONS:**

2<sup>nd</sup> Six (6) Month Extension - Fire Captain Eligible List – (List Established on 03/05/14) - **Approved**

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:34 p.m.**