

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
March 18, 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
Joshua Curry, Administrative Analyst 1
Natalie Manoogian, Administrative Analyst 1

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

ANNOUNCEMENTS:

2015-00107 Engineering Associate (NCR) announce Thursday, March 19, 2015 to Sunday, April 19, 2015
2014-00170 Equipment Repair Technician (CP) announce Thursday, March 19, 2015 to Monday, March 23, 2015
2015-00352 Storekeeper (CP) announce Thursday, March 19, 2015 to Monday, March 23, 2015
2015-00380 Buyer (NCP/NCR) announce Thursday, March 19, 2015 to Saturday, March 28, 2015

ELIGIBLE LISTS:

2014-00013 Senior Accountant (NCR) add Dearing, Fordahl and Lohman
2014-00288 Administrative Analyst 3 (Utilities Administration/Financial Analysis) (NCP/NCR) add Barnes, Barnhill, Bressler, Cole, Davis, Hale, James, King, Lohman, Moore, Powell, Rizzo, Robson, Skolmowski, Watkins
2014-00293 Collector-Investigator (NCR) add Fuqua, Melvin and Saunders
2015-00377 Principal Planner (NCP) add Lewandowski

CLASSIFICATION REPORTS:

Fire Plans Examiner (New) (Toledo Fire & Rescue Department) (VC) - **Approved**

Senior Construction Technician (New) (Division of Engineering Services) (VC) - **Approved**

Reclassify Public Services Officer 2 to Public Services Officer 3 (Division of Environmental Services) (NM) – **Hold until next CSC meeting 4/1/15**

Public Services Officer 3 (Revise) (Division of Environmental Services) (NM) – **Hold until next CSC meeting 4/1/15**

OTHER:

RCA- Appeal of Rejection of Applications for Senior Clerk-Utilities Administration (JC)

The application for Ms. Latesha Reynolds, Ms. Miche Haskins, Ms. Shamia Foster and Ms. Becky Heck for the Senior Clerk – Utilities Administration was rejected due to not meeting the minimum experience requirements. Based on the information received from the applicants, Staff recommends that the appeals of Ms. Reynolds, Ms. Haskins, and Ms. Foster be denied and the Commission upholds the rejection of their application stating that they do not meet the minimum experience requirements for the position of Senior Clerk-Utilities Administration.

After review and discussion, the Commission denied the appeals of Ms. Reynolds, Ms. Haskins and Ms. Foster and upheld the rejection of their applications stating that they all do not meet the minimum experience requirements for the position of Senior Clerk-Utilities Administration.

Staff recommends that the appeal of Ms. Heck be approved and the Commission accept her application stating she does meet the minimum requirements for the position of Senior Clerk-Utilities Administration.

After review and discussion, the Commission approved and accepted her application stating she does meet the minimum requirements for the position of Senior Clerk-Utilities Administration.

RCA – Appeal of Rejection of Applications for Administrative Analyst 3-(Utilities Administration/Financial Analysis (JC)

The applications for Ms. Kelley Amstutz, Ms. Judi Ragans-Williams and Mr. Reed Patterson for Administrative Analyst 3-Utilities Administration/Financial Analysis were rejected due to not meeting the minimum experience or education requirements. Based on the information received, Staff recommends that the appeals of Ms. Judi Ragans-Williams and Mr. Reed Patterson be denied and the Commission upholds the rejection of their applications stating that they do not meet the minimum experience requirements for the position of Administrative Analyst 3- (Utilities Administration/Financial Analysis).

After review and discussion, the Commission denied the appeal of Ms. Ragans-Williams and upheld the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 3 (Utilities Administration/Financial Analysis).

After review and discussion, the Commission approved Mr. Reed Patterson’s application and agreed to “conditional” placement of his name on the Administrative Analyst 3 – (Utilities Administration/Financial Analysis) eligible list upon obtaining his Bachelor’s degree in December 2015.

Staff recommends that the appeal of Ms. Amstutz be approved and the Commission accept her application stating she does meet the minimum requirements for the position of Administrative Analyst 3 - (Utilities Administration/Financial Analysis).

After review and discussion, the Commission requested that this item be held until next meeting. The Commission would like the employers to be contacted to follow up and validate the additional information submitted by Ms. Amstutz.

RCA – Appeal of Rejection of Application for Senior Accountant – Danielle Davis (KM)

Ms. Danielle Davis has appealed the rejection of her application for Senior Accountant for not meeting the education requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Danielle Davis and uphold the rejection of her application for the position of Senior Accountant stating she does not meet the minimum education requirements.

After review and discussion, the Commission denied the appeal of Ms. Davis and upheld the rejection of her application of Senior Accountant, stating that she does not meet the educational requirements.

OTHER: (continued)

**RCA – Appeal of Rejection of Application for Administrator-Public Services 2 (Operator of Record)
Anthony Berardinelli (KM)**

Mr. Anthony Berardinelli has appealed the rejection of his application for Administrator-Public Services 2 (Operator of Record) for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission approve the appeal of Mr. Anthony Berardinelli and deem him qualified for the position of Administrator-Public Services Officer 2 (Operator of Record).

After review and discussion, the Commission approved the appeal of Mr. Berardinelli and deemed him qualified for the position of Administrator-Public Services Officer 2 (Operator of Record).

RCA – Request to Remain on Eligible List for the Position of Fire Fighter (KM)

There are sixteen (16) individuals who were contacted by the Toledo Police Background team to complete the background process for the position of Fire Fighter. At this time, they have opted out of the process; however, they would like to remain on the eligible list. All candidates listed on memo have requested to remain on the 2014 eligible list for the position of Fire Fighter in order to be considered in the event another certification is made. Staff recommends that all sixteen (16) candidates remain on the eligible list for Fire Fighter as requested.

After review and discussion, the Commission granted all sixteen (16) candidates to remain on the eligible list for Fire Fighter as requested.

RCA – Appeal of Rejection of Application for Collector-Investigator – Sandra Nelson (KM)

Ms. Sandra Nelson's application for Collector-Investigator was rejected due to not meeting the experience requirements. Based on the information received from Ms. Nelson, Staff recommends that the appeal of Ms. Nelson be denied and the Commission upholds the rejection of her application stating that she does not meet the minimum experience requirements for the position of Collector-Investigator.

After review and discussion, the Commission denied the appeal of Ms. Nelson and upheld the rejection of her application of Collector Investigator, stating that she does not meet the experience requirements.

RCA – Appeal of Rejection of Application for Collector-Investigator – Zachary Lohman (KM)

Mr. Zachary Lohman's application for Collector-Investigator was rejected due to not meeting the experience requirements. Based on the information received from Mr. Lohman, Staff recommends that the appeal of Mr. Lohman be denied and the Commission upholds the rejection of his application stating that he does not meet the minimum experience requirements for the position of Collector-Investigator.

After review and discussion, the Commission denied the appeal of Mr. Lohman and upheld the rejection of his application of Collector-Investigator, stating that he does not meet the experience requirements.

OTHER: (continued)

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

The following City of Toledo employees completed a typing test for the position of Senior Clerk on Friday, March 6, 2015. A passing score for Senior Clerk is 50 wpm. (An * denotes a passing score.)

<u>Last Name</u>	<u>First Name</u>	<u>WPM</u>
Maves	Gayle	39
Ragans-Williams	Judi	28

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:

Organizational Meeting on April 1, 2015

Upcoming Fire Fighter Background Appeals Hearings TBA

APPEARANCES:

None

EXTENSIONS:

Request for 1st Extension –Fire Fighter Eligible List for six (6) months – List established: 9/25/14; List expires: 9/25/16 - **Granted**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:45 p.m.