

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
May 5, 2015 @ 10 a.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
Victoria Coleman, Administrative Analyst 3
Joshua Curry, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of April 15, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the May 5, 2015 regular meeting.

ANNOUNCEMENTS:

- 2014-00257 Heavy Equipment Operator (CP/CR) announce Wednesday, May 6, 2015 to Friday, May 29, 2015
- 2014-00134 Sewer Maintenance Worker (CP) announce Wednesday, May 6, 2015 to Sunday, May 10, 2015
- 2015-00409 Manager-Administrative Services (NCP) announce Wednesday, May 6, 2015 to Sunday, May 10, 2015
- 2015-00419 Foreman-Sewer Construction and Maintenance (CP) announce Wednesday, May 6, 2015 to Sunday, May 10, 2015
- 2015-00420 Telespection Technician (CP) announce Wednesday, May 6, 2015 to Sunday, May 10, 2015

ELIGIBLE LISTS:

- 2014-00107 Engineering Associate (NCP/NCR) add Alkaragholy, Asiedu, Blomgren, Chinary, Fuller, Gao, Gonzalez, Hanley, Hill, Hong, Johnson, Juhasz, Krouse, Larios, Mismar, Mize, Ng, Quitaiba, Smith, Tharp, and Zewdie
- 2014-00275 Systems Analyst (NCP/NCR) add Magers
- 2015-00363 Collector-Investigator (NCP/NCR) add Barnes, Burgy, Cheffins, Kusz, Maitoza, Morrow, Reditt, Roberts, Thompson, and Young
- 2015-00364 Senior Clerk – UA (CP/CR) add Amstutz, Benford, Brumley, Cisek, Conley, Crill, French, Gerken, Green, Heck, Hilding, Lake, Martz, McBride, Only, Rodenbeck, Rutherford, Shousher, Vargas., Villarreal, Zervos
- 2015-00412 Administrative Specialist 1 (AA/CC) (NCP/NCR) add Amrou, Crumby, Darlington, Davis, Easler, Ferrell, Golliday, Lewis, McNair, Meyer, Page, Rivers, Wright
- 2015-00411 Administrative Specialist 3 (AA/CC) (NCP/NCR) add Amrou, Bookmiller, Crumby, Davis, Dolder, Ferrell, Fobbs, Hickman, Hillyer, Jackson, Liedel, Rivers, Studer, Talley

CLASSIFICATION REPORTS:

Supervisor - Code Compliance (New) (Department of Neighborhoods) (VC) - **Approved**

Identification Technician (Revise) (Toledo Police Department) (VC) - **Approved**

OTHER:

RCA – Appeal of Rejection of Application for Administrative Specialist 1 (AA/CC) – Glenda Ellis-Manning (JC)

The application of Ms. Glenda Ellis-Manning for Administrative Specialist 1 (AA/CC) was rejected due to not meeting the minimum education requirements. Based on the information received, Staff recommends that the appeal of Ms. Ellis-Manning be denied and the Commission uphold the rejection of her application stating she does not meet the minimum requirements for the position of Administrative Specialist 1 (AA/CC).

After review and discussion, the Commission denied the appeal of Ms. Ellis-Manning and upheld the rejection of her application for the position of Administrative Specialist 1 (AA/CC) stating that she does not meet the minimum experience requirements.

RCA – Appeal of Rejection of Application for Administrative Specialist 1 (AA/CC) – Brytanne Barker (JC)

The application for Ms. Brytanne Barker for Administrative Specialist 1 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Barker be denied and the Commission uphold the rejection of her application stating that she does not meet the minimum requirements for the position of Administrative Specialist 1 (AA/CC).

After review and discussion, the Commission denied the appeal of Ms. Barker and upheld the rejection of her application for the position of Administrative Specialist 1 (AA/CC) stating that she does not meet the minimum experience requirements.

RCA – Appeal of Rejection of Application for Administrative Specialist 1 (AA/CC) – Shamia Foster (JC)

The application for Ms. Shamia Foster for Administrative Specialist 1 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Foster be denied and the Commission uphold the rejection of her application stating that she does not meet the minimum requirements for the position of Administrative Specialist 1 (AA/CC).

After review and discussion, the Commission denied the appeal of Ms. Foster and upheld the rejection of her application for the position of Administrative Specialist 1 (AA/CC) stating that she does not meet the minimum experience requirements.

RCA – Appeal of Rejection of Application for Administrative Specialist 1 (AA/CC) – Kelley Amstutz (JC)

The application for Ms. Kelley Amstutz for Administrative Specialist 1 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Amstutz be denied and the Commission uphold the rejection of her application stating that she does not meet the minimum requirements for the position of Administrative Specialist 1 (AA/CC).

After review and discussion, the Commission denied the appeal of Ms. Amstutz and upheld the rejection of her application for the position of Administrative Specialist 1 (AA/CC) stating that she does not meet the minimum experience requirements.

OTHER:

RCA – Appeal of Rejection of Application for Administrative Specialist 1 (AA/CC) – Judi Ragans-Williams (JC)

The application for Ms. Judi Ragans-Williams for Administrative Specialist 1 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Ragans-Williams be denied and the Commission uphold the rejection of her application stating that she does not meet the minimum requirements for the position of Administrative Specialist 1 (AA/CC).

After review and discussion, the Commission denied the appeal of Ms. Ragans-Williams and upheld the rejection of her application for the position of Administrative Specialist 1 (AA/CC) stating that she does not meet the minimum experience requirements.

RCA – Appeal of Rejection of Application for Administrative Specialist 1 (AA/CC) – Dimeka Fuqua (JC)

The application for Ms. Dimeka Fuqua for Administrative Specialist 1 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Fuqua be approved and the Commission accept her application for the position of Administrative Specialist 1 (AA/CC).

After review and discussion, the Commission approved the appeal of Ms. Fuqua and accepted her application for the position of Administrative Specialist 1 (AA/CC). Her name will be added to the eligible list.

RCA – Late Appeal of Rejection of Application for Administrative Specialist 3 (AA/CC) – Robin Wilson (JC)

Robin Wilson submitted a late appeal for the position of Administrative Specialist 3 (AA/CC). Staff recommends that the appeal of Ms. Wilson not be heard.

After review and discussion, the Commission denied and did not hear the late appeal of Ms. Wilson for the position of Administrative Specialist 3 (AA/CC).

RCA – Appeal of Rejection of Application for Administrative Specialist 3 (AA/CC) – Kelley Amstutz (JC)

The application for Ms. Kelley Amstutz for Administrative Specialist 3 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Amstutz be denied and the Commission uphold the rejection of her application stating that she does not meet the minimum requirements for the position of Administrative Specialist 3 (AA/CC).

After review and discussion, the Commission denied the appeal of Ms. Amstutz and upheld the rejection of her application for the position of Administrative Specialist 3 (AA/CC) stating that she does not meet the minimum experience requirements.

RCA – Appeal of Rejection of Application for Administrative Specialist 3 (AA/CC) – Judi Ragans-Williams (JC)

The application for Ms. Judi Ragans-Williams for Administrative Specialist 3 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Ragans-Williams be denied and the Commission uphold the rejection of her application stating that she does not meet the minimum requirements for the position of Administrative Specialist 3 (AA/CC).

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

OTHER:

RCA – Appeal of Rejection of Application for Administrative Specialist 3 (AA/CC) – Dimeka Fuqua (JC)

The application for Ms. Dimeka Fuqua for Administrative Specialist 3 (AA/CC) was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Fuqua be approved and the Commission accept her application for the position of Administrative Specialist 3 (AA/CC).

After review and discussion, the Commission approved the appeal of Ms. Fuqua and accepted her application for the position of Administrative Specialist 3 (AA/CC). Her name will be added to the eligible list.

RCA – Appeal of Rejection of Application for Recreation Technician – Melissa Ware (KM)

Melissa Ware has appealed the rejection of her application for Recreation Technician for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Ware and uphold the rejection of her application for the position of Recreation Technician stating that she does not meet the minimum experience requirements.

After review and discussion, the Commission decided to hold this appeal until the next meeting of May 20, 2015 of which they will have had an opportunity to review Ms. Ware’s application and the job specifications for the position of Recreation Technician.

RCA - Proposed Amendment to Civil Service Rule Section 40.03, “Age Limits” (KM)

Based on the provided information, Staff recommends the proposed amendment to Civil Service Rule Section 40.03, “Age Limits” are made. The language of the proposed amendment is written in a way that is reflected in the Ohio Revised Code (ORC) (Exhibit E).

Based on the information presented and discussion on the matter, the Commission decided to take the information into advisement and review the materials given to them and make a decision at the next Civil Service meeting on May 5, 2015.

After further review and discussion, the Commission agreed to change the language in the Civil Service Rules. It is their decision to accept the newly proposed language in Civil Service Rule Section 40.03, “Age Limits”, as presented by Staff.

RCA – Toledo Police Sergeant Examination – Bruce Cook, Jr., Byron Daniels and Dennis Lett (KM)

Officer Dennis Lett and Officer Bruce Cook, Jr. have submitted written requests regarding the Toledo Police Sergeant examination. They were both on an approved vacation during the application period of April 6, 2016 to April 26, 2015 and unaware of the application timeframe. Staff recommends that the Commission allow Officer Lett and Officer Cook’s name to be added to the Toledo Police Sergeant Examination list and therefore, making them eligible to sit for the examination.

A verbal request was received from Officer Byron Daniels regarding the Toledo Police Sergeant Examination. Officer Daniels contacted the office on Friday, April 17, 2015 in the afternoon requesting assistance with completing the application online. However, his voicemail was not heard until Monday, April 20, 2015 in the morning. Since Officer Daniels attempted to seek assistance to apply to this examination, Staff recommends the Commission allow Officer Daniels’ name to be added to the Toledo Police Sergeant Examination list and therefore making him eligible to sit for the examination.

After review and discussion, the Commission agreed to allow both Officer Lett and Officer Cook’s name to be added to the Toledo Police Sergeant Examination; therefore, making them eligible to sit for the examination.

OTHER:

RCA – Toledo Police Lieutenant Examination – Steve Harrison and Brentis Scoble (KM)

Sergeant Steve Harrison has submitted a written request regarding the Toledo Police Lieutenant Examination. Sergeant Harrison was on an approved FMLA from March 17, 2015 to April 22, 2015; therefore, he was unaware of the application timeframe. Sergeant Harrison has requested that his name be added to the list for the Toledo Police Lieutenant Examination. Because Sergeant Harrison was on an approved leave during the application period, Staff recommends that the Commission allow Sergeant Harrison's name to be added to the Toledo Police Lieutenant Examination list and therefore making him eligible to sit for the examination.

A verbal request was received from Sergeant Brentis Scoble regarding the Toledo Police Lieutenant Examination. Sergeant Scoble stated that in January 2015 he suffered an on-duty injury that required surgery on March 26, 2015. Therefore, he was unaware of the application timeframe. Because Sergeant Scoble was on an approved leave during the sign-up period for the examination, Staff recommends that the Commission allow Sergeant Scoble's name to be added to the Toledo Police Lieutenant Examination list and therefore making him eligible to sit for the examination.

After review and discussion, the Commission agreed to allow both Sergeant Harrison and Sergeant Scoble's name to be added to the Toledo Police Lieutenant Examination; therefore, making them eligible to sit for the examination.

RCA – Appeal of Rejection of Application for Storekeeper-Andrew Monticure (KM)

Andrew Monticure has appealed the rejection of his application for Storekeeper for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission approve the appeal of Mr. Monticure and deem his application for the position of Storekeeper as qualified.

After further review and discussion, the Commission approved the appeal of Mr. Monticure and deemed his application for the position of Storekeeper as qualified.

RCA – Clerical Skills Test Results – Senior Clerk - Utility Administration (KM)

The following City of Toledo employee completed a typing test on Monday, April 20, 2015 for the position of Senior Clerk – Utility Administration. A passing score for Senior Clerk – Utility Administration is 40 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
Melanie Young	35

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.

RCA – Clerical Skills Test Results – Senior Clerk - Utility Administration (KM)

The following individual completed a typing test on Monday, April 20, 2015 for the position of Senior Clerk – Utility Administration. A passing score for Senior Clerk – Utility Administration is 40 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Score</u>
Kimberly Ramsey	58*

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:

None

HEARINGS:

None

Today's meeting started at 10:30 a.m. and not at 10:00 a.m. as posted and required by Toledo Municipal Code 107.02; Toledo Civil Service Rule 20.05.

There being no further business, the meeting adjourned at 11:40 a.m.