

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
August 12, 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. – **Excused Absence**
Erica S. Powell, Secretary-Civil Service Commission
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of July 17, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the August 12, 2015 regular meeting.

ANNOUNCEMENTS:

- 2014-00134 Sewer Maintenance Worker (CP/CR) announce Thursday, August 13, 2015 to Monday, August 17, 2015
- 2014-00147 Supervisor-Utility Administration (CP) announce Thursday, August 13, 2015 to Monday, August 17, 2015
- 2015-00462 Permit Technician (NCP/NCR) announce Thursday, August 13, 2015 to Saturday, August 22, 2015
- 2015-00464 Building Inspector (NCP/NCR) announce Thursday, August 13, 2015 to Saturday, August 22, 2015
- 2015-00504 Senior Environmental Specialist (NCP) announce Thursday, August 13, 2015 to Monday, August 17, 2015
- 2015-00523 Engineering Technician (NCP/NCR) announce Thursday, August 13, 2015 to Monday, August 17, 2015

ELIGIBLE LISTS:

- 2014-00127 Watermain and Service Repair Worker (CP/CR) add Basil, Bates, Wilson, Ramasocky, McGhee, Donnal, Parks, Hinton, Bell, Evans, Drayton, Johnson
- 2015-00461 Bridge Operator (CP/CR) add Carrington, Keweenaw, LaPointe, Lockard, McIntosh, Robison, Rushing, Sawyer, Sweat and Turner
- 2015-00467 Water Loss Equipment Technician (CP) add Cline, Hannah and Parrish
- 2015-00487 Traffic Signal Technician (NCP/NCR) add Akenberger, Herroon, Moreno, Myers, O'Neal, Robison, Sweat, Turner and White
- 2015-00496 Intermediate Account Clerk (CP/CR) add Amstutz, Anderson, Blair, Broyles, Bruns, A. Burke, K. Burke, Cavey, Daniels, Depp, Ferrell, Fields, Fisher, Flesh, Forney, Fuller, Gaft, Goodman, Gordon, Grant, Gregory, Gust, Harding, Heldt, Hilding, Leach, Lopez, Maitoza, Masin, McCoy, McGlamery, Melvin, Mitchell, Newby, Pilbeam, Ragans-Williams, Ray, Read, Ricica, Shelmon, Shepherd, Sherer, St. John, Thompson, Tyson, Velandra, Warren, Watkins, Williams, Zacharia

CLASSIFICATION REPORTS:

Manager – Administrative Services (Revise) (Department of Finance) (KM) - **Approved**

OTHER:

RCA – Disqualification of Eligible – Michael Hammer (JC)

Former City of Toledo employee, Michael Hammer, is in the recruitment process for the position of Watermain and Service Repair Worker. He was scheduled for and participated in a structured oral interview on Monday, July 20, 2015. Mr. Hammer was a Watermain and Service Repair Worker before his employment was terminated for “Loss of Seniority” on August 31, 2011. Based on the facts and analysis given, it is recommended to the Commission that, following the certification of the eligible list, Mr. Hammer be notified and be given an opportunity to be heard regarding his disqualification for appointment per Rule 60.00, Section 60.03 “Disqualification of Eligible” and the removal of his name from the eligibility list per Section 60.05 “Removal from Eligible List”.

After review and discussion, the Commission approved the request to have Mr. Michael Hammer’s name removed from the Watermain and Service Repair Worker eligible list in accordance with Civil Service Rule 60.00, Section 60.03 “Disqualification of Eligible” and Section 60.05 “Removal from Eligible List”. A hearing date will be scheduled.

RCA – Rejection of Applications – Watermain and Service Repair Worker (JC)

Gary Martens, Manuel Rodriquez, Charles Washington and Eric Williams are in the recruitment process for Watermain and Service Repair Worker. The individuals indicated on their application that they possessed a valid Class B Commercial Driver License. The individuals have not been able to provide evidence they possess a valid Commercial Driver License. Therefore, Staff recommends that their applications be rejected stating they do not meet the minimum requirements for the position of Watermain and Service Repair Worker.

After review and discussion, the Commission rejected the applications of Gary Martens, Manuel Rodriquez, Charles Washington and Eric Williams for failing to possess a valid Class B Commercial Driver License for the position of Watermain and Service Repair Worker.

RCA – Request for a Late Application for Water Loss Equipment Technician – Rafael Rivas (JC)

Rafael Rivas is requesting to submit a late application for the position of Water Loss Equipment Technician. Based on the provided information, Staff recommends that Mr. Rivas’ request be denied.

After review and discussion, the Commission denied the request of Rafael Rivas for a late application for Water Loss Equipment Technician.

RCA – Appeal of Rejection of Application for Administrator – Public Services 1 (Utilities Administration) – Samuel Loy, Jr. (JC)

Samuel Loy, Jr.’s application for Administrator-Public Services 1 (Utilities Administration) was rejected due to not meeting the minimum experience requirements; although the email Mr. Loy received notified him he did not meet the minimum education requirements. Based on the information presented, Staff recommends that the appeal of Mr. Loy 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 Administrator-Public Services 1 (Utilities Administration).

After review and discussion, the Commission denied the appeal of Mr. Samuel Loy and upheld the rejection of his application due to not meeting the minimum experience requirements for the position of Administrator-Public Services 1 (Utilities Administration).

OTHER:

RCA – Extension of Eligible List – Police Records Clerk (KM)

The competitive recruitment eligible list for the position of Police Records Clerk expired on Wednesday, August 5, 2015. The Department of Police requests a six (6) month extension for the Police Records Clerk competitive recruitment eligible list.

After review and discussion, the Commission approved the request from the Department of Police for an additional six (6) month extension for the Police Records Clerk Competitive Recruitment Eligible list. The eligible list will now expire on February 12, 2016.

RCA – Appeal of Rejection of Application for Intermediate Account Clerk – Paul McKee (KM)

Paul McKee has appealed the rejection of his application for Intermediate Account Clerk for not meeting the experience requirement. Based on the information provided, Mr. McKee does not meet the minimum experience requirements as stated on the job announcement. Therefore, Staff recommends that the Commission deny his appeal and uphold the rejection of his application stating that he does not meet the minimum qualifications for the position of Intermediate Account Clerk.

After review and discussion, the Commission denied the appeal of Mr. Paul McKee and upheld the rejection of his application due to not meeting the minimum qualifications for the position of Intermediate Account Clerk.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Samuel Loy, Jr. requests to appear before the Commission regarding the rejection of his application

The Commission granted Mr. Loy Jr., request to appear before the Commission on Wednesday, September 2, 2015

EXTENSIONS:

Administrator-Public Services 2 - Requests Six (6) Month Extension – **Approved (List Expires: February 12, 2016)**

Intermediate Clerk – requests an additional five (5) day extension from August 21, 2015 to August 26, 2015 - **Approved**

HEARINGS:

2015 Police Officer Background Pre-Assessments Appeals – **Wednesday, August 26, 2015 beginning at 1:30 p.m.**

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