

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
December 2, 2015 @ 2:00 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 – Excused Absence
Commission Member Justice G. Johnson, Jr., Esq.
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 November 18, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the December 2, 2015 regular meeting.

ANNOUNCEMENTS:

- 2015-00536 Automotive Service Worker (CP/CR) announce Thursday, December 3, 2015 to Monday, December 7, 2015
- 2015-00575 Engineering Associate (Sewer and Drainage Services) (NCP/NCR) announce Thursday, December 3, 2015 to Thursday, December 17, 2015
- 2015-00581 Traffic Aide (CP/CR) announce Thursday, December 3, 2015 to Monday, December 7, 2015

ELIGIBLE LISTS:

- 2015-00537 Water Reclamation Maintenance Worker (CP/CR) add Birie, Wagner, Myers, Saylor, Clark, Bates, Terry, Simmons, Conley, Wallace, Hendrickson, Williams and Dillon
- 2015-00562 Secretary 2 (CP/CR) add Scott, Meador, Only, Martz and Ellis-Manning

CLASSIFICATION REPORTS:

- Permit Database Specialist (New) (Division of Building Inspection) (KM) – **Approved**
- Administrative Specialist 1 (Revise) (Department of Human Resources) (KM) - **Approved**

OTHER:

RCA – Removal of Names from Eligible List – Manager-Administrative Services (Economic Development) (KM)

LaTasha McDonald and Brian Bilger were added to eligible list for Manager-Administrative Services (Economic Development) at the last meeting. Several attempts have been made to obtain their official transcripts, but with no response from either applicant. Therefore, both Ms. McDonald and Mr. Bilger are now considered to be “Not Qualified” for the position of Manager-Administrative Services (Economic Development). Staff recommends pursuant to Civil Service Rule 60.05, Removal from Eligible List that Ms. LaTasha McDonald and Mr. Brian Bilger’s name be removed from the certified eligible list for not meeting the educational requirements as stated on the class specification.

After review and discussion, the Commission approved Ms. LaTasha McDonald’s and Mr. Brian Bilger’s names to be removed from the certified eligible list for Manager-Administrative Services (Economic Development) due to not meeting the educational requirements as stated on the class specification and pursuant to Civil Service Rule 60.05.

OTHER:

RCA – Request to Remain on Current Police Officer Eligible List (KM)

There are fifty-one (51) candidates who have requested to remain on the current Police Officer eligible list for the position of Police Officer in order to be considered in the event another certification is made. Staff recommends that all fifty-one (51) candidates remain on the current eligible list for Police Officer.

After review and discussion, the Commission approved the fifty-one (51) candidates to remain on the current eligible list for Police Officer in order to be considered in the event another certification is made.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Christopher Green scheduled to appear on Thursday, December 3, 2015 at 2 p.m.

Mr. Christopher Green's request for an appearance before the Civil Service Commission was granted and has been rescheduled for Wednesday, December 16, 2015 at 2 p.m.

Kenneth Boles, Sr. requested a hearing on Thursday, December 3, 2015

Mr. Kenneth Boles, Sr. was not present for his requested hearing. However, Staff presented the facts to the Civil Service Commission and a decision will be given in writing at the next meeting on Wednesday, December 16, 2015.

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:06 p.m.