

**OFFICE OF THE CIVIL SERVICE COMMISSION  
One Government Center, Suite 1920  
December 16, 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  
Victoria Coleman, Manager-Administrative Services  
Anthony Markwood, Administrative Analyst 3  
Kelly Murphy, Administrative Analyst 2  
Joshua Curry, Administrative Analyst 1  
Chris McGibbeny, Administrator-Administrative Services 2  
Christine Minor, Senior Process Control Analyst

**Review and approval of minutes from Regular Meeting of December 2, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the December 16, 2015 regular meeting.**

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**ANNOUNCEMENTS:**

- 2015-00536 Automotive Service Worker (CP/CR) announce Thursday, December 17, 2015 to Monday, December 21, 2015
- 2015-00601 Building Inspector (NCP/NCR) announce Thursday, December 17, 2015 to Monday, December 28, 2015
- 2015-00604 Engineering Technician (GIS) (NCP/NCR) announce Thursday, December 17, 2015 to Monday, December 28, 2015

**ELIGIBLE LISTS:**

- 2015-00581 Traffic Aide (CP/CR) add Bailey, Jr., Bunch, Coates, Crammond, Dearsman, Furr, Heard, Hendrickson, Hertzfield, Horton, Jones, Knaggs, Martin, Martinez, Meador, Moman, Pettaway, Pineda, Polk, Quinn, Ratz, Ridenour, Scarloto, Scott, Sherette, Turner, Valle, Waltmire, Ware, Watkins, Whitman and Williams

**CLASSIFICATION REPORTS:**

- Administrative Specialist 2 (Revise) (Department of Affirmative Action/Contract Compliance) (KM) - **Approved**
- Landscape and Site Plan Inspector (New) (Department of Plan Commission) (KM) - **Approved**

**OTHER:**

**RCA – Appeal of Rejection of Application for Senior Process Control Analyst – Christopher Green (KM)**

Christopher Green has appealed the rejection of his application for Senior Process Control Analyst for not meeting the requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Mr. Christopher Green and uphold the rejection of his application stating that he does not meet the minimum requirements for the position of Senior Process Control Analyst.

**After detailed review and discussion, the Commission denied Mr. Green’s appeal and upheld the rejection of his application that he does not meet the minimum requirements for the position of Senior Process Control Analyst, as recommended by Staff. In addition, Mr. Green failed to appear for his requested appearance before the Civil Service Commission on December 16, 2015, even after being given an alternate date.**

**RCA – Request for Reinstatement – Traffic Signal Technician – Howard R. Moore – (AM)**

Howard Moore submitted a request for reinstatement to the classification of Traffic Signal Technician. Mr. Moore’s request for reinstatement was submitted on December 2, 2015 and was timely submitted within the one (1) year from the date of his separation. However, Mr. Moore did not resign “without fault or delinquency.” Based on the foregoing information, it is recommended that the Commission deny Mr. Moore’s placement on the aforementioned reinstatement list pursuant to Civil Service Rule 60.17.

**After review and discussion, the Commission denied Mr. Moore’s request for reinstatement to the classification of Traffic Signal Technician pursuant to Civil Service Rule 60.17.**

**RCA – Appeal of Rejection of Application for Automotive Service Worker – Brian K. Bailey, Jr. (KM)**

Brian K. Bailey, Jr.’s application for Automotive Service Worker was rejected for not meeting the experience requirement. Based on the information presented, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for the position of Automotive Service Worker.

**After review and discussion, the Commission denied Mr. Brian K. Bailey, Jr.’s appeal and upheld the rejection of his application for the position of Automotive Service Worker.**

**RCA – Removal of Names from Eligible List – Automotive Service Worker (KM)**

Thomas Fricke, Dalton Hendrickson, Timothy McGaharan and Michael Skotynsky were added to the competitive eligible list for the position of Automotive Service Worker. All were notified on Thursday, November 19, 2015 that they were scheduled for structured oral interviews, which were scheduled to take place on Tuesday, November 24, 2015. All four (4) candidates failed to appear for their scheduled interviews and none of them contacted our office to reschedule for their interviews. Staff recommends pursuant to Civil Service Rule 60.05, Removal from Eligible List, that Mr. Thomas Fricke, Mr. Dalton Hendrickson, Mr. Timothy McGaharan and Mr. Michael Skotynsky’s names be removed from the certified eligible list for failing to appear for their scheduled interviews.

**After review and discussion, the Commission approved the removal of names for Mr. Fricke, Mr. Hendrickson, Mr. McGaharan and Mr. Skotynsky from the certified eligible list for Automotive Service Worker for failing to appear for their scheduled interviews pursuant to Civil Service Rule 60.05 Removal from Eligible List.**

**OTHER:** (continued)

**RCA – Removal of Names from Eligible List – Traffic Signal Technician (KM)**

Shane Herroon and Benjamin O’Neal were added to the competitive eligible list for the position of Traffic Signal Technician. All were notified on Friday, November 13, 2015 that structured oral interviews for the position of Traffic Signal Technician would take place on Tuesday, December 1, 2015. Both candidates failed to appear for their scheduled interviews and failed to contact our office to reschedule for their interviews. Therefore, Staff recommends pursuant to Civil Service Rule 60.05, Removal from Eligible List, that Mr. Shane Herroon and Mr. Benjamin O’Neal’s names be removed from the certified eligible list for failing to appear for their scheduled interviews.

**After review and discussion, the Commission approved the removal of names for Mr. Herroon and Mr. O’Neal from the certified eligible list for Traffic Signal Technician for failing to appear for their scheduled interviews pursuant to Civil Service Rule 60.05 Removal from Eligible List.**

**INFORMATIONAL PURPOSES:**

Police Officer Background Appeals Hearing tentatively scheduled for January 6-7, 2015 – Time TBA

**APPEARANCES:**

Christopher Green scheduled to appear on Wednesday, December 16, 2015 at 2 p.m. regarding the rejection of his application for Senior Process Control Analyst.

**Mr. Christopher Green failed to appear for his requested appearance before the Commission.**

**EXTENSIONS:**

2015 Police Officer Eligible List – List Established: 7/1/2015 – request 1<sup>st</sup> Extension - **Approved**

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:35 p.m.**