

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
June 15, 2016 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.
Victoria Coleman, Manager-Administrative Services
Erica S. Powell, Secretary-Toledo Civil Service Commission
Anthony Markwood, Administrative Analyst 3
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Abby Arnold, Commissioner – Division of Utilities Administration

Review and approval of minutes from Regular Meeting of June 1, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the June 15, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2016-00080 Construction Technician (CR) announce Thursday, June 16, 2016 to Thursday, July 14, 2016
- 2016-00093 Sewer Construction and Repair Worker (CP) announce Thursday, June 16, 2016 to Wednesday, June 29, 2016
- 2016-00095 Environmental Specialist (NCP) announce Thursday, June 16, 2016 to Wednesday, June 29, 2016
- 2016-00096 Senior Environmental Specialist (NCP) announce Thursday, June 16, 2016 to Wednesday, June 29, 2016
- 2016-00098 Environmental Services Technician (NCR) announce Thursday, June 16, 2016 to Wednesday, June 29, 2016

ELIGIBLE LISTS:

- 2016-00032 Clerk Specialist II (CR) add Amstutz, Anderson, Angelo, Betts, Boday, Brown, Bulger, Carpenter, Crawford-Cole, Curtis, Dawley, Delapaz, Frye, Fuqua, Golembiewski, Greer, Kruzal, McDougale, Melvin, Ricica, Romstadt, Taylor, Wade, Wells and Zsiros
- 2016-00071 Engineering Associate (NCP/NCR) add Berardinelli, Cherian, Fisher, Hurrell, Jabbo, Manda, Meador, Mire, Nguyen, Pruksajaroenpong, Sako and Stelzer
- 2016-00101 Administrative Analyst 4 (Utilities Administration) (NCP/NCR) add Cox, Gibson, Latigo, Lisk and Rizzo
- 2016-00102 Administrative Analyst 3 (Utilities Administration/SAP) (NCP/NCR) add Crumby, Gibson, Latigo, Miller, Mossing, Shankleton and Szentkiralyi
- 2016-00117 Administrative Analyst 3 (NCP) (Finance/Accounts) add Tyburski
- 2016-00134 Sewer Maintenance Worker (CP/CR) add Hardin, Koder, Street, Ivery, Colbert, Langlois, Reed, Brown and Kimble

CLASSIFICATION REPORTS:

Reclassify Two (2) Clerk Specialist I to Two (2) Clerk Specialist II (Div. of Utilities Administration) (Reclassify) (JC) - **Approved**

OTHER:

RCA –Request for Reinstatement – Rodney Dumond (AM)

Rodney DuMond has submitted a request for reinstatement to the classification of Data Communications Specialist. Mr. DuMond began his employment with the City of Toledo on December 2, 1998. Mr. DuMond voluntarily resigned in good standing from the Department of Information and Communications Technology effective December 4, 2015. Mr. DuMond held the permanent position of Data Communications Specialist from December 2, 1998 to December 4, 2015. Mr. DuMond's request for reinstatement was submitted on May 19, 2016 and is timely. Based on the foregoing information, it is recommended that the Commission approve Mr. Rodney DuMond's placement on the aforementioned reinstatement list pursuant to Civil Service Rule 60.17.

After review and discussion, the Commission approved Mr. DuMond's request to be placed on the reinstatement list for Data Communications Specialist pursuant to Civil Service Rule 60.17.

RCA – Request for Reinstatement – Robert Jackson (AM)

Robert Jackson has submitted a request for reinstatement to the classification of Utility Worker. Mr. Jackson began his employment with the City of Toledo on December 22, 2003. Mr. Jackson was terminated, following a disciplinary hearing, from the Division of Transportation effective March 5, 2014. Mr. Jackson held the permanent position of Utility Worker from December 22, 2003 to March 5, 2014. Mr. Jackson's request for reinstatement was submitted on March 4, 2016. Thus, Mr. Jackson submitted his request for reinstatement far beyond one (1) year from the date of his separation. Based on the foregoing information, it is recommended that the Commission deny Mr. Jackson's placement on the aforementioned reinstatement list pursuant to Civil Service Rule 60.17.

After review and discussion, the Commission denied Mr. Jackson's request to be placed on the reinstatement list for Utility Worker pursuant to Civil Service Rule 60.17.

RCA – Request for Reinstatement – Kathy Heldt (AM)

Kathy Heldt has submitted a request for reinstatement to the classification of Intermediate Clerk. Ms. Heldt began her employment with the City of Toledo on May 29, 2015. Ms. Heldt voluntarily resigned in good standing from the Division of Parks, Recreation and Forestry effective September 11, 2015. Ms. Heldt held the position of Intermediate Clerk from May 29, 2015 to September 11, 2015. Ms. Heldt's request for reinstatement was submitted on June 8, 2016. Thus, Ms. Heldt submitted her request for reinstatement within one (1) year from the date of separation. However, Ms. Heldt was not a "permanent employee." Based on the foregoing information, it is recommended that the Commission deny Ms. Heldt's placement on the aforementioned reinstatement list pursuant to Civil Service Rule 60.17.

After review and discussion, the Commission denied Ms. Heldt's request to be placed on the reinstatement list for Intermediate Clerk pursuant to Civil Service Rule 60.17.

OTHER:

RCA – Voluntary Demotion – Teresa Moore (KM)

Teresa Moore, Police Communications Specialist II, requested a voluntary demotion to the position of Clerk Specialist II. Ms. Moore began her employment with the City of Toledo on October 22, 1997; therefore, she has completed one (1) year of service after her probationary period. Ms. Moore has completed the voluntary demotion request. Based on the information provided, Staff recommends that the Civil Service Commission deem Ms. Moore qualified to perform the job duties of Clerk Specialist II and grant her request for a voluntary demotion pursuant to Civil Service Rule 70.02.

After review and discussion, the Commission granted the request of Ms. Moore for a voluntary demotion pursuant to Civil Service Rule 70.02. Her name will be placed on the appropriate eligible list.

RCA – Appeal of Rejection of Application for Administrative Analyst 3 (Finance/Accounts – Financial Analysis) – Pamela Frazier (KM)

Pamela Frazier has appealed the rejection of her application for Administrative Analyst 3 (Finance/Accounts – Financial Analysis) for not meeting the education requirements. Based on information provided, Ms. Frazier does meet the minimum education requirements as stated on the job announcement. Therefore, Staff recommends that the Commission approve her appeal and deem her application for the position of Administrative Analyst 3 (Finance/Accounts – Financial Analysis) as qualified and place her name on the promotional eligibility list.

After review and discussion, the Commission granted the appeal of Pamela Frazier and deemed her application for the position of Administrative Analyst 3 (Finance/Accounts – Financial Analysis) as qualified. Her name will be added to the eligible list.

RCA – Clerical Skills Test – Clerk Specialist II (KM)

The following applicants completed clerical skills tests on Wednesday, June 8, 2016, Thursday, June 9, 2016, and Monday, June 13, 2016 for the position of Clerk Specialist II. A passing score for Clerk Specialist II is 45 wpm. (An * denotes a passing score.)

Last Name	First Name	Score	
Anderson	Jordyne	71*	
Angelo	Kristen	93*	
Bell	Jasmine	25	
Boday	Angela	52*	
Bond	Jessica	26	
Bostic	Sierra	21	
Bulger	Robin	47*	
Carpenter	Janee	49*	
Crawford-Cole	Patricia	50*	
Curtis	Dawn	59*	
Daniels	Rosetta	33	
Davis	Andrew	25	
Dawley	Constance	48*	
Delapaz	Karen	52*	
Easler	Rebekah	41	
Golembiewski	Joann	75*	(continued)

OTHER:

RCA – Clerical Skills Test – Clerk Specialist II (KM)

Last Name	First Name	Score
Greer	Adrienne	46*
Holmes	Lauren	41
Kern	Tammi	32
Kruzel	Julie	50*
Liggins	Davida	16
McDougle	Wendy	70*
Melvin	Zakiya	57*
Murphy	Brittanie	28
Neal	Carla	39
Obert	Catherine	39
Peters	Gerri	42
Pinson	Loree	44
Polk	Dawn	44
Russell	Tiffanie	38
Saurwein	Karen	32
Sherer	Mary	29
Steingraber	Halie	40
Taylor	April	59*
Tianello	Ashley	26
Wells	Charlotte	45*
Whyte	Annie	33
Willee	Mark	34
Wimberly	Gina	37
Zsiros	Stacey	53*
Zylka	Mamie	29

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:

Disqualified Candidates – 2015 Police Officer Eligible List

Christopher Carroll

Daniel Radwanski

Brian Smouthers

Richard Arledge – no longer interested in being a Police Officer

After the appearance of all three (3) candidates, the Commission upheld the disqualification from eligible list for the position of Police Officer and removal of their names from the Police Officer eligible list due to exceeding the maximum age requirement for appointment to the position of Police Officer in accordance with Civil Service Rule 60.00, Section 60.03, 60.05 and 40.03B.

EXTENSIONS:

2015 Police Officer Eligible List – Request for 2nd Six (6) Month Extension –List Expires: 7/1/2017 - **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:49 p.m.