

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**March 2, 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-Civil Service Commission  
Anthony Markwood, Administrative Analyst 3  
Kelly Murphy, Administrative Analyst 2  
Joshua Curry, Administrative Analyst 1  
Abby Emlinger, Administrative Analyst 1  
Joel Mazur, Commissioner – Field Operations (Observer)

**Review and approval of minutes from Regular Meeting of February 17, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the March 2, 2016 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2016-00042 Administrative Analyst 3 (Utilities Administration/Financial Analysis) (NCP/NCR) announce Thursday, March 3, 2016 to Saturday, March 12, 2016
- 2014-00134 Sewer Maintenance Worker (CP/CR) announce Thursday, March 3, 2016 to Saturday, March 12, 2016  
**\*Commission denied the request to begin accepting applications.**
- 2016-00062 Supervisor-Waterworks Maintenance (CP/CR) announce Thursday, March 3, 2016 to Wednesday, March 16, 2016

**ELIGIBLE LISTS:**

- 2014-00127 Watermain and Service Repair Worker (CR) Kolasinski, Reitz, Teil, Williams, Quigley, Bray, Potts, Simmons, Moore and Kimble
- 2015-00564 Police Communications Specialist (CP/CR) add Addington, Amstutz, Baker, Burgess, Clayborne, Collings, Cready, Dale, Ellis-Manning, Faulkner, Finks, Finley, Fluker, Furr, Gassner, Green, Gordon, Guerra, Hairston-Sims, Henzler, Joseph, Karafa, Keating, Koss, Leasure, Lopez, Marciniak, Martin, Mercurio, Mollenkamp, Neal, Perkins, Rajner, Rand, Roundtree, Russell, Ryan, Schmitz, Sellers, Shepherd, Smith, Stallworth, Strauss, Stucker, Sweat, Szalkowski, Theiss, Thornwell, Violanti, Wawrzyniak, Welker, Wilson, Woodward and Zeller

**CLASSIFICATION REPORTS:**

None

**OTHER:**

**RCA – Request for Reinstatement – Corvez Braswell (AM)**

Corvez Braswell submitted a request for reinstatement to the classification of Heavy Equipment Operator on February 23, 2016 and is timely. Mr. Braswell began his employment with the City of Toledo on September 29, 2006. Mr. Braswell resigned in good standing from the Division of Sewer and Drainage Services effective August 3, 2015. Based on the foregoing information, it is recommended that the Commission approve Mr. Braswell's placement on the aforementioned reinstatement list pursuant to Civil Service Rule 60.17.

**After review and discussion, the Commission approved Mr. Braswell's request to be placed on the reinstatement list for Heavy Equipment Operator pursuant to Civil Service Rule 60.17.**

**RCA – Disqualification of Eligible – Keith Jones (AE)**

Keith Jones, a former City of Toledo employee, applied to the position of Maintenance Worker I. Mr. Jones previously held the position of Watermain and Service Repair Worker with the City of Toledo; therefore, he could potentially be placed on the competitive eligible list for the position of Maintenance Worker I. Mr. Jones departed his employment under unfavorable circumstances that, for just and reasonable cause, indicates that he should be disqualified from the eligible list should he meet the minimum qualifications of Maintenance Worker I. Based on the facts, it is recommended to the Commission, that Keith Jones be notified that there is just and reasonable cause to believe that he is not qualified for appointment to the certified eligible list, and his name is subject to removal from the Maintenance Worker I eligibility list in accordance with Rule 60.00, Section 60.03.

**After review and discussion, the Commission approved the request to have Mr. Keith Jones' name removed from the Maintenance 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 – Disqualification of Eligible – Derek Wood (JC)**

There is one (1) applicant that is thirty-five (35) years of age or older on the eligible list for the position of Police Officer. Therefore, this individual exceeds the maximum hiring age for the position of Police Officer. Based on all of the facts, Staff recommends to the Commission that Derek Wood be disqualified and removed from the eligible list for the position of Police Officer, pursuant to Civil Service Rule 60.00, Section 60.03 "Disqualification of Eligible" and Section 60.05 "Removal from Eligible List" and lastly, Civil Service Rule 40.03B "Age Limits". It is recommended to the Commission, that Derek Wood be notified that there is just and reasonable cause to believe that he is not qualified for appointment and his name is subject to removal from the Police Officer eligibility list in accordance with Rule 60.00, Section 60.03.

**After review and discussion, the Commission requested that this item be "tabled" until the Commission has an opportunity to ask the Legal Department for a legal opinion and further research has been conducted. A hearing date will be scheduled.**

**RCA – Expiration of Current Eligible List for Sewer Maintenance Worker (JC)**

There are only two (2) names on the certified eligible list for Sewer Maintenance Worker, pursuant to Civil Service Rule 60.02 an eligible list may be expired if there are "fewer than three (3) names remaining." Therefore, the Division of Sewer and Drainage Services requests that the eligible list for Sewer Maintenance Worker be expired and the position be opened up for recruitment.

**After review and discussion, the Commission denied the request to expire the eligible list for Sewer Maintenance Worker until the remaining names have been considered for employment opportunity. Also, the Commission denied the request to begin accepting applications for the position of Sewer Maintenance Worker at this time.**

**OTHER:** (Continued)

**RCA – Proposed Amendment to Civil Service Rule Section 50.03 “Parts of Examination” (KM)**

Based on the information provided, Staff recommends the proposed amendment to Civil Service Rule Section 50.03 “Parts of Examination” be made.

**After review and discussion, the Commission agreed to accept the proposed amendment to Civil Service Rule Section 50.03 “Parts of Examination” as recommended by Staff.**

**RCA – Waiver of Civil of Service Rule Section 50.08 “Conduct of Examinations” (KM)**

Based on the facts and circumstances presented, the Department of Human Resources requests a waiver of Section 50.08 as it relates to entry-level safety forces testing in 2016. The Department of Human Resources will also be working with Ergometrics to develop custom promotional written examinations and assessment centers for the City of Toledo Safety Forces; however, these tests will continue to be administered under the direction of the Commission’s Staff.

**After review and discussion, the Commission approved a waiver of Civil Service Rule Section 50.08 “Conduct of Examinations” as it relates to entry-level safety forces testing in 2016. However, the promotional safety forces testing will continue to be administered under the direction of the Commission’s Staff.**

**RCA – Appeal of Rejection of Application – Permit Database Specialist – James Schmitt (KM) (Held Item 2/17/16)**

James Schmitt has appealed the rejection of his application for Permit Database Specialist for not meeting the education requirement. Based upon the information provided, Staff recommends Commission action on the appeal of Mr. James Schmitt for the position of Permit Database Specialist and Staff will heed the recommendation of the Commission.

**After further review and discussion, the Commission granted the appeal of Mr. James Schmitt and approved his name to be placed on the eligible list for Permit Database Specialist on a “conditional” basis pending the confirmation of Associate’s or Bachelor Degree.**

**RCA – Additional Sixty (60) Day Extension of 2014 Fire Captain and Fire Lieutenant Eligible Lists (EP)**

The Fire Captain and Fire Lieutenant promotional eligible lists were established on March 5, 2014 and are set to expire on March 5, 2016. The third extension was requested and granted at the September 2, 2015 meeting. Due to potential promotions and pending grievances that need to be resolved and in accordance with Civil Service Rule 60.00, Section 60.01, Eligible Lists, Duration, it is being requested that the 2014 Fire Captain and Fire Lieutenant promotional eligible lists be extended for an additional sixty (60 ) days.

**After review and discussion, the Commission granted an additional sixty (60) days extension to the 2014 Fire Captain and Fire Lieutenant Promotional Eligible lists due to potential promotions and pending grievances.**

**RCA – Request to Submit Late Application – Former Police Officer Cadet (AM)**

The Safety Director and Chief of Police requested to have the announcement for Police Data Entry Clerk be reopened for two (2) additional days in order to allow a former Police Officer Cadet to submit an application for the position of Police Data Entry Clerk.

**After review and discussion, the Commission denied the requests of the Safety Director and Chief of Police, thus the announcement for Police Data Entry Clerk will not be reopened.**

**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

None

**EXTENSIONS:**

Fire Lieutenant & Fire Captain Eligible Lists Expire: 3/5/2016; Request for 60-day Extension – **Granted**  
**Both Lists will Expire: 5/5/2016**

**HEARINGS:**

Notice of Appeal Hearing for Stephen Leggett – rescheduled for Wednesday, March 16, 2016 beginning at 9 a.m. with regular agenda to follow

**There being no further business, the meeting adjourned at 2:55 p.m.**