

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
March 16, 2016 9 a.m.

(Note: Hearing began at 9 a.m. to 1:50 pm and Agenda meeting began at 2:25 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

Review and approval of minutes from Regular Meeting of March 2, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the March 16, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2014-00134 Sewer Maintenance Worker (CP/CR) announce Thursday, March 17, 2016 to Saturday, March 26, 2016
- 2014-00536 Automotive Service Worker (CP/CR) announce Thursday, March 17, 2016 to Saturday, March 26, 2016
- 2016-00008 Police Records Clerk (CP/CR) announce Thursday, March 17, 2016 to Saturday, March 26, 2016
- 2016-00040 Safety and Training Specialist (NCP/NCR) announce Thursday, March 17, 2016 to Saturday, March 26, 2016
- 2016-00065 Senior Water Control Room Operator (NCP/NCR) announce Thursday, March 17, 2016 to Thursday, March 31, 2016

ELIGIBLE LISTS:

- 2015-000521 Police Data Entry Clerk (CR) add Amstutz, Bewley, Copeland, Dale, Karafa, Green, Frye, Hairston- Sims, Martin, Stallworth, Russell, Burzynski, Crawford, Ziss, Romstadt, Currier, Bolds, Hayes, Rafferty, Linthicum, Byers, Schnapp, Barnett, Brown, Norden, Schimmel, Plicinski, DeShelter, Nunnally, Jones, Hutson, Egnatz, Greer, Vollmar, White, Flores, Gray, Torres, Bauman, Everett, Havener, John, Hayes-Cooper, Lopez, Sherer and Adams
- 2015-000518 Fire Communications Specialist (CP/CR) add Eggleston III, Amstutz, Bewley, Copeland, Guerra, Wilson, Dale, Zeller, Karafa, Holmes, Graff, Green, Frye, Marciniak, Guilford, Gassner, Hairston-Sims, Leader, Theiss, Knaggs, Martin, Roundtree, Scott, Stallworth, Russell, Burzynski, Crawford, Keating, Rand, Merritt, Florinchi, Rud, Lynch, McLuckie, Watkins, Welker, Polk, Hopkins, Raj, Perretti, Hobson II, Lark-Landis, and Reditt
- 2016-00042 Administrative Analyst 3 (Utilities Administration/Financial Analysis) (NCP/NCR) add Cousino and Cox
- 2016-00068 Instrumentation Technician (NCP/NCR) add Aschemeier, Cardona, Carsten, Garza, Graham, Lepper Jr, Savage, and Springer.

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Disqualification of Eligible – Keith Jones (AE) (Appearance today)

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 60.05.

Mr. Keith Jones did not appear before the Commission. Therefore, after review and discussion and pursuant to Civil Service Rule 110.03(h) “Conduct of Hearings”, the Commission agreed to have his name removed from the Maintenance Worker I eligibility list in accordance with Civil Service Rule 60.00, Section 60.05.

RCA – Disqualification of Eligible – George Taylor (AM)

George Taylor, a former City of Toledo employee, is on the eligible list for the position of Sewer Maintenance Worker. Mr. Taylor’s last position held with the City of Toledo was a Utility Worker with the Division of Parks, Recreation and Forestry. Mr. Taylor departed his employment under unfavorable circumstances that, for just and reasonable cause, indicates that he should be disqualified from the eligible list for the position of Sewer Maintenance Worker. Based on the facts, it is recommended to the Commission, that George Taylor 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 Sewer Maintenance Worker eligibility list in accordance with Rule 60.00, Section 60.05.

Mr. George Taylor did not appear before the Commission. Therefore, after review and discussion and pursuant to Civil Service Rule 110.03(h) “Conduct of Hearings”, the Commission agreed to have his name removed from the Maintenance Worker I eligibility list in accordance with Civil Service Rule 60.00, Section 60.05.

RCA – Disqualification of Eligible – Derek Wood (JC) (*tabled at last meeting)

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.

The Commission had an opportunity to meet with Director Loukx and Ms. Grachek of the City’s Law Department. However, after further discussion, the Commission requested that this item be “tabled” once again in order for further historical data to be researched.

OTHER:

RCA – Disqualification of Eligible – Scott Redway (JC)

Scott Redway, current City of Toledo employee applied to the position of Supervisor-Waterworks Maintenance. Mr. Redway is in a Last Chance Agreement with AFSCME Local 7 which states that Mr. Redway shall not be eligible for promotion or transfer during his time in the Last Chance Agreement. Therefore, there is just and reasonable cause that Mr. Redway should be disqualified from the recruitment process for the position of Supervisor-Waterworks Maintenance. **After review and discussion, the Commission approved the request to have Mr. Scott Redway’s name removed from the Supervisor-Waterworks Maintenance 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 – Expiration of Current Eligible List for Automotive Service Worker (KM)

There is only (1) name on the certified eligible list for Automotive Service 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 Facility and Fleet Operations requests that the eligible list for Automotive Service Worker be expired and the position be opened up for recruitment.

After review and discussion, the Commission approved the expiration of the Automotive Service Worker eligible list and the position has been opened up for recruitment.

OTHER: (Continued)

RCA – Clerical Skills Testing – Fire Communications Specialist and Police Data Entry Clerk (KM)

The following individuals completed a typing test for the positions of Fire Communications Specialist and Police Data Entry Clerk on Monday, March 14, 2016. A passing score for Fire Communications Specialist and Police Data Entry Clerk is 30 wpm. (An * denotes a passing score.)

<u>Name</u>	<u>Typing Score</u>
Adams, Michelle	30*
Allen, Jocelyn	21
Barnes, Kendra	27
Barnett, Nikki Giovanni	46*
Bauman, Susan	36*
Bewley, Hayden	71*
Bolds, Asia	57*
Brown, Lori	45*
Brown, Taneisha	17
Brown-Biddle, LaKesha	27
Burzynski, Melissa	34*
Byers, Linda	50*
Carter II, Steven	26
Clark, Matthew	29
Copeland, Raquel	59*
Crawford, Lapala	34*
Currier, Kim	64*
Davis, LaQuechia	29
DeShetler, Stacey	42*

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OTHER: (Continued)

RCA – Clerical Skills Testing – Fire Communications Specialist and Police Data Entry Clerk (KM)

<u>Name</u>	<u>Typing Score</u>
Eckman, Keely	25
Eggleston III, John	89*
Egnatz, Sharon	39*
Enoch, Tamika	29
Everett, Anne	36*
Flores, Raeleen	38*
Florinchi, Dawn	50*
Frye, Latisha	40*
Graff, Seth	44*
Gray, Jasmin	38*
Greer, Adrienne	39*
Guilford, Kenasia	39*
Havener, Kimberly	35*
Hayes, Atanya	56*
Hayes-Cooper, James	32*
Hobson II, Robert	32*
Holmes, Patrice	47*
Hopkins, Lisa	37*
Hutson, Christine	40*
John, Virginia	35*
Johnson, Johnnetta	27
Jones, Kathy	41*
Keenan, Angela	25
Kemp, LaTasha	28
Knaggs, Tiffany	37*
Lark-Landis, Marla	31*
Leader, Danielle	38*
Linthicum, Nicholas	51*
Long, Elise	29
Lopez, Mari	32*
Lynch, Rohnnie	44*
Mabus, Cindy	18
McLuckie, Crystal	43*
Merritt, Cynthia	51*
Moore, Latrina	18
Neal, Carla	26
Nix, Marian	20
Norden, Laura	45*
Nunnally, Jennette	42*
Perretti, Jessica	33*
Plicinski, Kevin	43*
Polk, Dawn	41*
Rafferty, Jerri	53*
Raj, Madhavi	36*

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OTHER: (Continued)

RCA – Clerical Skills Testing – Fire Communications Specialist and Police Data Entry Clerk (KM)

<u>Name</u>	<u>Typing Score</u>
Rand, Stephanie	52*
Reditt, Tenneshia	30*
Romero-Mauk, Chantal	24
Romstadt, Amanda	71*
Rost, Amanda	29
Rud, Nicole	47*
Schimmel, Karen	44*
Schnapp, Joshua	48*
Scott, Traci	36*
Sherer, Mary	32*
Stachura, Margaret	19
Torres, Deborah	38*
Vollmar, Angela	39*
Voska III, Milan	19
Watkins, Asia	43*
Welker, Penny	42*
White, Nicole	27
White, Stacey	39*
Ziss, Madchen	87*

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:

Keith Jones – Disqualification of Eligible – **NO SHOW**
George Taylor – Disqualification of Eligible – **NO SHOW**

EXTENSIONS:

Request for 3rd Extension -Fire Fighter Eligible List for six (6) months – List established: 9/24/14; List expires: 9/25/16 -
Granted

HEARINGS:

Notice of Appeal Hearing for Stephen Leggett –Wednesday, March 16, 2016 beginning at 9 a.m. with regular agenda to follow – **Continuance date scheduled for Tuesday, March 29, 2016 from 9:00 a.m. until 11:00 a.m.**

There being no further business, the meeting adjourned at 2:40 p.m.