

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
March 29, 2016 9 a.m.**

(Note: Hearing to begin at 9 a.m. with brief Agenda beginning at 10:20 a.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

Review and approval of minutes from Regular Meeting of March 16, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the March 29, 2016 Regular Meeting.

ANNOUNCEMENTS:

None

ELIGIBLE LISTS:

2015-00518 Fire Communications Specialist (CP/CR) add Hopkins, Grant and Watkins

2015-00521 Police Data Entry Clerk (CR) add Mabus, Watkins, Polk, Hopkins, Raj, Scott, Reditt and Neal

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Clerical Skills Test – Police Data Entry Clerk (KM)

Cindy Mabus completed a typing test on Monday, March 14, 2016 for the position of Police Data Entry Clerk and obtained a score of **18** wpm. During the administration of the typing test, Ms. Mabus indicated to the Test Administrator that she suffered from a medical condition that was affecting her performance on the test. The Test Administrator asked how she would like to proceed and Ms. Mabus indicated that she wanted to attempt to complete the typing test. Following the administration of the typing test, Ms. Mabus contacted this office requesting an opportunity to retake the typing test. In addition to her request, Ms. Mabus provided a physician's note to this office to support her case. In order to expedite this process, Ms. Mabus was given an opportunity to retest for the position of Police Data Entry Clerk on Wednesday, March 23, 2016 where she obtained a score of **47** wpm. Therefore, it is recommended that the above score 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 accepted the information given and approved and placed the score on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

Notice of Appeal Hearing for Stephen Leggett – Continuance scheduled for Tuesday March 29, 2016 beginning at 9 a.m.

There being no further business, the meeting adjourned at 10:25 a.m.