

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
April 6, 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
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Abby Emlinger, Administrative Analyst 1
Angie Seiple, Administrative Analyst 1

Review and approval of minutes from Special Meeting of March 29, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the April 6, 2016 Regular Meeting.

ANNOUNCEMENTS:

2016-00066 Senior Utility Worker (CP/CR) announce Thursday, April 7, 2016 to Saturday, April 16, 2016

2016-00068 Senior Chemist/Bacteriologist (NCP/NCR) announce Thursday, April 7, 2016 to Saturday, April 16, 2016

ELIGIBLE LISTS:

2016-00040 Safety and Training Specialist (Utilities Administration) (NCP/NCR) add Bibish, Capozella and Chouinard

2016-00042 Administrative Analyst 3 (Utilities Administration/Financial Analysis) (NCP/NCR) add Kasischke

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Disqualification of Eligible – Scott Redway (JC) (appearance)

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 and appearance of Mr. Redway, the Commission determined that he should be disqualified from the recruitment process for the position of Supervisor-Waterworks Maintenance.**

OTHER: (Continued)

RCA – Voluntary Demotion – Melanie Young, Laurie Kwasniak and Ginger Jones (KM)

Melanie Young, Laurie Kwasiak and Ginger Jones have all requested a voluntary demotion to the position of Clerk Specialist II. Based on the information presented, Staff recommends that the Commission grant Ms. Young, Ms. Kwasniak and Ms. Jones' request for voluntary demotion pursuant to Civil Service Rule 70.02.

After review and discussion, the Commission granted the requests of Ms. Young, Ms. Kwasniak and Ms. Jones for a voluntary demotion pursuant to Civil Service Rule 70.02. Their names will be placed on the appropriate eligible list.

RCA – Appeal of Rejection of Application for Police Records Clerk – Daniel Gibson (KM)

Daniel Gibson's application for Police Records Clerk was rejected for not meeting the experience requirement. Based on the information presented, Staff recommends that the Commission grant his appeal and deem his application for the position of Police Records Clerk as qualified.

After review and discussion, the Commission granted the appeal of Daniel Gibson and deemed his application for the position of Police Records Clerk as qualified. His name will be added to the eligible list.

RCA – Appeal of Rejection of Application for Automotive Service Worker – Joseph Riley (KM)

Joseph Riley's application for Automotive Service Worker was rejected for not meeting the experience requirement. Based on the information presented, Staff recommends that the Commission grant his appeal and deem his application for the position of Automotive Service Worker as qualified.

After review and discussion, the Commission granted the appeal of Joseph Riley and deemed his application for the position of Automotive Service Worker as qualified. His name will be added to the eligible list.

RCA – Appeal of Rejection of Application for Police Data Entry Clerk – Damita Bester, Samantha Feller and Charlotte Stubblefield (KM)

Damita Bester, Samantha Feller and Charlotte Stubblefield's applications for Police Data Entry Clerk were rejected for failing to complete the required typing test. Based on the information presented, Staff recommends that the Commission deny Ms. Bester, Ms. Feller and Ms. Stubblefield's appeal stating that they did not complete the required typing test for the position of Police Data Entry Clerk.

After review and discussion, the Commission denied the appeals of Ms. Bester, Ms. Feller and Ms. Stubblefield stating they did not complete the required typing test for the position of Police Data Entry Clerk.

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.

Prior to the Civil Service meeting, the Commission Members met with the Director of Law, Chief Santiago and Safety Director Robert Reinbolt to discuss further the age requirement for Police and Fire candidates. Recommendations were requested by Dr. Holt prior to the next meeting. Therefore, the Commission requested that this agenda item be "tabled" once again in hopes of a decision being made at the next Civil Service meeting.

OTHER: (Continued)

RCA – Appeal of Rejection of Application for Administrative Analyst 3 (Utilities Administration/Financial Analysis) – Dimeka Fuqua (JC)

The application for Ms. Dimeka Fuqua for Administrative Analyst 3 (UA/Financial Analysis) was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Ms. Fuqua's appeal be granted and the Commission deem her application qualified for meeting the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis).

After review and discussion, the Commission granted the appeal of Ms. Dimeka Fuqua and deemed her application as qualified for meeting the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis). Her name will be added to the eligible list.

RCA – Appeal of Rejection of Application for Administrative Analyst 3 (Utilities Administration/Financial Analysis) – Angela Kukuk (JC)

The application for Ms. Angela Kukuk for Administrative Analyst 3 (UA/Financial Analysis) was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Ms. Kukuk's appeal be granted and the Commission deem her application qualified for meeting the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis).

After review and discussion, the Commission granted the appeal of Ms. Angela Kukuk and deemed her application as qualified for meeting the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis). Her name will be added to the eligible list.

RCA – Appeal of Rejection of Application for Safety and Training Specialist (Utilities Administration) – Tiffani Dutridge (JC)

The application for Ms. Tiffani Dutridge for Safety and Training Specialist (Utilities Administration) was rejected for not meeting the minimum education and experience requirements. Based on the information received, though Ms. Dutridge may meet the education requirement, Staff recommends that her appeal be denied and the Commission uphold the rejection of her application stating that she does not meet the minimum experience requirements for the position of Safety and Training Specialist (Utilities Administration).

After review and discussion, the Commission denied the appeal of Ms. Tiffani Dutridge and upheld the rejection of her application stating that she now meets the education requirement but still fails to meet the minimum experience requirements for the position of Safety and Training Specialist (Utilities Administration).

RCA – Appeal of Rejection of Application for Safety and Training Specialist (Utilities Administration) – Lindsay Czerniak (JC)

The application of Ms. Lindsay Czerniak for Safety and Training Specialist (Utilities Administration) was rejected for not meeting the minimum education requirements. Based on the provided information, Staff recommends that Ms. Czerniak's degree be considered closely related to that required by the job classification, therefore meeting the education requirement and deem her application for the position of Safety and Training Specialist as qualified.

After review and discussion, the Commission approved Staff's recommendation and deemed Ms. Czerniak's application for the position of Safety and Training Specialist (Utilities Administration) as qualified.

INFORMATIONAL PURPOSES:

Keith Jones and George Taylor both failed to appear for their Disqualification of Eligible hearings on March 16, 2016 at 2 p.m. They both requested, in writing, another opportunity to appear before the Commission; however, their requests were denied and their names were removed from the Maintenance Worker I and Sewer Maintenance Worker eligible lists pursuant to Civil Service Rule Section 60.03 and/or 60.05.

Annual Organizational Meeting

It was moved by Commission Member Justice G. Johnson, Jr. and seconded by Commission Member Wilma D. Brown that Dr. Marjorie L. Holt will remain as President of the Toledo Civil Service Commission and Erica S. Powell will continue serving as Secretary to the Toledo Civil Service Commission.

President: Dr. Marjorie L. Holt

Secretary: Erica S. Powell

APPEARANCES:

Scott Redway – Disqualification of Eligible

After review and discussion and appearance of Mr. Redway, the Commission determined that he should be disqualified from the recruitment process for the position of Supervisor-Waterworks Maintenance.

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:42 p.m.