

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
April 20, 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
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Angie Seiple, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of April 6, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the April 20, 2016 Regular Meeting.

ANNOUNCEMENTS:

2016-00070 Meter Reader (CR) announce Thursday, April 21, 2016 to Monday, April 25, 2016

ELIGIBLE LISTS:

None

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Disqualification of Eligible – Robert Beckett (AS)

Former City of Toledo employee, Robert Beckett, applied to the position of Senior Utility Worker. Mr. Beckett previously held the position of Watermain and Service Repair Worker. Mr. Beckett departed his employment under unfavorable circumstances that, for just and reasonable cause, indicates he should be disqualified from the eligible list should he meet the minimum qualifications of Senior Utility Worker. Based on all of the facts presented, it is recommended to the Commission that Mr. Robert Beckett be notified that there is just and reasonable cause to believe that he is not qualified for appointment following certification of the eligible list, and his name is subject to removal from the Senior Utility Worker eligible list in accordance with Civil Service Rule 60.00 “Disqualification of Eligible” and Section 60.03 “Removal from Eligible List”. A hearing date will be scheduled.

After review and discussion, the Commission approved the request to have Mr. Robert Beckett’s name removed from the Senior Utility Worker eligible list in accordance with Civil Service Rule 60.00 “Disqualification of Eligible” and Section 60.03 “Removal from Eligible List”. A hearing will be scheduled.

RCA – Request for Approval for Appointment of Special Examiner (KM)

In accordance with Civil Service Rule 20.00, Section 20.04, Staff is requesting that Angie Seiple, Administrative Analyst 1 (Employee Relations) be approved as a “Special Examiner” to assist the Civil Service Staff with review and analysis of applications and any other duties that may be needed on a daily basis.

After review and discussion, the Commission approved the request of Angie Seiple to assist the Civil Service Staff on an “as-needed” basis.

OTHER:

RCA – Military Obligations of Fire Fighter Candidate in 2016 Selection Process (KM)

Brandon Hance is in the Army Reserves and was recently ordered to active duty on March 24, 2016. Mr. Hance is currently in the background investigation portion of the selection process for Fire Fighter. Mr. Hance is unable to continue in the selection process and has provided this office with a copy of his military orders. Mr. Hance's military orders are set for four hundred (400) days; therefore, he states that he should be returning in early January of 2017. It is recommended that Mr. Hance be placed in the next selection process for Fire Fighter which will occur once the 2016 Fire Fighter eligible list is established. Mr. Hance will be placed in the background investigation portion of the selection process which is Mr. Hance's status in the current process.

After review and discussion, the Commission approved the recommendation that Mr. Brandon Hance be placed in the next selection process for Fire Fighter which will occur once the 2016 Fire Fighter eligible list is established. Mr. Hance will then be placed in the background investigation portion of the 2016 Fire Fighter selection process.

RCA – Request to be added to Eligible List – Police Data Entry Clerk – Ursula Lisiakowski (KM)

Ursula Lisiakowski applied to the position of Police Data Entry Clerk on February 11, 2016. Ms. Lisiakowski was invited to complete the typing test was held on March 14, 2016. When Ms. Lisiakowski failed to show for the typing test, her application was rejected on March 18, 2016 for failing to show for the required typing test. Ms. Lisiakowski contacted this office on Friday, April 8, 2016 to inform Staff that she had completed a typing test with the City of Toledo in the past two (2) years and obtained a score of 66 words per minute; therefore, she should not have been required to complete the typing test for the position of Police Data Entry Clerk. Staff looked into this matter and found that Ms. Lisiakowski was correct; she completed a typing test on May 13, 2014 and obtained a score of 66 words minute. Per the Clerical Skills Testing policy, her typing score was approved for two (2) years, thus not expiring until May 13, 2016. Since being notified of this situation, accommodations were made to afford Ms. Lisiakowski the opportunity to interview for the position of Police of Data Entry Clerk. Therefore, at this time, Staff is recommending that Ms. Lisiakowski's name be added to the established eligible list for the position of Police Data Entry Clerk.

After review and discussion, the Commission approved Ms. Ursula Lisiakowski's name to be added to the established eligible list for the position of Police Data Entry Clerk.

RCA – Appeal of Rejection of Application for Safety and Training Specialist (UA) – Samuel Loy, Jr. (JC)

The application for Mr. Samuel Loy, Jr. for Safety and Training Specialist (Utilities Administration) was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends that his appeal be denied and the Commission uphold the rejection of his application stating that he does not meet the minimum education requirements for the position of Safety and Training Specialist (Utilities Administration).

After review and discussion, the Commission denied the appeal of Mr. Samuel Loy, Jr. and upheld the rejection of his application stating that he does not meet the minimum education requirements for the position of Safety and Training Specialist (Utilities Administration).

RCA – Appeal of Rejection of Application for Safety and Training Specialist (UA) – LaRhonda McCoy (JC)

The application for Ms. LaRhonda McCoy for Safety and Training Specialist (Utilities Administration) was rejected for not meeting the minimum education and experience requirements. Based on the provided information, Staff recommends that Ms. McCoy's appeal be granted and deem her application for the position of Safety and Training Specialist as qualified.

After review and discussion, the Commission granted the appeal of Ms. LaRhonda McCoy and deemed her application for the position of Safety and Training Specialist (Utilities Administration) as qualified.

OTHER: (Continued)

RCA – Appeal of Rejection of Application for Safety and Training Specialist (UA) – John Chmielewski (JC)

The application for Mr. John Chmielewski for Safety and Training Specialist (Utilities Administration) was rejected for not meeting the minimum education and experience requirements. Based on the provided information, Staff recommends that Mr. Chmielewski's appeal be granted and deem his application as qualified for the position of Safety and Training Specialist (Utilities Administration).

After review and discussion, the Commission granted the appeal of Mr. John Chmielewski and deemed his application as qualified for the position of Safety and Training Specialist (Utilities Administration).

RCA – Disqualification of Eligible – Safety and Training Specialist – Scott Redway (JC)

Scott Redway, current City of Toledo employee applied to the position of Safety and Training Specialist (Utilities Administration). Mr. Redway's application was rejected for not meeting the minimum education and experience requirements. After he received his rejection email, he submitted an appeal and provided many documents and letters of personal support that would potentially allow his appeal to be approved and his name to be placed on the non-competitive eligible list for the position of Safety and Training Specialist. However, 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 Safety and Training Specialist (Utilities Administration).

After review and discussion, the Commission approved the request to have Mr. Scott Redway's name removed from the Safety and Training Specialist (Utilities Administration) eligible list in accordance with Civil Service Rule 60.00 "Disqualification of Eligible" and Section 60.03 "Removal from Eligible List". A hearing date will be scheduled.

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.

After review and discussion, the Commission decided to "table" this item once again, as they await further information from the Mayor's Office.

RCA – Appeal of Rejection of Application for Sewer Maintenance Worker – Christopher Tesch (JC)

The application for Mr. Christopher Tesch for Sewer Maintenance Worker was rejected for not meeting the minimum requirements of possessing a valid Class B Commercial Driver's License. Based on the information received, Staff recommends to the Commission that his appeal be denied and uphold the rejection of his application stating he does not meet the minimum requirement of possessing a Class B Commercial Driver's License for the position of Sewer Maintenance Worker.

After review and discussion, the Commission denied the appeal of Mr. Christopher Tesch and upheld the rejection of his application stating he does not meet the minimum requirement of possessing a Class B Commercial Driver's License for the position of Sewer Maintenance Worker.

OTHER: (Continued)

RCA – Provisional Employees – Meter Reader (JC)

In a City wide review of provisional employees, it was brought to the attention of Human Resources that there are currently three (3) employees working as Meter Readers for the Division of Water Distribution that were appointed provisionally without the consent of the Commission. Felipe Aldana, Della Dukett and Theran Fisher were all hired as provisional employees on October 5, 6 and 7, 2015, respectively. To HR's knowledge, at the time of appointment for these three (3) employees, no such memo was presented to the Commission. An eligible list has not been established for this position since October 2015. Therefore, Staff is correcting this oversight and requesting that the Commission grant their consent to the provisional appointment of Felipe Aldana, Della Dukett and Theran Fisher.

After review and discussion, the Commission approved Staff's correction to this oversight and granted the provisional appointments of Mr. Felipe Aldana, Ms. Della Dukett and Mr. Theran Fisher.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:27 p.m.