

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
February 17, 2016 1:30 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
Calvin W. Brown, Director-Diversity & Inclusion

Review and approval of minutes from Regular Meeting of February 3, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the February 17, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2016-00012 Instrumentation Technician (Water Treatment) (NCP/NCR) announce Thursday, February 18, 2016 to Wednesday, March 2, 2016
- 2016-00051 Instrumentation Technician (Water Reclamation) (NCP/NCR) announce Thursday, February 18, 2016 to Wednesday, March 2, 2016

ELIGIBLE LISTS:

- 2015-00506 Supervisor-Automotive Maintenance (NCP) add Bailey, B. Bailey, Sr., Bunker, Hooks, Magsig, Monticure, Scanes, White and Zielinski
- 2015-00557 Utility Accounts Technician (CP) add Grega, Ramey and Rand
- 2016-00045 Permit Database Specialist (NCP) add Flowers and Malkowski

CLASSIFICATION REPORTS:

- Administrative Analyst 1 (Department of Diversity & Inclusion) (Revise) (KM) - **Approved**
- Building Inspector (Division of Inspection) (Revise) (KM) - **Approved**
- Electrical Inspector (Division of Inspection) (Revise) (KM) - **Approved**
- Heating Inspector (Division of Inspection) (Revise) (KM) - **Approved**
- Plumbing Inspector (Division of Inspection) (Revise) (KM) - **Approved**

OTHER:

RCA – Expiration of Current Eligible List for Instrumentation Technician (JC)

The Division of Water Treatment requests that the eligible list for Instrumentation Technician be expired and the position be opened up for recruitment pursuant to Civil Service Rule 60.02.

After review and discussion, the Commission approved the Instrumentation Technician eligible list to be expired pursuant to Civil Service Rule 60.02.

RCA – Job Announcements (KM)

At the last Civil Service Commission meeting, the members approved the Plumbing Inspector and Heating Inspector announcements. On Thursday, February 4, 2016, Human Resources was notified by David Golis, Chief Building Official in the Division of Building Inspection, stating the minimum qualifications were incorrect on both postings. Therefore, the postings were pulled from the City of Toledo's website.

After review and discussion, the Commission approved the action of Human Resources to pull the Plumbing Inspector and Heating Inspector postings from the City of Toledo's website due to incorrect minimum qualifications.

RCA – Appeal of Rejection of Application – Manager - Public Services (Sewer & Drainage Services) – Andrew Monticure (JC) - APPEARANCE

Andrew Monticure has appealed the rejection of his application for Manager-Public Services (Sewer & Drainage Services) for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Mr. Andrew Monticure and uphold the rejection of his application for the position of Manager – Public Services (Sewer & Drainage Services) stating that he does not meet the minimum experience requirements.

After hearing the information presented today, by Mr. Andrew Monticure, the Commission decided not to reach a decision as they will need time to evaluate the information that was presented by him. (2/3/16)

After further review and discussion, the Commission made their decision to deny Mr. Monticure's appeal and uphold the rejection of his application for the position of Manager-Public Services (Sewer & Drainage Services) stating he does not meet the minimum experience requirements.

RCA – Appeal of Rejection of Application – Administrative Analyst 1 (Employee Relations) De'Lisa Moore (KM)

De'Lisa Moore has appealed the rejection of her application for Administrative Analyst 1 (Employee Relations) for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. De'Lisa Moore and uphold the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

After review and discussion, the Commission decided to hold the decision of Ms. De'Lisa Moore's appeal until the next Civil Service meeting. (2/3/16)

After further review and discussion, the Commission made their decision to deny Ms. Moore's appeal and uphold the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

OTHER:

RCA – Appeal of Rejection of Application – Administrative Analyst 1 (Employee Relations) Tniesha Jones (KM)

Tniesha Jones has appealed the rejection of her application for Administrative Analyst 1 (Employee Relations) for not meeting the education and experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Tniesha Jones and uphold the rejection of her application stating that she does not meet the minimum education requirements for the position of Administrative Analyst 1 (Employee Relations).

After review and discussion, the Commission decided to hold the decision of Ms. Tniesha Jones' appeal until the next Civil Service meeting. (2/3/16)

After further review and discussion, the Commission made their decision to deny Ms. Jones' appeal and uphold the rejection of her application stating that she does not meet the minimum education requirements for the position of Administrative Analyst 1 (Employee Relations).

RCA – Appeal of Rejection of Application – Administrative Analyst 1 (Employee Relations) Kelleryn Amstutz (KM)

Kelleryn Amstutz has appealed the rejection of her application for Administrative Analyst 1 (Employee Relations) for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Kelleryn Amstutz and uphold the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

After review and discussion, the Commission denied the appeal of Ms. Kelleryn Amstutz and upheld the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

RCA – Appeal of Rejection of Application – Administrative Analyst 1 (Employee Relations) Whitney Dulany (KM)

Whitney Dulany has appealed the rejection of her application for Administrative Analyst 1 (Employee Relations) for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Whitney Dulany and uphold the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

After review and discussion, the Commission denied the appeal of Ms. Whitney Dulany and upheld the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

RCA – Appeal of Rejection of Application – Administrative Analyst 1 (Employee Relations) Winston Wade (KM)

Winston Wade has appealed the rejection of his application for Administrative Analyst 1 (Employee Relations) for not meeting the experience requirement. Based on this information, Mr. Wade does not meet the minimum experience requirements as stated on the job announcement. Therefore, Staff recommends that the Commission deny his appeal and uphold the rejection of his application stating that he does not meet the minimum qualifications for the position of Administrative Analyst 1 (Employee Relations).

After review and discussion, the Commission denied the appeal of Mr. Winston Wade and upheld the rejection of his application stating that he does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

OTHER:

RCA – Appeal of Rejection of Application – Administrative Analyst 1 (Employee Relations) Bridget Ridley (KM)

Bridget Ridley has appealed the rejection of her application for Administrative Analyst 1 (Employee Relations) for not meeting the education and experience requirement. Based upon the information provided, Staff recommends that the Commission deny the appeal of Ms. Bridget Ridley and uphold the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

After review and discussion, the Commission denied the appeal of Ms. Bridget Ridley and upheld the rejection of her application stating that she does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Employee Relations).

RCA – Appeal of Rejection of Application – Permit Database Specialist – James Schmitt (KM)

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 review and discussion, the Commission decided to hold the decision of Mr. James Schmitt’s appeal until the next Civil Service meeting.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

None

EXTENSIONS:

Utility Worker Eligible List – Expires: March 1, 2016 – Request Extension for six (6) months - **Granted**

HEARINGS:

Notice of Appeal Hearing– rescheduled for Wednesday, March 16, 2016 beginning at 9 a.m.

There being no further business, the meeting adjourned at 2:05 p.m.