

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
January 6, 2016 8:00 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.
Erica S. Powell, Secretary-Civil Service Commission
Joshua Curry, Administrative Analyst 1
Lt. Jeffrey Pachell, Toledo Police Department
Sgt. Michael Koperski, Toledo Police Department

Review and approval of minutes from Regular Meeting of December 16, 2015. A motion to approve the minutes was made, seconded and approved unanimously at the January 6, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2015-00587 Water Control Room Operator (NCP/NCR) announce Thursday, January 7, 2016 to Saturday, January 16, 2016
- 2015-00601 Building Inspector (NCP/NCR) announce Thursday, January 7, 2016 to Thursday, January 28, 2016
- 2015-00614 Administrative Specialist 2 (AA/CC) (NCP/NCR) announce Thursday, January 7, 2016 to Monday, January 11, 2016
- 2015-00615 Maintenance Worker I (CP/CR) announce Thursday, January 7, 2016 to Friday, February 5, 2016
- 2016-00002 Manager-Administrative Services (Special Projects-Mayor's Office) (NCP) announce Thursday, January 7, 2016 to Monday, January 11, 2016
- 2016-00005 Manager-Public Services (Sewer & Drainage Services) (NCP) announce Thursday, January 7, 2016 to Saturday, January 9, 2016

ELIGIBLE LISTS:

- 2015-00536 Automotive Service Worker (CP/CR) add Moore, Sundquist and Tucker
- 2015-00604 Engineering Technician (GIS) (NCP/NCR) add Henninger, Jones-Barnes, Langlois, Lopez, Ngwa, Rabelo de Santana, Romero, Williams and Wirt

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Extension of Eligible List – Duplicating Technician (KM)

The non-competitive recruitment eligible list for the position of Duplicating Technician will expire on Sunday, January 17, 2016. Currently, there are three (3) qualified applicants on the list. Additionally, the Department of Finance has one (1) vacancy for this classification; therefore, Staff is recommending a thirty (30) day extension, from this date for the non-competitive recruitment eligible list for the position of Duplicating Technician.

After review and discussion, the Commission approved a thirty (30) day extension for the non-competitive recruitment eligible list for the position of Duplicating Technician. The list will expire Saturday, February 6, 2016.

RCA – Remain on Current Police Officer Eligible List (KM)

Kyle Whited and Emily De Yarman were contacted by the Toledo Police Background Assessment team to complete the background process for the position of Police Officer. At this time, Mr. Whited and Ms. De Yarman have requested to waive out of the process; however, they would like their names to remain on the current eligible list for Police Officer in order to be considered in the event another certification is made. Therefore, Staff recommends that both Mr. Whited and Ms. De Yarman's names remain on the current eligible list for Police Officer.

After review and discussion, the Commission approved the requests from Mr. Whited and Ms. De Yarman's names to remain on the current eligible list for Police Officer.

RCA – Removal from Eligible List – Police Officer (KM)

At its meeting on Wednesday, July 1, 2015, Shane M. Davis' name was added to the eligible list for the position of Police Officer. When Mr. Davis was provided with his background assessment report, he replied to the email stating that he is requesting that his name be removed from the Police Officer eligible list. Per Civil Service Rule 60.05, Removal from Eligible List, Staff recommends that Mr. Shane Davis' name be removed from the certified eligible list per his request.

After review and discussion, the Commission granted the request of Mr. Shane Davis to have his name removed from the certified eligible list for the position of Police Officer.

INFORMATIONAL PURPOSES:

Civil Service Rule 40.03 "Age Limits" was approved for amendment by the Civil Service Commission on May 20, 2015 and was published in the Toledo City Journal on December 11, 2015. The American Legal Publishing updates the Municipal Code and website on a quarterly basis. Therefore, the Civil Service Rules will reflect this change sometime in late January or February 2016.

APPEARANCES:

None

EXTENSIONS:

Police Records Clerk Eligible List – List Expires: February 5, 2016 – Request for extension: June 5, 2016 – **Approved**
Police Sergeant & Police Lieutenant Eligible List – Lists Established: 7/17/2015 – Request 1st Extension - **Approved**

HEARINGS:

2016 Police Officer Background Appeals Hearing – Wednesday, January 6, 2016 and Thursday, January 7, 2016 at 8 a.m.

There being no further business, meeting adjourned at 3:50 p.m.