

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**July 7, 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

**Review and approval of minutes from Regular Meeting of June 15, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the July 7, 2016 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2016-00044 Senior Professional Engineer (NCP/NCR) announce Friday, July 8, 2016 to Thursday, July 28, 2016
- 2016-00111 Administrator-Public Services 2 (NCP) announce Friday, July 8, 2016 to Monday, July 11, 2016
- 2016-00114 Automotive Repair Technician (CP/CR) announce Friday, July 8, 2016 to Friday, July 15, 2016
- 2016-00121 Chemist-Bacteriologist (NCP/NCR) (Environmental Services) announce Friday, July 8, 2016 to Friday, July 22, 2016
- 2016-00127 Chemist-Bacteriologist (NCP) (Water Treatment) announce Friday, July 8, 2016 to Monday, July 11, 2016

**ELIGIBLE LISTS:**

- 2016-00079 Supervisor – Water Reclamation Operations (CP) add Cousino
- 2016-00095 Environmental Specialist (NCP) add Berardinelli, Plenzler and Smith
- 2016-00096 Senior Environmental Specialist (NCP) add Beradinelli, Callaghan, Kuehne, Plenzler and Rush
- 2016-00098 Environmental Services Technician (NCR) add Brown, Campagna, Dalton, Daunhauer, Escobedo, Eye, Facer, Gibbons, Girardi, Greer, McCarthy, McCreed, Osstifin, Torres, Trendel, Twitchel, Walter and Youngs

**CLASSIFICATION REPORTS:**

None

**OTHER:**

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

Barrett Trail is the Air National Guard and was ordered to active duty on December 6, 2015. Mr. Trail was to be placed in the background investigation portion of the selection process for Fire Fighter. Mr. Trail was unable to continue in the selection process and has provided this office with a copy of his military orders. It is recommended that Mr. Trail be placed in the next selection process for Fire Fighter which will occur once the 2016 Fire Fighter eligible list is established. Mr. Trail will be placed in the background investigation portion of the selection process which is Mr. Trail's status in the current process.

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

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

Jamison Chicolini is the Air National Guard and was recently ordered to active duty on April 27, 2016. Mr. Chicolini is currently in the background investigation portion of the selection process for Fire Fighter. Mr. Chicolini is unable to continue in the selection process and has provided this office with a copy of his military orders. It is recommended that Mr. Chicolini be placed in the next selection process for Fire Fighter which will occur once the 2016 Fire Fighter eligible list is established. Mr. Chicolini will be placed in the background investigation portion of the selection process which is Mr. Chicolini's status in the current process.

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

**RCA – Request for Voluntary Demotion – Rachel Grant (KM)**

Rachel Grant, Police Records Clerk, requested a voluntary demotion to the position of Police Data Entry Clerk. Ms. Grant began her employment with the City of Toledo on August 14, 2014 and her one (1) year of service after her probationary period will be completed on Friday, July 8, 2016. Ms. Grant has completed the voluntary demotion request in writing. Based on the information provided, Staff recommends that the Civil Service Commission deem Ms. Grant qualified, beginning on July 8, 2016, to perform the job duties of Police Data Entry Clerk and grant her request for a voluntary demotion pursuant to Civil Service Rule 70.02.

**After review and discussion, the Commission granted the request of Ms. Grant for a voluntary demotion pursuant to Civil Service Rule 70.02. Her name will be placed on the appropriate eligible list.**

**RCA – Appeal of Rejection of Application for Environmental Services Technician – Michael Haire (JC)**

The application of Mr. Michael Haire for Environmental Services Technician was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends to the Commission that his appeal be granted and deem his application as qualified stating that he does meet the minimum education requirements for the position of Environmental Services Technician.

**After review and discussion, the Commission granted the appeal of Mr. Haire and deemed his application as qualified stating he does meet the minimum education requirements for the position of Environmental Services Technician. His name will be added to the eligible list.**

**OTHER:**

**RCA – Appeal of Rejection of Application for Environmental Services Technician – Lee Johnson (JC)**

The application of Mr. Lee Johnson for Environmental Services Technician was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends to the Commission that his appeal be granted and deem his application as qualified stating that he does meet the minimum education requirements for the position of Environmental Services Technician.

**After review and discussion, the Commission granted the appeal of Mr. Johnson and deemed his application as qualified stating he does meet the minimum education requirements for the position of Environmental Services Technician. His name will be added to the eligible list.**

**RCA – Appeal of Rejection of Application for Environmental Services Technician – Christopher Tesch (JC)**

The application of Mr. Christopher Tesch for Environmental Services Technician was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends to the Commission that his appeal be denied and uphold the rejection of his application stating that he does not meet the minimum education requirements for the position of Environmental Services Technician.

**After review and discussion, the Commission denied the appeal of Mr. Tesch and upheld the rejection of his application stating that he does not meet the minimum education requirements for the position of Environmental Services Technician.**

**RCA – Appeal of Rejection of Application for Environmental Services Technician – Shannon Kimble (JC)**

The application of Mr. Shannon Kimble for Environmental Services Technician was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends to the Commission that his appeal be denied and uphold the rejection of his application stating that he does not meet the minimum education requirements for the position of Environmental Services Technician.

**After review and discussion, the Commission denied the appeal of Mr. Kimble and upheld the rejection of his application stating that he does not meet the minimum education requirements for the position of Environmental Services Technician.**

**RCA – Late Appeal of Rejection of Application for Construction Technician – Hugh Riley (JC)**

Mr. Hugh Riley submitted a late appeal for the position of Construction Technician. Staff recommends that the appeal of Mr. Riley not be heard.

**After review and discussion, the Commission denied the request of a late appeal for the position of Construction Technician for Mr. Hugh Riley and his appeal was not heard.**

**RCA – Appeal of Rejection of Application for Construction Technician – Christopher Tesch (JC)**

The application for Mr. Christopher Tesch for Construction Technician was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Mr. Tesch be denied and the Commission uphold the rejection of his application stating he does not meet the minimum experience requirements for the position of Construction Technician.

**After review and discussion, the Commission denied the appeal of Mr. Tesch and upheld the rejection of his application stating that he does not meet the minimum experience requirements for the position of Construction Technician.**

**OTHER:**

**RCA – Appeal of Rejection of Application for Construction Technician – Bridgette Turner (JC)**

The application for Ms. Bridgette Turner for Construction Technician was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends that her appeal be denied and the Commission uphold the rejection of her application stating she does not meet the minimum experience requirements for the position of Construction Technician.

**After review and discussion, the Commission denied the appeal of Ms. Turner and upheld the rejection of her application stating that she does not meet the minimum experience requirements for the position of Construction Technician.**

**RCA – Appeal of Rejection of Application for Administrative Analyst 3 (Utilities Administration/SAP) – Rosalinda Contreras-Harris (JC)**

The application of Ms. Rosalinda Contreras-Harris for Administrative Analyst 3 (Utilities Administration/SAP) was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends that Ms. Contreras-Harris' appeal be granted and the Commission deem her application qualified for meeting the minimum education requirements for the position of Administrative Analyst 3 (Utilities Administration/SAP).

**After review and discussion, the Commission granted the appeal of Ms. Contreras-Harris and deemed her application as qualified stating she does meet the minimum education requirements for the position of Administrative Analyst 3 (Utilities Administration/SAP) . Her name will be added to the eligible list.**

**RCA – Appeal of Rejection of Application for Administrative Analyst 4 (Utilities Administration) – Kimberly Shankleton (JC)**

The application of Ms. Kimberly Shankleton for Administrative Analyst 4 (Utilities Administration) was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends that her appeal be granted and deem her application as qualified stating she does meet the minimum education requirements for the position of Administrative Analyst 4 (Utilities Administration).

**After review and discussion, the Commission granted the appeal of Ms. Shankleton and deemed her application as qualified stating she does meet the minimum education requirements for the position of Administrative Analyst 4 (Utilities Administration) . Her name will be added to the eligible list.**

**RCA – Appeal of Rejection of Application for Administrative Analyst 4 (Utilities Administration) – Robert Mossing (JC)**

The application of Mr. Robert Mossing for Administrative Analyst 4 (Utilities Administration) was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends that his appeal be granted and deem his application as qualified stating he does meet the minimum education requirements for the position of Administrative Analyst 4 (Utilities Administration).

**After review and discussion, the Commission granted the appeal of Mr. Mossing and deemed his application as qualified stating he does meet the minimum education requirements for the position of Administrative Analyst 4 (Utilities Administration). His name will be added to the eligible list.**

**RCA – Reactivate Water Reclamation Maintenance Worker Eligible List (JC)**

The Division of Water Reclamation is requesting that the eligible list for Water Reclamation Maintenance Worker be reactivated so they can make promotions. The eligible list expired on May 2, 2016. However, Teamsters Local 20 filed grievances protesting the interview process claiming that it violated Local 20's bargaining agreement. In order to be compliant with the Civil Service Rules, those promotions must be made from an active eligible list. Therefore, Staff requests that the Commission reactivate the Water Reclamation Maintenance Worker eligible list, effective today (July 7, 2016), for a period of six (6) months.

**After review and discussion, the Commission approved the Water Reclamation Maintenance Worker eligible list to be reactivated in order for promotions to take place. The eligible list is effective today, July 7, 2016 and will expire in six (6) months, January 7, 2017.**

**INFORMATIONAL PURPOSES:**

Overview of the Basic Hiring Outline for Police Officer and Fire Fighter

Fire Fighter Background Appeals – July 27 -28, 2016 Time: TBA

**APPEARANCES:**

None

**EXTENSIONS:**

2015 Police Lieutenant Eligible List – Request for 2<sup>nd</sup> Six (6) Month Extension –List Expires: 7/17/2017 - **Approved**

2015 Police Sergeant Eligible List – Request for 2<sup>nd</sup> Six (6) Month Extension – List Expires: 7/17/2017 - **Approved**

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:50 p.m.**