

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
July 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 - Absent
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of July 7, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the July 20, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2016-00136 Administrative Specialist 3 (Diversity and Inclusion) (NCP/NCR) announce from Thursday, July 21, 2016 to Monday, July 25, 2016
- 2016-00137 Heavy Equipment Operator (CP/CR) announce from Thursday, July 21, 2016 to Thursday, August 4, 2016

ELIGIBLE LISTS:

- 2016-00066 Senior Utility Worker (CP/CR) add Reilly, Ivery, Copeland, Gilbert, Riegsecker, Koder, Barrows, Hayes, Mann, Kimble, White, and Brown

CLASSIFICATION REPORTS:

None

OTHER:

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

Kevin Ziehr is in the Air National Guard and was ordered to active duty on March 3, 2016. Mr. Ziehr was in the background investigation portion of the selection process for Fire Fighter. Mr. Ziehr 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. Ziehr be placed in the next selection process for Fire Fighter which will occur once the 2016 Fire Fighter eligible list is established. Mr. Ziehr will be placed in the background investigation portion of the selection process which is Mr. Ziehr's status in the current process.

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

OTHER:

RCA – Appeal of Rejection of Application for Sewer Construction and Repair Worker – Matthew Cymbolin (JC)

Matthew Cymbolin's application for Sewer Construction and Repair Worker was rejected for not meeting the minimum requirements. Based on the information provided, Staff recommends to the Commission that Mr. Cymbolin's appeal request be denied and the rejection of his application for Sewer Construction and Repair Worker is upheld stating that he does not meet the minimum requirements of possessing a Class A Commercial Driver's License (CDL).

After review and discussion, the Commission denied the appeal of Mr. Matthew Cymbolin and upheld the rejection of his application stating that he does not meet the minimum requirements of possessing a Class A Commercial Driver License for the position of Sewer Construction and Repair Worker.

RCA – Appeal of Rejection of Application for Administrative Analyst 3 (Utilities Administration/SAP) – Mary Minnick (JC)

Mary Minnick's application for Administrative Analyst 3 (Utilities Administration/SAP) was rejected due to not meeting the minimum education requirements. Based on the information provided, Staff recommends to the Commission that Ms. Minnick's experience be used in lieu of the education and grant her appeal thus deeming her application as qualified for meeting the minimum education requirements for the position of Administrative Analyst 3 (Utilities Administration/SAP). If the Commission grants the appeal, Ms. Minnick's name will be added to the eligible list for the Administrative Analyst 3 (UA/SAP) which was established at the June 15, 2016 Civil Service Commission meeting.

After review and discussion, the Commission granted the appeal of Ms. Minnick and deemed her application as qualified for meeting 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 3 (Utilities Administration/SAP) – Sharon Johnson (JC)

Sharon Johnson's application for Administrative Analyst 3 (Utilities Administration/SAP) was rejected due to not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Ms. Johnson's appeal be granted and deem her application as qualified for meeting the minimum experience requirements for the position of Administrative Analyst 3 (Utilities Administration/SAP). If the Commission grants the appeal, Ms. Johnson's name will be added to the eligible list for the Administrative Analyst 3 (UA/SAP) which was established at the June 15, 2016 Civil Service Commission meeting.

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

INFORMATIONAL PURPOSES:

2016 Fire Fighter Background Appeals Hearings – July 26 -27, 2016 Time: 8:00 am to 4:45 pm
July 28, 2016 – tentative half day – **No appeals scheduled on this day**

2016 Fire Fighter Background Appeals Hearings were held on Tuesday, July 26, 2016 & Wednesday, July 27, 2016

- Total of Thirty-Five (35) in-person appeals
- Total of Seven (7) Written Appeals

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:19 p.m.