

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
August 3, 2016 1 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.
Michael Niedzielski, Acting Commissioner-Human Resources
Victoria Coleman, Manager-Administrative Services
Erica S. Powell, Secretary-Toledo Civil Service Commission
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1
Abby Emlinger, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of July 20, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the August 3, 2016 Regular Meeting.

ANNOUNCEMENTS:

None

ELIGIBLE LISTS:

None

CLASSIFICATION REPORTS:

Maintenance Worker I (Revise) Division of Code Enforcement (KM) - **Approved**

OTHER:

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

Cody Klima was selected to be a part of the next Police Officer Trainee class. At this time, he has declined the conditional offer of employment; however, Mr. Klima has requested to remain on the current Police Officer eligible list for the position of Police Officer in order to be considered in the event another certification is made. Staff recommends that Mr. Klima remain on the eligible list for Police Officer.

After review and discussion, the Commission approved the request of Mr. Klima to remain on the current Police Officer eligible list in the event another certification is made for the position of Police Officer.

OTHER:

RCA – Informational Purposes – Senior Professional Engineer (JC)

At the July 7, 2016 meeting, the Civil Service Commission approved the posting for Senior Professional Engineer from Friday, July 8, 2016 to Thursday, July 28, 2016. As of Thursday, July 28, 2016, there were only three (3) qualified applicants. Therefore, the Division of Engineering Services contacted Human Resources Staff to request the posting be extended an additional three (3) weeks, until Friday, August 19, 2016. This will allow the Division to advertise the position in trade journals and professional engineering websites to attract more applicants. Staff extended the posting for Senior Professional Engineer on NEOGOV until Friday, August 19, 2016.

After review and discussion, the Commission approved Staff's extension to the posting for Senior Professional Engineer on NEOGOV until Friday, August 19, 2016 to allow the Division to advertise the position in trade journals and professional engineering websites to attract more applicants.

RCA- Waiver of Civil Service Rule Section 40.06 Filing of Applications (VC)

The Department of Human Resources has received a request to allow a current City of Toledo employee the opportunity to submit an application to the position of Clerk Specialist I. Shaun Strong, who is currently a Clerk 1 (pay grade 3 in the Exempt Class), has requested a waiver of Civil Service Rule Section 40.06 in order to submit an application to the position of Clerk Specialist I. Mr. Strong submitted an application to the position of Clerk Specialist II on January 29, 2016 and was deemed qualified. He did not submit an application specifically for the Clerk Specialist I position. Mr. Strong has been made aware of his error and has requested that he be permitted to submit an application to the position, and if qualified, that his name be added to the eligible list. Based on the above-mentioned facts and circumstances, Staff recommends the Commission grant Mr. Strong's request for a waiver of Section 40.06 as it relates to his application for the Clerk Specialist I position and his placement on the eligible list.

After review and discussion, the Commission granted Mr. Strong's request for a waiver of Section 40.06 as it relates to his application for the Clerk Specialist I position and his name will be placed on the Clerk Specialist I eligible list.

RCA – Proposed Civil Service Rule – Section xx.xx - Pre-Employment Criminal Background Check and Assessment (MJN)

Based on the provided information, Staff recommends the proposed Civil Service Rule Section xx.xx "Pre-Employment Criminal Background Check and Assessment" to be approved and added to the Toledo Civil Service Rules.

After review, discussion and presentation of the facts, the Commission approved the proposed Civil Service Rule Section xx.xx "Pre-Employment Criminal Background Check and Assessment" to be added to the Toledo Civil Service Rules.

RCA – Good of the Service Transfer – John Chmielewski (AE)

John Chmielewski is employed as a Chemist/Bacteriologist in the Department of Public Utilities, Division of Water Reclamation. Due to escalating safety concerns, the Department of Public Utilities is requesting a Good of the Service Transfer for Mr. Chmielewski from his position in the lab as a Chemist/Bacteriologist to a position in the Solids Handling Building as a Water Control Room Operator. Mr. Chmielewski has previously held the position of Water Control Room Operator and remains qualified for this position. Based on the foregoing information, it is recommended that the Commission grant the City's request for the Good of the Service Transfer of John Chmielewski from his position in the lab as a Chemist/Bacteriologist to a position of Water Control Room Operator. The City also requests that Mr. Chmielewski not suffer any loss of pay should this transfer be granted.

After review and discussion from the Division of Water Reclamation and Teamsters Local 20 representatives, the Commission granted the City's request for a Good of the Service Transfer for Mr. John Chmielewski from the position of Chemist/Bacteriologist to a position of Water Reclamation Operator.

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INFORMATIONAL PURPOSES:

Attorney Thomas McCarter, President of the Board of Directors Re-Entry Coalition of Ohio and Attorney Thomas Luettker, Reentry Coordinator – Criminal Justice Coordinating Council were in attendance and discussion of the new proposed Civil Service Rule.

Commissioner Chuck Campbell and Chris McGibbeny, Administrator, along with Teamsters representatives Jeff Gralak and Mark Wilson were all present to discuss matters involving John Chmielewski current employee at the Division of Water Reclamation.

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:15 pm.