

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
August 17, 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 August 3, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the August 17, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 1-2016 Police Captain (CP) announce Thursday, August 18, 2016 to Wednesday, August 31, 2016
- 2-2016 Fire Captain (CP) announce Thursday, August 18, 2016 to Wednesday, August 31, 2016
- 3-2016 Fire Lieutenant (CP) announce Thursday, August 18, 2016 to Wednesday, August 31, 2016
- 2016-00156 Police Data Control Clerk (CP) Thursday, August 18, 2016 to Monday, August 22, 2016
- 2015-00588 Water Control Room Operator (NCP) announce Thursday, August 18, 2016 to Monday, August 22, 2016
- 2016-00141 Foreman-Sewer Construction and Maintenance (CP) announce Thursday, August 18, 2016 to Monday, August 22, 2016
- 2016-00144 Administrative Specialist (CP) announce Thursday, August 18, 2016 to Monday, August 22, 2016
- 2016-00146 Manager-Public Services (Sewer and Drainage Services) (NCP/NCR) announce Thursday, August 18, 2016 to Wednesday, August 31, 2016

ELIGIBLE LISTS:

- 2016-00111 Administrator-Public Services 2 (NCP) add Stephens
- 2016-00121 Chemist/Bacteriologist (Environmental Services) (NCP/NCR) add Ali, Campagna, Chen, Clinger, Crim, Girardi, Houdek, Li, Marshall, O'Neill, Paul, Rena, Shandilya, Slusher, Waldrop and Williams
- 2016-00136 Administrative Specialist 3 (Diversity and Inclusion) (NCP/NCR) add Alrey, Angelo, Crumby, Gibson, Jackson and Ogle

CLASSIFICATION REPORTS:

Police Data Control Clerk (Revise) (Police Department) (KM) - **Approved**

OTHER:

RCA – Remove Names from Consideration for Police Officer – Brittney Cassi (KM)

At the July 1, 2015 meeting, Brittney Cassi was added to the eligible list for the position of Police Officer. Ms. Cassi was selected to be a part of the 2016 Police Officer Trainee class; therefore, she was contacted to have her background investigation updated. Ms. Cassi informed her background investigator that she was declining the conditional offer of employment and requested that her name be removed from the eligible list. Per Civil Service Rule 60.05 “Removal from Eligible List”, names may be removed from an eligible list by action of the Commission for the following reason: request of the eligible. Based upon the above mentioned Civil Service Rule, Staff recommends that Ms. Brittney Cassi’s name be removed from the certified eligible list per her request.

After review and discussion, the Commission approved the removal of Ms. Brittney Cassi’s name from the certified Police Officer eligible list.

RCA – Remove Fifty-One (51) Names from Consideration for Police Officer - (KM)

At the July 1, 2015 meeting, the attached fifty-one (51) names were added to the eligible list for the position of Police Officer. When the candidates were contacted for the background process, some candidates requested to be removed from the eligibility list and some candidates failed to reply to the background investigators. Per Civil Service Rule 60.05 “Removal from Eligible List”, names may be removed from an eligible list by action of the Commission for the following reasons: request of the eligible and any other just or reasonable cause as determined by the Commission. Based on the above mentioned Civil Service Rule, Staff recommends that the candidates’ names attached be removed from the certified eligible list for the position of Police Officer.

After review and discussion, the Commission approved the fifty-one (51) names to be removed from the certified Police Officer eligible list.

RCA – Request for a Voluntary Demotion – Dawn Florinchi (KM)

Dawn Florinchi has requested a voluntary demotion to the position of Clerk Specialist I. Based on the information presented, Staff recommends that the Commission deem Ms. Florinchi qualified to perform the job duties of Clerk Specialist I and grant her request for voluntary demotion pursuant to Civil Service Rule 70.02.

After review and discussion, the Commission granted the request of Ms. Florinchi for a voluntary demotion pursuant to Civil Service Rule 70.02.

OTHER:

RCA- Chemist/Bacteriologist Eligible Lists (JC)

The position of Chemist/Bacteriologist (Water Treatment) was announced non-competitive promotion at the July 7, 2016 Commission meeting and was posted from Friday, July 8, 2016 to Monday, July 11, 2016. During that time, two (2) individuals applied for the promotion, one (1) of which was qualified. However, since then, the qualified applicant has resigned from the City of Toledo. The position of Chemist /Bacteriologist (Environmental Services) was also announced at the July 7, 2016 meeting, as a non-competitive promotion and recruitment posting from Friday, July 8, 2016 to Friday, July 22, 2016. During that time, there were eighteen (18) qualified applicants placed on the eligible list which was established at today's meeting. Since the Division of Water Treatment has vacancies and no list for their position, they are requesting to use the eligible list from the Environmental Services Chemist/Bacteriologist position. They would like to conduct joint interviews and select from the same list. Therefore, Staff is requesting the Commission to grant the request of the Division of Water Treatment and allow them to use the Chemist /Bacteriologist eligible list established for the Division of Environmental Services in order to fill their vacancy.

After review and discussion, the Commission granted the request of the Division of Water Treatment and to allow them to use the Chemist/Bacteriologist eligible list established for the Division of Environmental Services in order to fill their vacancy.

RCA – Senior Chemist/Bacteriologist (JC)

The Division of Water Treatment has requested that applicants who applied for the Senior Chemist/Bacteriologist position be given the opportunity to submit applications for Chemist/Bacteriologist and be placed on the eligible list for Chemist/Bacteriologist. The three (3) applicants did not meet the licensing requirement for Senior Chemist/Bacteriologist; however, they do meet the requirements for Chemist/Bacteriologist. Since the Division of Water Treatment is "underfilling" the Senior Chemist/Bacteriologist with a regular Chemist/Bacteriologist, the Division requests a waiver of Civil Service Rule 40.06 "Filling of Applications".

After review and discussion, the Commission granted the request of the Division of Water Treatment for a waiver of Civil Service Rule 40.06 "Filling of Applications" in order for the applicants to submit applications.

RCA – Appeal of Rejection for Administrative Specialist 3 (Diversity & Inclusion) – Natalyn Newson (JC)

The application of Ms. Natalyn Newson for Administrative Specialist 3 (D&I) was rejected due to not meeting the minimum education and experience requirements. Based on the information received, Staff recommends that Ms. Newson's appeal be granted and deem her application for the position of Administrative Specialist 3 (D&I) as qualified.

After review and discussion, the Commission granted the appeal of Ms. Newson and deemed her application for the position of Administrative Specialist 3 (D&I) as qualified. Her name will be added to the eligible list.

OTHER:

RCA – Appeal of Rejection for Administrative Specialist 3 (Diversity & Inclusion) – Robin Wilson (JC)

The application for Ms. Robin Wilson for Administrative Specialist 3 (D&I) was rejected due to not meeting the minimum education requirements. Based on the information received, Staff recommends Ms. Wilson's years of experience be used in lieu of the education requirement of this position and that her appeal be approved and the Commission deem her application for the position of Administrative Specialist 3 (D&I) as qualified.

After review and discussion, the Commission granted the appeal of Ms. Wilson and deemed her application for the position of Administrative Specialist 3 (D&I) as qualified by using her years of experience in lieu of education. Her name will be added to the eligible list.

RCA – Appeal of Rejection for Administrator-Public Services 2 (Public Service/Engineering Services – Michael Juhasz (JC)

The application for Mr. Michael Juhasz for Administrator-Public Services 2 (Public Service/Engineering Services) was rejected due to not meeting the minimum requirements. Based on the information received, Staff recommends to the Commission that his appeal be denied and uphold the rejection of his application stating he does not meet the minimum requirements for the position of Administrator-Public Services 2 (Public Service/Engineering Services).

After review and discussion, the Commission denied the appeal of Mr. Juhasz and upheld the rejection of his application due to not meeting the minimum requirements for the position of Administrator-Public Services 2 (Public Services/Engineering Services).

INFORMATIONAL PURPOSES:

2016 Fire Fighter Class scheduled to be Sworn-In on Friday, September 9, 2016

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:25 p.m.