

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
September 21, 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.
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 September 7, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the September 21, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2014-00615 Maintenance Worker I (CP) announce Thursday, September 22, 2016 to Wednesday, October 5, 2016
- 2014-00615 Maintenance Worker I (CR) announce Thursday, September 22, 2016 to Wednesday, October 5, 2016
- 2015-00519 Heavy Equipment Operator (CP) announce Thursday, September 22, 2016 to Wednesday, October 5, 2016
- 2015-00519 Heavy Equipment Operator (CR) announce Thursday, September 22, 2016 to Wednesday, October 5, 2016
- 2016-00085 Utility Worker (CR) announce Thursday, September 22, 2016 to Saturday, October 1, 2016

ELIGIBLE LISTS:

- 2016-00016 Watermain and Service Repair Worker (CP/CR) add Riegsecker, Hayden, Houghteling, Johnson, Simpson, Kimble, Underwood, Lindsey, Killion and Savage
- 2016-00070 Meter Reader (CR) add Aldana, Newby, Ellis, Harding, Hollstein, Hurns, King, Matthews, NcNichols, Mendoza, Menendez, Pack, Garlock, Griswold, Grow, Heard, Jones, Barton, Brode. Caldwell, Harris, Marchbanks, McVicker, Monroe, Pierce, Wood, Bailitz, Knaggs, Koralewski, Mitmman, Fisher, Morgan, Webb, Benson, Burgy, Dukett, Furr, Meyers, Przetak, Simpson, White, Brown, Daniels, Kassem, Sarabia, Olive, Shipman, Scott, Johnson, Frye, Cole, Haythorne, Turner, Riley, Chubner, Parker, Savage and Moore
- 2016-00146 Manager-Public Services (Sewer and Drainage Services) (NCP/NCR) add Badreddine, Futey, Hanf, Harrah II, Johnson, Mikolajczyk, Minor, Mossing, Nissel, Semaan, Warnka, Wiciak and Wood
- 2016-00156 Police Data Control Clerk (CP) add McCloud and Quisenberry

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Extension of Eligible List – Police Data Entry Clerk (KM)

Staff requests an extension for the Police Data Entry Clerk competitive promotional and recruitment eligible lists.

After review and discussion, the Commission approved the request to extend the Police Data Entry Clerk eligible lists for six (6) months. The expiration of both lists will be March 21, 2017.

RCA – Toledo Fire Lieutenant Examination – Mark McBee, Eric Sherman, Tyler Trease, Greg Fraunhoffer and Dan Desmond (KM)

Mark McBee, Eric Sherman, Tyler Trease, Greg Fraunhoffer and Dan Desmond have submitted requests regarding the Toledo Fire Lieutenant examination. Private McBee was on an approved vacation during the application period and unaware of the application timeframe. Private Sherman was unaware of the new electronic process for promotional testing. Private Trease is currently on active duty. Private Fraunhoffer was scheduled off duty. Private Desmond was on an approved vacation and working in Columbus, OH. Since this is the first time Fire Lieutenant applications have been accepted electronically only, Staff recommends that the Commission allow Private McBee, Private Sherman, Private Trease, Private Fraunhoffer and Private Desmond's names be added to the Toledo Fire Lieutenant examination list; and therefore, making them eligible to sit for the examination.

After review and discussion, the Commission granted the request to allow Private McBee, Private Sherman, Private Trease, Private Fraunhoffer and Private Desmond's names to be added to the Toledo Fire Lieutenant examination list; therefore, they are all eligible to sit for the examination on October 1, 2016.

RCA – Request to Remain on Police Officer Eligible List – (KM)

On Wednesday, July 1, 2015, Adrian Wilson was added to the eligible list for the position of Police Officer. Mr. Wilson was selected as an alternate for the 2016 Police Officer Trainee Class; therefore, he was scheduled to complete the pre-employment physical. Mr. Wilson informed Staff that at this time he was declining the conditional offer of employment as alternate; however, he would like to remain on the eligible list. Staff recommends that Mr. Wilson remain on the eligible list for Police Officer.

After review and discussion, the Commission granted the request of Mr. Adrian Wilson to have his name remain on the eligible list for Police Officer.

RCA- Remove Names from Consideration for Police Officer (KM)

On Wednesday, July 1, 2015, the names listed were added to the eligible list for the position of Police Officer. Ms. Elizabeth Taylor, Ms. Amber Zervas and Mr. Jared Kurth were all selected to be a part of the 2016 Police Officer Trainee class; however, they failed to show for their pre-employment medical appointments. When contacted, Ms. Taylor and Ms. Zervas withdrew. To date, Staff has not received any reply back from Mr. Kurth.

After review and discussion, the Commission approved the removal of Ms. Taylor, Ms. Zervas and Mr. Kurth from the eligible list for Police Officer pursuant to Civil Service Rule 60.05 as they all failed to show for their pre-employment medical appointments.

RCA – Appeal of Rejection of Application for Meter Reader – Christopher Tesch (JC)

Christopher Tesch's application for Meter Reader was rejected due to not completing the required testing. Based on the information provided, Staff recommends that Mr. Tesch's appeal be denied and the rejection of his application is upheld for not completing the required testing for the position of Meter Reader.

After review and discussion, the Commission denied the appeal of Mr. Tesch and upheld the rejection of his application for not completing the required testing for the position of Meter Reader.

OTHER:

RCA – Disqualification of Eligible – Heavy Equipment Operator – Robert Schuman (JC)

Former City of Toledo employee, Robert Schuman, is in the recruitment process for the positions of Heavy Equipment Operator, Meter Reader and Watermain and Service Repair Worker. He could potentially be placed on the competitive eligible list for these positions. Mr. Schuman departed his employment under unfavorable circumstances that, for just and reasonable cause, indicates that he should be disqualified from the eligible lists should he qualify to be placed on the lists should he qualify to be placed on the lists following his interview or skills test. Based on the facts and analysis given, it is recommended to the Commission that, following the certification of the eligible list, Mr. Schuman be notified and be given an opportunity to be heard regarding his disqualification for appointment per Civil Service Rule 60.00, Section 60.03 “Disqualification of Eligible” and the removal of his name from the eligible list per Section 60.05 “Removal From Eligible List”. A hearing date will be scheduled.

After review and discussion, the Commission approved the request to have Mr. Schuman’s name removed from the Heavy Equipment Operator eligible list in accordance with Civil Service Rule 60.00, Section 60.03” Disqualification of Eligible” and Section 60.05 “Removal from Eligible List”. A hearing will be scheduled.

INFORMATIONAL PURPOSES:

The Toledo Police Department has new OPOTA Physical Ability standards that will be used to determine if a Police Officer Candidate is successful in completing the Police Officer process and able to start in the Police Academy. The Toledo Police Department wanted the Commission to be made aware of this new information.

APPEARANCES:

Disqualification Hearing – Jason Price (HEO) – Wednesday, September 21, 2016 at 2 p.m.

Disqualification Hearing – Keith Tipton (HEO) – Wednesday, October 5, 2016 at 2 p.m.

EXTENSIONS:

Clerk Specialist II – Request for 2nd Six (6) Month Extension – List Expires: 9/23/2016 - **Granted**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:35 p.m.