

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
November 2, 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 – Excused Absence
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 1

Review and approval of minutes from Regular Meeting of October 19, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the November 2, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2016-00175 Foreman – Meter Shop (CP) announce from Thursday, November 3, 2016 to Saturday, November 12, 2016
- 2016-00176 Water Service Technician (NCP) announce from Thursday, November 3, 2016 to Saturday, November 12, 2016
- 2016-00161 Supervisor – Storeroom (CP) announce from Thursday, November 3, 2016 to Thursday, November 10, 2016
- 2016-00181 Manager-Administrative Services (Real Estate) (NCP/NCR) announce Thursday, November 3, 2016 to Saturday, November 12, 2016
- 2016-00201 Administrative Specialist 3 (Development) (NCP) announce Thursday, November 3, 2016 to Saturday, November 12, 2016

ELIGIBLE LISTS:

- 2016-00046 Plumbing Inspector (NCP/NCR) add Johnson, Stanford and Zimmerman
- 2016-00080 Construction Technician (CR) add Kurylo, Harrah, Gates, Conley, Mann, Dickman, McKinney, Monticure, and Terry

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Appeal of Rejection of Application – Heavy Equipment Operator– Lee Killion (KM)

The application for Mr. Lee Killion for Heavy Equipment Operator was rejected for not meeting the minimum experience 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 experience requirements for the position of Heavy Equipment Operator.

After review and discussion, the Commission denied the appeal of Mr. Lee Killion for the classification of Heavy Equipment Operator stating that he does not meet the minimum experience requirements.

RCA – Appeal of Rejection of Application – Heavy Equipment Operator– Dannie Young, III (KM)

The application for Mr. Dannie Young, III for Heavy Equipment Operator was rejected for not meeting the minimum experience 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 experience requirements for the position of Heavy Equipment Operator.

After review and discussion, the Commission denied the appeal of Mr. Dannie Young III for the classification of Heavy Equipment Operator stating that he does not meet the minimum experience requirements. Additional information in regards to the classification’s CDL requirements has been requested. Mr. Young’s request for an appearance was granted.

RCA – Appeal of Rejection of Application – Heavy Equipment Operator– Andrew Monticure (KM)

The application for Mr. Andrew Monticure for Heavy Equipment Operator was rejected for not meeting the minimum experience 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 experience requirements for the position of Heavy Equipment Operator.

After review and discussion, the Commission denied the appeal of Mr. Andrew Monticure for the classification of Heavy Equipment Operator stating that he does not meet the minimum experience requirements.

RCA – Remain on Eligible List – Watermain and Service Repair Worker – David Hayden (JC)

Mr. David Hayden was removed from the eligible list for Watermain and Service Repair Worker by the Commission on October 19, 2016. Based on the information provided, Staff recommends that Mr. Hayden be placed back on the eligible list for meeting the requirements of having a valid Class B Commercial Driver’s License.

After review and discussion, the Commission approved Staff’s recommendation to place Mr. David Hayden back on the eligible list for the position of Watermain and Service Worker stating that he now meets the requirement of possessing a valid Class B Commercial Driver’s License.

RCA – Request to Submit a Late Application – Senior Water Control Room Operator – Alan Rose (JC)

Mr. Alan Rose, a current City of Toledo employee, is requesting to submit a late application for the position of Senior Water Control Room Operator. The position was posted as a noncompetitive recruitment and promotion opportunity for 15 days from March 17, 2016 to March 31, 2016. Staff is recommending that Mr. Rose’s request to submit a late application to the position of Senior Water Control Room Operator be denied.

After review and discussion, the Commission denied Mr. Alan Rose’s request to submit a late application to the position of Senior Water Control Room Operator.

RCA – Expiration of Current Eligible List for Water Reclamation Maintenance Worker (JC)

An eligible for the position of Water Reclamation Maintenance Worker was certified by the Commission on December 2, 2015, expired on May 2, 2016 and was reactivated on July 7, 2016. Pursuant to Civil Service Rule 60.02 an eligible list may be expired if there are “fewer than three (3) names remaining”. Based on the performance of this individual on the interview, and in accordance with Civil Service Rule 60.02, the Division of Water Reclamation requests that this list be expired so they can repost the job.

After review and discussion, the Commission approved Staff’s recommendation to expire the eligible list for the classification of Water Reclamation Maintenance Worker.

RCA – Disqualification of Eligible – Eight (7) Police Officer Applicants (JC)

There are seven (7) applicants that are thirty-five (35) years of age or older on the eligible list for the position of Police Officer. Therefore, these individuals exceed the maximum hiring age for the position of Police Officer. Based on all of the facts, Staff recommends to the Commission that all seven (7) applicants be disqualified and removed from the eligible list for the position of Police Officer, pursuant to Civil Service Rule 60.00, Section 60.03 “Disqualification of Eligible” and Section 60.05 “Removal from Eligible List” and lastly, Civil Service Rule 40.03B “Age Limits”. It is recommended to the Commission, that all applicants be notified that there is just and reasonable cause to believe that they are not qualified for appointment and their names are subject to removal from the Police Officer eligibility list in accordance with Rule 60.00, Section 60.03.

After review and discussion, the Commission approved the request to have seven (7) applicants removed from the Police Officer eligible list in accordance with Civil Service Rule 60.00, Section 60.03 “Disqualification of Eligible”, Section 60.05 “Removal from Eligible List” and Civil Service Rule 40.03B “Age Limits”.

RCA – Disqualification of Eligible – Utility Worker – Nicholas Evans (JC) * Follow up**

Former City of Toledo employee, Nicholas Evans, applied to the position of Utility Worker. Mr. Evans previously held the position of Utility Worker and could potentially be placed on the competitive eligible list for this position. Mr. Evans departed his employment under unfavorable circumstances that, for just and reasonable cause, indicates that he should be disqualified from the recruitment process and eligible list for Utility Worker. Based on the facts and analysis given, it is recommended to the Commission that Mr. Evans 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 eligibility list per Section 60.05 “Removal from Eligible List”. A hearing date will be scheduled.

After review and discussion of information presented and appearance of Mr. Nicholas Evans, the Commission found there was just and reasonable cause to remove Mr. Evan’s name from the recruitment process for the classification of Utility Worker in accordance with Civil Service Rule 60.00, Section 60.03 “Disqualification of Eligible” and Section 60.05 “Removal From Eligible List”. Mr. Evan’s name will be removed from the recruitment process for the position of Utility Worker.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

CSC Appearance - Mary Schneider (Administrative Specialist) – Wednesday, November 2, 2016

After review and discussion of information presented and appearance of Ms. Mary Schneider and Commissioner Doug Stephens, the Commission approved Ms. Schneider’s request to submit a late application to the position of Administrative Specialist.

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:39 p.m.