

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
November 16, 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 November 2, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the November 16, 2016 Regular Meeting.

ANNOUNCEMENTS:

- 2016-00162 Supervisor – Maintenance and Repair (NCP) announce Thursday, November 17, 2016 to Monday, November 21, 2016
- 2016-00166 Electrician (NCP/NCR) announce from Thursday, November 17, 2016 to Thursday, December 1, 2016
- 2016-00204 General Foreman (CP) announce Thursday, November 17, 2016 to Thursday, December 1, 2016
- 2016-00206 Senior Bridge Mechanic (CP) announce Thursday, November 17, 2016 to Wednesday, November 23, 2016

ELIGIBLE LISTS:

- 3-2016 Fire Lieutenant (CP) add Lee, Murphy, Emerson, Molnar, Holt, De Saint Victor, Mumma, Cummerow, Gossett, Hennessy, Shiple, Bonnell, Pinkham, Powell, Abair, Moline, Thomas, Lietaert and Earp
- 2016-00130 Water Reclamation Operator (NCP/NCR) add Chapa
- 2016-00160 Chemist/Bacteriologist (Local 20) (NCP/NCR) add Ahmed, Barnett, Birhanu, Clinger, Damicis, Farrell, Kennedy, Kilic, Kowalski, Lee, Li, Lubowa, Paterniti, Sriram, Timbrook, and Vora
- 2016-00171 Senior Supervisor – Water Reclamation Maintenance (NCP) add Kimble, Lee, Meyers, and Silas
- 2016-00181 Manager-Administrative Services (Real Estate) (NCP/NCR) add Brahmhatt, Capote, Diggins, Martinez, Ross and Ross

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Appeal of Rejection of Application – Chemist/Bacteriologist – John Shinaver (JC)

The application for Mr. John Shinaver for Chemist/Bacteriologist was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Mr. Shinaver's appeal be granted stating he does meet the minimum experience requirement for the classification of Chemist/Bacteriologist.

After review and discussion, the Commission granted the appeal of Mr. Shinaver and deemed his application for the position of Chemist/Bacteriologist as qualified. His name will be added to the eligible list.

RCA – Appeal of Rejection of Application – Chemist/Bacteriologist – Joseph Wurst (JC)

The application for Mr. Joseph Wurst for Chemist/Bacteriologist was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Mr. Wurst's appeal be granted stating he does meet the minimum experience requirement for the classification of Chemist/Bacteriologist.

After review and discussion, the Commission granted the appeal of Mr. Wurst and deemed his application for the position of Chemist/Bacteriologist as qualified. His name will be added to the eligible list.

RCA – Extension of Eligible List – Automotive Service Worker (KM)

The competitive recruitment eligible lists for the position of Automotive Service Worker expired on Friday, November 4, 2016. There are currently 6 qualified recruitment applicants on this list. The Division of Facility and Fleet Operations is requesting to have the list extended an additional two (2) months, from this date, in order to fill their current vacancies.

After review and discussion, the Commission granted the request to extend the competitive recruitment eligible list for an additional two (2) months for the position of Automotive Service Worker.

RCA – Appeal of Rejection of Application – Administrative Specialist 3 – Toni Thompson (KM)

The application for Ms. Toni Thompson for Administrative Specialist 3 was rejected for not meeting the minimum experience and education requirements. Based on the information provided, Staff recommends to the Commission that Ms. Thompson's appeal be denied and the rejection of her application is upheld for failing to meet the minimum education requirements for the position of Administrative Specialist 3.

After review and discussion, the Commission denied the appeal of Ms. Thompson and upheld the rejection of her application due to not meeting the minimum requirements for the position of Administrative Specialist 3 (Real Estate).

RCA – Appeal of Rejection of Application – Administrative Specialist 3 – Judi Ragans-Williams (KM)

The application for Ms. Judi Ragans-Williams for Administrative Specialist 3 was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Ms. Ragans-Williams' appeal be denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Specialist 3.

After review and discussion, the Commission denied the appeal of Ms. Ragans-Williams and upheld the rejection of her application due to not meeting the minimum requirements for the position of Administrative Specialist 3 (Real Estate).

RCA – Appeal of Rejection of Application – Administrative Specialist 3 – Carmen Watkins (KM)

The application for Ms. Carmen Watkins for Administrative Specialist 3 was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Ms. Watkins' appeal be granted, thus deeming her application for the position of Administrative Specialist 3 as qualified.

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

RCA – Appeal of Rejection of Application – Heavy Equipment Operator – Todd Zappone (KM)

The application for Mr. Todd Zappone for Heavy Equipment Operator was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Mr. Zappone's appeal be granted stating he does meet the minimum experience requirement for the classification of Heavy Equipment Operator.

After review and discussion, the Commission granted the appeal of Mr. Zappone and deemed his application for the position of Heavy Equipment Operator as qualified.

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

At the July 1, 2015 meeting, the attached 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, some candidates failed to reply to the background investigators and some candidates declined the offer. Per Civil service Commission 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, failure to accept appointment upon certification 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 removal of thirty-one (31) names from the certified Police Officer eligible list.

RCA – Appeal of Rejection of Application – Manager-Administrative Services (Real Estate) – Brandon Sehlhorst (KM)

The application for Mr. Brandon Sehlhorst for Manager-Administrative Services (Real Estate) was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Mr. Sehlhorst's appeal be granted stating he does meet the minimum experience requirement for the classification of Manager-Administrative Services (Real Estate).

After review and discussion, the Commission granted the appeal of Mr. Sehlhorst and deemed his application for the position of Manager-Administrative Services (Real Estate) as qualified. His name will be added to the eligible list.

RCA – Clerical Skills Testing – Fire Communications Specialist (KM)

The following individual completed a typing test for the position of Fire Communications Specialist on Wednesday, October 26, 2016. A passing score for Fire Communications Specialist is 30 wpm (An * denotes a passing score.)

<u>Name</u>	<u>Typing Score</u>
Lewis, Adam	18

It is recommended that the above score be approved and placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

After review and discussion, the Commission approved the request as recommended. Scores will be placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

INFORMATIONAL PURPOSES:

Andrew Monticure has requested an appearance regarding the Civil Service Commission's decision to deny his appeal for the rejection of his application for the position of Heavy Equipment Operator.

After review and discussion, the Commission approved Mr. Monticure's request to appear before the Civil Service Commission to discuss the rejection of his application for the position of Heavy Equipment Operator.

Alan Rose has requested an appearance regarding the Civil Service Commission's decision to deny his request to submit a late application the position of Senior Water Control Room Operator.

After review and discussion, the Commission denied Mr. Rose's request to appear before the Civil Service Commission to discuss the denial of his request to submit a late application to the position of Senior Water Control Room Operator.

APPEARANCES:

CSC Appearance – Dannie Young, III (Heavy Equipment Operator) – Wednesday, November 16, 2016

After review and discussion of the information presented during the appearance of Mr. Dannie Young, the Commission upheld the rejection of Mr. Young's application for the position of Heavy Equipment Operator for failing to meet the minimum experience and CDL requirements.

EXTENSIONS:

Clerk Specialist I (CR) – Request for 2nd Six (6) Month Extension – List Expires: 11/19/2016 - **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 3:06 p.m.