

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
December 8, 2016 3:30 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 16, 2016. A motion to approve the minutes was made, seconded and approved unanimously at the December 8, 2016 Regular Meeting.

ANNOUNCEMENTS:

2016-00211 Administrative Specialist 1 (NCP/NCR) Friday, December 9, 2016 to Monday, December 19, 2016
2016-00213 Collector-Investigator (NCP/NCR) announce Friday, December 9, 2016 to Sunday, December 18, 2016
2016-00204 General Foreman (CP) announce Friday, December 9, 2016 to Thursday, December 15, 2016
2016-00206 Senior Bridge Mechanic (CP) announce Friday, December 9, 2016 to Thursday, December 15, 2016
2016-00214 Tax Auditor (NCP/NCR) announce Friday, December 9, 2016 to Sunday, December 18, 2016

ELIGIBLE LISTS:

2016-00162 Supervisor-Maintenance and Repair (NCP) add Lewis
2016-00176 Water Service Technician (NCP) add Dickman, Rosplohowski, and Wilson

CLASSIFICATION REPORTS:

Heavy Equipment Operator (Revise) (KM) - **Approved**

OTHER:

RCA – Informational Purposes – Electrician (JC)

At the November 16, 2016 meeting, the Civil Service Commission approved the posting for Electrician from Thursday, November 17, 2016 to Thursday, December 1, 2016. As of Thursday, December 1, 2016, there were only three (3) people who applied, none of which met the minimum requirements. Therefore, the Division of Water Reclamation requested that the posting be extended for two (2) weeks, until December 15, 2016.

After review and discussion, the Commission approved Staff's recommendation to extend the posting for Electrician on NEOGOV until Thursday, December 15, 2016.

RCA – Informational Purposes – Firefighter (KM)

At the September 7, 2016 meeting, the Civil Service Commission approved the posting for Firefighter from Thursday, September 15, 2016 to Thursday, December 15, 2016. On November 23, 2016, Staff received information that there were no more time slots available at the two (2) local testing sites for candidates to complete the Firefighter examination prior to the Thursday, December 15, 2016. In order to increase the number of test takers, Staff extended the posting for Firefighter on NEOGOV until Tuesday, January 31, 2017.

After review and discussion, the Commission approved Staff's recommendation to extend the posting for Firefighter on NEOGOV until Tuesday, January 31, 2017 to allow for more applicants to test.

RCA – Remove Names from consideration – Manager-Administrative Services (Real Estate) (KM)

At its last meeting on Wednesday, November 16, 2016 Minesh Brahmhatt was added to the eligible list for Manager-Administrative Services (Real Estate). To date, Mr. Brahmhatt has not provided this office with a copy of his transcripts; therefore, this office cannot confirm that he possesses a Bachelor's Degree in Business Administration or Public Administration with an emphasis in Real Estate or a closely related degree. Based on Civil Service Rule 60.05 Removal from Eligible List, Staff recommends that Mr. Brahmhatt's name be removed from the certified eligible list for not meeting the educational requirements as stated on the class specification.

After review and discussion, the Commission approved the removal of Mr. Brahmhatt from the eligible list for Manager-Administrative Services (Real Estate) for failing to meet the minimum education requirements.

RCA – Extension of Eligible List – Engineering Technician (GIS) (KM)

The non-competitive recruitment eligible lists for the position of Engineering Technician (GIS) expired on Thursday, December 1, 2016. There are currently 5 qualified recruitment applicants on this list. The Department of Information Communication and Technology is requesting to have the list extended an additional month, from this date, in order to fill their current vacancies.

After review and discussion, the Commission approved Staff's recommendation to extend the Engineering Technician (GIS) eligible list for an additional month.

INFORMATIONAL PURPOSES:

At its last meeting, the Civil Service Commission granted Mr. Andrew Monticure's request to appear before the Commission to discuss the Civil Service Commission's decision to deny his appeal for the rejection of his application for the position of Heavy Equipment Operator. Due to Mr. Monticure's work schedule he is unable to appear today; therefore, he is requesting an alternate date to appear.

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

Eric Pinkham, Firefighter, completed the Fire Lieutenant Assessment Center in October 2016. Mr. Pinkham is requesting an appearance before the Civil Service Commission to discuss the final results of the Assessment Center.

After review and discussion, the Commission approved Mr. Pinkham's request to appear before the Civil Service Commission to discuss the final results of the Fire Lieutenant's Assessment Center.

APPEARANCES:

None

EXTENSIONS:

None

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HEARINGS:

Police Officer Pre-assessed Background Appeals Hearing

There being no further business, the meeting adjourned at 3:50 p.m.