

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
January 10, 2018 2:00 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 2
Angela Seiple, Administrative Analyst 1

Review and approval of minutes from Regular Meeting December 20, 2017. A motion to approve the minutes was made, seconded and approved unanimously at the January 10, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 2017-00179 Chemist/Bacteriologist (Water Treatment-Local 7) (NCP/NCR) announce Thursday, January 11, 2018 to Monday, January 15, 2018
- 2017-00240 Construction Inspector (CP) announce Thursday, January 11, 2018 to Thursday, January 18, 2018
- 2017-00319 Heavy Equipment Operator (CP) announce Thursday, January 11, 2018 to Wednesday, January 13, 2018
- 2017-00349 Supervisor-Water Reclamation Operations (CP) announce Thursday, January 11, 2018 to Monday, January 15, 2018
- 2017-00368 Secretary 2 (CP) announce Thursday, January 11, 2018 to Thursday, January 25, 2018
- 2017-00371 Electrician (NCP/NCR) announce Thursday, January 11, 2018 to Wednesday, January 24, 2018
- 2017-00372 Vehicle Parts Storekeeper (CP/CR) announce Thursday, January 11, 2018 to Wednesday, January 24, 2018
- 2017-00373 Administrative Analyst 4 (Crime Analyst) (NCP) announce Thursday, January 11, 2018 to Thursday, January 25, 2018
- 2017-00374 Administrative Analyst 1 (Crime Analyst) (NCP/NCR) announce Thursday, January 11, 2018 to Thursday, January 25, 2018
- 2017-00386 Planner (NCP/NCR) announce Thursday, January 11, 2018 to Saturday, February 10, 2018
- 2017-00033 Chief - Bargaining and Representation (NCP/NCR) announce Thursday, January 11, 2018 to Saturday, January 13, 2018

ELIGIBLE LISTS:

- 2016-00166 Electrician (Water Reclamation-Local 20) (NCP/NCR) add Miller and Ruiz
- 2017-00157 Plumber-Steamfitter (Facility Operations) (NCR) add Buchelt and Helle
- 2017-00227 General Foreman-Water Distribution (CP) add Homer and Long
- 2017-00325 Manager-Administrative Services (ERP) (NCP/NCR) add Miller, Mossing and Patterson
- 2017-00361 Grant Administrator (NCP/NCR) add Baker, Mossing, Rizzo and Spurlock

CLASSIFICATION REPORTS:

Manager-Public Services (Revise) (KM) - **Approved**

Reclassify Administrator-Public Services 1 to Manager-Public Services (KM) - **Approved**

Engineering Associate (Revise) (Division of Engineering Services) (EP) - **Approved**

OTHER:

RCA – Disqualification of Eligible – Sewer Maintenance Worker – Gregory Machnicki (AS)

Former City of Toledo employee, Gregory Machnicki, applied to the position of Sewer Maintenance Worker. Mr. Machnicki previously held the classifications of Sewer Maintenance Worker, Heavy Equipment Operator, Sewer Construction and Repair Worker and Foreman-Sewer Construction and Maintenance at the Division of Sewer and Drainage Services; however, due to disciplinary action, Mr. Machnicki resigned in lieu of termination. Therefore, there is just and reasonable cause that Mr. Machnicki should be disqualified for the position of Sewer Maintenance Worker. Based on all of the facts, it is recommended to the Commission that Mr. Gregory Machnicki be notified that there is just and reasonable cause to believe that he is not qualified for appointment following certification of eligible list, and his name is subject to removal from the Sewer Maintenance Worker recruitment process. In accordance with Rule 60.00, Section 60.03 and 60.05, a hearing will be scheduled.

After review and discussion, the Commission approved the disqualification and removal of Gregory Machnicki from the eligible list for Sewer Maintenance Worker pursuant to Civil Service Rule 60.00, Section 60.03 and 60.05. A hearing will be scheduled.

RCA – Voluntary Demotion Request – Clerk Specialist II – Jacquelyn Smoot (AS)

Jacquelyn Smoot, a Clerk Specialist II, requested a voluntary demotion to the Clerk Specialist I classification. Ms. Smoot completed the request for voluntary demotion to the Division of Streets, Bridges and Harbor for the 2017 calendar year. Ms. Smoot also indicated her request for a voluntary demotion to the Division of Streets, Bridges and Harbor for the 2018 calendar year via email; however, she has not yet filled out the official form due to illness. Ms. Smoot has been directed via email to fill out the form upon her return to work on Thursday, January 11, 2018. Staff requests that the Commission deem Ms. Smoot qualified to perform the job duties of Clerk Specialist I and place Ms. Smoot on the eligible list for Clerk Specialist I by her seniority.

After review and discussion, the Commission granted Ms. Jacquelyn Smoot's voluntary demotion request to the position of Clerk Specialist I at the Division of Streets, Bridges and Harbor.

RCA – Military Obligations of Fire Fighter Candidate in 2018 Selection Process (KM)

Stuart Holliday is in the Air Force and is currently on extended active duty. Mr. Holliday's date of separation is November 26, 2018. Mr. Holliday was in the background investigation portion of the selection process for Fire Fighter. Mr. Holliday was unable to continue in the selection process and has provided this office with a copy of his military orders. It is recommended that Mr. Holliday be placed in the next selection process for Fire Fighter which will occur in 2018. Mr. Holliday will be placed in the background investigation portion of the selection process which is Mr. Holliday's status in the current process.

After review and discussion, the Commission approved Mr. Stuart Holliday to be placed in the next selection process for Fire Fighter which will occur in 2018. Mr. Holliday will be placed in the background investigation portion of the selection process which is his status in the current process.

OTHER:

RCA – Appeal of Rejection of Application for Automotive Service Worker – John Sullivan, Jr. (KM)

John Sullivan, Jr.'s application for Automotive Service Worker was rejected for not meeting the experience requirement. Based on the information presented, Staff recommends that the Commission grant the appeal of Mr. Sullivan and deem his application for the position of Automotive Service Worker as qualified.

After review and discussion, the Commission granted the appeal of Mr. Sullivan, Jr. and deemed his application for the position of Automotive Service Worker as qualified.

RCA – Remove Names from Consideration for Police Communications Specialist II (KM)

At its meeting on Wednesday, December 20, 2017, the following individuals were added to the non-competitive recruitment list for the position of Police Communications Specialist II: Nicholas Thetford and Jesse Sayre. Both individuals completed a typing test for the position; however, Mr. Thetford and Mr. Sayre did not obtain a score of 30 words per minute or higher. Therefore, Mr. Thetford and Mr. Sayre no longer meet the qualifications for the position of Police Communications Specialist II. In accordance with Civil Service Rule 60.05, Removal from Eligible List, Staff recommends that Nicholas Thetford and Jesse Sayre's names be removed from the certified eligible list for failing to meet the minimum requirements.

After review and discussion, the Commission approved Mr. Thetford and Mr. Sayre's names to be removed from the certified eligible list for Police Communications Specialist II for failing to meet the minimum requirements.

RCA – Appeal of Rejection of Application for Grant Administrator – John Pomaksi (KM)

John Pomaksi has appealed the rejection for Grant Administrator for not meeting the education requirements. Based on information provided, Staff recommends that the Commission grant his appeal and deem his application as qualified for the position of Grant Administrator.

After review and discussion, the Commission granted Mr. John Pomaksi' appeal and deemed his application as qualified for the position of Grant Administrator.

RCA – Appeal of Rejection of Application for Grant Administrator – Shimeako Cole (KM)

Shimeako Cole has appealed the rejection of her application for Grant Administrator for not meeting the experience requirements. Based on information provided, Ms. Cole does not meet the minimum experience requirements as stated on the job announcement. Therefore, Staff recommends that the Commission deny her appeal and uphold the rejection of her application for the position of Grant Administrator.

After review and discussion, the Commission denied the appeal of Ms. Shimeako Cole and upheld the rejection of her application for the position of Grant Administrator for failing to meet the minimum experience requirements as stated on the job announcement.

OTHER:

RCA – Extension of Foreman-Meter Shop Eligible List (JC)

The Division of Water Distribution has requested to extend the eligible list for the position of Foreman-Meter Shop for an additional forty-five (45) days, until March 4, 2018. The eligible list was established on January 18, 2017 and is set to expire on January 18, 2018. There are currently six (6) candidates on the eligible list. One (1) person has been promoted and the Division recently revised the Supervisor-Field Services class specification and is in the process of scheduling interviews. Therefore, Staff recommends to the Commission that the request for an extension of the eligible list for the position of Foreman-Meter Shop be approved. If approved, the eligible list would then expire on March 4, 2018.

After review and discussion, the Commission approved the request from the Division to extend the Foreman-Meter Shop eligible list. The list will expire on March 4, 2018.

RCA – Request for Late Application – Senior Storekeeper (JC)

Danielle Shelmon is requesting to submit a late application for the position of Senior Storekeeper. Based on the information provided, Staff recommends to the Commission that Ms. Shelmon’s request be granted.

After review and discussion, the Commission granted Ms. Danielle Shelmon’s request to submit a late application for the position of Senior Storekeeper.

RCA – Clerical Skills Test – Police Communications Specialist II (KM)

The following applicants completed clerical skills tests on Thursday, December 28, 2017 for the position of Police Communications Specialist II. A passing score for Police Communications Specialist II is 30 wpm. (An * denotes a passing score.)

<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
Easter	Nicole	35*
Hiller	Keith	38*
Rickner	Kyleen	34*
Sayre	Jesse	28
Thetford	Nicholas	28

It is recommended that the above scores 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:

***Next Civil Service Meeting to be held on **Wednesday, January 24, 2018 at 2:00 p.m.**

APPEARANCES:

None

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:30 p.m.