

**OFFICE OF THE CIVIL SERVICE COMMISSION  
One Government Center, Suite 1920  
January 24, 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

**Review and approval of minutes from Regular Meeting January 10, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the January 24, 2018 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2017-00306 Tree Service Worker (CP/CR) announce Thursday, January 25, 2018 to Wednesday, February 7, 2018
- 2017-00345 Intermediate Traffic Technician (NCP/NCR) announce Thursday, January 25, 2018 to Wednesday, February 7, 2018
- 2017-00375 Fire Inspector (NCP/NCR) announce Thursday, January 25, 2018 to Tuesday, January 31, 2018
- 2017-00381 Telespection Technician (CP) announce Thursday, January 25, 2018 to Thursday, February 1, 2018
- 2018-00001 Automotive Repair Technician (CP/CR) announce Thursday, January 25, 2018 to Wednesday, February 7, 2018

**ELIGIBLE LISTS:**

**Established 2018 Police Officer Eligible List (See attached Report) - Approved**

- 2017-00028 Senior Storekeeper (CP/CR) add Wendling, Whyte, Hack, Przetak, Donaway, Reynolds, Besteda, Callaghan, Shelmon, Lathon, Conley, Gilbert, Cheatham and Halfpap
- 2017-00033 Chief-Bargaining and Representation (NCP) add Markwood
- 2017-00156 Engineering Technician (NCP/NCR) add Meuleman, Juhasz, Romero, Rousos
- 2017-00158 Carpenter (NCP/NCR) add Cousino, Hanf, Kerekes, Leach, Osmun, Pacer, Ramirez, Thomson, Van Tassel and Wendling
- 2017-00179 Chemist/Bacteriologist (Water Treatment-Local 7) (NCP/NCR) add Abright, Asfaha, Bryan, Claypool, Edwards, Gregory, Jackson, Kamaleldin, Kilic, Pandey and Peterniti
- 2017-00349 Supervisor-Water Reclamation Operations (CP) add Lybarger
- 2017-00373 Administrative Analyst 4 (Crime Analyst) (NCP) add Rasey
- 2017-00281 GIS Analyst 1 (NCP/NCR) add Azimuth, Bode, Clay, Davis, Fisher, Franco, Green, Hazan, Kosmyna, Lataster, Long, Myers, Smith, Snyder and Tellor

**CLASSIFICATION REPORTS:**

Reclassify Vacant Engineering Associate to GIS Analyst 1 (Division of Streets, Bridges & Harbor) (KM) - **Approved**

**OTHER:**

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

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, discussion and appearance by Mr. Machnicki, the Commission requested more information to be given regarding Mr. Machnicki's disciplinary record and resignation. Hold until next meeting – February 7, 2018.**

**RCA – Informational Purposes – Police Officer Candidate in 2018 Hiring Process (KM)**

Travis Whitmore applied online to the position of Police Officer on November 20, 2017 and completed the written examination through National Testing Network on November 28, 2017. Mr. Whitmore attached a letter from the United States Army that shows that he will be discharged from the Army on February 9, 2018 with an honorable discharge. Mr. Whitmore served in the United States Army 180 consecutive days and he passed the examination; however, his discharge is going to be two (2) weeks after the certified eligible list is established. Because Mr. Whitmore would be entitled to Veteran's Points, Staff added the points to his passing score and a copy of his official DD-214 will be sent to this office as soon as it becomes available.

**After review and discussion, the Commission approved Staff adding the Veteran's points to Mr. Whitmore's passing score. Mr. Whitmore will provide a copy of his official DD-214 to this office as soon as it becomes available.**

**RCA – Informational Purposes – Police Officer Candidate in 2018 Hiring Process (KM)**

Broc Morse applied online to the position of Police Officer on December 31, 2017; however, since he is currently deployed, he was unable to complete the written examination through National Testing Network. Mr. Morse provided this office with his military orders that show that he will return to Anchorage, Alaska at the end of January. However, National Testing Network does not have a testing center in Anchorage, AK; therefore, Mr. Morse states that he would be available to travel to Toledo, OH mid-February to complete the written examination for the position of Police Officer. Staff recommends that the Civil Service Commission allow Mr. Morse to complete the written examination through National Testing Network for the position of Police Officer in February. At the time, Mr. Morse is completing the test, other applicants will be completing the physical ability test; therefore, if Mr. Morse passes the test and scores within Band A range, Mr. Morse will be invited to the physical ability testing for the position of Police Officer.

**After review and discussion, the Commission will allow Mr. Morse to complete the written examination through National Testing Network for the position of Police Officer in February 2018. If Mr. Whitmore successfully passes the test and scores within Band A range, he will be invited to the physical ability testing for the position of Police Officer.**

**OTHER:**

**RCA – Appeal of Rejection of Application for Heavy Equipment Operator – Aaron Dutridge (KM)**

Aaron Dutridge appealed the rejection of his application for Heavy Equipment Operator. Based upon the information presented, Staff recommends that the Commission grant his appeal and deem his application as qualified for the position of Heavy Equipment Operator.

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

**RCA – Appeal of Rejection of Application for Heavy Equipment Operator – Terance Haynes (KM)**

Terance Haynes appealed the rejection of his application for Heavy Equipment Operator. Based upon the information presented, Staff recommends that the Commission deny his appeal and uphold the rejection of his application stating that he does not meet the minimum experience requirements for the position of Heavy Equipment Operator.

**After review and discussion, the Commission denied Mr. Terance Haynes’ appeal and upheld the rejection of his application stating that he does not meet the minimum experience requirements for the position of Heavy Equipment Operator.**

**RCA – Appeal of Rejection of Application for Heavy Equipment Operator – Larry Greene (KM)**

Larry Greene appealed the rejection of his application for Heavy Equipment Operator. Based upon the information presented, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for the position of Heavy Equipment Operator.

**After review and discussion, the Commission denied Mr. Larry Greene’s appeal and upheld the rejection of his application for the position of Heavy Equipment Operator.**

**RCA – Request for Late Application – Heavy Equipment Operator – Allen Downs (KM)**

Allen Downs is requesting to submit a late application for the position of Heavy Equipment Operator. Staff recommends that Mr. Downs’ request to submit a late application be denied.

**After review and discussion, the Commission denied Mr. Allen Downs’ request to submit a late application for the position of Heavy Equipment Operator.**

**RCA – Extension of Water Reclamation Maintenance Worker Eligible List (JC)**

The eligible list for the position of Water Reclamation Maintenance Worker was established on August 2, 2017 and is set to expire on February 2, 2018. There are currently ten (10) candidates on the eligible list. Six (6) candidates have already been hired or promoted from the eligible list. The Division of Water Reclamation currently has two (2) vacancies and has held interviews. Therefore, the Division is requesting the eligible list be extended for two (2) months in order for them to submit the proper documentation to Position Control and go through the pre-employment process to fill their vacancies. If approved the Water Reclamation Maintenance Worker list would then expire on April 2, 2018.

**After review and discussion, the Commission approved the request from the Division of Water Reclamation to extend the Water Reclamation Maintenance Worker eligible list in order to fill two (2) vacancies. The Water Reclamation Maintenance Worker eligible list will expire on April 2, 2018.**

**INFORMATIONAL PURPOSES:**

Upcoming: Civil Service Background Appeals for Police Officer may start as early as February and be ongoing until June 2018.

**APPEARANCES:**

Gregory Machnicki – Disqualification of Eligible for the position of Sewer Maintenance Worker – **Hold until next meeting.**

**EXTENSIONS:**

**2017 Police Sergeant and Police Lieutenant Promotional Eligible** lists were established August 16, 2017. The Toledo Police Department is requesting a six (6) month extension. If approved, the Police Sergeant and Police Lieutenant Promotional Eligible lists will be extended to August 16, 2018.

**After review and discussion, the Commission granted the request from the Toledo Police Department to extend the Police Sergeant and Police Lieutenant promotional eligible lists for six (6) months. Both promotional lists will be extended to August 16, 2018.**

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:50 p.m.**