

**OFFICE OF THE CIVIL SERVICE COMMISSION  
One Government Center, Suite 1920  
February 7, 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. – **Excused Absence**  
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 January 24, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the February 7, 2018 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2017-00051 Maintenance Worker I (CP/CR) announce Thursday, February 8, 2018 to Wednesday, February 21, 2018
- 2017-00128 Water Reclamation Operator (NCP/NCR) announce Thursday, February 8, 2018 to Thursday, March 1, 2018
- 2017-00251 Senior Utility Worker (CP/CR) announce Thursday, February 8, 2018 to Wednesday, February 21, 2018
- 2017-00348 Construction Technician (NCP/NCR) announce Thursday, February 8, 2018 to March 2, 2018
- 2017-00371 Electrical (Local 7) (NCP/NCR) announce Thursday, February 8, 2018 to Tuesday, February 20, 2018

**ELIGIBLE LISTS:**

- 2017-00066 Senior Engineering Aide (NCP/NCR) add Juhasz and Wright
- 2017-00179 Chemist/Bacteriologist (Water Treatment-Local 7) (NCP/NCR) add Crooks
- 2017-00281 GIS Analyst 1 (NCP/NCR) add Deviredy, Gross, Johansen, McCulloch, Santora and Zhang
- 2017-00365 Engineering Associate (NCP/NCR-Continuous) add Brann, Dietrich, Hirani, McGorty, Miles, Parshikov and Shah
- 2017-00374 Administrative Analyst 1 (Crime Analyst) (NCP/NCR) add Kadura, Shields, Naftzger, Turner, Brosnan, Francis, Greathouse, Hill, McNally, Bates, Hatmaker, Ferrell, Waterer, Linch, Ross, Thomas, Love, Hanes, Ramos, Lingo, Pienoski and Richter
- 2017-00375 Fire Inspector (NCP/NCR) add Herring, Lee and Palmieri

**CLASSIFICATION REPORTS:**

Identification Technician (Revise) (Toledo Police Department) (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.**

**After further discussion and appearance by Molly Maguire and David Pratt, the Commission found just and reasonable cause that Mr. Gregory Machnicki should be disqualified from the position of Sewer Maintenance Worker. Pursuant to Civil Service Rule 60.00, 60.03 and 60.05, his name will be removed from the Sewer Maintenance Worker process.**

**RCA – Expiration of Current Eligible List for Maintenance Worker I (KM)**

The Maintenance Worker I eligible list was certified by the Commission on August 2, 2017. There are only two (2) names on the eligible list, pursuant to Civil Service Rule 60.02 an eligible list may be expired if there are “fewer than three (3) names remaining.” Therefore, the Division of Streets, Bridges and Harbor request that the eligible list for Maintenance Worker I be expired and the position be opened up for promotion and recruitment.

**After review and discussion, the Commission approved the request from the Division of Streets, Bridges and Harbor to expire the Maintenance Worker I eligible list and the position will be opened up for promotion and recruitment.**

**RCA – Expiration of Current Eligible List for Senior Utility Worker (KM)**

The Senior Utility Worker eligible list was certified by the Commission on September 20, 2017. There are eight (8) names on the recruitment eligible list and three (3) names on the promotional eligible list. Skills test for the position of Senior Utility Worker were conducted on November 14, 2017. The maximum points that a candidate could obtain on the skills test was thirty (30) points. Due to the extremely low scores on the skills test, the Division of Streets, Bridges and Harbor has requested that the eligible lists for Senior Utility Worker be expired. Staff recommends that the Commission use Rule 150.00, Section 150.01 to waive Civil Service Rule 60.02 and expire the eligible lists for Senior Utility Worker. If approved, Staff recommends that the Commission approve the posting of Senior Utility Worker (attached).

**After review and discussion, the Commission used Rule 150.00, Section 150.01 to waive Civil Service Rule 60.02 and expired the eligible list for Senior Utility Worker. This position was approved for posting from February 8, 2018 to February 21, 2018.**

**OTHER:**

**RCA – Rejection of Application for Carpenter – Robert Zielinski (KM)**

Robert Zielinski appealed the rejection of his application for Carpenter. 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 Carpenter.

**After review and discussion, the Commission denied the appeal of Mr. Robert Zielinski and upheld the rejection of his application stating that he does not meet the minimum experience requirements for the position of Carpenter.**

**RCA – Request to Submit a Late Application for Heavy Equipment Operator – David Sanders (JC)**

Mr. David Sanders is requesting to submit a late application for the position of Heavy Equipment Operator. Staff recommends that Mr. Sanders' request to submit a late application be denied.

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

**RCA – Appeal of Rejection of Application for Heavy Equipment Operator – Jimmie Reynolds (KM)**

Mr. Jimmie Reynolds' promotional application for the position of Heavy Equipment Operator was rejected on Thursday, January 18, 2018. An email was sent to Mr. Reynolds notifying him of this decision on Thursday, January 18, 2018 at 4:13 p.m. Staff was able to verify that Mr. Reynolds viewed the email on Friday, January 19, 2018 at 6:17AM. Therefore, he was aware that his appeal needed to be received within three (3) working days. Based on the foregoing, Staff recommends that Mr. Reynolds' appeal right be denied stating that he did not submit the appeal within the three (3) working days.

**After review and discussion, the Commission denied the appeal right of Mr. Jimmie Reynolds stating that he did not submit his appeal within three (3) working days.**

**RCA – Appeal of Rejection of Application for Vehicle Parts Storekeeper – Shannon Kimble (KM)**

Shannon Kimble appealed the rejection of his application for Vehicle Parts Storekeeper. Based upon the information presented, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for not meeting the minimum experience requirements for the position of Vehicle Parts Storekeeper.

**After review and discussion, the Commission denied the appeal of Mr. Shannon Kimble and upheld the rejection of his application for not meeting the "recent two (2) years" of experience for the position of Vehicle Parts Storekeeper.**

**RCA – Appeal of Rejection of Application for Vehicle Parts Storekeeper – Melvin Marek (KM)**

Melvin Marek appealed the rejection of his application for Vehicle Parts Storekeeper. Based upon the information presented, Staff recommends that the Commission approve his appeal and deem his application as qualified for the position of Vehicle Parts Storekeeper.

**After review and discussion, the Commission approved the appeal of Mr. Melvin Marek and deemed his application as qualified for the position of Vehicle Parts Storekeeper.**

**OTHER:**

**RCA – Appeal of Rejection of Application for Vehicle Parts Storekeeper – John Sullivan (KM)**

John Sullivan appealed the rejection of his application for Vehicle Parts Storekeeper. Based upon the information presented, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for not meeting the minimum experience requirements for the position of Vehicle Parts Storekeeper.

**After review and discussion, the Commission denied the appeal of Mr. John Sullivan and upheld the rejection of his application for not meeting the “recent two (2) years” of experience for the position of Vehicle Parts Storekeeper.**

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

At its meeting on Wednesday, January 24, 2018, the attached names were added to the eligible list for the position of Police Officer. To date, the (19) applicants attached to this memo have not completed the online application. Therefore, per Civil Service Rule 60.05 Removal from Eligible list, Staff recommends that the candidates’ names attached be removed from the certified eligible list for Police Officer.

**After review and discussion, the Commission approved the nineteen (19) names to be removed from the certified eligible list for Police Officer for failing to complete the online application as required and in accordance with Civil Service Rule 60.05.**

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

At its meeting on Wednesday, January 24, 2018, the attached names were added to the eligible list for the position of Police Officer. When the candidates were contacted for the background/physical ability process, some candidates requested to be removed from the eligibility list. Based upon Civil Service Rule 60.05, Staff recommends that the six (6) names listed be removed from the certified eligible list for Police Officer.

**After review and discussion, the Commission approved the request of six (6) applicants to have their names removed from the certified eligible list for Police Officer in accordance with Civil Service Rule 60.05.**

**RCA – Request to Remain on Eligible List – Police Officer (KM)**

Fourteen (14) individuals were contacted for the physical ability and background process for the position of Police Officer. At this time, they have opted out of the process; however, they would like to remain on the eligible list. Staff recommends that the above (14) names listed remain on the eligible list for Police Officer.

**After review and discussion, the Commission approved the request of fourteen (14) individuals to have their names remain on the eligible list for the position of Police Officer.**

**RCA – Re-Activate Eligible List – General Foreman – Streets (EP)**

The competitive promotional eligible list for the position of General Foreman-Streets was established by the Commission on August 2, 2017 and expired on February 2, 2018. The Division of Streets, Bridges and Harbor has requested that the General Foreman – Streets eligible list be re-activated for six (6) months in the event new vacancies become available in the Division, of which they would be able to make their selection(s). Therefore, Staff is requesting that the General Foreman-Streets eligible list be re-activated for six (6) months. If approved, the eligible list would expire on August 2, 2018.

**After review and discussion, the Commission granted the request from the Division of Streets, Bridges and Harbor to re-activate the General Foreman – Streets eligible list for six (6) months in the event new vacancies become available in the Division of Streets, Bridges and Harbor. The eligible list will expire on August 2, 2018.**

**OTHER:**

**RCA – Re-Activate Eligible List – Clerk Specialist I (EP)**

The competitive promotional and competitive recruitment eligible lists for the position of Clerk Specialist I was established by the Commission on August 2, 2017 and expired on February 2, 2018. Currently, there are Divisions who are seeking to fill their Clerk Specialist I vacancies. Therefore, Staff is requesting that the Clerk Specialist I eligible list be re-activated for three (3) months in order to fill any current Clerk Specialist I vacancies. If approved, the eligible list would expire on May 2, 2018.

**After review and discussion, the Commission approved the request to have the Clerk Specialist I competitive promotional and competitive recruitment eligible lists re-activated for three (3) months in order for current vacancies to be filled. The eligible list will expire on May 2, 2018.**

**RCA – Extension of 2017 Fire Fighter Eligible List (EP)**

The 2017 Fire Fighter competitive recruitment eligible list was established by the Civil Service Commission on March 15, 2017. We anticipate a new Fire Class and need to be ready to start sometime in February 2019. In order to allow the candidates to go through the entire selection process in a timely manner, it is requested that the 2017 Fire Fighter eligible list be extended to March 15, 2019, which would allow the eligible list to be used for a full two (2) years. Therefore, Staff is requesting the Commission's approval to extend the 2017 Fire Fighter competitive recruitment eligible list to March 15, 2019, which would allow for a new class to start in February 2019.

**After review and discussion, the Commission approved the 2017 Fire Fighter competitive recruitment eligible list to be extended until March 15, 2019 to allow for a new class to start in February 2019.**

**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

Molly Maguire, President AFSCME Local 2058 and David Pratt, Administrator-Public Services (Sewer and Drainage Services) appeared to discuss the Disqualification of Eligible for the position of Sewer Maintenance Worker for Gregory Machnicki.

**EXTENSIONS:**

2017 Fire Fighter (CR) eligible list was established March 15, 2017 – **Approved the extension until March 15, 2019**

**HEARINGS:**

None

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