

**OFFICE OF THE CIVIL SERVICE COMMISSION  
One Government Center, Suite 1920  
February 21, 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 2

**Review and approval of minutes from Regular Meeting February 7, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the February 21, 2018 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2017-00025 Sewer Maintenance Worker (CP/CR) announce Thursday, February 22, 2018 to Thursday, March 8, 2018
- 2017-00371 Electrician (Local 7) (NCP/NCR) announce Thursday, February 22, 2018 to Wednesday, March 7, 2018
- 2018-00019 Watermain and Service Repair Worker (CP/CR) announce Thursday, February 22, 2018 to Thursday, March 8, 2018
- 2018-00032 Sewer Construction and Repair Worker (CP) announce from Thursday, February 22, 2018 to Thursday, March 1, 2018

**ELIGIBLE LISTS:**

- 2017-00156 Engineering Technician (NCR) add Allam and Ibeh
- 2017-00281 GIS Analyst 1 (NCP/NCR) add Abdalla, Askins, Bair and Dietrich
- 2017-00345 Intermediate Traffic Technician (NCR) add Moebius
- 201700365 Engineering Associate (Continuous NCR) add Al Moudares, Austin, Ayer, Dantin, Dorr, Jarouche, Obeid, Ruble, Schulty, Shields
- 2017-00374 Administrative Analyst 1 (Crime Analyst ) (NCP/NCR) add Bott, Vascik, Lewis, Mayo, Naik, Akpaka, Vasquez, Maynard, Curtis, Devillier, Raczkowski, Grondin, Bhakta, Laurenza, Hafemeister, Pham, Sollenberger, Asencio, Wellington, Black, Bridges, Moore, Peth, Permar, Carroll

**CLASSIFICATION REPORTS:**

Reclassify Mayor's Assistant 2 to Administrative Technician 2 (Division of Parks, Recreation and Forestry) (KM)  
**Approved**

**OTHER:**

**RCA – Request for a Voluntary Demotion – Rodney Clark (AS)**

Rodney Clark, a Police Officer, requested a voluntary demotion to the Police Records Clerk classification. Staff requests the Civil Service Commission deem Mr. Clark qualified to perform the job duties of Police Records Clerk and place Mr. Clark on the eligible list for Police Records Clerk by his seniority.

**After review and discussion, the Commission granted Mr. Rodney Clark's request for a voluntary demotion to position of Police Records Clerk and deemed him qualified to perform the job duties of Police Records Clerk.**

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

Joseph Gill was removed from the Police Officer eligibility list on Wednesday, February 7, 2018. Mr. Gill was removed from the list for failing to complete the online application as requested. After receiving the email stating that he was removed from the list, Mr. Gill contacted this office and stated that he never received an email informing him that he needed to apply online prior to Monday, February 5, 2018. After review of all the information, it was determined that Mr. Gill's email address was inadvertently left off the mail merge list. Staff requests that Mr. Gill's name be placed back on the eligibility list for the position of Police Officer. If approved, Mr. Gill will need to complete the online application by Monday, February 26, 2018.

**After review and discussion, the Commission approved Mr. Joseph Gill's name to be placed back on the eligibility list for the position of Police Officer. Mr. Gill will need to complete the online application by Monday, February 26, 2018.**

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

There are eight (8) individuals who were contacted to begin the physical ability and background process for the position of Police Officer. At this time, all eight (8) have opted out of the process; however, they would like to remain on the eligible list. Staff recommends that names listed in the memo remain on the eligible list for Police Officer.

**After review and discussion, the Commission approved the eight (8) names listed in the memo to remain on the eligible list for Police Officer.**

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

On Wednesday, January 24, 2018, the names listed in the memo were added to the eligible list for the position of Police Officer. When the candidates were contacted for the background/physical ability process, some of the candidates requested to be removed from the eligible list. Based upon Civil Service Rule 60.05 Removal from Eligible List, Staff recommends that the six (6) names be removed from the certified eligible list for Police Officer.

**After review and discussion and pursuant to Civil Service Rule 60.05, the Commission approved the six (6) names listed in the memo to be removed from the certified eligible list for the position of Police Officer.**

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

On Wednesday, December 20, 2017, Megan Vargas was added to the non-competitive promotional list for the position of Police Communications Specialist II. Ms. Vargas was notified on January 17, 2018 of her scheduled structured oral interview. Staff confirmed that Ms. Vargas received/reviewed the email notification of January 17, 2018. However, Ms. Vargas did not show for her scheduled interview on February 9, 2018. Therefore, based upon Civil Service Rule 60.05 Removal from Eligible List, Staff recommends that Megan Vargas' name be removed from the certified eligible list for failing to report to her scheduled interview.

**After review and discussion and pursuant to Civil Service Rule 60.05, the Commission approved Megan Vargas' name to be removed from the certified eligible list for Police Communications Specialist II for failing to report to her scheduled interview.**

**OTHER:**

**RCA – Request to Submit a Late Application for Automotive Repair Technician – Timothy Mowrey (KM)**

Timothy Mowrey is requesting to submit a late application for the position of Automotive Repair Technician. Based on the information presented, Staff recommends that Mr. Mowrey's request to submit a late application be denied.

**After review and discussion, the Commission denied Mr. Timothy Mowrey's request to submit a late application for the position of Automotive Repair Technician.**

**RCA – Appeal of Rejection of Application for Vehicle Parts Storekeeper – Dan Tracy (KM)**

Dan Tracy 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 Mr. Dan Tracy's appeal and deemed his application as qualified for the position of Vehicle Parts Storekeeper.**

**RCA – Rejection of Application for Heavy Equipment Operator – Scott Lewandowski (KM)**

Scott Lewandowski's application for Heavy Equipment Operator was rejected due to not meeting the minimum requirements. Based on the information received from Mr. Lewandowski, Staff recommends that the appeal of Mr. Lewandowski be approved and the Commission deems Mr. Lewandowski qualified for the position of Heavy Equipment Operator.

**After review and discussion, the Commission deemed Mr. Lewandowski qualified for the position of Heavy Equipment Operator.**

**RCA – Expiration of Water Loss Equipment Technician Eligible List (JC)**

The competitive promotional eligible list for the position of Water Loss Equipment Technician was established on December 18, 2017 and will expire on June 20, 2018. The eligible list was established based on scores from structured oral interviews that were held on October 11, 2017. It has come to the attention of the Division of Water Distribution, who then informed the Human Resources Department and the Law Department, that one (1) candidate may have received information regarding the content of the interview questions prior to his scheduled interview time. With this individual receiving an unfair advantage over the other candidates, Staff is requesting that the scores from the interviews for Water Loss Equipment Technician held on October 11, 2017 be discarded and the eligible list established on December 18, 2017 be expired. A new competitive promotional eligible list will be established once new structured oral interviews have been completed.

**After review and discussion, the Commission granted Staff's request to discard the scores from the Water Loss Equipment Technician interviews held on October 11, 2017 and the eligible list that was established on December 18, 2017 will be expired.**

**RCA – Expiration of Current Eligible List for Senior Engineering Aide (EP)**

The Senior Engineering Aide eligible list was certified by the Commission on February 7, 2018. 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 Engineering Services requests that the eligible list for Senior Engineering Aide be expired and the position will be opened up for promotion and recruitment at a later time.

**After review and discussion, the Commission granted the Division of Engineering Services' request to expire the eligible list for Senior Engineering Aide. The position will be opened up for promotion and recruitment at a later time.**

**RCA – Rejection of Application for Administrative Analyst 1 (Crime Analyst) – Gabriel Jones (EP)**

Gabriel Jones appealed the rejection of his application for Administrative Analyst 1 (Crime Analyst). 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 education requirements for the position of Administrative Analyst 1 (Crime Analyst).

**After review and discussion, the Commission denied the appeal of Mr. Gabriel Jones and upheld the rejection of his application stating that he does not meet the minimum education requirements for the position of Administrative Analyst 1 (Crime Analyst).**

**RCA – Rejection of Application for GIS Analyst 1 – Benjamin Coyle (EP)**

Benjamin Coyle appealed the rejection of his application for GIS Analyst 1. Based upon the information presented, Staff recommends to the Commission that Mr. Coyle’s name be placed on the GIS Analyst 1 eligible list on a “conditional” basis pending verification of his May 2018 graduation, which would then allow him the opportunity to interview for the position.

**After review and discussion, the Commission granted Mr. Benjamin Coyle’s name to be placed on the GIS Analyst 1 eligible list on a “conditional” basis pending verification of his May 2018 graduation.**

**RCA – Clerical Skills Test – Clerk Specialist II (KM)**

The following applicant completed a clerical skills test on Tuesday, February 13, 2018 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>
Moore	Krystin	55*

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.**

**RCA – Clerical Skills Test – Secretary 2 (JC)**

The following individuals completed a typing test on February 5, 2018 and February 12, 2018 for the position of Secretary 2. A passing score for Secretary 2 is 60 wpm. (An \* denotes a passing score.)

<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
Cisek	Jennifer	55
Ellis-Manning	Glenda	41
Gale	Jamie	55
Lynch	Rohnnie	39
Rodriguez	Emily	44
Spears	Jabrea	39

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:**

None

**APPEARANCES:**

None

**EXTENSIONS:**

None

**HEARINGS:**

None

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