

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**March 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 – Excused Absence  
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 21, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the March 7, 2018 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2016-00234 Utility Worker (CR) announce from Thursday, March 8, 2018 to Thursday, March 15, 2018
- 2017-00259 Water Emergency Repair Worker (CP/CR) announce from Thursday, March 8, 2018 to Saturday, March 17, 2018
- 2018-00025 Utility Service Locater (CP) announce from Thursday, March 8, 2018 to Saturday, March 17, 2018
- 2017-00080 Clerk Specialist II – Engage Toledo (CP/CR) announce from Thursday, March 8, 2018 to Sunday, March 18, 2018
- 2016-00166 Electrician (Local 7) (NCP/NCR) announce continuously starting Thursday, March 8, 2018
- 2017-00132 Electrician (Local 20) (NCP/NCR) announce continuously starting Thursday, March 8, 2018
- 2017-00313 Plumber/Steamfitter (Water Treatment) (NCP/NCR) announce continuously starting Thursday, March 8, 2018
- 2017-00032 Vehicle Mechanic (NCP/NCR) announce Thursday, March 8, 2018 to Wednesday, March 28, 2018
- 2018-00011 Forestry Crew Leader (CP) announce Thursday, March 8, 2018 to Saturday, March 17, 2018
- 2018-00013 Senior Landscape Maintenance Worker (CP/CR) announce Thursday, March 8, 2018 to Saturday, March 17, 2017
- 2018-00015 Plumber-Steamfitter (Facility Operations) (NCP/NCR) announce continuously starting Thursday, March 8, 2018
- 2018-00037 Landscape Maintenance Worker (CP/CR) announce Thursday, March 8, 2018 to Saturday, March 17, 2018

**ELIGIBLE LISTS:**

- 2017-00128 Water Reclamation Operator (NCP/NCR) add Becker and Rose
- 2017-00025 Sewer Maintenance Worker (CR) add Cole, Hanf, and Sprauer
- 2015-00519 Heavy Equipment Operator (CP) add Dutridge, Futey, Jr., Lohmeyer, Lewandowski, Malekmus, Langlois, Mocek, Huddleston, Wyse, Brothers, Riggs and McClorraine
- 2017-00307 Motor Equipment Technician (CP/CR) add White, Logan and Stewart
- 2017-00365 Engineering Associate (NCP/NCR) add Galambos, Kodumuri, McClelland, Naik
- 2017-00386 Planner (NCP/NCR) add Graus, Olawale, Atkinson, Tschirhart, Kumar, Palmer, Jasper, Powell, Agyekum, Onditi, Chowdhury, Galambos, Elghoul, Johansen R., Miller, Borngraber, Scharer, Dietrich

**CLASSIFICATION REPORTS:**

Vehicle Mechanic (Revise) (Division of Solid Waste-Landfill Operations) (KM) - **Approved**

**OTHER:**

**RCA – Request for Reinstatement – Matteo Sofo (AS)**

Matteo Sofo submitted a request for reinstatement to the classifications of Automotive Service Worker and/or Heavy Equipment Operator. Mr. Sofo was hired as an Automotive Service Worker on November 12, 2004 and was promoted to a Watermain and Service Repair Worker on November 29, 2010. Mr. Sofo was then promoted from a Watermain and Service Repair Worker to a Heavy Equipment Operator on November 24, 2015. Based on the aforementioned information, it is recommended that the Commission deny Mr. Sofo's placement on the Automotive Service Worker, Watermain and Service Repair Worker and Heavy Equipment Operator reinstatement list pursuant to Civil Service Rules 60.17 and 80.09.

**After review and discussion, the Commission denied Mr. Matteo Sofo's request for placement on the Automotive Service Worker, Watermain and Service Repair Worker and Heavy Equipment Operator reinstatement list pursuant to Civil Service Rules 60.17 and 80.09.**

**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 eligibility list. Based upon Civil Service Rule 60.05 Removal from Eligible List, Staff recommends that the three (3) 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 three (3) names listed in the memo to be removed from the certified eligible list for the position of Police Officer.**

**OTHER:**

**RCA – Request to be added to Police Officer Eligible List – Broc Morse (KM)**

Broc Morse was deployed during the application/testing period for the position of Police Officer. On January 24, 2018, the Commission was informed that Broc Morse would be completing the examination for position of Police Officer in the month of February upon his return from active military duty. Mr. Morse completed the written examination on Thursday, February 15, 2018. Based on the scores below, Staff is requesting that Mr. Morse's name be added to the certified eligible list for the position of Police Officer.

**After review and discussion, the Commission granted the request to have Mr. Broc Morse's name added to the certified eligible list for the position of Police Officer.**

**RCA – Request to be added to Police Officer Eligible List – Tashana Ford (KM)**

Tashana Ford completed the written examination for the position of Police Officer on September 26, 2017 through National Testing Network. When the final scores were received from National Testing Network, Staff checked to ensure that all individuals who took the written examination also completed the City of Toledo's online application for the position of Police Officer. Staff verified that Tashana Ford did not complete the online application; therefore, she was notified via email on January 26, 2018 that she needed to complete the online application by Monday, February 5, 2018. After further review, it was determined that Ms. Ford did apply; however, she applied under the name of Tashana Mills. Ms. Ford is requesting to be placed back on the eligible list for the position of Police Officer. Based on the information provided, Staff is requesting Commission action in regards to Ms. Ford's request to be placed back on the eligible list for the position of Police Officer.

**After review and discussion, the Commission granted the request to have Ms. Tashana Ford's name added to the certified eligible list for the position of Police Officer.**

**RCA – Appeal of Rejection of Application for Electrician – Howard Moore (KM)**

Howard Moore appealed the rejection of his application for Electrician. Based upon the information presented, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for the position of Electrician.

**After review and discussion, the Commission denied Mr. Howard Moore's appeal and upheld the rejection of his application for the position of Electrician.**

**RCA – Request to be added to Heavy Equipment Operator Eligible List – James Callaghan (KM)**

James Callaghan applied to the position of Heavy Equipment Operator on January 13, 2018. On Monday, February 5, 2018, Mr. Callaghan received an email stating that a copy of his valid state-issued Commercial Driver's License (CDL) was needed in order for him to be scheduled for a skills test. Based on the provided information, Staff recommends that Mr. Callaghan's Heavy Equipment Operator skills test score be considered invalid as Mr. Callaghan was well aware of his scheduled skills test and had ample time to contact Staff about his scheduled skills test.

**After review and discussion, the Commission denied Mr. James Callaghan's request to have his name added to the Heavy Equipment Operator eligible list. Mr. Callaghan was well aware of his scheduled skills test and had time to contact Staff about his scheduled test; therefore, his skills test score is invalid and his name will not be added to the list.**

**OTHER:**

**RCA – Expiration of Current Eligible List for Water Emergency Repair Worker (JC)**

An eligible list for the position of Water Emergency Repair Worker was certified by the Commission on December 20, 2017 with four (4) candidates. Structured oral interviews were held and offers were extended to the top two (2) candidates. Both candidates declined the offer citing they had received other employment opportunities outside of the City of Toledo. Based on the remaining candidates' interview performance and pursuant to Civil Service Rule 60.02, the Division of Water Distribution requests that the eligible list for Water Emergency Repair Worker be expired and the position re-advertised for promotion and recruitment.

**After review and discussion, the Commission granted the request from the Division of Water Distribution to expire the eligible list for Water Emergency Repair Worker pursuant to Civil Service Rule 60.02.**

**RCA – Appeal of Rejection of Application for Water Reclamation Operator – David Westhoven (JC)**

The application for Mr. David Westhoven for Water Reclamation Operator was rejected for not meeting the minimum requirements. Based on the information provided, Staff recommends to the Commission that Mr. Westhoven's appeal be granted and deem his application as qualified, stating he does meet the minimum requirements for the position of Water Reclamation Operator.

**After review and discussion, the Commission granted the appeal of Mr. David Westhoven and deemed his application as qualified, stating he does meet the minimum requirements for the position of Water Reclamation Operator.**

**RCA – Extension of 2016 Police Captain Eligible List (EP)**

The 2016 Police Captain competitive promotional eligible list was established by the Civil Service Commission on October 5, 2016. The Toledo Police Department is requesting a six (6) month extension. Therefore, Staff is requesting the Commission's approval to extend the 2016 Police Captain competitive promotional eligible list to October 5, 2018.

**After review and discussion, the Commission granted the Toledo Police Department's request for a six (6) month extension for the 2016 Police Captain competitive promotional eligible list to October 5, 2018.**

**RCA – Rejection of Application for GIS Analyst 1 – Travis Jones (EP)**

Travis Jones appealed the rejection of his application for GIS Analyst 1. Based upon the information presented, Staff recommends to the Commission that Mr. Jones' name be placed on the GIS Analyst 1 eligible list on a "conditional" basis and be afforded the opportunity to conditionally interview, pending proof of his May 2018 graduation, which Staff will verify in late May 2018. He will not be eligible for appointment until Staff receives verification of his graduation.

**After review and discussion, the Commission approved Mr. Travis Jones' name to be placed on the GIS Analyst 1 eligible list on a "conditional" basis and be afforded the opportunity to conditionally interview, pending proof of his May 2018 graduation. Mr. Jones will not be eligible for appointment until Staff receives verification of his graduation.**

**OTHER:**

**RCA – Request to Conditionally Interview for GIS Analyst 1 – Benjamin Coyle (EP)**

At its last meeting, February 21, 2018, the Commission approved 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. The Division of Engineering Services is ready to proceed with interviews and has requested that the GIS Analyst 1 written examination be scheduled for Monday, March 19, 2018. Staff would like to request that Mr. Coyle be afforded the opportunity to conditionally take the written examination and possibly interview for any upcoming informal interview, pending verification of his May 2018 graduation.

**After review and discussion, the Commission granted the request by Staff to allow Mr. Coyle the opportunity to conditionally take the written examination and possibly interview for any upcoming informal interviews, pending verification of his May 2018 graduation.**

**INFORMATIONAL PURPOSES:**

2018 Police Officer Pre-Assessment Background Appeals Hearings - tentatively scheduled for Wednesday, April 4, 2018

**APPEARANCES:**

None

**EXTENSIONS:**

2016 Police Captain Eligible List – request for six (6) month extension. – **Approved**

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:40 p.m.**