

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
April 4, 2018 12:00 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
Abby Emlinger, Administrative Analyst 2

Review and approval of minutes from Regular Meeting March 21, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the April 4, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 2018-00043 Foreman-Water Distribution System (CP) announce from Thursday, April 5, 2018 to Thursday, April 12, 2018.
- 2018-00045 Foreman-Field Services (CP) announce from Thursday, April 5, 2018 to Thursday, April 12, 2018
- 2018-00054 Police Communications Specialist (CP/CR) announce Thursday, April 5, 2018 to Saturday, April 14, 2018
- 2018-00040 Traffic Aide (CP/CR) announce Thursday, April 5, 2018 to Monday, April 9, 2018
- 2018-00066 Administrative Analyst 1 (Employee Relations) (NCP/NCR) announce Thursday, April 5, 2018 to Monday, April 9, 2018

ELIGIBLE LISTS:

- 2016-00206 Senior Bridge Mechanic (CP) add Benschoter, Hobbs, Jones, and Smith
- 2017-00032 Vehicle Mechanic (NCP/NCR) add Koltas, Logan, Mowrey, Ramey, Sofo and Yontz
- 2018-00033 Supervisor-Communications (NCP) add Cole, Cromer, Flores, Herrick, Pacer and Swantek
- 2018-00038 Administrative Technician 2 (Parks) (NCP/NCR) add Adams, Bronaugh, Bryant, Bunker, Dawley, Dedrick, Ellis-Manning, Flesh, Gaglio, Gary, Golliday, Juhasz, Mccadney, Mowery, Murray, Pleasant, Rice, Schwartz, Seevers, Tilman, Traynoff, Trego and Whyte

CLASSIFICATION REPORTS:

None

OTHER:

RCA – Appeal of Rejection of Application for Landscape Maintenance Worker – Robert Jackson (KM)

Robert Jackson's application for Landscape Maintenance Worker was rejected for not meeting the minimum experience requirements. Based on the information received from Mr. Jackson, Staff recommends that the Commission uphold the rejection of Mr. Jackson's application stating that he does not meet the minimum requirements for the position of Landscape Maintenance Worker.

After review, discussion and appearance by Mr. Robert Jackson, the Commission denied his appeal and upheld the rejection of his application for the position of Landscape Maintenance Worker for not meeting the minimum requirements.

RCA – Disqualification of Eligible – Landscape Maintenance Worker - Michael Skotynsky (KM)

Former City of Toledo employee, Michael Skotynsky applied to the position of Landscape Maintenance Worker and after a review of his application; he could potentially be placed on the competitive eligible list for the position of Landscape Maintenance Worker. Mr. Skotynsky was terminated from his employment with the City of Toledo; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Landscape Maintenance Worker. Based on the information presented, there is just and reasonable cause for the Commission to notify Mr. Skotynsky of his potential disqualification from the recruitment process for the position of Landscape Maintenance Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

After review, discussion and failure to appear, the Commission determined that Mr. Michael Skotynsky is disqualified for appointment to the position of Landscape Maintenance Worker. His name will be removed from the eligible list and he will not be considered for appointment to the position of Landscape Maintenance Worker.

RCA – Permanent Appointee After Two (2) Years – Senior Bridge Mechanic – James Cook (AE)

James Cook, currently a Bridge Mechanic at the Division of Streets, Bridges and Harbor has been previously alternating in the classification vacancy of Senior Bridge Mechanic on a continuous basis since January 8, 2016. The vacancy which Mr. Cook was provisionally alternating into was never filled during this period. Therefore, Director Paul Rasmuson, Commissioner Jeremy Mikolajczyk and Staff recommends that Mr. James Cook be eligible for permanent placement in the Senior Bridge Mechanic position in accordance with Civil Service Rule 60.15.

After review and discussion, the Commission agreed that Mr. James Cook is eligible for permanent placement in the Senior Bridge Mechanic position in accordance with Civil Service Rule 60.15.

RCA – Request to Submit a Late Application for Supervisor – Communications – Keith Dunlap (KM)

Keith Dunlap is requesting to submit a late application for the position of Supervisor - Communications. Staff recommends that Mr. Dunlap's request to submit a late application be approved.

After review and discussion, the Commission approved Mr. Keith Dunlap's request to submit a late application to the position of Supervisor-Communications.

RCA – Appeal of Rejection of Application for Vehicle Mechanic – Donald Leichty (KM)

Donald Leichty has appealed the rejection of his application for Vehicle Mechanic for not meeting the education requirement. Based on the information provided, Mr. Leichty does not meet the minimum education requirements as stated on the job announcement. Therefore, Staff recommends that the Commission deny his appeal and uphold the rejection of his application for the position of Vehicle Mechanic.

After review and discussion, the Commission denied the appeal of Mr. Donald Leichty and upheld the rejection of his application for not meeting the education requirements as stated on the job announcement for the position of Vehicle Mechanic.

OTHER:

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Jasmin Gray El (KM)

Jasmin Gray El's application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information received from Ms. Gray El, Staff recommends that the appeal of Ms. Gray El be denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).

After review and discussion, the Commission denied the appeal of Ms. Gray El and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Indya Brown (KM)

Indya Brown's application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information received from Ms. Brown, Staff recommends that the appeal of Ms. Brown be denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).

After review and discussion, the Commission denied the appeal of Ms. Brown and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Jennifer Jasin (KM)

Jennifer Jasin's application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information received from Ms. Jasin, Staff recommends that the appeal of Ms. Jasin be granted and her application is deemed qualified for the position of Administrative Technician 2 (Parks).

After review and discussion, the Commission granted the appeal of Ms. Jasin and deemed her application as qualified for the position of Administrative Technician 2 (Parks).

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Judi Ragans-Williams (KM)

Judi Ragans-Williams' application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information provided, Ms. Ragans-Williams does not meet the minimum experience requirements for the position of Administrative Technician 2. Staff recommends that the appeal of Ms. Ragans-Williams be denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).

After review and discussion, the Commission denied the appeal of Ms. Ragans-Williams and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Retonia Westray (KM)

Retonia Westray's application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information received from Ms. Westray, Staff recommends that the appeal of Ms. Westray be granted and her application is deemed qualified for the position of Administrative Technician 2 (Parks).

After review and discussion, the Commission granted the appeal of Ms. Westray and deemed her application as qualified for the position of Administrative Technician 2 (Parks).

OTHER:

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Barbara Dickerson (KM)

Barbara Dickerson’s application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information received from Ms. Dickerson, Staff recommends that the appeal of Ms. Dickerson be granted and her application is deemed qualified for the position of Administrative Technician 2 (Parks). **After review and discussion, the Commission granted the appeal of Ms. Dickerson and deemed her application as qualified for the position of Administrative Technician 2 (Parks).**

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Rachael Kolebuck (KM)

Rachael Kolebuck’s application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information received from Ms. Kolebuck, Staff recommends that the appeal of Ms. Kolebuck be denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks). **After review and discussion, the Commission denied the appeal of Ms. Kolebuck and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).**

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Timothy Davidson (KM)

Timothy Davidson’s application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information provided, Mr. Davidson does not meet the minimum experience requirements for the position of Administrative Technician 2. Staff recommends that the appeal of Mr. Davidson be denied and the rejection of his application is upheld for failing to meet the minimum **After review and discussion, the Commission denied the appeal of Mr. Timothy Davidson and upheld the rejection of his application for failing to meet the minimum experience requirements for the position of Administrative Technician 2 (Parks).**

RCA – Appeal of Rejection of Application for Water Emergency Repair Worker – Daniel Grow (JC)

The application of Mr. Daniel Grow for Water Emergency Repair Worker was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends Mr. Grow’s appeal be granted and deem his application as qualified for the position of Water Emergency Repair Worker. **After review and discussion, the Commission granted the appeal of Mr. Daniel Grow and deemed his application as qualified for the position of Water Emergency Repair Worker.**

RCA – Appeal of Rejection of Application for Clerk Specialist II – Engage Toledo – Blair Johnson (JC)

The application of Mr. Blair Johnson for Clerk Specialist II – Engage Toledo was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends Mr. Johnson’s appeal be granted and deem his application as qualified for the position of Clerk Specialist II – Engage Toledo. **After review and discussion, the Commission granted the appeal of Mr. Blair Johnson and deemed his application as qualified for the position of Clerk Specialist II – Engage Toledo.**

INFORMATIONAL PURPOSES:

Annual Organizational Meeting – President and Secretary per Civil Service Rule 20.00, Section 20.01 and 20.02

It was moved by Commission Member Wilma Brown and seconded by Commission Member Justice (Judd) G. Johnson, Jr., that Dr. Marjorie L. Holt will remain as President of the Toledo Civil Service Commission and Erica S. Powell will continue serving as Secretary to the Toledo Civil Service Commission.

President: Dr. Marjorie L. Holt

Secretary: Erica S. Powell

APPEARANCES:

Robert Jackson – Rejection of Application – Landscape Maintenance Worker - **Appeared**

Michael Skotynsky – Disqualification of Eligible – Landscape Maintenance Worker – **No Show**

EXTENSIONS:

None

HEARINGS:

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

Scheduled Appearances – 7

Written Appeals - 2

There being no further business, the regular meeting adjourned at 12:32 p.m. and the Police Officer background appeals hearings ended at 3:15 p.m.