

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
April 18, 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 April 4, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the April 18, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 2017-00065 Traffic Technician (NCP/NCR) announce Thursday, April 19, 2018 to Wednesday, May 2, 2018
- 2018-00006 Maintenance Worker I (CP/CR) announce Thursday, April 19, 2018 to Wednesday, May 5, 2018
- 2018-00060 Administrative Technician 1 (NCP/NCR) announce Thursday, April 19, 2018 to Monday, April 23, 2018
- 2018-00068 Manager-Public Services (Recreation) (NCP) announce Thursday, April 19, 2018 to Monday, April 23, 2018
- 2018-00053 Senior Engineering Aide (NCP/NCR) announce Thursday, April 19, 2018 to Wednesday, June 20, 2018
- 2018-00062 Environmental Specialist (NCP/NCR) announce Thursday, April 19, 2018 to Wednesday, May 2, 2018
- 2018-00063 Senior Chemist/Bacteriologist (NCP) announce Thursday, April 19, 2018 to Wednesday, April 25, 2018
- 2018-00065 Public Services Officer 3 (NCP) announce Thursday, April 19, 2018 to Wednesday, April 25, 2018
- 2018-00067 Secretary 2 (Law) (CP/CR) announce Thursday, April 19, 2018 to Saturday, April 28, 2018

ELIGIBLE LISTS:

- 2017-00368 Secretary 2 (CP) add Cisek, Jasin, Lane, Rodriguez, and Strong
- 2017-00051 Maintenance Worker I (CR) add Machnicki, Sargent, Harris, Sullivan, Jr., Opeil, Ruggiero, Austin and Hayes
- 2018-00033 Supervisor-Communications (NCP) add Dunlap
- 2018-00066 Administrative Analyst 1 (Employee Relations) (NCR) add Hanes, McKinley, Peace, Steude, Wiley and Williams

CLASSIFICATION REPORTS:

Traffic Technician (Revise) Division of Transportation (KM) **Approved**

OTHER:

RCA – Remove name from consideration for Police Officer (KM)

At its meeting on Wednesday, January 24, 2018, the names listed 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, Staff recommends that Mr. Michael Lenear's name be removed from the certified eligible list for Police Officer.

After review and discussion, the Commission agreed to have Mr. Lenear's name remove from the certified eligible list for Police Officer pursuant to Civil Service Rule 60.05.

RCA – Informational Purposes – Administrative Analyst 1 (Employee Relations) Posting (KM)

At the April 4, 2018 meeting, the Civil Service Commission approved a posting for Administrative Analyst 1 (Employee Relations) from Thursday, April 5, 2018 to Monday, April 9, 2018. As of Monday, April 9, 2018, there were only five (5) qualified applicants that applied to the position. In order to have a larger pool of applicants for the position, the posting was extended to Thursday, April 12, 2018.

After review and discussion, the Commission approved Staff's decision to extend the posting for Administrative Analyst 1 (Employee Relations) until Thursday, April 1, 2018.

RCA – Appeal of Rejection of Application for Administrative Analyst 1 (Employee Relations) – DiMeka Fuqua (KM)

DiMeka Fuqua has appealed the rejection of her application for Administrative Analyst 1 (Employee Relations) for not meeting the experience requirement. Based upon the information provided, Staff recommends that the Commission grant her appeal and deem her application as qualified for the position of Administrative Analyst 1 (Employee Relations).

After review and discussion, the Commission granted Ms. Fuqua's appeal and deemed her application as qualified for the position of Administrative Analyst 1 (Employee Relations).

RCA – Rejection of Application for Administrative Analyst 1 (Employee Relations) – Patti Stainbrook and Nataliya Romonova (KM)

Staff is requesting that the Commission approve Patti Stainbrook and Nataliya Romonova's use their years of experience in human resources administration in lieu of public sector human resources administration. Staff recommends that both applicants be approved and placed on the eligible list for the position of Administrative Analyst 1 (Employee Relations) based on their cited qualifications for the position.

After review and discussion, the Commission granted Staff's request to approve Ms. Stainbrook and Ms. Romonova's application for Administrative Analyst 1 (Employee Relations) and use their years of experience in human resources administration in lieu of public sector human resources administration to be deemed qualified for the position.

OTHER:

RCA – Disqualification of Eligible – Vehicle Mechanic - Matteo Sofo (KM)

Former City of Toledo employee, Matteo Sofo applied to the position of Vehicle Mechanic. After a review of his qualifications, he was added to the non-competitive recruitment list for the position of Vehicle Mechanic on Wednesday, April 4, 2018. At the time of his resignation, Mr. Sofo was in Step Three (3) of the Progressive Disciplinary Procedure. Therefore, there is just and reasonable cause that he should be disqualified for the position of Vehicle Mechanic and his name is removed from the Vehicle Mechanic eligibility list. Based on all the facts and analysis given, it is recommended to the Commission that Matteo Sofo be notified that there is just and reasonable cause to believe that he is not eligible for appointment and is subject to removal from the eligible list for the position of Vehicle Mechanic. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be scheduled before the Commission where he will be afforded an opportunity to be heard.

After review and discussion, the Commission agreed that there is just and reasonable cause to notify Mr. Sofo of his potential disqualification from the recruitment process for the position of Vehicle Mechanic pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

RCA – Appeal of Rejection of Application for Vehicle Mechanic – Sanchez Thomas (KM)

Sanchez Thomas has appealed the rejection of his application for Vehicle Mechanic for not meeting the experience requirements. Based on information provided, Mr. Thomas does not meet the minimum experience 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. Thomas and upheld the rejection of his application for the position of Vehicle Mechanic.

RCA – Appeal of Rejection of Application for Administrative Technician 2 (Parks) – Shaun Strong (KM)

Shaun Strong's application for Administrative Technician 2 (Parks) was rejected for not meeting the minimum experience requirements. Based on the information received from Mr. Strong, Staff recommends that the appeal of Mr. Strong is granted and deem his application as qualified for the position of Administrative Technician 2 (Parks).

After review and discussion, the Commission granted the appeal of Mr. Strong and deemed his application as qualified for the position of Administrative Technician 2 (Parks).

RCA – Appeal of Rejection of Application for Automotive Repair Technician – Sanchez Thomas (KM)

Sanchez Thomas has appealed the rejection of his application for Automotive Repair Technician for not meeting the experience requirements. Based on information provided, Mr. Thomas does not meet the minimum experience 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 Automotive Repair Technician.

After review and discussion, the Commission denied the appeal of Mr. Thomas and upheld the rejection of his application for the position of Automotive Repair Technician.

RCA – Request to Submit a Late Application for Secretary 2 – Glenda Ellis-Manning (JC)

Glenda Ellis-Manning is requesting to submit a late application for the position of Secretary because she was on vacation the week of April 5th and was unable to submit an application before the deadline. Therefore, based on the information provided, Staff recommends to the Commission that Ms. Ellis-Manning's request to submit a late application be denied.

After review and discussion, the Commission denied Ms. Ellis-Manning's request to submit a late application for the position of Secretary 2.

OTHER:

RCA – Disqualification of Eligible – Traffic Aide – Robert Jackson (EP)

Former City of Toledo employee, Robert Jackson applied to the position of Traffic Aide and after a review of his application; he could potentially be placed on the competitive eligible list for the position of Traffic Aide. Mr. Jackson 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 Traffic Aide. Based on the information presented, there is just and reasonable cause for the Commission to notify Mr. Jackson of his potential disqualification from the recruitment process for the position of Traffic Aide pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

After review and discussion, the Commission agreed that there is just and reasonable cause to notify Mr. Jackson of his potential disqualification from the recruitment process for the position of Traffic Aide pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

RCA – Disqualification of Eligible – Traffic Aide – Michael Skotynsky (EP)

Former City of Toledo employee, Michael Skotynsky applied to the position of Traffic Aide and after a review of his application; he could potentially be placed on the competitive eligible list for the position of Traffic Aide. 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 Traffic Aide. 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 Traffic Aide pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

After review and discussion, the Commission agreed that there is just and reasonable cause to notify Mr. Skotynsky of his potential disqualification from the recruitment process for the position of Traffic Aide pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

RCA – Clerical Skills Test – Secretary 2 Typing Tests (JC)

The following individuals completed a typing test for the position of Secretary 2 on Tuesday, April 10, 2018. A passing score for Secretary 2 is 45 wpm. (An * denotes a passing score.)

Last Name	First Name	WPM
Pacer	Wendy	38
Webster	Beth	32

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:

Tree Service Worker Eligible List expires April 18, 2018. Staff requests a 30-day extension. If approved, the Tree Service Worker eligible list would expire May 18, 2018. - **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:28 p.m.