

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
May 2, 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 18, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the May 2, 2018 Regular Meeting.

ANNOUNCEMENTS:

2016-00019 Watermain and Service Repair Worker (CP/CR) announce Thursday, May 3, 2018 to Thursday, May 17, 2018
2017-00208 Bridge Mechanic (NCP/NCR) announce Thursday, May 3, 2018 to Saturday, May 12, 2018
2018-00008 Building & Grounds Maintenance Worker (CP/CR) announce Thursday, May 3, 2018 to Saturday, May 12, 2018
2018-00015 Plumber-Steamfitter (NCP/NCR) – Close posting Wednesday, May 2, 2018
2018-00064 Senior Construction Technician (CP) announce Thursday, May 3, 2018 to Monday, May 14, 2018
2018-00080 Tree Maintenance Worker (CP/CR) announce Thursday, May 3, 2018 to Saturday, May 12, 2018

ELIGIBLE LISTS:

2018-00025 Utility Service Locator (CP) add Basil and Smart
2017-00259 Water Emergency Repair Worker (CP/CR) add Cantwell and Grow
2017-00080 Clerk Specialist II – Engage Toledo (CP/CR) add Westcott, Temple, Williams, Fuqua, Shea, Gaglio, and Johnson.
2017-00308 General Foreman – Sewer Maintenance (CP) add Wiciak, Henninger, Andrews, and Harris
2018-00032 Sewer Construction and Repair Worker (CP) add Lewandowski, Sanders, and Reynolds
2017-00220 Sewer Maintenance Worker (CP/CR) add Hafner, Carter, Reddick, Spencer, Sullivan, Ullom, and Todd
2017-00365 Engineering Associate (NCR-Continuous) add Ahmed, Hegeman, Johnson, Knedgen, Singhal, Varade and Weir
2018-00001 Automotive Repair Technician (NCR) add Dauer, Hall, Hughes, Johnston, Logan, Mowrey, Ramey, Sullivan, Welsh and Yontz
2018-00013 Senior Landscape Maintenance Worker (CR) add Sniadecki, Furhop and Grant

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ELIGIBLE LISTS: (cont'd)

2018-00037 Landscape Maintenance Worker (CP/CR) add Fisher, Sniadecki, Marino, Furhop, Halterman, Haythorne, Shaffer, Williamson, Hanf, Grant and Cheatham

2018-00060 Administrative Technician 1 (NCP/NCR) add Akpaka, Ali, Allen, Ammerman, Areas, Armstrong, Burgy, Colombaro, Dazley, Eickholt, Flesh, Jr., Flick, Gaglio, Garlock, Grady, Hartford, Hatmaker, Hunter, Jaeger, Janowiecki, Johnson, Kennie, Lee, Littrell, Murray, Pacer, Pecina, Peper, Pickle, Pratt, Ragans-Williams, Ramey, Regalado, Sancrant, Schwartz, Spears, Strong, Villegas, Wagoner, West, Whyte and Wright

2018-00063 Senior Chemist/Bacteriologist (NCP) add Berardinelli and Plenzler

CLASSIFICATION REPORTS:

None

OTHER:

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

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.

After further review, discussion and appearance by Mr. Sofo, the Civil Service Commission determined pursuant to Rule 60.00, Section 60.03 and 60.05, that you are disqualified for appointment to the position of Vehicle Mechanic

RCA – Disqualification of Eligible – Police Communications Specialist – Barbara Dickerson (KM)

Former City of Toledo employee, Barbara Dickerson, has applied to the position of Police Communications Specialist. Ms. Dickerson departed her employment under unfavorable circumstances; therefore, there is just and reasonable cause that she should be disqualified from the recruitment process for the position of Police Communications Specialist. Based on the information presented, there is just and reasonable cause for the Commission to notify Ms. Dickerson of her potential disqualification from the recruitment process for the position of Police Communications Specialist 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 Ms. Dickerson of her potential disqualification from the recruitment process for the position of Police Communication Specialist pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

OTHER:

RCA – Disqualification of Eligible – Police Communications Specialist – Jeffrey Comstock (KM)

Former City of Toledo employee, Jeffrey Comstock, has applied to the position of Police Communications Specialist. Mr. Comstock departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Police Communications Specialist. The several disciplines that were issued to Mr. Comstock are just and reasonable cause for the Commission to notify him of his potential disqualification and removal from the recruitment process for the position of Police Communications Specialist 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. Comstock of his potential disqualification from the recruitment process for the position of Police Communication Specialist pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

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

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.

After further review, discussion and based on the fact that Mr. Jackson failed to appear, the Commission determined that he is disqualified for appointment to the position of Traffic Aide pursuant to Rule 60.00 Section 60.03 60.05 and Rule 110.03(h).

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

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.

After further review and discussion, the Commission determined pursuant to Rule 60.00, Section 60.03 and 60.05 that Mr. Skotynsky is disqualified for appointment to the position of Traffic Aide. Further, Mr. Skotynsky failed to confirm with Staff on April 30, 2018 that he would like to appear; however, he did contact Staff prior to the Commission meeting, requesting an opportunity to appear. The Commission denied his request.

OTHER:

RCA – Expiration of Current Eligible List for Manager-Administrative Services (ERP) (KM)

An eligible list for the position of Manager-Administrative Services (ERP) was certified by the Commission on January 10, 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 “fewer than three (3) names remaining”.

After review and discussion, the Commission agreed to expire the Manager-Administrative Services (ERP) eligible list pursuant to Civil Service Rule 60.02.

RCA – Appeal of Rejection of Application for Police Communications Specialist – Kerensa Harwick (KM)

Kerensa Harwick’s application for Police Communications Specialist was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the Commission grant her appeal and deem her application as qualified for the position of Police Communications Specialist.

After review and discussion, the Commission granted her appeal and deemed Ms. Harwick’s application as qualified for the position of Police Communications Specialist.

RCA – Appeal of Rejection of Application for Police Communications Specialist – Brianna Connor (KM)

Brianna Connor’s application for Police Communications Specialist was rejected due to not meeting the minimum experience requirements. Based on the information received, Staff recommends that the appeal of Ms. Connor be denied and the rejection of her application is upheld stating that she does not meet the minimum experience requirements for the position of Police Communications Specialist.

After review and discussion, the Commission denied Ms. Connor’s appeal and upheld the rejection of her application stating she does not meet the minimum experience requirements for the position of Police Communications Specialist.

RCA – Appeal of Rejection of Application for Police Communications Specialist – Caleb Bryant (KM)

Caleb Bryant’s application for Police Communications Specialist was rejected due to not meeting the minimum experience requirements. Based on the information received, 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

After review and discussion, the Commission denied Mr. Bryant’s appeal and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Police Communications Specialist.

RCA – Appeal of Rejection of Application for Plans Examiner – Adam Follrod (JC)

The application for Mr. Adam Follrod for Plans Examiner was rejected for not meeting the minimum requirements. Based on the information provided, Staff recommends Mr. Follrod’s appeal be denied and uphold the rejection of his application stating that he does not meet the minimum requirements for the position of Plans Examiner.

After review and discussion, the Commission denied Mr. Follrod’s appeal and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Plans Examiner.

OTHER:

RCA – Informational Purposes – Clerical Skills Testing (JC)

On Wednesday, April 18, 2018, the clerical skills testing was administered for the classification of Clerk Specialist II – Engage Toledo. One (1) individual completed a protest sheet in regards to the administration of the skills test. Carolyn Stewart states in her protest that during the typing test, the “start menu” came up inadvertently which caused her typing score to be decreased. Staff was present for the administration of the clerical testing. The issue was not a malfunction of the program or a computer error; it was user error by Ms. Stewart pressing an incorrect key. Therefore, because the test did not malfunction, Staff recommends to the Commission that Ms. Stewart’s request to retake the clerical skills test be denied.

After review and discussion, the Commission denied Ms. Stewart’s request to retake the clerical skills test for the position of Clerk Specialist II.

RCA – Clerical Skills Test – Clerk Specialist II Typing Tests (JC)

The following candidates completed the clerical skills tests on Tuesday, April 17, 2018 and Wednesday, April 18, 2018 for the position of Clerk Specialist II – Engage Toledo. A passing score for Clerk Specialist II – Engage Toledo is 45 wpm. (An * denotes a passing score.)

<u>Last Name</u>	<u>First Name</u>	<u>WPM</u>
Arnold	Bianca	33
Flesh Jr	Alex	23
Foks	Karen	43
Fuqua	Dimeka	47*
Gaglio	Marie	45*
Gibbs-Peraza	Allaina	22
Gist	Vary	39
Gray	Kristin	26
Hicks	Eboni	37
Johnson	Jacqueline	45*
Miller	Julie	33
Mullikin	Jane	42
Oliver	Reuben	16
Shea	Heather	47*
Smith	Christieanne	23
Stewart	Carolyn	44
Stubblefield	Charlotte	34
Stuhldreher	Catherine	32
Tilman	Sharvaca	37
Walters	Margaret	42
Williams	Kimberly	50*

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:

Matteo Sofo - appeared
Robert Jackson – did not appear
Michael Skotynsky – did not appear

EXTENSIONS:

Clerk Specialist I eligible list expires May 2, 2018. Staff requests a three (3) month extension. If approved, the Clerk Specialist I eligible list would expire August 2, 2018. - **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:44 p.m.