

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
June 20, 2018 2:00 p.m.

A regular meeting of the Toledo Civil Service Commission is being 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.
Michael Niedzielski, Acting Director – Human Resources
Victoria Coleman, Manager – Administrative Services
Alan Bannister, Director – Office of Diversity & Inclusion
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 June 6, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the June 20, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 1-2018 Fire Lieutenant (CP) announce Thursday, June 21, 2018 to Thursday, July 21, 2018
- 2-2018 Fire Captain (CP) announce Thursday, June 21, 2018 to Thursday, July 21, 2018
- 2018-00120 Sign Painter (NCP) announce Thursday, June 21, 2018 to Monday, June 25, 2018
- 2018-00129 Manager-Public Service (Implementation) (NCP) announce Thursday, June 21, 2018 to Wednesday, June 27, 2018
- 2018-00131 Administrative Analyst 4 (NCP) announce Thursday, June 21, 2018 to Wednesday, June 27, 2018
- 2018-00121 Administrative Operations Officer (NCP) announce Thursday, June 21, 2018 to Monday, June 25, 2018

ELIGIBLE LISTS:

- 2017-00375 Fire Inspector (NCR) add Davis, Dawson, Facer, Fitzpatrick, Grant, Hart, Lee, Riley, Verbosky
- 2018-00014 Supervisor-Maintenance and Repair (NCP/NCR) add Beauregard, Conley and Montalvo
- 2018-00105 Supervisor- Forestry (NCP) add Curry, Filipiak, Pietrowski and Villarreal
- 2018-00107 Administrative Services Officer 1(IRS Unit) (NCP) add Hill, Martinez and Thomson
- 2018-00019 Watermain and Service Repair Worker (CP) add Brown
- 2018-00047 Supervisor – Utilities Administration (CP) add McClure, Autman, Lunch, Easterly, and Demecs
- 2018-00062 Environmental Specialist (NCR) add Ahmed, Maag, Clary III, Browne, Kippenhan, Jackson, Liu, Elias, Nieberding, Dick, Park, Bista, Dietrich, Allen, Dhital, Pierce, Jewell, Campagna and Timbrook

CLASSIFICATION REPORTS:

Reclassify Vacant Collector-Investigator position to Clerk Specialist II position (Division of Taxation) (KM) - **Approved**

Proposed Reclassifications, Revisions and New Classifications for Field Services (Division of Water Distribution, Sewer and Drainage Services and Streets, Bridges and Harbor) – **All Approved**

OTHER:

RCA – Disqualification of Eligible - Water Loss Equipment Technician Eligible List (JC)*Tabled June 6, 2018**

The competitive promotional eligible list for Water Loss Equipment Technician was established on March 21, 2018 with six (6) names. The eligible list was ranked based on scores from structured oral interviews that were held on March 12, 2018 with those six (6) candidates. The top three (3) candidates were sent promotion offers and all three (3) accepted. As a result of grievance resolution discussions with representatives from the Law Department and Field Operations, Staff recommends to the Commission that Michael Franks, Kenneth Futey, Jr. and Joel Zakorczyeny be notified that there is just and reasonable cause for their names to be removed from the Water Loss Equipment Technician eligible list pursuant to Civil Service Rule 60.00, Section 60.03. A hearing will be scheduled.

After receiving additional information and considering all information presented, the Commission determined that Mr. Franks, Mr. Futey, Jr. and Mr. Zakorczyeny are all disqualified for appointment to the position of Water Loss Equipment Technician. Their names will be removed from the Water Loss Equipment Technician eligible list.

RCA – Civil Service Rule 70.06 Pre-Employment Criminal Background Check and Assessment – Annette Carter (AS)

Annette Carter received a conditional offer of employment for the position of Sewer Maintenance Worker position at the Division of Sewer and Drainage Services. The conditional offer was contingent on a criminal background check. On June 5, 2018, Director Niedzielski rescinded Ms. Carter's conditional offer of employment based on her many convictions. After reviewing Ms. Carter's background check and appeal, the Background Review Committee voted to affirm the decision to rescind the conditional offer of employment. On June 16, 2018, Ms. Carter submitted her appeal to the Civil Service Commission for a final decision.

After review, discussion and appearance by Ms. Carter, the Commission decided to table this matter and not render a decision until after Ms. Carter's June 27, 2018 court date.

RCA – Proposed New Civil Service Rule Section 50.23 “OPOTC Certification Preference in Examinations” (VC)

The Toledo Police Department has proposed the following new civil service rule regarding preference points for candidates holding certifications through the Ohio Peace Officer Training Commission (OPOTC). Based on the information provided, Staff concurs with the Toledo Police Departments' requested new rule 50.23. If the proposed amendments are adopted by the Civil Service Commission, Staff recommends that the new rule take effect immediately and be included on the next Police Officer announcement, application and testing period, which is scheduled to begin on July 15, 2018.

After review and discussion, the Commission approved the new proposed Civil Service Rule 50.23 OPOTC Certification Preference in Examinations. This new rule will take effect immediately and be included on the next Police Officer announcement, application and testing period, which is scheduled to begin on July 15, 2018.

OTHER:

RCA – Voluntary Demotion Request – Clerk Specialist I – Amy Kruczkowski (KM)

Amy Kruczkowski, Clerk Specialist II, has requested a voluntary demotion to the position of Clerk Specialist I. Based on the information provided, Staff recommends that the Civil Service Commission deem Ms. Kruczkowski qualified to perform the job duties of Clerk Specialist I and grant her request for a voluntary demotion pursuant to Civil Service Rule 70.02.

After review and discussion, the Commission granted the voluntary demotion request for Ms. Amy Kruczkowski from Clerk Specialist II to Clerk Specialist I. She has been deemed qualified to perform the job duties of Clerk Specialist I pursuant to Civil Service Rule 70.02.

RCA – Rejection of Application for Supervisor – Maintenance and Repair (Mechanical) – David Homier (KM)

Staff is requesting that the Commission approve Mr. David Homier for Supervisor – Maintenance and Repair (Mechanical) based on his six (6) years of experience as a Millwright with the City of Toledo in lieu of the journeyman status in plumbing, electrical, welding, or heating and air condition. Staff recommends that Mr. Homier be approved and placed on the eligible list for the position of Supervisor – Maintenance and Repair (Mechanical) based on his cited qualifications for the position.

After review and discussion, the Commission approved Staff's request to accept Mr. Homier's six (6) years of experience as a Millwright with the City of Toledo in lieu of the journeyman status in plumbing, electrical, welding or heating and air condition. His name will be placed on the eligible list for the position of Supervisor-Maintenance and Repair (Mechanical).

RCA – Waiver of CDL Requirements – Maintenance Worker I (KM)

Director Paul Rasmusson, of the Department of Public Service is requesting a temporary waiver of the Class B CDL requirement for the classification of Maintenance Worker I at the Division of Streets, Bridges and Harbor. The waiver will allow for new hires to obtain their Class B CDL within six (6) months of appointment. This temporary waiver of the CDL requirement will allow the Division to fill current vacancies. Staff recommends that the Commission grant the temporary waiver of the Class B CDL requirement for the classification of Maintenance Worker I at the Division of Streets, Bridges and Harbor. If approved, the position of Maintenance Worker I will be posted for promotion and recruitment for a period of seven (7) calendar days.

After review and discussion, the Commission granted Director Rasmusson's request for a temporary waiver of the Class B CDL requirement for the classification of Maintenance Worker I at the Division of Streets, Bridges and Harbor. The position of Maintenance worker I will be posted from promotion and recruitment for a period of seven (7) calendar days.

RCA – Extension of Clerk Specialist II Eligible List (JC)

The Clerk Specialist II eligible list was established on December 20, 2017 and is set to expire on June 20, 2018. The Division of Utilities Administration still has a vacancy and has submitted a memo to the Position Control Committee for approval. Staff recommends to the Commission that the Clerk Specialist II eligible list be extended for two (2) weeks to allow time for the Division's memo to be approved and an offer to be extended to the successful candidate. If approved, the eligible list would then expire on July 4, 2018.

After review and discussion, the Commission approved the Clerk Specialist II eligible list to be extended for two (2) weeks to allow the Division's memo to be approved and an offer to be extended to the successful candidate. The Clerk Specialist II eligible list will expire on Wednesday, July 4, 2018.

OTHER:

RCA – Informational Purposes – Staff Professional Engineer (Engineering Services) (EP)

At the June 6, 2018 meeting, the Civil Service Commission approved a posting for Staff Professional Engineer (Engineering Services) to be posted from Thursday, June 7, 2018 to Wednesday, June 27, 2018. Due to Police Officer background appeals hearings being held on Wednesday, June 6, 2018 and Thursday, June 7, 2018; Staff did not get the posting for Staff Professional Engineer on the website until late Thursday evening. Therefore, Staff extended the posting date for an additional two (2) days so that the posting will end on Friday, June 29, 2018, instead of Wednesday, June 27, 2018. The Division of Engineering Services was notified that the posting was extended an additional two (2) days. **After review and discussion, the Commission agreed with Staff's decision to extend the posting for Staff Professional Engineer (Engineering Services) from Wednesday, June 27, 2018 to Friday, June 29, 2018.**

RCA – Extension of Police Records Clerk Eligible List – (EP)

The Police Records Clerk competitive recruitment eligible list was established by the Civil Service Commission on December 20, 2017. The Toledo Police Department – Records Bureau Section is requesting a three (3) month extension since there are three (3) candidates currently in the hiring process. Therefore, Staff is requesting the Commission's approval to extend the Police Records Clerk eligible list. If approved, the eligible list would then expire on September 20, 2018.

After review and discussion, the Commission approved the Police Records Clerk eligible list to be extended for three (3) months, since there are three (3) candidates currently in the hiring process. This list will expire on September 20, 2018.

RCA – Probationary Fire Trainee – Major Smith, III (MN)

On Thursday, June 14, 2018, Major Smith, III, who was a probationary fire trainee, submitted a written request to appear before the Civil Service Commission regarding his recent termination from the Toledo Fire and Rescue Department. Mr. Norman Abood entered his appearance as Mr. Smith's attorney and also requested a hearing before the Commission. However, pursuant to Civil Service Rule 80.08, it does not allow a probationary employee a right of appeal.

After review and discussion with Director Niedzielski, the Commission denied Mr. Smith's request for an appearance and agreed pursuant to Civil Service Rule 80.08 that no probationary employee has a right of appeal.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Captain Sue Surgo – regarding new proposed CSC Rule

Annette Carter – Sewer Maintenance Worker position - CSC Rule 70.06 Pre-Employment Criminal Background Check and Assessment

Doug Stephens, Administrator-Div. of Engineering Services & Patty Lankey, Acting Director- ICT: Request Travis Jones for GIS Analyst 1 Position at the Division of Engineering Services

After review, discussion and appearances by Doug Stephens and Patty Lankey, the Commission decided not to grant the request by Mr. Stephens and not allow Mr. Travis Jones conditional employment in order for him to complete his thesis by the end of his probationary period with the City of Toledo.

EXTENSIONS:

Clerk Specialist II – established 12/20/2017 and expires 06/20/2018; request for a 2-week extension - **Approved**

Police Records Clerk – established 12/20/2017 and expires 06/20/2018; request for (3) month extension -**Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 3:10 p.m.