

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
July 11, 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 June 20, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the July 11, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 3-2018 Police Officer (CR) announce Sunday, July 15, 2018 to Sunday, September 30, 2018
- 2018-00144 Senior Trades Mechanic (NCP/NCR) announce Thursday, July 12, 2018 to Thursday, July 26, 2018
- 2018-00122 Administrative Analyst 2 – Utilities Administration/Management Relations (NCP/NCR) announce Thursday, July 12, 2018 to Thursday, July 26, 2018
- 2017-00103 Clerk Specialist II (CP/CR) announce Thursday, July 12, 2018 to Thursday, July 19, 2018

ELIGIBLE LISTS:

- 2018-00053 Senior Engineering Aide (NCP/NCR) add Dygert and Kimball
- 2018-00064 Senior Construction Technician (NCP) add Christian, Conley, Erd, Roberts and Taylor
- 2018-00092 Staff Professional Engineer (NCP) add Steinkirchner
- 2018-00131 Administrative Analyst 4 (NCP) add M. Brown, Cox, Fisher and Mossing
- 2018-00219 Manager-Public Services (Implementation) (NCP) add Jones, Miringu, Mossing, Ohl, Robson, Takacs, Warnka and Wood
- 2018-00120 Sign Painter (NCP) add Parcher
- 2017-00132 Electrician (Water Treatment-Local 7) (NCR) add Gordon
- 2018-00077 Senior Water Treatment Maintenance Worker (CP) add Kaltenbach, Tower, Rowan, Kolby, Henry, and Stambaugh
- 2018-00121 Administrative Operations Officer (NCP) add Flores, Malkowski, Takacs, and Villegas-Mora

CLASSIFICATION REPORTS:

Administrative Analyst 2 (Revise) (Division of Utilities Administration (JC) - **Approved**

OTHER:

RCA – Disqualification of Eligible – Fire Fighter – (KM)

Currently, there are fourteen (14) applicants who are 35 years of age or older on the eligible list for the position of Fire Fighter. Therefore, these individuals exceed the maximum hiring age for the position of Fire Fighter; and there is just and reasonable cause that indicates they should be disqualified from the eligible list. Based on the facts and analysis given, it is recommended to the Commission that these individuals be removed from the eligible list pursuant to Rule 60.00, Section 60.03 “Disqualification of Eligible” and the removal of their names from the eligibility list pursuant to Section 60.05 “Removal from Eligibility List” as well as Rule 40.03 “Age Limits”.

After review and discussion, the Commission agreed that these fourteen (14) individuals should be removed from the eligible list pursuant to Rule 60.00, Section 60.03, 60.05 and 40.03A. All of the individuals will be contacted and informed of a hearing.

RCA – Remove name from consideration for Fire Fighter (KM)

At its March 15, 2017 meeting, eighty-two (82) names were added to the eligible list for the position of Fire Fighter. When the candidates were contacted by the background investigation unit, some of the candidates requested to be removed from the eligibility list, could not be reached after several attempts or they did not show for their scheduled background appointment. Per Civil Service Rule 60.05, Removal from Eligible List, Staff recommends that the eighty-two (82) names be removed from the certified eligible list.

After review and discussion, the Commission approved the removal of eighty-two (82) names from the certified eligible list for Fire Fighter pursuant to Civil Service Rule 60.05 “Removal From Eligible List”.

RCA – Request to be added to Fire Fighter Eligible List – Kyle Montgomery (KM)

Kyle Montgomery completed the written examination for the position of Fire Fighter on January 30, 2017 through National Testing Network. Mr. Montgomery scored high enough to proceed in the recruitment process; therefore, he was invited to complete the Fire Fighter Mile (FFM). Mr. Montgomery did not schedule to take the test prior to the deadline; therefore, he was removed from the process in 2017. In his appeal, he states that due to an unfortunate circumstance, he was unable to take the FFM by the given deadline. Therefore, Staff is requesting that Mr. Montgomery’s name be included in the current process.

After review and discussion, the Commission approved Mr. Kyle Montgomery’s name to be included in the current process for the position of Fire Fighter.

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

Former City of Toledo employee, Michael Skotynsky, applied to the position of Maintenance Worker I and after review of his application; he could potentially be placed on the competitive eligible list for the position of Maintenance Worker I. 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 Maintenance Worker I. Based on the facts given, it is recommended to the Commission that Mr. Skotynsky be notified and be given an opportunity to be heard regarding his disqualification for appointment per Rule 60.00, Section 60.03 “Disqualification of Eligible”. 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 Maintenance Worker I pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

OTHER:

RCA – Appeal of Rejection of Application for Automotive Service Worker – Richard (RJ) Logsdon (KM)

Richard (RJ) Logsdon's application for Automotive Service Worker was rejected for not meeting the experience requirement. Based on the information presented, Staff recommends that the Commission grant the appeal for Mr. Logsdon and deem his application for the position of Automotive Service Worker as qualified.

After review and discussion, the Commission granted the appeal of Mr. Logsdon and deemed his application for the position of Automotive Service Worker as qualified.

RCA – Appeal of Rejection of Application for Maintenance Worker I – Jeren Morris (KM)

The application for Jeren Morris for Maintenance Worker I was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that his appeal be granted stating that he does meet the minimum requirements for the position of Maintenance Worker I.

After review and discussion, the Commission granted the appeal of Mr. Jeren Morris and deemed his application for the position of Maintenance Worker I as qualified.

RCA – Appeal of Rejection of Application for Watermain and Service Repair Worker – Tyler Curtis (JC)

The application for Tyler Curtis for Watermain and Service Repair Worker was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that his appeal be granted and deem his application as qualified for the position of Watermain and Service Repair Worker.

After review and discussion, the Commission granted the appeal of Mr. Tyler Curtis and deemed his application for the position of Watermain and Service Repair Worker as qualified.

RCA – Appeal of Rejection of Application for Watermain and Service Repair Worker – Jacob Czerniak (JC)

The application for Jacob Czerniak for Watermain and Service Repair Worker was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that his appeal be granted and deem his application as qualified for the position of Watermain and Service Repair Worker.

After review and discussion, the Commission granted the appeal of Mr. Jacob Czerniak and deemed his application as qualified for the position of Watermain and Service Repair Worker.

RCA – Appeal of Rejection of Application for Sewer Maintenance Worker – Montel Morris (JC)

The application for Montel Morris for Sewer Maintenance Worker was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that Mr. Morris' appeal be denied and the rejection of his application be upheld stating that he does not meet the minimum experience requirements for the position of Sewer Maintenance Worker.

After review and discussion, the Commission denied the appeal of Mr. Montel Morris and the rejection of his application was upheld stating that he does not meet the minimum experience requirements for the position of Sewer Maintenance Worker.

RCA – Appeal of Rejection of Application for Sewer Maintenance Worker – DaJuan Jones (JC)

The application for DaJuan Jones for Sewer Maintenance Worker was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that Mr. Jones' appeal be denied and the rejection of his application be upheld stating that he does not meet the minimum experience requirements for the position of Sewer Maintenance Worker.

After review and discussion, the Commission denied the appeal of Mr. DaJuan Jones and the rejection of his application was upheld stating that he does not meet the minimum experience requirements for the position of Sewer Maintenance Worker.

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OTHER:

RCA – Appeal of Rejection of Application for Sewer Maintenance Worker & Watermain and Service Repair Worker – Oscar Garcia (JC)

The applications for Oscar Garcia for Sewer Maintenance Worker and Watermain and Service Repair Worker were rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that his appeal be granted and deem his applications as qualified for the positions of Sewer Maintenance Worker and Watermain and Service Repair Worker.

After review and discussion, the Commission granted the appeal and deemed Mr. Oscar Garcia’s applications as qualified for the positions of Sewer Maintenance Worker and Watermain and Service Repair Worker.

RCA – Appeal of Rejection of Application for Sewer Maintenance Worker & Watermain and Service Repair Worker – Kenyan Modisett (JC)

The applications for Kenyan Modisett for Sewer Maintenance Worker and Watermain and Service Repair Worker were rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that his appeal be granted and deem his applications as qualified for the positions of Sewer Maintenance Worker and Watermain and Service Repair Worker.

After review and discussion, the Commission granted the appeal and deemed the applications for Mr. Kenyan Modisett as qualified for the positions of Sewer Maintenance Worker and Watermain and Service Repair Worker.

RCA – Disqualification of Eligible – Melvin Reddick (JC)

Former City of Toledo employee, Melvin Reddick, is in the recruitment process for the positions of Sewer Maintenance Worker and Watermain and Service Repair Worker. Mr. Reddick departed his employment under unfavorable circumstances that, for just and reasonable cause, indicates that he should be disqualified for the positions of Sewer Maintenance Worker & Watermain and Service Repair Worker. Based on the facts and analysis given, it is recommended to the Commission that, following certification of the eligible list, Mr. Reddick be notified and given an opportunity to be heard regarding his disqualification for appointment per Rule 60.00, Section 60.03 “Disqualification of Eligible” and the removable of his name from the eligibility lists per Section 60.05 “Removal from Eligibility List”. A hearing will be scheduled.

After review and discussion, the Commission agreed that there is just and reasonable cause to notify Mr. Reddick of his potential disqualification from the recruitment process for the position of Sewer Maintenance Worker and Watermain and Service Repair Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

RCA – Disqualification of Eligible – Stacey Hawkins (JC)

Former City of Toledo employee, Stacey Hawkins, is in the recruitment process for the positions of Sewer Maintenance Worker. Mr. Hawkins departed his employment under unfavorable circumstances that, for just and reasonable cause, indicates that he should be disqualified for the position of Sewer Maintenance Worker. Based on the facts and analysis given, it is recommended to the Commission that, following certification of the eligible list, Mr. Hawkins be notified and given an opportunity to be heard regarding his disqualification for appointment per Rule 60.00, Section 60.03 “Disqualification of Eligible” and the removable of his name from the eligibility lists per Section 60.05 “Removal from Eligibility List”. A hearing will be scheduled.

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

OTHER:

RCA – Appeal of Rejection of Application for Environmental Specialist – Robert Guisinger (EP)

Robert Guisinger’s application for Environmental Specialist was rejected for not meeting the education requirement. Based on the information presented, Staff recommends that the Commission grant the appeal for Mr. Guisinger and deem his application for the position of Environmental Specialist as qualified.

After review and discussion, the Commission granted the appeal for Mr. Robert Guisinger and deemed his application for the position of Environmental Specialist as qualified.

RCA – Civil Service Rule 70.06 Pre-Employment Criminal Background Check and Assessment – Annette Carter (AS) *Tabled June 20, 2018**

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 the most recent court case for Ms. Carter being dismissed on July 11, 2018, the Commission granted her appeal and will allow Ms. Carter to continue in the hiring process for the position of Sewer Maintenance Worker.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

None

EXTENSIONS:

2017 Police Sergeant and Police Lieutenant Promotional Eligible lists were established August 16, 2017. The Toledo Police Department is requesting a six (6) month extension for both promotional lists. If approved, the Police Sergeant and Police Lieutenant Promotional Eligible lists will be extended to February 16, 2019.

The Commission approved the six (6) month extension for both promotional eligible lists. Therefore, the Police Sergeant and Police Lieutenant Promotional eligible lists will be extended to February 16, 2019.

HEARINGS:

None

There being no further business, the meeting adjourned at 2:45 p.m.

