

OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
August 1, 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 – **Excused Absence**
Erica S. Powell, Secretary-Toledo Civil Service Commission
Kelly Murphy, Administrative Analyst 2
Joshua Curry, Administrative Analyst 2
Alan Bannister, Director – Office of Diversity & Inclusion

Review and approval of minutes from Regular Meeting July 11, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the August 1, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 2018-00068 Manager-Public Services (Recreation) (NCR) announce Thursday, August 2, 2018 to Saturday, August 11, 2018
- 2018-00151 Administrative Analyst 3 (NCP/NCR) announce Thursday, August 2, 2018 to Saturday, August 11, 2018
- 2018-00162 Administrative Specialist 2 (NCP/NCR) announce Thursday, August 2, 2018 to Saturday, August 11, 2018
- 2016-00150 Water Control Room Operator (NCP/NCR) announce Thursday, August 2, 2018 to Thursday, August 16, 2018
- 2017-00331 Clerk Specialist I (CP/CR) announce Thursday, August 2, 2018 to Monday, August 6, 2018
- 2018-00095 Senior Storekeeper (CP) announce Thursday, August 2, 2018 to Monday, August 6, 2018
- 2018-00092 Staff Professional Engineer (NCR) announce Thursday, August 2, 2018 to Thursday, August 16, 2018
- 2018-00153 Chemist/Bacteriologist (NCP/NCR) announce Thursday, August 2, 2018 to Thursday, August 16, 2018

ELIGIBLE LISTS:

- 2017-00337 Automotive Service Worker (CR) add Berry, Logsdon, Mowrey, Steinmetz, Hughes, Bailey, Urbaniak and Clark
- 2018-00144 Senior Trades Mechanic (NCP/NCR) add Cornett

CLASSIFICATION REPORTS:

None

OTHER:

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

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.

After review, discussion and appearance from Mr. Skotynsky, the Commission upheld their decision that there is just and reasonable cause for Mr. Skotynsky to be disqualified from the recruitment process for the position of Maintenance Worker I. Therefore, his name will be removed from the Maintenance Worker I eligible list.

RCA – Disqualification of Eligible – Melvin Reddick (JC) *APPEARANCE*****

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.

After review, discussion and appearance from Mr. Reddick, the Commission decided that there is not just and reasonable cause for Mr. Reddick to be disqualified from the Sewer Maintenance Worker and Watermain and Service Repair Worker eligible lists. Therefore, Mr. Reddick will be allowed to continue in the recruitment process for the positions of Sewer Maintenance Worker and Watermain and Service Repair Worker.

OTHER:

RCA – Disqualification of Eligible – Stacey Hawkins (JC) *APPEARANCE*****

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. 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 removal 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.

After review, discussion and appearance from Mr. Hawkins, the Commission upheld their decision that there is just and reasonable cause for Mr. Hawkins to be disqualified from the recruitment process for the position of Sewer Maintenance Worker. Therefore, his name will be removed from the Sewer Maintenance Worker eligible list.

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

Currently, there are twenty-one (21) 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 twenty-one (21) 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 – Request to be added to Fire Fighter Eligible List (KM)

At its meeting on July 11, 2018, the Commission removed seven (7) individuals from the Fire Fighter eligible list for failure to respond to the background investigation team. The candidates listed did in fact respond to the background investigation team to confirm their interest in the position of Fire Fighter. The background investigation team did not indicate a deadline on their initial letters and emails to the candidates; therefore, when the candidates did not respond right away, HR Staff was informed that the candidates listed were considered as “no response” and should be removed from the eligible list. Based on the facts provided and the candidates’ compliance with the background team’s request, Staff recommends that the candidates listed be placed back on the eligible list for the position of Fire Fighter.

After review and discussion, the Commission approved the seven (7) individuals who were removed from the Fire Fighter eligible list to now be placed back on the eligible list for the position of Fire Fighter.

RCA – Appeal of Rejection of Application for Administrative Operations Officer – Mary Kusz (JC)

The application for Mary Kusz for Administrative Operations Officer was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that her appeal be granted and deem her application as qualified for the position of Administrative Operations Officer.

After review and discussion, the Commission granted the appeal of Ms. Kusz and deemed her application as qualified for the position of Administrative Operations Officer.

OTHER:

RCA – Appeal of Rejection of Application for Administrative Operations Officer – Sharvaca Tilman (JC)

The application for Sharvaca Tilman for Administrative Operations Officer was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that her appeal be denied and uphold the rejection of her application stating she does not meet the minimum experience requirements for the position of Administrative Operations Officer.

After review and discussion, the Commission denied the appeal of Ms. Tilman and upheld the rejection of her application stating she does not meet the minimum experience requirements for the position of Administrative Operations Officer.

RCA – Appeal of Rejection of Application for Administrative Operations Officer – Arpad Szentkiralyi (JC)

The application for Arpad Szentkiralyi for Administrative Operations Officer 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 Administrative Operations Officer.

After review and discussion, the Commission granted the appeal of Mr. Szentkiralyi and deemed his application as qualified for the position of Administrative Operations Officer.

RCA – Permanent Appointee After Two (2) Years – Supervisor-Instrumentation (AE)

Garry Crenshaw, currently a Chief Electrician at the Division of Water Reclamation, has been provisionally alternating in the classification of Supervisor-Instrumentation on a continuous basis since April 29, 2016. Patekka Pope-Bannister, Commissioner-Plant Operations and Michael Schreidah, Plant Administrator Division of Water Reclamation request and Staff recommends that Mr. Crenshaw be eligible for permanent placement in the Supervisor-Instrumentation position in accordance with Civil Service Rule 60.15.

After review and discussion, the Commission approved Mr. Crenshaw’s permanent placement in the Supervisor-Instrumentation position in accordance with Civil Service Rule 60.15.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Michael Skotynsky
Melvin Reddick
Stacey Hawkins

EXTENSIONS:

Environmental Services Technician – list was established **September 6, 2017**. The Division of Environmental Services is requesting a six (6) month extension. If approved, the eligible list will expire on **March 21, 2019**. **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 3:00 p.m.