

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
September 19, 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 August 29, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the September 19, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 2018-00068 Manager-Public Services (Youth & Recreation) (NCP/NCR) announce Thursday, September 20, 2018 to Wednesday, October 3, 2018
- 2018-00104 Manager-Public Services (Parks, Forestry & Cemeteries) (NCP/NCR) announce Thursday, September 20, 2018 to Wednesday, October 3, 2018
- 2018-00196 Administrative Analyst 2 (Finance) (NCP) announce Thursday, September 20, 2018 to Wednesday, September 26, 2018
- 2018-00201 Heavy Equipment Mechanic (NCP/NCR) announce Thursday, September 20, 2018 to Saturday, September 22, 2018
- 2017-00249 Senior Water Reclamation Maintenance Worker (CP) announce from Thursday September 20, 2018 to Thursday, October 4, 2018
- 2017-00343 Water Reclamation Operator (NCP/NCR) announce from Thursday September 20, 2018 to Thursday, October 4, 2018
- 2017-00383 Heavy Equipment Operator II (CP/CR) announce from Thursday September 20, 2018 to Thursday, October 4, 2018
- 2018-00032 Senior Sewer and Drainage Service Worker (CP) Thursday September 20, 2018 to Thursday, September 27, 2018
- 2018-00034 Water Reclamation Maintenance Worker (CP/CR) announce from Thursday September 20, 2018 to Thursday, October 4, 2018
- 2018-00183 Chemist/Bacteriologist (Local 20) (NCP/NCR) announce from Thursday September 20, 2018 to Thursday, October 4, 2018

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ELIGIBLE LISTS:

- 2018-00011 Forestry Crew Leader (CP) add Auler, McGill, Braun, Hooks, Curry, Wiertz and Rice
- 2018-00066 Administrative Analyst 1 (Employee Relations) (NCR) add Crew, DeCorte, Kutchenriter, Sass, Stainbrook and Steude
- 2017-00331 Clerk Specialist I (CP/CR) add Golembiewski, Ali, Netry, Hunter, Keller-Pifer, Bronaugh, Westcott, Smith, Black, Gaglio, Ellis-Manning, Butler, Bargo, Gordon, Cortez, Dickerson, Braun, Whyte, Murray, Drummond, Beck, Galloway, Noles, Rankins-Anderson, Miller, Stuhldreher, Cattledge, Gray, Lewandowski, Williams, Brown-Biddle, and Hicks
- 2017-00365 Engineering Associate (Continuous-NCP/NCR) add Dosapati, ElRefae, Karna, Komorowski, Patel, Price, Retta and Smith

CLASSIFICATION REPORTS:

Administrative Technician 2 (Revise) (Toledo Fire & Rescue Department) (KM) - **Approved**

Manager-Public Services (Parks, Forestry & Cemeteries) (Revise) (Division of Parks, Recreation & Forestry) (KM) – **Approved**

Manager-Public Services (Youth & Recreation) (Revise) (Division of Parks, Recreation & Forestry) (KM) – **Approved**

OTHER:

RCA – Disqualification of Eligible – Tree Service Worker - Jason Major – (KM)

Former City of Toledo employee, Jason Major, applied to the position of Tree Service Worker and after review of his application; he could potentially be placed on the competitive eligible list for the position of Tree Service Worker. Mr. Major was resigned from his employment with the City of Toledo while in a Last Chance Agreement; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Tree Service Worker. Based on the facts given, it is recommended to the Commission that Mr. Major 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. Major of his potential disqualification from the recruitment process for the position of Tree Service Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.

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

At its meeting on Wednesday, March 15, 2017, there were sixty-eight (68) names 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. Based on Civil Service Rule 60.05 Removal from Eligible List, Staff recommends that the sixty-eight (68) names be removed from the certified eligible list for Fire Fighter.

After review and discussion, the Commission approved the sixty-eight (68) names to be removed from the certified eligible list for Fire Fighter based on the reasons given in the memo.

OTHER:

RCA – Appeal of Rejection of Application for Administrative Analyst I (Employee Relations) – Timea Szentkiralyi (KM)

Timea Szentkiralyi 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 to the Commission that Ms. Szentkiralyi's appeal be denied and the rejection of her application is upheld for failing to meet the minimum experience requirements.

After review and discussion, the Commission denied the appeal of Ms. Timea Szentkiralyi and upheld the rejection of her application for failing to meet the minimum experience requirements.

RCA – Appeal of Rejection of Application for Administrative Analyst I (Employee Relations) – Winfred Person (KM)

Winfred Person has appealed the rejection of his application for Administrative Analyst 1 (Employee Relations) for not meeting the education and experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Person's appeal be denied and the rejection of his application is upheld for failing to meet the minimum education and experience requirements.

After review and discussion, the Commission denied the appeal of Mr. Winfred Person and upheld the rejection of his application for failing to meet the minimum education and experience requirements.

RCA – Appeal of Rejection of Application for Administrative Analyst I (Employee Relations) – Larry Wagner (KM)

Larry Wagner has appealed the rejection of his application for Administrative Analyst 1 (Employee Relations) for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Wagner's appeal be denied and the rejection of his application is upheld for failing to meet the minimum experience requirements.

After review and discussion, the Commission denied the appeal of Mr. Larry Wagner and upheld the rejection of his application for failing to meet the minimum experience requirements.

RCA – Request for Investigation of Reclassification – Charlene Shadler (KM)

This office received a request from Charlene Shadler, Secretary 2, Division of Transportation, to be reclassified to the classification of Administrative Specialist 2. After the review was conducted, it was determined that the duties that Ms. Shadler is currently performing are duties specifically referenced or closely aligned with the Secretary 2 class specification, not the Administrative Specialist 2 class specification. Of the duties that Ms. Shadler lists in her request, 90% of the duties are within the classification of Secretary 2. Based on the information provided, Staff recommends that the Commission deny Ms. Shadler's request to be reclassified to the classification of Administrative Specialist 2.

After review and discussion, the Commission denied Ms. Shadler's request to be reclassified to the classification of Administrative Specialist 2.

RCA – Expiration of Current Eligible List for Sewer Construction and Repair Worker (JC)

The Sewer Construction and Repair Worker eligible list was certified by the Commission on May 2, 2018 with three (3) candidates. Structured oral interviews were held and an offer will be extended to the top scoring candidate. As a result, there are only two (2) names remaining on the eligible list. Pursuant to Civil Service Rule 60.02, the Division of Sewer and Drainage Services request that the eligible list for Sewer Construction and Repair Worker be expired and the position re-advertised for promotion under the new, reclassified position of Senior Sewer and Drainage Service Worker.

After review and discussion, the Commission granted the request from the Division of Sewer and Drainage Services to expire the eligible list for Sewer Construction and Repair Worker.

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OTHER:

RCA – Remove name from consideration for Senior Engineering Aide – Shannon Kimble (EP)

At its meeting on Wednesday, July 11, 2018, Mr. Shannon Kimble's name was added to the eligible list for the position of Senior Engineering Aide. Mr. Kimble's name was inadvertently added to the Senior Engineering Aide eligible list due to the information listed on his application. Based on the information he provided on his application, it was determined that he met the minimum requirements. However, after speaking with Mr. Kimble, he stated that he misunderstood the information listed on the job announcement and also stated he did not have the experience as previously stated. Based upon Civil Service Rule 60.05, Staff recommends that Mr. Shannon Kimble's name be removed from the certified eligible list for Senior Engineering Aide.

After review and discussion, the Commission agreed that Mr. Shannon Kimble's name to be removed from the certified eligible list for Senior Engineering Aide.

RCA – Expiration of Current Eligible List for Senior Engineering Aide (EP)

The Senior Engineering Aide eligible list was certified by the Commission on July 11, 2018. There is only one (1) name on the eligible list, pursuant to Civil Service Rule 60.02 an eligible list may be expired if there are "fewer than three (3) names remaining." Therefore, the Division of Engineering Services requests that the eligible list for Senior Engineering Aide be expired and the position re-advertised at a later time.

After review and discussion, the Commission granted the request from the Division of Engineering Services to expire the eligible list for Senior Engineering Aide.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Four (4) Disqualification of Eligible – Fire Fighter (Age)

Clint Bailey – email received and he declined to appear

John Boyd – no show and no response regarding his opportunity to appear

John Castillo - no show and no response regarding his opportunity to appear

Eric Lehman – received email about hearing, but never received confirmation if he planned to appear

Daniel Grow - Pre-Employment Offer rescinded due to background for Water Emergency Repair Worker. Additional information requested by the Commission.

After review and discussion of additional information received, the Commission overturned the rescission of Mr. Daniel Grow's conditional offer; therefore, he will be allowed to continue in the hiring process for the position of Water Emergency Repair Worker.

APPEARANCES: (continued)

Marc Steinmetz – Pre-Employment Offer rescinded due to background for Automotive Service Worker position
After review, discussion and appearance by Mr. Steinmetz, the Commission upheld the rescission of his conditional offer for the position of Automotive Service Worker. Therefore, Mr. Steinmetz will not be allowed to continue in the hiring process and the decision by the Civil Service Commission is final.

Marc Brode - Pre-Employment Offer rescinded due to background for Watermain & Service Repair Worker position
After review, discussion and appearance by Mr. Brode, the Commission upheld the rescission of his conditional offer for the position of Watermain and Service Repair Worker. Therefore, Mr. Brode will not be allowed to continue in the hiring process and the decision by the Civil Service Commission is final.

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:46 p.m.