

**OFFICE OF THE CIVIL SERVICE COMMISSION  
One Government Center, Suite 1920  
November 14, 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  
Alan Bannister, Director – Office of Diversity & Inclusion  
Erica S. Powell, Secretary - Toledo Civil Service Commission  
Kelly Murphy, Manager – Administrative Services (Selection & Evaluation)  
Joshua Curry, Administrative Analyst 2  
Abby Emlinger, Administrative Analyst 2  
Angie Seiple, Administrative Analyst 2

**Review and approval of minutes from Regular Meeting October 17, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the November 14, 2018 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2018-00026 Secretary 2 (CP/CR) announce from Thursday, November 15, 2018 to Thursday, November 22, 2018
- 2018-00220 Bridge Mechanic (NCP/NCR) announce Thursday, November 15, 2018 to Wednesday, November 28, 2018
- 2018-00222 Administrative Specialist 2 (NCP/NCR) announce Thursday, November 15, 2018 to Wednesday, November 28, 2018
- 2018-00228 Police Communications Specialist II (NCP/NCR) announce Thursday, November 15, 2018 to Wednesday, November 28, 2018
- 2018-00240 Foreman-Cemetery (NCP/NCR) announce Thursday, November 15, 2018 to Wednesday, November 28, 2018

**ELIGIBLE LISTS:**

- 2018-00095 Senior Storekeeper (CP) add Havener, Shelmon, and Callaghan
- 2018-00184 Tree Service Worker (CR) add Mullett, Almazni, Washington, Whitacre, Moya, R. and Moya, A.
- 2018-00212 Laboratory Technician (NCP/NCR) add Ahmed, Arroyo, Balestra, Berman, Does, Elias, Kent, Kilic, Miller, Pilatowski, Robie, Vazquez, Vora, and Yorkman

**CLASSIFICATION REPORTS:**

- Administrative Technician 2 (Revise) (Department of Human Resources) (KM) – **Approved**
- Manager-Public Services (Special Projects) to Manager-Administrative Services (ICT) (Dept. of ICT) (KM) – **Approved**
- Professional Engineer (Revise) (Division of Water Distribution) (AS) – **Approved**
- Supervisor-Communications (Revise) (Toledo Fire and Rescue Department) (AS) - **Approved**

**OTHER:**

**RCA – Civil Service Rule 70.06 Pre-Employment Criminal Background Check and Assessment – Bradford Whitney (AE)**

Bradford Whitney received a conditional offer of employment for the position of Maintenance Worker I at the Division of Streets, Bridges and Harbor. The conditional offer was contingent on a criminal background check. On October 4, 2018, Director Niedzielski rescinded Mr. Whitney's conditional offer of employment based on the excessive number of driving offenses on his driving record along with other criminal convictions. After reviewing Mr. Whitney's background check and appeal, the Background Review Committee voted to affirm the decision to rescind the conditional offer of employment. On October 18, 2018, Mr. Whitney submitted his appeal to the Civil Service Commission for a final decision.

**After review, discussion and appearance by Mr. Bradford Whitney, the Commission upheld the rescission of his pre-employment offer for the position of Maintenance Worker I due to the information in his criminal background check pursuant to Civil Service Rule 70.06.**

**RCA – Disqualification of Eligible – Water Reclamation Maintenance Worker – Derek Korcsog – (JC)**

Derek Korcsog applied to the Water Reclamation Maintenance Worker and after a review of his application; he could potentially be placed on the competitive eligible list for Water Reclamation Maintenance Worker. Mr. Korcsog was extended a conditional offer of employment to Maintenance Worker I; however, his offer was rescinded based on the results of his background check. Therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Water Reclamation Maintenance Worker. Based on the facts given, it is recommended to the Commission that Mr. Korcsog 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 Mr. Korcsog's name should be removed from the eligible list for Maintenance Worker I pursuant to Rule 60.00, Section 60.03, 60.05. He will be scheduled for a hearing.**

**RCA – Disqualification of Eligible – Water Reclamation Maintenance Worker – Michael Skotynsky – (JC)**

Former City of Toledo employee, Michael Skotynsky, applied to the position of Water Reclamation Maintenance Worker and after review of his application; he could potentially be placed on the competitive eligible list for the position of Water Reclamation Maintenance Worker. 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 Water Reclamation Maintenance Worker. 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 Mr. Skotynsky's name should be removed from the eligible list for Water Reclamation Maintenance Worker pursuant to Rule 60.00, Section 60.03, 60.05. He will be scheduled for a hearing.**

**RCA – Extension of Utility Worker Eligible List (JC)**

The eligible list for the position of Utility Worker was established on May 16, 2018 and will expire on November 16, 2018. There are currently still over (45) candidates on the eligible list. Multiple Divisions have Utility Worker vacancies and are hoping to hold interviews and select soon. Therefore, Staff requests that the eligible list for Utility Worker be extended for three (3) months to allow these Divisions time to fill their current vacancies. If approved, the Utility Worker eligible list would then expire on February 16, 2019.

**After review and discussion, the Commission granted the request to extend the eligible list for Utility Worker for three (3) months to allow the Divisions time to fill their current vacancies. The Utility Worker eligible list will expire on February 16, 2019.**

**OTHER:**

**RCA – Secretary 2 Applicants**

The Division of Water Distribution has a vacancy for the position of Secretary 2. An eligible list was established for Secretary 2 on April 8, 2018 with five (5) names. That eligible list subsequently expired on October 18, 2018 with no candidates being selected. In the absence of an active eligible list, the Division of Water Distribution has requested to post the position as a recruitment and promotional opportunity. Since no candidates were selected from the previous list, Staff recommends to the Commission that the five (5) candidates (Jennifer Cisek, Emily Rodriguez, Shaun Strong, Jennifer Jasin and Barbara Lane be placed on the new eligible list for Secretary 2, once it is established.

**After review and discussion, the Commission approved the five (5) candidates' names listed to be placed on the new eligible list for Secretary 2, once it is established.**

**RCA – Appeal of Rejection of Application for Police Records Clerk – Pachynce Ross (JC)**

The application for Ms. Pachynce Ross for Police Records Clerk 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 stating she does meet the minimum experience requirements for the position of Police Records Clerk.

**After review and discussion, the Commission granted Ms. Ross' appeal and deemed her application as qualified stating she does meet the minimum experience requirements for the position of Police Records Clerk.**

**RCA – Appeal of Rejection of Application for Police Records Clerk – Brandae Dunston (JC)**

The application for Ms. Brandae Dunston for Police Records Clerk was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that Ms. Dunston's appeal be denied and uphold the rejection of her application stating she does not meet the minimum experience requirements for the position of Police Records Clerk.

**After review and discussion, the Commission denied Ms. Dunston's appeal and upheld the rejection of her application stating she does not meet the minimum experience requirements for the position of Police Records Clerk.**

**RCA – Appeal of Rejection of Application for Laboratory Technician – James Callaghan (JC)**

The application for Mr. James Callaghan for the position of Laboratory Technician was rejected for not meeting the minimum education requirements. Based on the information provided, Staff recommends to the Commission that Mr. Callaghan's appeal be granted and deem his application as qualified for the position of Laboratory Technician.

**After review and discussion, the Commission granted Mr. Callaghan's appeal and deemed his application as qualified for the position of Laboratory Technician.**

**RCA – Voluntary Demotion – Chemist/Bacteriologist – Anthony Pink (EP)**

Anthony Pink, Senior Chemist/Bacteriologist, Division of Water Treatment, has requested a voluntary demotion to the Chemist/Bacteriologist position in the Division of Environmental Services. Based on the information provided, Staff recommends that the Commission deem Mr. Pink qualified to perform the job duties of Chemist/Bacteriologist and grant his request for a voluntary demotion pursuant to Civil Service Rule 70.02.

**After review and discussion, the Commission deemed Mr. Pink qualified to perform the job duties of Chemist/Bacteriologist and granted his request for a voluntary demotion pursuant to Civil Service Rule 70.02.**

**Civil Service Commission Minutes**

**Toledo, Ohio**

November 14, 2018

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**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

Bradford Whitney - Maintenance Worker I position - CSC Rule 70.06 Pre-Employment Criminal Background Check and Assessment

**EXTENSIONS:**

None

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:50 p.m.**