

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
October 3, 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
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
Angela Seiple, Administrative Analyst 2
Abby Emlinger, Administrative Analyst 2

Review and approval of minutes from Regular Meeting September 19, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the October 3, 2018 Regular Meeting.

ANNOUNCEMENTS:

- 2017-00261 Police Records Clerk (CP/CR) announce Thursday, October 4, 2018 to Thursday, October 18, 2018
- 2018-00123 Safety and Training Specialist (NCP/NCR) announce Thursday, October 4, 2018 to Wednesday, October 10, 2018
- 2018-00212 Laboratory Technician (NCP/NCR) announce Thursday, October 4, 2018 to Thursday, October 18, 2018

ELIGIBLE LISTS:

- 2018-00196 Administrative Analyst 2 (Finance) (NCP) add Barnhill, Mossing, Nassar and Takacs
- 2018-00201 Heavy Equipment Mechanic (NCP/NCR) add Dauer, Koepplinger, Logan and Ryan

CLASSIFICATION REPORTS:

None

OTHER:

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

Michael Wamer 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 On September 17, 2018, Director Niedzielski rescinded Mr. Wamer's conditional offer of employment based on three (3) concerning convictions. After reviewing Mr. Wamer's background check and appeal, the Background Review Committee voted to affirm the decision to rescind the conditional offer of employment. On September 26, 2018, Mr. Wamer submitted his appeal to the Civil Service Commission for a final decision.

After review, discussion and appearance by Mr. Wamer, the Commission overturned the rescission of Mr. Michael Wamer's conditional offer; therefore, he will be allowed to continue in the hiring process for the position of Sewer Maintenance Worker, which was recently reclassified to Sewer and Drainage Service Worker.

OTHER:

RCA – Civil Service Rule 70.06 Pre-Employment Criminal Background Check and Assessment – Linda Lear (AE)

Linda Lear received a conditional offer of employment for the Maintenance Worker I position at the Division of Streets, Bridges and Harbor. The conditional offer was contingent on a criminal background check. On September 19, 2018, Director Michael Niedzielski rescinded Ms. Lear's conditional offer of employment based on several convictions. After reviewing Ms. Lear's background check and appeal, the Background Review Committee voted to affirm the decision to rescind the conditional offer of employment. On October 2, 2018, Ms. Lear submitted her appeal to the Civil Service Commission for a final decision.

After review, discussion and appearance by Ms. Linda Lear, the Commission upheld the rescission of her pre-employment offer for the position of Maintenance Worker I due to the information found in her criminal background check pursuant to Civil Service Rule 70.06.

RCA – Request for Reinstatement – Police Officer – Dustin Kindle (AS)

Mr. Kindle was hired as a Police Officer on July 7, 2017 and entered the Toledo Police Academy. Mr. Kindle graduated from the Toledo Police Academy on February 2, 2018 and resigned from employment with the City of Toledo on August 26, 2018. Therefore, Mr. Kindle was still a probationary employee at the time of his resignation. Based on the aforementioned information, it is recommended that the Commission deny Mr. Kindle's placement on the Police Officer reinstatement list pursuant to Civil Service Rule 60.17.

After review and discussion, the Commission denied Mr. Dustin Kindle's request for reinstatement pursuant to Civil Service Rules 60.17 and 80.09.

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

Currently, there are five (5) 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 five (5) 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)

On Wednesday, March 15, 2017, Timothy Yeager and Benjamin Hinsey were added to the eligible list for the position of Fire Fighter. Mr. Yeager and Benjamin Hinsey contacted the background investigation team stating that they would like to have their names removed from the eligible list for the position of Fire Fighter. Based on Civil Service Rule 60.05, Staff recommends that Mr. Yeager and Mr. Hinsey's names be removed from the certified eligible list.

After review and discussion, the Commission approved Mr. Yeager and Mr. Hinsey's names to be removed from the certified eligible list for the position of Fire Fighter pursuant to Civil Service Rule 60.05.

OTHER:

RCA – Clerk Specialist I Application – Danija Cavitt (JC)

At the August 29, 2018 Civil Service Commission meeting, the Commission approved an appeal request from Ms. Danija Cavitt for the position of Clerk Specialist I. Staff is requesting that the Commission overturn Ms. Cavitt's approved appeal from August 29, 2018 and uphold the rejection of her application stating that she does not meet the minimum requirements of having a valid driver's license as stated in the class specification for Clerk Specialist I.

After review and discussion, the Commission overturned Ms. Cavitt's approved appeal from August 29, 2018 and upheld the rejection of her application stating that she does not meet the minimum requirements of having a valid driver's license as stated in the Clerk Specialist I class specification.

RCA – Appeal of Rejection of Application for Heavy Equipment Operator 2 – Allen Downs (JC)

The application for Mr. Allen Downs for Heavy Equipment Operator 2 was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Mr. Downs' appeal be denied and uphold the rejection of his application stating he does not meet the minimum experience requirements for the position of Heavy Equipment Operator 2.

After review and discussion, the Commission denied Mr. Downs' appeal and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Heavy Equipment Operator 2.

RCA – Appeal of Rejection of Application for Heavy Equipment Operator 2 – Larry Greene (JC)

The application for Mr. Larry Greene for Heavy Equipment Operator 2 was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Mr. Greene's appeal be denied and uphold the rejection of his application stating he does not meet the minimum experience requirements for the position of Heavy Equipment Operator 2.

After review and discussion, the Commission denied Mr. Greene's appeal and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Heavy Equipment Operator 2.

RCA – Clerical Skills Test – Clerk Specialist I (JC)

The following candidates completed the clerical skills tests on Wednesday, September 5, 2018 and Thursday, September 6, 2018 for the position of Clerk Specialist I. A passing score for Clerk Specialist I is 30 wpm. (An * denotes a passing score.)

| <u>Last Name</u> | <u>First Name</u> | <u>Score</u> | |
|------------------|-------------------|--------------|--------------------------|
| Beck | Sean | 37* | |
| Black | Ashley | 47* | |
| Brock | Ericka | 19 | |
| Bronaugh | Natalie | 55* | |
| Brown-Biddle | LaKesha | 30* | |
| Bumphis | Tamika | 24 | |
| Butler | Kyra | 44* | |
| Galloway | Sheri | 37* | |
| Hunter | Rachel | 60* | |
| Johnson | Janese | 23 | |
| Murray | Judith | 37* | |
| Netry | Jeannie | 61* | |
| Rankins-Anderson | Lindsey | 33* | (continued on next page) |

OTHER:

RCA – Clerical Skills Test – Clerk Specialist I (JC) (continued)

The following candidates completed the clerical skills tests on Wednesday, September 5, 2018 and Thursday, September 6, 2018 for the position of Clerk Specialist I. A passing score for Clerk Specialist I is 30 wpm. (An * denotes a passing score.)

| <u>Last Name</u> | <u>First Name</u> | <u>Score</u> |
|------------------|-------------------|--------------|
| Schmitz | Christine | 26 |
| Snyder-Leggett | Carol | 0 |
| Tirone | Lisa | 27 |
| Wilkes | Ariel | 15 |
| Williams | Bridgett | 30* |

It is recommended that the above scores be approved and placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

After review and discussion, the Commission approved the request as recommended. Scores will be placed on record for two (2) years as provided for in the Civil Service Skills Testing Policy.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

Michael Wamer - Pre-Employment Offer rescinded due to background for Watermain & Service Repair Worker
After review, discussion and appearance by Mr. Wamer, the Commission overturned the rescission of Mr. Michael Wamer's conditional offer; therefore, he will be allowed to continue in the hiring process for the position of Sewer Maintenance Worker, which was recently reclassified to Sewer and Drainage Service Worker.

Linda Lear - Pre-Employment Offer rescinded due to background for Maintenance Worker I
After review, discussion and appearance by Ms. Linda Lear, the Commission upheld the rescission of her pre-employment offer for the position of Maintenance Worker I due to the information found in her criminal background check pursuant to Civil Service Rule 70.06.

Charlene (Shadler) Levy requested to appear before the Commission regarding the denial to be reclassified from a Secretary 2 to the classification of Administrative Specialist 2.

Based on the facts presented, the Commission denied her request for an appearance.

EXTENSIONS:

None

HEARINGS:

None

There being no further business, the meeting adjourned at 2:35 p.m.