

**OFFICE OF THE CIVIL SERVICE COMMISSION  
One Government Center, Suite 1920  
December 5, 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  
Kelly Murphy, Manager – Administrative Services (Selection & Evaluation)  
Alan Bannister, Director – Office of Diversity & Inclusion  
Erica S. Powell, Secretary - Toledo Civil Service Commission  
Joshua Curry, Administrative Analyst 2

**Review and approval of minutes from Regular Meeting November 28, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the December 5, 2018 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2018-0025 Building and Grounds Maintenance Worker (CP/CR) announce Friday, December 7, 2018 to Thursday, December 13, 2018
- 2018-00249 Tax Auditor (NCP/NCR) announce Thursday, December 6, 2018 to Wednesday, December 12, 2018
- 2018-00086 Storekeeper (CP/CR) announce from Thursday, December 6, 2018 to Saturday, December 15, 2018
- 2018-00147 Water Reclamation Operator (NCP/NCR) announce from Thursday, December 6, 2018 to Friday, January 4, 2019

**ELIGIBLE LISTS:**

- 2018-00228 Police Communications Specialist II (NCP/NCR) add Best, Cameron, Conti, Dale, Harrison, Hartford III, Hudnall, Moore, Pecina, Reef, Vargas, Waldrop, Williams, Williams Adams, Williamson and Zunk
- 2018-00240 Foreman-Cemetery (NCP/NCR) add Blaesing II, Calles, Kolby, Neeper, Rosplohowski, Siefke, Terrell and Ware

**CLASSIFICATION REPORTS:**

None

**OTHER:**

**RCA – Proposed New Civil Service Rule Section 50.22 EMT/Paramedic Preference in Examination (VC)**

On June 6, 2018, the Commission approved Rule 50.22 EMT/Paramedic Preference in Examination for the position of Firefighter or Firefighter/Paramedic. Chief George Kral and Dr. Cecilia Adams are proposing the following revision to the Rule 50.22 regarding preference points for candidates to the position of Police Officer holding certifications as an EMT-B, an EMT-P or a Paramedic. If the proposed amendments are adopted by the Civil Service Commission, Staff recommends that the new rule take effect and be included on the next Police Officer announcement, application and testing period. The next Police Officer announcement is tentatively scheduled to begin in the summer of 2019.

**After review and discussion, the Commission approved the request by Chief Kral and Dr. Adams to revise Civil Service Rule 50.22 EMT/Paramedic Preference in Examination which will allow candidates who hold certifications as an EMT-B, EMT-P or a Paramedic to the position of Police Officer to receive preference points. This will take effect on the next Police Officer announcement which is tentatively scheduled to begin in the summer of 2019.**

**RCA – Request for Investigation of Reclassification – Laura Fowler (KM)**

This office received a request from Laura Fowler, Administrative Specialist 1, Department of Finance, Division of Accounts, to be reclassified to the classification of Administrative Specialist 2. In her request, she states that she is currently performing duties within the classification of Administrative Specialist 2. In addition, she states that she has twenty-four (24) months of experience performing the duties of an Administrative Specialist 2 and she has experience as an Alternate Supervisor-Payroll. Based on the information provided, Staff recommends that the Commission deny Ms. Fowler's request to be reclassified to the classification of Administrative Specialist 2 as she is performing duties within her current classification of Administrative Specialist 1.

**After review and discussion, the Commission denied Ms. Fowler's request to be reclassified to the position of Administrative Specialist 2, as she is performing the duties within her current classification of Administrative Specialist 1.**

**RCA – Appeal of Rejection of Application for Police Communications Specialist II – Janel Winkelman (KM)**

Janel Winkelman has appealed the rejection of her application for Police Communications Specialist II for not meeting the minimum experience requirements. Based upon the information provided, Staff recommends to the Commission that Ms. Winkelman's appeal be granted deeming her application as qualified for the position of Police Communications Specialist II.

**After review and discussion, the Commission granted Ms. Winkelman's appeal and deemed her application as qualified for the position of Police Communications Specialist II.**

**RCA – Appeal of Rejection of Application for Bridge Mechanic – Robert Birdsell (KM)**

Robert Birdsell has appealed the rejection of his application for Bridge Mechanic for not meeting the minimum requirements. Based upon the information provided, Staff recommends to the Commission that Mr. Birdsell's appeal be denied and the rejection of his application is upheld for failing to meet the minimum requirements.

**After review and discussion, the Commission denied Mr. Birdsell's appeal and upheld the rejection of his application for failing to meet the minimum requirements for the position of Bridge Mechanic,**

**OTHER:**

**RCA - Clerical Skills Test – Police Communications Specialist II Typing Tests (KM)**

The following applicant completed a clerical skills test on Tuesday, December 4, 2018 and Wednesday, December 5, 2018 for the position of Police Communications Specialist II. A passing score for Police Communications Specialist II is 30 wpm. (An \* denotes a passing score.)

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Score</u></b>
Best	Brock	39*
Cameron	Mackenzie	45*
Easter	Jabria	20
Hartford, III	William	55*

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.**

**RCA - Clerical Skills Test – Police Records Clerk Typing Tests (JC)**

The following individuals completed a typing test for the position of Police Records Clerk on Thursday, November 29, 2018. A passing score for Police Records Clerk is 30 wpm. (An \* denotes a passing score.)

<b>Last Name</b>	<b>First Name</b>	<b>Score</b>
Berry	Tiffany	41*
Bramlett	Gregory	41*
Burton	Raymona	41*
Daniel	Brenda	54*
Dawley	Constance	40*
Drouillard	Amanda	40*
Gilbert	Sara	57*
Good	Samantha	50*
Habbouche	Anne	33*
Harty	Stephanie	33*
Hatch	Erin	51*
Hehl	Heather	58*
Hickman	Audrey	0
Isaac	Brandee	17
Kibler	Kristyn	80*
Luna	Kassandra	53*
Mitchell	Regina	45*
Newsom	Charia	43*
Person	Winfred	23
Pirwitz	Bridget	50*
Quisenberry	Delia	40*
Ramirez	Dina	23
Riley	Shatyra	25

**OTHER:**

**RCA - Clerical Skills Test – Police Records Clerk Typing Tests (JC)**

<b>Last Name</b>	<b>First Name</b>	<b>Score</b>
Ross	Pachynce	32*
Sanders	Dominique	40*
Snyder	Kelley	38*
Stokes	Shevella	33*
Stretavski	Megan	48*
Waingrow	Gabrielle	31*
Whitely	Georgianna	49*

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:**

Chief George Kral and Dr. Cecilia Adams to discuss with the Commission the request from the Toledo Police Department to revise the EMT CSC Rule to include Police Officer.

Kim Baker (City Council) was also present.

**EXTENSIONS:**

None

**HEARINGS:**

2018 Toledo Fire & Rescue Background Appeals Hearings **tentatively** scheduled for December 17-19, 2018

**There being no further business, the meeting adjourned at 2:20 p.m.**