

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**December 19, 2018 12:30 p.m.**  
**\*\*\*Firefighter Background Appeals held all day December 18-19, 2018**

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.  
Kelly Murphy, Manager – Administrative Services (Selection & Evaluation)  
Erica S. Powell, Secretary - Toledo Civil Service Commission  
Joshua Curry, Administrative Analyst 2

**Review and approval of minutes from Regular Meeting December 5, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the December 19, 2018 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2018-00229 Traffic Signal Technician (NCP/NCR) announce Thursday, December 20, 2018 to Wednesday, January 2, 2019
- 2018-00254 Tree Service Worker (CP/CR) announce Thursday, December 20, 2018 to Wednesday, January 9, 2019
- 2018-00256 Landscape Maintenance Worker (CP/CR) announce Thursday, December 20, 2018 to Wednesday, January 2, 2019
- 2018-00260 Associate Planner (NCP/NCR) announce Thursday, December 20, 2018 to Friday, January 18, 2019

**ELIGIBLE LISTS:**

- 1-2018 Fire Lieutenant (CP) add Ohrt, K., Szumigala, Ohrt, T., Wiley, Goolsby, Hopkins, Stark, Bennett, Beilstein, Ziemke, Kessler, Trevion, Zuber, Limmer, and Wheeler
- 2-2018 Fire Captain (CP) add Berry, Hague, Holt and Vedra
- 2018-00221 Administrative Specialist (NCP) add Boyer, Carpenter, Contreras-Harris, Garlock, Griswold, Hale, Kolb, Lewis, Lopez, Martz, Meador, Parcher, Tipton, Welter and Williams
- 2018-00213 Administrative Technician 2 (Fire) (NCR) add Waisner and Williams
- 2018-00247 Administrative Technician 2 (HR) (NCP/NCR) add Amstutz, Anzaldua, Beasley, Bundy, Contreras-Harris, Dickerson, Ellis-Manning, Garlock, Goebel, Guinsler, Hirzel, Jacob, King, Lenke, Lopez, Meador, Peace, Purnell, Sims, Stainbrook and Steude
- 2018-00228 Police Communications Specialist II (NCR) add Winkelman
- 2018-00243 Supervisor-Communications (NCP) add Dunlap, Pacer and Swantek
- 2018-00249 Tax Auditor (NCP/NCR) add Loy, Peace, Rouse and Spencer

**ELIGIBLE LISTS:**

- 2018-00245 Legal Technician (NCP/NCR) add Beasley, Carpenter, Daniel, Flesh Jr, Gensler-Nic, Jaeger, Jankowski, Katafiasz, Kynard, Lewis, Moody, Ross, Sass, Schimmel, Seevers, Sharkey, Slattery, West, and Yoder Jr.
- 2018-00224 Administrator-Public Services 2 (Water Distribution) (NCP/NCR) add Anzaldua, Badreddine, Kelleher, Montgomery, Mossing, Riley, and Warnka
- 2018-00034 Water Reclamation Maintenance Worker (CP/CR) add Stafford, Foore, Minuto, Hatch, Gillard, Hicks, and Jackson
- 2017-00261 Police Records Clerk (CP/CR) add Dilworth, Moore, Hoffman, Vaillant, Ellis-Manning, Gaglio, Harmon Race, Hicks, Butler, Mosley, Jaeger, Schimmel, Schwartz, Berry, Burton, Cortez, Braun, Walters, Knaggs, Murray, Miller, Sims, Bumphis, Lewandowski, Brown-Biddle, Williams, Kibler, Hehl, Gilbert, Daniel, Luna, Hatch, Good, Pirwitz, Whitely, Stretavski, Mitchell, Newsom, Bramlett, Dawley, Drouillard, Quisenberry, Sanders, Snyder, Habbouche, Harty, Stokes, Ross, and Waingrow
- 2018-00026 Secretary 2 (CP/CR) add Picolo, O'Brien, Frey, Younker, Stamm, Carpenter, Sattler, Kusz, Cisek, Daniel, Rodriguez, Cline, Ramey, Ferguson, Strong, Shelmon, Jasin, Beasley, Walke, Davis, Skipper, Robinson-Hill, Jaeger, Pina, Gaglio, and Lane
- 2018-00207 Engineering Technician (GIS) (NCP/NCR) add Bandreddy and Juhasz

**CLASSIFICATION REPORTS:**

None

**OTHER:**

**RCA – Appeal of Rejection of Application for Administrative Specialist – Charlene Levy (KM)**

Charlene Levy has appealed the rejection of her application for Administrative Specialist for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Levy'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 Ms. Levy's appeal and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Specialist.**

**RCA – Appeal of Rejection of Application for Administrative Specialist – Judi Ragans-Williams (KM)**

Judi Ragans-Williams has appealed the rejection of her application for Administrative Specialist for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Ragans-Williams' 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 Ms. Ragans-Williams' appeal and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Specialist.**

**OTHER:**

**RCA – Appeal of Rejection of Application for Foreman-Cemetery – Anthony Comes (KM)**

Anthony Comes has appealed the rejection of his application for Foreman-Cemetery for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Comes' 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 Mr. Comes' appeal and upheld the rejection of his application for failing to meet the minimum experience requirements for the position of Foreman - Cemetery.**

**RCA – Appeal of Rejection of Application for Foreman-Cemetery – Timothy Wood, II (KM)**

Timothy Wood, II has appealed the rejection of his application for Foreman-Cemetery for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Wood'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 Mr. Wood's appeal and upheld the rejection of his application for failing to meet the minimum experience requirements for the position of Foreman - Cemetery.**

**RCA – Appeal of Rejection of Application for Tax Auditor – Debra Beauregard (KM)**

Debra Beauregard has appealed the rejection of her application for Tax Auditor for not meeting the experience requirements. Based upon the information provided, Staff recommends that the Commission grant the appeal of Ms. Debra Beauregard and deem her application as qualified for the position of Tax Auditor.

**After review and discussion, the Commission granted Ms. Beauregard's appeal and deemed her application as qualified for the position of Tax Auditor.**

**RCA – Fire Promotional Eligible Lists (JC)**

The previous Fire Lieutenant Promotional Eligible List expired on November 16, 2018 and the current Fire Captain Promotional Eligible List is set to expire on December 21, 2018. In order to have a minimal gap between eligible lists, Staff is requesting that the new Fire Captain and Fire Lieutenant Promotional Eligible lists be established effective December 22, 2018 in accordance with Civil Service Rule 50.12 – Eligible Lists.

**After review and discussion, the Commission approved the new Fire Captain and Fire Lieutenant Promotional Eligible lists to be established effective December 22, 2018 in accordance with Civil Service Rule 50.12.**

**RCA – Appeal of Rejection of Application for Administrator – Public Services 2 (Water Distribution) – Clifton Beasley (JC)**

The application for Mr. Clifton Beasley for Administrator-Public Services 2 (Water Distribution) was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that his appeal be denied and uphold the rejection of his application stating he does not meet the minimum experience requirements for the position of Administrator-Public Services 2 (Water Distribution).

**After review and discussion, the Commission granted Mr. Beasley's appeal and deemed his application as qualified for the position of Administrator-Public Services 2 (Water Distribution).**

**OTHER:**

**RCA – Appeal of Rejection of Application for Administrator – Public Services 2 (Water Distribution) – Michael Juhasz (JC)**

The application for Mr. Michael Juhasz for Administrator-Public Services 2 (Water Distribution) was rejected for not meeting the minimum education requirements. Based on the information received, Staff recommends to the Commission that his appeal be denied and uphold the rejection of his application stating he does not meet the minimum education requirements for the position of Administrator-Public Services 2 (Water Distribution).

**After review and discussion, the Commission denied Mr. Juhasz’s appeal and upheld the rejection of his application for failing to meet the minimum education requirements for the position of Administrator-Public Services 2 (Water Distribution).**

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

The following applicant completed a clerical skills test on Thursday, December 6, 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.)

<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
Winkelman	Janel	38*

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 individual completed a typing test for the position of Police Records Clerk on Wednesday, December 12, 2018. A passing score for Police Records Clerk is 30 wpm. (An \* denotes a passing score.)

<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
Schimmel	Karen	42*

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 – Secretary 2 Typing Tests (JC)**

The following individuals completed a typing test for the position of Secretary 2 on December 7, 11, 13, or 14, 2018. A passing score for Secretary 2 is 45 wpm. (An \* denotes a passing score.)

<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
Anderson	Erica	41
Beasley	Beth	47*
Cline	Maegan	52*
Ferguson	Erica	52*
Jaeger	Emily	45*
Kaczmarek	Laura	28
Knaggs	Tiffany	31
Lewandowski	Angela	27
Neal	Carla	34
O'Brien	Kelly	73*
Picolo	Sydney	74*
Ramey	Amanda	52*
Sattler	Martha	57*
Shibeshi	Bereket	43
Walke	Cathy	47*
Williams	Bridgett	31
Yunker	Diane	60*

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:**

\*\*\*Correction was made to the CSC Minutes from the October 3, 2018 meeting, to reflect that Ms. (Shadler) Levy's request for an appearance before the Commission regarding the denial of her request for reclassification was denied.

**APPEARANCES:**

None

**EXTENSIONS:**

None

**HEARINGS:**

2018 Toledo Fire & Rescue Background Appeals Hearings scheduled for December 18-19, 2018

**There being no further business, the agenda meeting started at 12:50 p.m. and adjourned at 1:12 p.m.**

**The Firefighter Background Appeals hearings ended at 6:30 p.m.**