

**OFFICE OF THE CIVIL SERVICE COMMISSION  
One Government Center, Suite 1920  
January 9, 2019 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.  
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 19, 2018. A motion to approve the minutes was made, seconded and approved unanimously at the January 9, 2019 Regular Meeting.**

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**ANNOUNCEMENTS:**

- 2018-00093 Water Control Room Operator (NCP/NCR) announce continuously
- 2018-00147 Water Reclamation Operator (NCP/NCR) announce continuously
- 2018-00229 Traffic Signal Technician (NCP/NCR) announce Thursday, January 10, 2019 to Wednesday, January 30, 2019
- 2018-00254 Tree Service Worker (CP/CR) announce Thursday, January 10, 2019 to Wednesday, January 23, 2019
- 2018-00210 Administrative Analyst 2 (Environmental Services/Sustainability Coordinator) (NCP/NCR) announce Thursday, January 10, 2019 to Thursday, January 24, 2019
- 2018-00231 Automotive Repair Technician (CP/CR) announce Thursday, January 10, 2019 to Wednesday, January 23, 2019
- 2018-00218 Trades Mechanic (NCP/NCR) announce Thursday, January 10, 2019 to Wednesday, January 23, 2019

**ELIGIBLE LISTS:**

- 2018-00147 Water Reclamation Operator (NCP/NCR) add Rich and Schwarz
- 2018-00148 Professional Engineer (Water Distribution) add Khaleq
- 2018-00222 Administrative Specialist 2 (Law) (NCP/NCR) add Daniel, Draeger, Flesh, Hanes, Jewell, Katafiasz, Kizer, Kuzdzal, McNair, Moore, Ross, Sass, Scherdt, Steude and Stretavski

**CLASSIFICATION REPORTS:**

Administrative Analyst 2 (Environmental Services/Sustainability Coordinator) (Revise) Division of Environmental Services (JC) - **Approved**

**OTHER:**

**RCA – Appeal of Rejection of Application for Legal Technician – Gwen McLaurine (JC)**

The application for Ms. Gwen McLaurine for Legal Technician was rejected for not meeting the minimum experience requirements. Based on the information provided, Staff recommends to the Commission that Ms. McLaurine's appeal be granted and deem her application as qualified stating she does meet the minimum experience requirements for the position of Legal Technician.

**After review and discussion, the Commission granted Ms. McLaurine's appeal and deemed her application as qualified for the position of Legal Technician.**

**RCA – Appeal of Rejection of Application for Engineering Technician (GIS) – Lyn Lundquest (JC)**

The application of Lyn Lundquest for Engineering Technician was rejected for not meeting the minimum experience requirements. Based on the information received, Staff recommends to the Commission that Mr. Lundquest's appeal be granted and deem his application as qualified stating he does meet the minimum experience requirements for the position of Engineering Technician (GIS).

**After review and discussion, the Commission granted Mr. Lundquest's appeal and deemed his application as qualified for the position of Engineering Technician (GIS).**

**RCA – Disqualification of Eligible – Automotive Service Worker – Ronald Hughes, II (KM)**

Ronald Hughes, II applied to the position of Automotive Service Worker and after review of his application; he could potentially be placed on the competitive eligible list for the position of Automotive Service Worker. Mr. Hughes previously applied to the position of Automotive Service Worker in June 2018 and was subsequently offered the position in August 2018. After review of his background, his offer was rescinded. Therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Automotive Service Worker. Based on all the facts and analysis given, it is recommended to the Commission that Ronald Hughes, II, be notified that there is just and reasonable cause to believe that he is not eligible for appointment and is subject to removal from the recruitment process for the position of Automotive Service Worker, pursuant to Civil Service Rule 60.00, Section 60.03. A hearing will be scheduled.

**After review and discussion, the Commission agreed that Mr. Hughes, II's name should be removed from the eligible list for Automotive Service Worker pursuant to Rule 60.00, Section 60.03, 60.05. He will be scheduled for a hearing.**

**RCA – Appeal of Rejection of Application for Administrative Specialist 2 (Law) – Linda Conti (KM)**

Linda Conti has appealed the rejection of her application for Administrative Specialist 2 (Law) for not meeting the education requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Conti's appeal is granted and her application is deemed qualified for the position of Administrative Specialist 2 (Law).

**After review and discussion, the Commission granted Ms. Conti's appeal and deemed her application as qualified for the position of Administrative Specialist 2 (Law).**

**RCA – Appeal of Rejection of Application for Administrative Specialist 2 (Law) – Judi Ragans-Williams (KM)**

Judi Ragans-Williams has appealed the rejection of her application for Administrative Specialist 2 (Law) for not meeting the education requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Ragans-Williams' appeal is granted and her application is deemed qualified for the position of Administrative Specialist 2 (Law).

**After review and discussion, the Commission granted Ms. Ragans-Williams' appeal and deemed her application as qualified for the position of Administrative Specialist 2 (Law).**

**OTHER:**

**RCA – Appeal of Rejection of Application for Administrative Specialist 2 (Law) – Kelly Seevers (KM)**

Kelly Seevers has appealed the rejection of her application for Administrative Specialist 2 (Law) for not meeting the education requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Seevers' appeal is granted and her application is deemed qualified for the position of Administrative Specialist 2 (Law).

**After review and discussion, the Commission granted Ms. Seevers' appeal and deemed her application as qualified for the position of Administrative Specialist 2 (Law).**

**RCA – Late Application for Building and Grounds Maintenance Worker – Charles Lewis, Jr. (KM)**

Charles Lewis, Jr. is requesting to submit a late application for the position of Building and Grounds Maintenance Worker. Staff recommends that Mr. Lewis' request to submit a late application be denied.

**After review and discussion, the Commission denied Mr. Lewis' request to submit a late application for the position of Building and Grounds Maintenance Worker.**

**RCA – Appeal of Rejection of Application for Building and Grounds Maintenance Worker – Jesse Montes (KM)**

Jesse Montes has appealed the rejection of his application for Building and Grounds Maintenance Worker for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Montes' appeal is granted and his application is deemed qualified for the position of Building and Grounds Maintenance Worker.

**After review and discussion, the Commission granted Mr. Montes' appeal and deemed his application as qualified for the position of Building and Grounds Maintenance Worker.**

**RCA – Extension of Senior Equipment Repair Technician Eligible List (KM)**

The eligible list for the position of Senior Equipment Repair Technician was established on August 1, 2018 and is set to expire on February 2, 2019. There is currently one (1) promotional candidate remaining on the eligible list. The Division of Parks, Recreation & Forestry has one (1) vacancy; therefore, they are requesting the eligible list be extended for three (3) months in order for them to submit the proper documentation to Position Control to fill their vacancy. If approved, the Senior Equipment Repair Technician eligible list would then expire on May 1, 2019.

**After review and discussion, the Commission approved the request for a (3) month extension for the Senior Equipment Repair Technician eligible list. The eligible list will expire on May 1, 2019.**

**RCA – Appeal of Rejection of Application for Traffic Signal Technician – Melvin Marek (KM)**

Melvin Marek has appealed the rejection of his application for Traffic Signal Technician for not meeting the experience requirements. Based upon the information provided, Staff recommends to the Commission that Mr. Marek's appeal is granted and his application is deemed qualified for the position of Traffic Signal Technician.

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

**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

**Anthony Comes** has requested to appear before the Commission regarding the recent denial of his appeal for the rejection of his application for the position of Cemetery – Foreman.

**The Commission granted Mr. Comes' request to appear before the Commission to discuss his recent rejection of his application for the position of Cemetery – Foreman.**

**EXTENSIONS:**

None

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:25 p.m.**