

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
February 20, 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)
Alan Bannister, Director-Administrative Services (Office of Diversity & Inclusion)
Erica S. Powell, Secretary - Toledo Civil Service Commission

Review and approval of minutes from Regular Meeting February 6, 2019. A motion to approve the minutes was made, seconded and approved unanimously at the February 20, 2019 Regular Meeting.

ANNOUNCEMENTS:

- 2019-00008 Customer Service Contact Center Team Leader (NCP) announce Thursday, February 21, 2019 to Wednesday, February 27, 2019
- 2019-00014 Clerk Specialist II (CP) announce Thursday, February 21, 2019 to Wednesday, February 27, 2019
- 2019-00011 Supervisor-Waterworks Maintenance (NCP/NCR) announce Thursday, February 21, 2019 to Wednesday, March 6, 2019

ELIGIBLE LISTS:

- 2016-00166 Electrician (NCR – continuous) add Watson
- 2017-00365 Engineering Associate (NCR – continuous) add Auble, Bandreddy and Loudenslager
- 2018-00229 Traffic Signal Technician (NCP/NCR) add Bischoff, Day, Drabek, Hamrick, Kostecky, Marek, Moore, Tracey and Wilson
- 2018-00258 Administrative Analyst 3 (UA/Financial Analysis) (NCP) add Barnhill and Nauden
- 2019-00015 Administrative Technician (NCP) add Kolebuck
- 2019-00018 Administrative Analyst 1 (Selection & Evaluation) (NCP/NCR) add Addison, Allen, Attar, Barranco, Berry, Boraby, Contreras-Harris, Ellis-Manning, Fofrich, Forrester, Fry, Guinsler, King, Kuntz, McClain, McCoy, Negair, Pacer, Ridley, Stainbrook, Tatham and Yedica

CLASSIFICATION REPORTS:

Manager-Administrative Services (Revise) (Office of Diversity & Inclusion) (KM) - **Approved**

OTHER:

RCA – Appeal of Rejection of Application for Water Emergency Repair Worker – Joseph Welker (KM)

Joseph Welker has appealed the rejection of his application for Water Emergency Repair Worker for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Welker's appeal is denied stating that he does not meet the minimum experience requirements for the position of Water Emergency Repair Worker.

After review and discussion, the Commission denied Mr. Welker's appeal and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Water Emergency Repair Worker.

RCA – Appeal of Rejection of Application for Meter Reader – Jerrica Anaya (KM)

Jerrica Anaya has appealed the rejection of her application for Meter Reader for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Anaya's appeal is granted and her application is deemed qualified for the position of Meter Reader.

After review and discussion, the Commission granted Ms. Anaya's appeal and deemed her application as qualified for the position of Meter Reader.

RCA – Appeal of Rejection of Application for Meter Reader – Mike Heise (KM)

Mike Heise has appealed the rejection of his application for Meter Reader for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Heise's appeal is granted and his application is deemed qualified for the position of Meter Reader.

After review and discussion, the Commission granted Mr. Heise's appeal and deemed his application as qualified for the position of Meter Reader.

RCA – Appeal of Rejection of Application for Meter Reader – Antwuan McIntouch (KM)

Antwuan McIntouch has appealed the rejection of his application for Meter Reader for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Mr. McIntouch's appeal is granted and his application is deemed qualified for the position of Meter Reader.

After review and discussion, the Commission granted Mr. McIntouch's appeal and deemed his application as qualified for the position of Meter Reader.

RCA – Appeal of Rejection of Application for Meter Reader – Jamie Powers (KM)

Jamie Powers has appealed the rejection of her application for Meter Reader for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Powers' appeal is granted and her application is deemed qualified for the position of Meter Reader.

After review and discussion, the Commission granted Ms. Powers' appeal and deemed her application as qualified for the position of Meter Reader.

RCA – Appeal of Rejection of Application for Administrative Analyst 1 (Selection & Evaluation) – Indya Brown (KM)

Indya Brown has appealed the rejection of her application for Administrative Analyst 1 (Selection & Evaluation) for not meeting the education and experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Brown's appeal is granted and her application is deemed as qualified for the position of Administrative Analyst 1 (Selection & Evaluation).

After review and discussion, the Commission granted Ms. Indya Brown's appeal and deemed her application as qualified for the position of Administrative Analyst 1 (Selection & Evaluation).

Civil Service Commission Minutes

February 20, 2019

Page Three

OTHER:

RCA – Appeal of Rejection of Application for Administrative Analyst 1 (Selection & Evaluation) – Feisal Crumby (KM)

Feisal Crumby has appealed the rejection of his application for Administrative Analyst 1 (Selection & Evaluation) for not meeting the education requirement. Based upon the information provided, Staff recommends to the Commission that Mr. Crumby's appeal is denied and the rejection of his application is upheld for failing to meet the minimum experience requirements for the position of Administrative Analyst 1 (Selection & Evaluation).

After review and discussion, the Commission denied Mr. Crumby's appeal and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Administrative Analyst 1 (Selection & Evaluation).

RCA – Appeal of Rejection of Application for Administrative Analyst 1 (Selection & Evaluation) – Anna Risher (KM)

Anna Risher has appealed the rejection of her application for Administrative Analyst 1 (Selection & Evaluation) for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Risher's appeal is denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Analyst 1 (Selection & Evaluation).

After review and discussion, the Commission denied Ms. Risher's appeal and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Analyst 1 (Selection & Evaluation).

RCA – Appeal of Rejection of Application for Administrative Analyst 3 (UA/Financial Analysis) – Robin Brown (KM)

Robin Brown has appealed the rejection of her application for Administrative Analyst 3 (UA/Financial Analysis) for not meeting the education requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Robin Brown's appeal is granted and her application is deemed as qualified for the position of Administrative Analyst 3 (UA/Financial Analysis).

After review and discussion, the Commission granted Ms. Robin Brown's appeal and deemed her application as qualified for the position of Administrative Analyst 3 (UA/Financial Analysis).

RCA – Appeal of Rejection of Application for Administrative Analyst 3 (UA/Financial Analysis) – Vallarie Fitzpatrick (KM)

Vallarie Fitzpatrick has appealed the rejection of her application for Administrative Analyst 3 (UA/Financial Analysis) for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Fitzpatrick's appeal is denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis).

After review and discussion, the Commission denied Ms. Fitzpatrick's appeal and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis).

OTHER:

RCA – Appeal of Rejection of Application for Administrative Analyst 3 (UA/Financial Analysis) – Sharvaca Tilman (KM)

Sharvaca Tilman has appealed the rejection of her application for Administrative Analyst 3(UA/Financial Analysis) for not meeting the experience requirement. Based upon the information provided, Staff recommends to the Commission that Ms. Tilman’s appeal is denied and the rejection of her application is upheld for failing to meet the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis).

After review and discussion, the Commission denied Ms. Tilman’s appeal and upheld the rejection of her application for failing to meet the minimum experience requirements for the position of Administrative Analyst 3 (UA/Financial Analysis).

INFORMATIONAL PURPOSES:

On February 5, 2019, City Council approved the amending of the Toledo Municipal Code 2101.01 Classifications to reflect the change in compensation for the classifications of Secretary 3 and Mayor’s Assistant 2 from salary group 8 to salary group 9. In addition, pursuant to this Ordinance (#057-19), the classification title of Secretary 3 reflects the change to “Administrative Assistant”.

APPEARANCES:

Jason Wesolowski - Civil Service Rule 70.06 Pre-Employment Criminal Background Check and Assessment – Wednesday, March 6, 2019

EXTENSIONS:

None

HEARINGS:

None

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