OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
January 5, 2022 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 David L. O’Connell
Tyrome Alexander, Interim Director-Administrative Services (Office of Diversity & Inclusion)
Victoria Coleman, Deputy Director (Human Resources)
Kelly Murphy, Manager-Administrative Services (Selection & Evaluation)
Erica S. Powell, Secretary-Toledo Civil Service Commission
Silvia Fofrich, Administrative Analyst 2

Review and approval of minutes from Regular Meeting December 15, 2021. A motion to approve the minutes was made, seconded and approved unanimously at the January 5, 2022 Regular Meeting.

ANNOUNCEMENTS:

2019-00212  Water Emergency Repair Worker (CP/CR) announce Thursday, January 6, 2022 to Saturday, January 15, 2022
2021-00174  Customer Service Contact Center Representative-Public Utilities (CP/CR) announce Thursday, January 6, 2022 to Sunday, January 9, 2022
2021-00248  Sewer and Drainage Service Worker (CP/CR) announce Thursday, January 6, 2022 to Monday, January 10, 2022
2021-00256  Water Service Technician (NCP/NCR) announce Thursday, January 6, 2022 to Saturday, January 15, 2022
2021-00275  Heavy Equipment Operator 1 (Street, Bridges & Harbor) (CP/CR) announce Thursday, January 6, 2022 to Wednesday, January 19, 2022
2022-00003  Mail Clerk (CR) announce Thursday, January 6, 2022 to Saturday, January 8, 2022
2021-00237  Maintenance Worker I (CP/CR) announce Thursday, January 6, 2022 to Wednesday, January 19, 2022
2022-00003  Maintenance Worker II (CP/CR) announce Thursday, January 6, 2022 to Wednesday, January 19, 2022
2021-00276  Police Records Clerk (CP/CR) announce Thursday, January 6, 2022 to Wednesday, January 19, 2022
2021-00152  Lead Safe Enforcement Specialist (NCP/NCR) announce Thursday, January 6, 2022 to Wednesday, January 26, 2022
2021-00279  Selection and Evaluation Analyst (NCP/NCR) announce Thursday, January 6, 2022 to Wednesday, January 19, 2022
2021-00160  Criminalist (NCP/NCR) announce Thursday, January 6, 2022 to Wednesday, January 26, 2022
2021-00247  IT Security Lead (NCP/NCR) announce Thursday, January 6, 2022 to Wednesday, January 19, 2022
2021-00267  Infrastructure Support Manager (NCP/NCR) announce Thursday, January 6, 2022 to Wednesday, January 19, 2022
2022-00001  Crime Analyst (NCP/NCR) announce Thursday, January 6, 2022 to Wednesday, January 26, 2022
ELIGIBLE LISTS:

12-2021 Police Officer (CR) memo attached - Approved

2021-00245 AP/AR Specialist (NCP/NCR) add Katie Bak, Marissa Barnes, Shanda Barnhill, Josette Beaty, Jennifer Boyer, Nicholas Broyles, Jamie Burgy, Jennifer Cisek, Kellie Comstock, Darnell Corbitt, Shawn Crosby, Tiffeny Derden, Amanda Dombroff, Nancy Fenchel, Bridgette Fisher, Laura Fowler, Tiffany Fry, Yetsabeth Gonzalez, Jasmine Hagerman, Kimberly Hineline, Rebecca Jackson, Ginger Jones, Ziad Kawan, Stacy Lestage, Angela Lewandowski, Shonda Lindsey, Cathy Lutz, Catherine Merritt, Michelle Monroy, Morgan Mullinger, Shane Muzina, Trina Nash, Judi Ragans-Williams, Rodney Rodriguez, Jacqueline Romp, Benjamin Samson, Amanda Sims, Janie Stiles, Elisa Tamayo, Troy Thatcher and Brenda Young

2021-00262 Disability Manager (NCP/NCR) add Courtney Andryc, Heather Calkins, Diana Croley, Pamela DiPenti Snyder, Owen Dunn, Doreen Ehler, Valerie Fatica, Morlon Harris, Tracy Jahns, Tiffany Koch-Charles, Robyn Kopke, Michael Mercurio, Lucretia Middlebrooks, John Reynolds, Kathryn Schwartz, Karisa Sherwood, Charlton Wallace, Daniela Williams, and Kelley Wyse

2021-00251 Tax Auditor (NCP/NCR) add Theron Barry, Bryce Baslock, Charise Bryant Bey, Darnell Corbitt, Tiffeny Derden, Christopher Hair, Scott Lawson, Norman Lewis, Cathy Lutz, Deborah McGhee, Danielle Peace, Robert Shubert, and Lixia Wang

CLASSIFICATION REPORTS:

None
OTHER:

RCA - Re-Establish Police Captain Eligible List (KM)

The Police Captain competitive promotional eligible list was established by the Civil Service Commission on May 5, 2021 with an expiration date of November 5, 2021. The Toledo Police Department (TPD) inadvertently failed to request a six-month extension prior to the expiration of the list. Staff is requesting that the Commission approve TPD’s request to re-establish the Police Captain eligible list from the date of November 5, 2021, with an expiration date of May 5, 2022.

After review and discussion, the Commission approved the Toledo Police Department’s request to re-establish the Police Captain eligible list from November 5, 2021 with an expiration date of May 5, 2022.

RCA - Request to Submit a Late Appeal for the position of Disability Manager – Jessica Perry (KM)

Jessica Perry’s application for the position of Disability Manager was rejected on Friday, December 17, 2021 for failing to meet the experience requirements. Ms. Perry submitted an appeal to this rejection on December 27, 2021. Based on the foregoing, Staff recommends that Ms. Perry’s appeal right be denied stating that she did not submit the appeal within the three (3) working days pursuant to Civil Service Rule 40.07.

After review and discussion, the Commission denied Ms. Perry’s appeal right stating that she did not submit the appeal within the three (3) working days pursuant to Civil Service Rule 40.07.

RCA - Request for Reinstatement – James Theiss (KM)

James Theiss, III submitted a request for reinstatement to any vacant Local 7 classification in which he qualifies for. Mr. Theiss was hired as a Police Communications Specialist on April 17, 2006. On July 9, 2010, Mr. Theiss transferred to the position of Fire Communications Specialist. His position with the City of Toledo was eliminated effective September 30, 2021. Based on the foregoing information, it is recommended that the Commission approve Mr. Theiss’ request to be placed on Local 7 reinstatement lists, provided that he meets the qualifications pursuant to Civil Service Rule 60.17.

After review and discussion, the Commission approved Mr. James Theiss’ request to be placed on the Local 7 reinstatement lists, provided that he meets the qualifications pursuant to Civil Service Rule 60.17.

RCA – Appeal of Rejection of Application for Manager of Tapping and Construction - Sam Loy Jr. (SF)

The application for Samuel Loy, Jr. for Manager of Tapping and Construction was rejected for not meeting the experience and license requirements. Based on the information provided, Staff recommends to the Commission that Mr. Loy Jr.’s appeal be denied and uphold the rejection of his application stating he does not meet the minimum experience requirements for the position of Manager of Tapping and Construction.

After review and discussion, the Commission denied Mr. Loy Jr.’s appeal and upheld the rejection of his application stating he does not meet the minimum experience requirements for the position of Manager of Tapping and Construction.

INFORMATIONAL PURPOSES:

None

APPEARANCES:

None
EXTENSIONS:

Meter Reader (NCR) was established on 7/6/2021 and is set to expire on 1/6/22. Staff requests a two (2) month extension. If approved, the eligible list will expire on 3/6/2022. - Approved

Customer Service Contact Center Representative-Engage Toledo (NCP/NCR) was established on 7/6/2021 and is set to expire on 1/6/2022. Staff requests a 60-day extension. If approved, the eligible list will expire on 3/6/2022. – Approved

HEARINGS:

None

There being no further business, the meeting adjourned at 2:24p.m.