

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**May 3, 2023 2:00 p.m.**

A regular meeting of the Toledo Civil Service Commission was held at the time above via Zoom.

Present:      Commission President Wilma D. Brown  
                  Commission Member David L. O'Connell  
                  Commission Member Sheila Eason  
                  Andrea Scott, Secretary (Toledo Civil Service Commission) - ABSENT  
                  Victoria Coleman, Interim Director (Human Resources)  
                  Lacy J. DeBerry, III, Director-Administrative Services (Office of Diversity & Inclusion)  
                  Kelly Murphy, Manager-Administrative Services (Selection & Evaluation)  
                  Silvia Fofrich, Administrative Analyst 2 (Selection & Evaluation)  
                  Toni L. McCoy, Administrative Analyst 1 (Selection & Evaluation)

**Review and approval of minutes from Regular Meeting April 19, 2022. A motion to approve the minutes was made, seconded and approved unanimously at the May 3, 2023 Regular Meeting.**

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**ANNOUNCEMENTS:**

2022-00042      Tree Maintenance Worker (CP/CR) announce Thursday May 4, 2023 to Wednesday May 17, 2023  
2022-00113      ERAP Intake Specialist (NCP/NCR) announce Thursday May 4, 2023 to Monday May 8, 2023  
2023-00065      Safety and Training Specialist (NCP/NCR) announce Thursday, May 4, 2023 to Thursday, May 18, 2023  
2023-00083      Maintenance Worker II (CP/CR) announce Continuous  
2023-00090      Outreach and Special Events Manager (NCP) announce Thursday May 4, 2023 to Monday May 8, 2023  
2023-00112      Forestry Inspector (NCP/NCR) announce Thursday May 4, 2023 to Wednesday May 17, 2023  
2023-00180      Administrative Specialist 2 – Assessments (NCP/NCR) announce Thursday May 4, 2023 to Wednesday May 17, 2023  
2023-00130      Street Maintenance Technician (CP/CR) announce Continuous  
2023-00172      Police Records Clerk (CP/CR) announce Thursday May 4, 2023 to Monday May 8, 2023  
2023-00181      Selection and Evaluation Analyst 2 (NCP/NCR) announce Thursday, May 4, 2023 to Wednesday, May 10, 2023

**All Approved**

**ELIGIBLE LISTS:**

2016-00166      Electrician (CR-Continuous) add Matthew Donofrio  
2022-00323      Training and Development Analyst (NCP/NCR) add Cassandra Bensch, Bridget Burpo, Angena Collier, Amer Fares, Noha Hamed, Amal Hilou, Kristin Hubaker, Kellie Johnson, Chelsey Labadie, Barbara Lane, Bradley Martin, Randy Meyer, William Strayer, Brittney Wagner, Nathan Weidner, and Franklin Welter  
2023-00025      Water Reclamation Operator (NCR-Continuous) add Luke Trabbic  
2023-00081      Construction Technician (NCP/NCR) add Robert Boulton, III, Sean Cope, Nicholas Hanf, Jason Pope, and Bridgette Turner  
2023-00083      Maintenance Worker II (CP/CR) add Corey Kokensparger, William Timler, Robert Shinaver and Louis Coffee  
2023-00084      Equipment Repair Technician (CP/CR) add Gavin Wilson and Alejandro Rodriguez  
2023-00124      Senior Utility Worker (NCP) add William Przetak, Jr.  
2023-00128      Quality Control Specialist (NCP) add Sharvaca Tilman  
2023-00156      Manager of Real Estate (NCP/NCR) add Cale Barber, Michael Beier, Joshua Bender, Chad DiSalle, Jamie Miller, Douglas Patterson, Lynn Rios, Craig Stambaugh, and Scott Welch  
2023-00161      Infrastructure Support Manager (NCR) add Michael Kern

**All approved**

**CLASSIFICATION REPORTS:**

Manager-Administrative Services (Parks & Youth Services) (Revise) (TM) - **Approved**

**OTHER:**

**RCA – Appeal of Rejection of Application for Manager of Real Estate – Robert Guisinger (KM)**

Mr. Robert Guisinger's application was rejected for failing to meet the minimum experience requirements for the position of Manager of Real Estate. Mr. Guisinger appealed the rejection citing experience using Lucas County AREIS and selling and purchasing property without the use of a realtor. Based on the information provided, Staff recommends that Mr. Guisinger does not possess the required experience for the position of Manager of Real Estate; therefore, staff recommends that the Commission uphold the rejection of his application stating that he does not meet the minimum experience requirements for the position of Manager of Real Estate.

**After review and discussion, the Commission upheld the rejection of Mr. Guisinger's application for Manager of Real Estate for failing to meet the minimum experience requirements.**

**RCA – Request for Reinstatement – Firefighter – Zachary Messer (KM)**

Mr. Messer's request for reinstatement is timely; therefore, it is recommended that the Commission approve Mr. Messer's placement on the Fire Fighter reinstatement list pursuant to Civil Service Rule 60.17.

**After review and discussion, the Commission approved Zachary Messer's request to be placed on the reinstatement list for the position of Fire Fighter pursuant to Civil Service Commission Rule 60.17.**

**RCA - Disqualification of Eligible – Kenneth Hayes, Jr. (TM)**

Based on all of the facts and analysis above, it is recommended to the Commission that Kenneth Hayes, Jr., 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 positions of Maintenance Worker II and Building and Grounds Maintenance Worker. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the eligible list for the positions of Maintenance Worker II and Building and Grounds Maintenance Worker.

**After review, discussion, and Mr. Hayes failure to appear, the Commission determined that there is just and reasonable cause for Mr. Hayes to be disqualified from the recruitment process for the position of Maintenance Worker II and Building and Grounds Maintenance Worker pursuant to Rule 60.00, Section 60.03.**

**RCA - Disqualification of Eligible – Robert Zielinski (TM)**

Based on all of the facts and analysis above, it is recommended to the Commission that Robert Zielinski 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 Repair Technician. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the position of Automotive Repair Technician.

**After review and discussion, the Commission determined that there is just and reasonable cause for Mr. Zielinski to be disqualified from the recruitment process for the position of Automotive Repair Technician pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.**

**RCA - Disqualification of Eligible – Bryan Davis (TM)**

Based on all of the facts and analysis above, it is recommended to the Commission that Bryan Davis, 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 Tree Service Worker. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the position of Tree Service Worker.

**After review and discussion, the Commission determined that there is just and reasonable cause for Mr. Davis to be disqualified from the recruitment process for the position of Tree Service Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.**

**RCA - Disqualification of Eligible – Allen Lampkin (TM)**

Based on all of the facts and analysis above, it is recommended to the Commission that Allen Lampkin be notified that there is just and reasonable cause to believe that he is not qualified for appointment following certification of the eligible list, and his name is subject to removal from Maintenance Worker I and Building and Grounds Maintenance Worker eligible lists. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where he will be afforded an opportunity to be heard. If he fails to appear at the hearing or if it is established at the hearing that he is disqualified for appointment, then his name will be removed from the recruitment process for the positions of Maintenance Worker I and Building and Grounds Maintenance Worker.

**After review and discussion, the Commission determined that there is just and reasonable cause for Mr. Lampkin to be disqualified from the recruitment process for the position of Maintenance Worker I and Building and Grounds Maintenance Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.**

**RCA – Appeal of Rejection of Application for Automotive Repair Technician – Brian Layne (TM)**

Mr. Brian Layne's application was rejected for failing to meet the minimum education requirements for the position of Automotive Repair Technician. Mr. Layne appealed the rejection requesting that his twenty-eight (28) years of experience as a Technician at Tireman be used in lieu of the education requirements. Based on the information provided, Staff recommends that Mr. Layne's appeal be denied and the rejection of his application is upheld for failing to meet the minimum education requirements for the position of Automotive Repair Technician.

**After review and discussion, the Commission upheld the rejection of Mr. Layne's application for Automotive Repair Worker for failing to meet the minimum education requirements.**

**RCA – Appeal of Rejection of Application for Automotive Service Worker – Michael Myers (TM)**

Mr. Michael Myers' application was rejected for failing to meet the minimum experience requirements for the position of Automotive Service Worker. Mr. Myers appealed the rejection providing a letter of recommendation from a former employer. Staff was able to verify the information provided. Based on the information provided, Staff recommends that Mr. Myers' appeal be granted, deeming him qualified for the position of Automotive Service Worker.

**After review and discussion, the Commission granted Mr. Myers' appeal, deeming his application as qualified for the position of Automotive Service Worker.**

**RCA – Appeal of Rejection of Application for Automotive Service Worker – Zachary Gedert (TM)**

Mr. Zachary Gedert application was rejected for failing to meet the minimum experience requirements for the position of Automotive Service Worker. Mr. Gedert appealed the rejection stating he obtained the required experience when he was employed with BK Services. After reaching out to BK Services, it was determined that he does not have the required experience. Staff reached back out to Mr. Gedert; however, he failed to reply to inquiries from Staff to verify this information. Based on the information provided, Staff recommends that Mr. Gedert's appeal be denied and the rejection of his application is upheld for failing to meet the minimum experience requirements for the position of Automotive Service Worker.

**After review and discussion, the Commission upheld the rejection of Mr. Gedert's application for Automotive Service Worker for failing to meet the minimum experience requirements.**

**RCA – Appeal of Rejection of Application for Construction Technician – Justin Link (TM)**

Mr. Justin Link's application was rejected for failing to meet the minimum experience requirements for the position of Construction Technician. Mr. Link appealed the rejection stating that he has over ten (10) years of construction field experience with inspection experience. However, Mr. Link failed to reply to inquiries from Staff to verify this information. Based on the information provided, Staff recommends that Mr. Link's appeal be denied and the rejection of his application is upheld for failing to meet the minimum experience requirements for the position of Construction Technician.

**After review and discussion, the Commission upheld the rejection of Mr. Link application for Construction Technician for failing to meet the minimum experience requirements.**

**RCA – Submit a Late Application – Quality Control Specialist – Frank Ricica (TM)**

Frank Ricica is requesting to submit a late appeal for the position of Quality Control Specialist. Staff recommends that Mr. Ricica's request to submit a late appeal be denied.

**After review and discussion, the Commission denied Mr. Ricica's request to submit a late application to the position of Quality Control Specialist.**

**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

Kenneth Hayes, Jr. – Disqualification Appearance -**Did not appear.**

**EXTENSIONS:**

None

**HEARINGS:**

Maurice Jones hearing rescheduled to Wednesday, May 17, 2023 at 2:00PM

**There being no further business, the meeting adjourned at 2:33 p.m.**