

**OFFICE OF THE CIVIL SERVICE COMMISSION
One Government Center, Suite 1920
November 17, 2021 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
 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 November 3, 2021. A motion to approve the minutes was made, seconded and approved unanimously at the November 17, 2021 Regular Meeting.

ANNOUNCEMENTS:

2021-00254 Demolition Coordinator (NCP/NCR) announce Thursday, November 18, 2021 to Wednesday, December 1, 2021
2020-00050 Utility Service Locator (CP/CR) announce Thursday, November 18, 2021 to Saturday, November 27, 2021
2021-00176 Manager of Tapping and Construction (NCP/NCR) announce Thursday, November 18, 2021 to Thursday, December 2, 2021
2021-00049 Traffic Signal Technician (NCP/NCR) announce Thursday, November 18, 2021 to Saturday, December 18, 2021
2021-00132 Sign Poster (CP/CR) announce Thursday, November 18, 2021 to Saturday, November 27, 2021
2021-00114 Equipment Operator (CP/CR) announce Thursday, November 18, 2021 to Saturday, December 18, 2021
2021-00146 Right-of-Way Code Compliance Inspector I (NCP/NCR) announce Thursday, November 18, 2021 to Saturday, December 18, 2021
2021-00262 Disability Manager (NCP/NCR) announce Thursday, November 18, 2021 to Wednesday, December 15, 2021

ELIGIBLE LISTS:

2021-00203 Administrative Specialist 2 (Law) (NCP/NCR) add Charles Artz, Julie Brenzer, Teresa Campbell, William Hayes, Stephenie LaNoce, Paul Redrup, Scott Somogyi, and Jon Whitemore
2021-00117 Vehicle Parts Storekeeper (CP/CR) add Roy Manning, Douglas Martens, Rachel Ramirez, Melvin Marek, and Jamie Burgy
2021-00169 Forestry Crew Leader (CP/CR) add Brecht Mullett, Derek Lambert, Ralph Curry, Essa Almanzi, and Jeffrey Rice
2021-00165 Administrative Specialist (DPS Cityworks) (NCP) add Marissa Barnes, Rick Garlock, Laurie Kolb, Samuel Loy, Jr., Tricia St. Meyers, Sharvaca Tilman, and Charnita Tipton
2021-00052 Heavy Equipment Operator 2 (CP/CR) add Jason Desgrange, Rusty Hafner, Marcus Henderson, Nick Ruggiero, Charles Simpson, Robert Tanis, and Kevin Wagenhauser

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ELIGIBLE LISTS:

2019-00234 Engineering Associate (NCR) add Younis Alghouleh and Hamza Juma
2019- 00003 Millwright (NCR) add Donald Webster
2021-00227 Operator of Record (Water Distribution) (NCP/NCR) add Anthony Berardinelli, Christopher Green, and Chad Johnson

CLASSIFICATION REPORTS:

Administrator-Administrative Services 2 (Revise) (ICT) (KM) - **Approved**

Administrator-Administrative Services 3 (Revise) (ICT) (KM) - **Approved**

Manager-Administrative Services (Revise) (Building Inspection) (KM) - **Approved**

Manager-Administrative Services (Revise) (D&I) (KM) - **Approved**

Administrative Analyst 2 (Revise) (D&I) (KM) - **Approved**

Tax Auditor (Revise) (Finance/Taxation) (KM) - **Approved**

Manager-Public Services (Revise) (Water Distribution) (SF) - **Approved**

Utility Service Locator (Revise) (Water Distribution) (SF) - **Approved**

Environmental Specialist (Revise) (Environmental Services) (SF) - **Approved**

Water Control Room Operator (Revise) (Water Treatment) (SF) - **Approved**

Code Compliance Inspector I (Transportation) (EP) - **Approved**

Equipment Operator (Revise) (Transportation) (EP) - **Approved**

Sign Poster (Revise) (Transportation) (EP) - **Approved**

Landscape and Site Plan Inspector (Plan Commission) (EP) - **Approved**

OTHER:

RCA – Request for Reinstatement – Police Officer – Megan Schwirzinski (KM)

On November 4, 2021, Staff received a request from Megan Schwirzinski for reinstatement to the classification of Police Officer. Staff recommends that the Commission approve Ms. Schwirzinski's placement on the Police Officer reinstatement list pursuant to Civil Service Rule 60.17.

After review and discussion, the Commission approved Ms. Schwirzinski's placement on the Police Officer reinstatement list pursuant to Civil Service Rule 60.17.

OTHER:

RCA – Appeal of Rejection of Application for Administrative Specialist 2 (Law) – Kay Merritt (KM)

Kay Merritt has appealed the rejection of her application for Administrative Specialist 2 (Law) for not meeting the education and experience requirement. Based on the information, Ms. Merritt does possess at least three (3) years of experience in investigative type work involving report writing and the experience that she possesses is directly related to an Associate's degree in Legal Assisting Technology; therefore, Staff recommends to the Commission that Ms. Merritt 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. Merritt's appeal and deemed her application qualified for the position of Administrative Specialist 2 (Law).

RCA – Appeal of Rejection of Application for Administrative Specialist 2 (Law) – Kelleryn Amstutz (KM)

Kelleryn Amstutz has appealed the rejection of her application for Administrative Specialist 2 (Law) for not meeting the education requirement. Based on the information, Ms. Amstutz's experience is directly related to the experience requirements; therefore, Staff recommends to the Commission that Ms. Amstutz 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. Amstutz appeal and deemed her application qualified for the position of Administrative Specialist 2 (Law).

RCA – Request for Reinstatement – Bianca Pecina (EP)

Bianca Pecina submitted a request for reinstatement to the Local 7 classifications. Staff recommends that the Commission approve Ms. Pecina's request to be placed on Local 7 reinstatement lists, provided that she meets the qualifications pursuant to Civil Service Rule 60.17.

After review and discussion, the Commission approved Ms. Pecina's request to be placed on Local 7 reinstatement lists, provided that she meets the qualifications pursuant to Civil Service Rule 60.17.

RCA – Appeal of Rejection of Application for Administrative Specialist – DPS – Jacqueline Floering (EP)

Ms. Floering has appealed the rejection of her application for Administrative Specialist (SBH Cityworks) for not meeting the minimum experience requirements. Based upon the information obtained, Staff recommends to the Commission that Ms. Floering's appeal be granted and deem her application as qualified for the Administrative Specialist (SBH Cityworks) position. If approved, her name will be added to the eligible list.

After review and discussion, the Commission granted Ms. Floering's appeal and deemed her application as qualified for the Administrative Specialist (SBH Cityworks) position. Her name will be added to the eligible list.

RCA – Appeal of Rejection of Application for Heavy Equipment Operator 2 – John Sullivan (EP)

Mr. Sullivan has appealed the rejection of his application for Heavy Equipment Operator 2 for not meeting the minimum experience requirements. Based upon the information obtained, Staff recommends to the Commission that Mr. Sullivan's appeal be denied and uphold the rejection of his application for failing to meet the experience requirements for the position of Heavy Equipment Operator 2.

After review and discussion, the Commission denied Mr. Sullivan's appeal and upheld the rejection of his application for failing to meet the experience requirements for the position of Heavy Equipment Operator 2.

OTHER:

RCA – Appeal of Rejection of Application for Safety and Training Specialist – Lauren Facer (EP)

Ms. Facer has appealed the rejection of her application for Safety and Training Specialist (Public Service) for not meeting the CDL requirement. Based upon the information provided, Staff recommends that the Commission deny Ms. Facer's appeal and uphold the rejection of her application stating she does not possess a Class B Commercial Driver's License as stated in the job announcement for the position of Safety and Training Specialist (Public Service).

After review and discussion, the Commission denied Ms. Facer's appeal and upheld the rejection of her application for not possessing a Class B Commercial Driver's License as this position does not offer a waiver requirement for the position of Safety and Training Specialist (Public Services).

RCA – Appeal of Rejection of Application for Safety and Training Specialist – Anthony Comes (EP)

Mr. Comes' has appealed the rejection of his application for Safety and Training Specialist (Public Service) for not meeting the education requirement. Based upon the information provided, Staff recommends that the Commission deny Mr. Comes' appeal and uphold the rejection of his application stating he does not meet the education requirement for the position of Safety and Training Specialist (Public Service).

After review and discussion, the Commission denied Mr. Comes' appeal and upheld the rejection of his application for not possessing an Associate's Degree as stated in the job announcement for the position of Safety and Training Specialist (Public Service).

RCA – Clerical Skills Test – Clerk Specialist II (SF)

The following individuals completed the clerical skills test for the position of Clerk Specialist II on November 9, 2021. A passing score for Clerk Specialist II is 45 wpm. (An * denotes a passing score.)

Last Name	First Name	WPM
Gray	Kristin	30
Gray	Kristin	30
Vargyas	Laura	28
Vargyas	Laura	33

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.

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INFORMATIONAL PURPOSES:

None

APPEARANCES:

None

EXTENSIONS:

Supervisor-Forestry (CP) was established on 5/19/21 and is set to expire on 11/19/21. Staff requests a six (6) month extension. If approved, the eligible list will expire on 5/19/2022. - **Approved**

Tandem Truck Driver (NCR) was established on 4/7/ 2021 and is set to expire on 12/7/2021. Staff requests a three (3) month extension. If approved, the eligible list will expire on 3/7/2022. - **Approved**

HEARINGS:

None

There being no further business, the meeting adjourned at 2:55 p.m.