

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**August 6, 2025 2:00 p.m.**

A regular meeting of the Toledo Civil Service Commission is being held at the time and place above.

Present: Commission President David L. O'Connell  
Commission Member Wilma D. Brown  
Commission Member Sheila Eason  
Andrea Cromer, Secretary (Toledo Civil Service Commission)  
Michael J. Niedzielski, Director (Human Resources)  
Victoria Coleman, Deputy Director (Human Resources)  
Tiffany Whitman, Director (Office of Diversity, Equity & Inclusion)  
Kelly Murphy, Manager-Administrative Services (Selection & Evaluation)  
Silvia Fofrich, Administrative Analyst 3 (Selection & Evaluation) (Absent)  
Nathan Weidner, Administrative Analyst 2 (Selection & Evaluation)  
Toni L. McCoy, Administrative Analyst 1 (Selection & Evaluation)

**Review and approval of minutes from Regular Meeting July 16, 2025. A motion to approve the minutes was made, seconded and approved unanimously at the August 6, 2025 Regular Meeting.**

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**ANNOUNCEMENTS:**

2025-00191 Supervisor – Maintenance and Repair (Structural) (NCP/NCR) announce Thursday August 7, 2025 to Wednesday August 20, 2025  
2025-00185 Administrative Specialist – Taxation (NCP) announce Thursday August 7, 2025, to Monday August 11, 2025  
2025-00189 Historical Review Specialist (NCP) announce Thursday August 7, 2025, to Monday August 11, 2025  
2025-00178 Forestry Inspector (NCP) announce Thursday, August 7, 2025, to Monday August 11, 2025  
2024-00635 Safety and Training Specialist (Urban Beautification) (NCR/NCP) announce Thursday August 7, 2025 to Wednesday August 13, 2025  
2025-00173 Maintenance Worker I (CP/CR) announce Thursday, August 7, 2025 to Wednesday, August 20, 2025  
2025-00187 Bridge Mechanic (CP/CR) announce Thursday, August 7, to Wednesday, August 20, 2025  
2025-00075 Utility Worker (CR) announce Thursday, August 7, 2025 to Wednesday, August 13, 2025  
2025-00193 Survey Technician (CP/CR) announce Thursday, August 7, 2025 to Wednesday, August 20, 2025  
2025-00134 Billing Specialist (CP) announce Thursday, August 7, 2025 to Wednesday, August 13, 2025  
2025-00169 Senior Water Control Room Operator (NCP) announce Thursday, August 7, 2025 to Monday, August 11, 2025  
2025-00159 Environmental Services Technician (NCP/NCR) announce Thursday, August 7, 2025 to Wednesday, August 20, 2025  
2025-00147 Chemist-Bacteriologist (NCP/NCR) announce Thursday August 7, 2025 to Wednesday, August 20, 2025  
2025-00194 Senior Environmental Specialist (NCP/NCR) announce Thursday, August 7, 2025 to Wednesday, August 20, 2025

**All Approved.**

**ELIGIBLE LISTS:**

2025-00109 Automotive Repair Technician (CR) add Nicholas Elwell  
2024-00743 Program Monitoring Specialist (NCP/NCR) add MariaGrazia Calfee, Nathan Halm, Roshona Perkins, Michele Robinson-Hill and Shreya Swarup  
2025-00063 Trades Mechanic (NCR) add Nolan Baker and Howard Sobecki  
2025-00118 Clerk Specialist II (CR) add Alize Morr, Rebecca Legare, Fernando Saenz, Kathleen Graven, and Amanda Ramey  
2025-00083 Traffic Aide (CP/CR) add David Shinavar, Corey Robinson, Thomas Merrick, Angela King, and Jeffery Ward

**ELIGIBLE LISTS (CONTINUED):**

- 2025-00158 Neighborhood Revitalization Strategy Area (NRSA) Coordinator (NCP/NCR) add Chan Sun Hong, LuCynthia Jones, and Ronald Wells, Jr.
- 2025-00025 Application Support Manager (NCP/NCR) add Tosha Brown Harman, Christina Careatti, David Erwin, David Gensler, Ray Vincent Goins, Akhilesh Choudhary Gottipati, Gilberto Guasso Ruiz, Sean Hadley, Abdallah Hamdallah, Vishwanath Harangaonker, Wail Harazi, Jeffrey Howard, Felicia LLori-Olorunfemi, LaVonda Johnson, Devender Kumar Lali, Joshua Kobina Leveh, Ramani Mamidi, Neal Spurgeon, Matthew Steinman, Shreya Swarup, and Peter Uhl
- 2024-00642 Infrastructure Support Manager (NCR) add Keith Abankwah, Pedro De Vasconcellos Lopes, Ryan Ferkel, Chad Fletcher, Michael Gayle, Daniel Gonos, Abdallah Hamdallah, Kevin Hill, Jeffrey Howard, Ahmed Mohammed, Jeddiah Nieman, Kyle Nieman, Chad Rhodes, Robbie Robinson, Larence Schmidt, Gage Snider, Shreya Swarup, and Scott Valerius
- 2025-00132 Administrative Specialist (NCP) add Victoria Austin, Jamie Burgy, Laurie Kolb, Sarah Mohamed, Judith Murray, Jason Rahm, Emily Rodriguez, Heather Shea, and Charnita Tipton
- 2025-00127 Utility Service Locator (CR) add Matthew Smith, Matthew Vitek, Rob Stith, and Zachary Martin
- 2025-00160 Supervisor Water Reclamation Operations (NCP) add Mohamed Gaad and James Stuck
- 2019-00234 Engineering Associate (NCR-Continuous) add Noah Achinger, Jan-Christoph Durst, Daniel Krueger, Olivia Szczublewski, and Xavier Wiemken

**All Approved.**

**CLASSIFICATION REPORTS:**

Maintenance Worker I to Maintenance Worker II (Public Service) (TM) **Approved.**

Firefighter/Arson Investigator (Revise) (SF) **Approved.**

**OTHER:**

**RCA – APPEARANCE – Disqualification of Eligibility for Clerk Specialist II – Jennifer Trapp-Burch (TM)**

Former City of Toledo employee, Jennifer Trapp-Burch applied and could potentially be placed on the eligible list for the Clerk Specialist II. Ms. Trapp-Burch departed her employment under unfavorable circumstances; therefore, there is just and reasonable cause that she should be disqualified from the recruitment process for the position of Clerk Specialist II. Based on all of the facts and analysis above, it is recommended to the Commission that Ms. Trapp-Burch be notified that there is just and reasonable cause to believe that she is not qualified for appointment and is subject to removal from the recruitment process for the position of Clerk Specialist II. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where she will be afforded an opportunity to be heard. If she fails to appear at the hearing or if it is established at the hearing that she is disqualified for appointment, then her name will be removed from the recruitment process for the position of Clerk Specialist II.

*After review and discussion, the Commission agreed that there is just and reasonable cause for Ms. Trapp-Burch to be disqualified from the recruitment process for the position of Clerk Specialist II pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.*

**After review, discussion, and appearance by Ms. Trapp-Burch, the Commission's decision is on hold appending additional information.**

**OTHER (CONTINUED):**

**RCA – APPEARANCE – Disqualification of Eligibility for Clerk Specialist II – Michelle Morrow (TM)**

Former City of Toledo employee, Michelle Morrow applied and could potentially be placed on the eligible list for the Clerk Specialist II. Ms. Morrow departed her employment under unfavorable circumstances; therefore, there is just and reasonable cause that she should be disqualified from the recruitment process for the position of Clerk Specialist II. Based on all of the facts and analysis above, it is recommended to the Commission that Ms. Morrow be notified that there is just and reasonable cause to believe that she is not qualified for appointment and is subject to removal from the recruitment process for the position of Clerk Specialist II. Further, it is recommended that in accordance with Rule 60.00, Section 60.03, a hearing be promptly scheduled before this Commission where she will be afforded an opportunity to be heard. If she fails to appear at the hearing or if it is established at the hearing that she is disqualified for appointment, then her name will be removed from the recruitment process for the position of Clerk Specialist II.

*After review and discussion, the Commission agreed that there is just and reasonable cause for Ms. Morrow to be disqualified from the recruitment process for the position of Clerk Specialist II pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.*

**After review, discussion, and failure of Ms. Morrow to appear, the Commission upheld their decision that there is just and reasonable cause for Ms. Morrow to be disqualified from the recruitment process for the position of Clerk Specialist II pursuant to Rule 60.00, Section 60.03.**

**RCA – Appeal of Rejection for Application Support Manager – Gage Snider (SF)**

Gage Snider has appealed the rejection of his application for the position of Application Support Manager for not meeting the minimum education requirements. Based on the information received, Staff recommends that Mr. Snider's appeal be granted and his application is deemed qualified for the position of Application Support Manager.

**After review and discussion, the Commission granted Mr. Snider's appeal and deemed his application as qualified for the position of Application Support Manager.**

**RCA – Request for reinstatement – Andrew Gast (SF)**

On July 25, 2025, Staff received a request from Andrew Gast for reinstatement to the classification of Police Officer. Mr. Gast began his employment with the City of Toledo on October 22, 2021, as a Police Officer. Mr. Gast resigned in good standing from his position in the Toledo Police Department effective June 15, 2025. Under Civil Service Rule 60.17 "Reinstatement:" "Any permanent employee of the City of Toledo . . . who resigns without fault or delinquency may request reinstatement within one (1) year from the date of separation to a vacancy in any classification where permanent certification was previously held, assuming that the individual continues to meet the listed requirements for such classification." Mr. Gast's request for reinstatement is timely and he held permanent certification as a Police Officer. Therefore, it is recommended that the Commission approve Mr. Gast's placement on the Police Officer reinstatement list pursuant to Civil Service Rule 60.17.

**Approved.**

**RCA – Expiration of Eligible List – Instrumentation Technician (NW)**

An eligible list for the position of Instrumentation Technician was certified by the Commission on July 16, 2025. Interviews were scheduled for two (2) candidates on the recruitment lists on July 21, 2025. One candidate contacted HR to withdraw from consideration and the other candidate lives out of state is unable to attend an in-person interview and/or skills test in the foreseeable future. Pursuant to Civil Service Rule 60.02 an eligible list may be expired if there are "fewer than three (3) names remaining." As there is currently only one (1) recruitment candidate on the list and he is unable to attend an interview anytime in the near future, The Division of Water Treatment is requesting permission to expire the Instrumentation Technician eligible list at this time. The division requests to repost the Instrumentation Technician for non-competitive promotion and recruitment continuously beginning on August 7, 2025.

**Approved.**

**OTHER (CONTINUED):**

**RCA – Expiration of Eligible List – Real Estate Specialist (NW)**

An eligible list for the position of Real Estate Specialist was certified by the Commission on March 19, 2025. Interviews were scheduled for five (5) candidates on the non-competitive recruitment list on March 21, 2025. The division did hire one (1) candidate from the eligible list, but did not feel the others had the necessary experience with industrial and construction related contracts needed to succeed in the position. Pursuant to Civil Service Rule 60.02 an eligible list may be expired if there are “fewer than three (3) names remaining.” Although there are still four (4) recruitment candidates on the list, the division of Engineering and Construction Services is requesting permission to expire the Real Estate Specialist eligible list at this time. The division requests to repost the Real Estate Specialist for non-competitive promotion and recruitment for two (2) weeks beginning on August 7, 2025.

**Approved.**

**RCA – Disqualification of Eligibility for Building and Grounds Maintenance Worker – Nicholas Gogol (TM)**

Former City of Toledo employee, Nicholas Gogol applied and could potentially be placed on the eligible list for the Building and Grounds Maintenance Worker. Mr. Gogol departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Gogol be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of 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 recruitment process for the position of Building and Grounds Maintenance Worker.

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

**RCA – Disqualification of Eligibility for Building and Grounds Maintenance Worker – Stephen Adkins (TM)**

Former City of Toledo employee, Stephen Adkins applied and could potentially be placed on the eligible list for the Building and Grounds Maintenance Worker. Mr. Adkins departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Adkins be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of 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 recruitment process for the position of Building and Grounds Maintenance Worker.

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

**OTHER (CONTINUED):**

**RCA – Disqualification of Eligibility for Building and Grounds Maintenance Worker – Robert Brown, III (TM)**

Former City of Toledo employee, Robert Brown III applied and could potentially be placed on the eligible list for the Building and Grounds Maintenance Worker. Mr. Brown departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the position of Building and Grounds Maintenance Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Mr. Brown be notified that there is just and reasonable cause to believe that he is not qualified for appointment and is subject to removal from the recruitment process for the position of 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 recruitment process for the position of Building and Grounds Maintenance Worker.

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

**RCA – Appeal of Rejection for Safety and Training Specialist (Urban Beautification) – William Hayes (TM)**

William Hayes has appealed the rejection of his application for the position of Safety and Training Specialist (Urban Beautification) for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Mr. Hayes' appeal be denied and that he be deemed not qualified for the position of Safety and Training Specialist (Urban Beautification).

**After review and discussion, the Commission denied Mr. Hayes' appeal and upheld the rejection of his application due to not meeting the minimum experience requirements for the position of Safety and Training Specialist (Urban Beautification).**

**RCA – Appeal of Rejection for Building and Grounds Maintenance Worker – Walter Lee Noble (TM)**

Walter Lee Noble has appealed the rejection of his application for the position of Building and Grounds Maintenance Worker for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Mr. Noble's appeal be granted and his application is deemed qualified for the position of Building and Grounds Maintenance Worker.

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

**RCA – Appeal of Rejection for Neighborhood Revitalization Strategy Area (NRSA) Coordinator – Matthew Gergely (TM)**

Matthew Gergely has appealed the rejection of his application for the position of Neighborhood Revitalization Strategy Area (NRSA) Coordinator for not meeting the minimum experience requirements. Based on the information received, Staff recommends that Mr. Gergely's appeal be denied and that he be deemed not qualified for the position of Neighborhood Revitalization Strategy Area (NRSA) Coordinator.

**After review and discussion, the Commission denied Mr. Gergely's appeal and upheld the rejection of his application due to not meeting the minimum experience requirements for the position of Neighborhood Revitalization Strategy Area (NRSA) Coordinator.**

**OTHER (CONTINUED):**

**RCA – Provisional Appointee – LuCynthia Jones (TM)**

The Department of Housing and Community Development is requesting a Provisional Appointee to the classification of Administrative Analyst 4 (Neighborhood Revitalization Strategy Area (NRSA) Coordinator). LuCynthia Jones has been working as the NRSA Coordinator since July 25, 2025, to assist the division while they are recruiting to fill the role since the departure of the previous employee. The position was posted for promotion and recruitment from July 17, 2025 until July 29, 2025. Per Civil Service Rule, Section 60.14 Provisional Appointments “Provisional appointments may be made in the absence of an eligible list with the consent of the Commission, but no such provisional appointment shall continue after the establishment of a suitable eligible list. Any provisional employee who does not take the examination when one is held for his classification, or who takes such examination and fails to place so as to be eligible for certification and appointment, shall be removed from the position within fifteen (15) work days after the promulgation of the eligible list covering such position, and within said time such position shall be filled by appointment from the newly established eligible list. A provisional employee has no preference in receiving a permanent appointment to the provisional classification once an eligibility list is established for the classification.” Staff respectfully requests that the Commission approve the Department of Housing and Community Development’s request to provisionally appoint LuCynthia Jones to the classification of Administrative Analyst 4 (Neighborhood Revitalization Strategy Area (NRSA) Coordinator).

**Approved.**

**RCA – Late Application Request – Safety and Training Specialist – Nick Ruggiero (TM)**

Nick Ruggiero requested to submit a late application for the position of Safety and Training Specialist. Staff requested additional information from Mr. Ruggiero and he provided details as to his difficulty in applying for the position. Mr. Ruggiero attempted to reach out to Staff the day the posting would close, prior to its closing. Staff is recommending that his request to submit a late application be granted.

**After review and discussion, the Commission granted Mr. Ruggiero’s request to submit a late application for the position of Safety and Training Specialist.**

**RCA – Clerical Skills Test – Clerk Specialist II (AC)**

The following individuals completed the clerical skills test for the position of Clerk Specialist II on April 15, 2025, June 17, 2025 and August 5, 2025. A passing score for Clerk Specialist II is 45 wpm. (An \* denotes a passing score.)

<b>Last Name</b>	<b>First Name</b>	<b>WPM</b>
Bibeau	Bowen	38
Cortez	Jody	44
Creager	Ashley	29
Graven	Kathleen	45*
Kuron	Tara	11
Lewis	Eric	10
Saenz	Fernando	50*
Soto	Philip	17
Soto	Philip	15
Sutton	Marisa	41
Williams	Candace	30

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 recommend. Scores will be placed on record for two (2) yeas as provided for in the Civil Service Skills Testing Policy.**

**INFORMATIONAL PURPOSES:**

At the June 18, 2025, meeting of the Civil Service Commission, the posting for a IT Security and Compliance Administrator was approved from Friday, June 20, 2025 to Thursday, July 17, 2025. On July 17, 2025, the Director requested an extension of the posting through July 31, 2025. Therefore, the posting was extended.

**APPEARANCES:**

Jennifer Trapp-Burch – **Appeared.**

Michelle Morrow – Did not Respond. – **Did not appear.**

**EXTENSIONS:**

None

**HEARINGS:**

None

**There being no further business, the meeting adjourned at 2:38 pm.**