

**OFFICE OF THE CIVIL SERVICE COMMISSION**  
**One Government Center, Suite 1920**  
**October 18, 2023 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 Wilma D. Brown  
Commission Member David L. O'Connell  
Commission Member Sheila Eason  
Andrea Cromer, Secretary (Toledo Civil Service Commission)  
Michael Niedzielski, Director (Human Resources) (Absent)  
Victoria Coleman, Deputy Director (Human Resources) (Absent)  
Lacy J. DeBerry, III, Director-Administrative Services (Office of Diversity, Equity & Inclusion)  
Kelly Murphy, Manager-Administrative Services (Selection & Evaluation)  
Silvia Fofrich, Administrative Analyst 3 (Selection & Evaluation) (Absent)  
Toni L. McCoy, Administrative Analyst 1 (Selection & Evaluation)

**Review and approval of minutes from Regular Meeting October 4, 2023. A motion to approve the minutes was made, seconded and approved unanimously at the October 18, 2023 Regular Meeting.**

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**ANNOUNCEMENTS:**

2023-00222 Administrative Specialist (NCP/NCR) announce Thursday, October 19, 2023 to Wednesday, November 1, 2023  
2023-00280 Collector Investigator (NCP/NCR) announce Thursday, October 19, 2023 to Wednesday, November 1, 2023  
2023-00282 Maintenance Worker I (CP/CR) announce Thursday, October 19, 2023 to Wednesday, October 25, 2023  
2023-00319 Manager- Tapping and Construction (NCP/NCR) announce Thursday, October 19, 2023 to Friday, November 17, 2023  
2023-00163 Tax Auditor (NCP/NCR) announce Thursday, October 19, 2023 to Wednesday November 1, 2023

**All Approved.**

**ELIGIBLE LISTS:**

2-2023 Police Sergeant (CP) add Tyrus McAtee, Paul Schwirzinski, Ashley Paszczykowski, Derek Adams, Anthony Martin, James Marquis, Alex Grau, Jimmie Bennett, Todd Osting, Jonathan Pieron, Tyler Gawrych, Christopher Massingill, David Ford, Ashlyn Pluff, Ryan Klump, Noah Bauer, Jessica Celestino, Christopher Evans, Mohamadaly Nasser, Jacob Bombrys, Christopher Large, Michael Mugler, Aaron Dudley, Tyler Miller, Michael Jarosz, Allie Missler, Steven Kucinski, Heather Smith, George Stauch, Leonard Beck, Benjiman Kiser, George Kral, Carl Grady, Eli McCord, David Sprott, Dustin Kindle, Anthony Waldon, Shade Keeney, Jared Muehlbauer, Jonathan Chio, Carlyle Gafeney, Matthew Sulick, Marquitta Bey, Raymundo Martin, Michael Rickard, Candace Andrei, Richard Miller, Guadalupe Victoria, Daniel Radwanski, Paige Benson, Raashaud Harrison, James Macklin, Sharayah Lier, Ryan Rutkowski, Brandon Burton, Curt Collins, Robert Ebright, Cherokee Tabb, Steve Jones, Patrick Fischer, Grant Parton, and Leon Cavanaugh  
3-2023 Police Lieutenant (CP) add Robert Reed, Ryan Babcock, Adam Fish, Ben Tsou, Geoffrey Mclendon, Zachary Jennings, Joshua Bell, Joseph Petro, Diane Kozlaker, Michael Tucker, Reuben Jurva, Kevin Nabors, Mitch Mielcarek, Justin Pritchard, Bryan Staup, Ponsvan Spetz, Aaron James, Erick Kenney, Willa Norrils, Matthew Slaman, Joseph Okos, Raymond Espinosa, and Eric Sweat  
2022-00169 Senior Construction Technician (NCP/NCR-Continuous) add Adam Ferrara, William Hayes, Mike Juhasz, and Brian Taylor  
2023-00130 Street Maintenance Technician (CP/CR) add Christopher Oblenis, Brandon Smith, Zackary Burgy, Emilio Esparza, and Norman Lewis

**ELIGIBLE LISTS (CONTINUED):**

2022-00409 General Foreman (CP) add William Alford, Keith McCarver, Humberto Teran, and David Elston  
2023-00251 Automotive Repair Technician (CP/CR-Continuous) add John Stafford, Nicolas Elwell, Dylan Cordle, and Jason Andrews

**All Approved.**

**CLASSIFICATION REPORTS:**

Software Analyst (IT) (New) **Approved.**

**OTHER:**

**RCA – APPEARANCE Disqualification of Eligibility for Landscape Maintenance Worker – 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 eligible for appointment and is subject to removal from the recruitment process for Landscape 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 Landscape Maintenance Worker.

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

**After review, discussion, and failure of Mr. Lampkin to appear, the Commission upheld their decision that there is just and reasonable cause for Mr. Lampkin to be disqualified from the recruitment process for the position of Landscape Maintenance Worker pursuant to Rule 60.00, Section 60.03.**

**RCA – Appeal of Rejection for Landscape Maintenance Worker – Linda Lear (TM)**

Linda Lear has appealed the rejection of her application for the position of Landscape Maintenance Worker for not meeting the minimum experience requirement. Based on the information received, Staff is recommending that her appeal be denied and she be deemed not qualified for the position of Landscape Maintenance Worker for not meeting the minimum experience requirement.

**After review and discussion, the Commission denied Ms. Lear's appeal and upheld the rejection of her application due to not meeting the minimum experience requirement for the position of Landscape Maintenance Worker.**

**RCA – Appeal of Rejection for Landscape Maintenance Worker – Sherron Griffin (TM)**

Sherron Griffin has appealed the rejection of his application for the position of Landscape Maintenance Worker for not meeting the minimum experience requirement. Based on the information received, Staff recommends to the Commission that Mr. Griffin's appeal be granted and his application is deemed qualified for the position of Landscape Maintenance Worker.

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

**RCA – Appeal of Rejection for Police Records Clerk – Ashley Hinojosa-Pfeiffer (TM)**

Ashley Hinojosa-Pfeiffer has appealed the rejection of her application for the position of Police Records Clerk for not meeting the minimum experience requirement. Based on the information received, Staff recommends to the Commission that Ms. Hinojosa-Pfeiffer's appeal be granted and her application is deemed qualified for the position of Police Record Clerk.

**After review and discussion, the Commission granted Ms. Hinojosa-Pfeiffer's appeal and deemed her application as qualified for the position of Police Record Clerk.**

**OTHER (CONTINUED):**

**RCA – Appeal of Rejection for Building and Grounds Maintenance Worker – Avery Bower (TM)**

Avery Bower has appealed the rejection of his application for the position of Building and Grounds Maintenance Worker for not meeting the minimum experience requirement. Based on the information received, Staff is recommending that his appeal be denied and he be deemed not qualified for the position of Landscape Maintenance Worker for not meeting the minimum experience requirement.

**After review and discussion, the Commission denied Mr. Bower's appeal and upheld the rejection of his application due to not meeting the minimum experience requirement for the position of Building and Grounds Maintenance Worker.**

**RCA – Disqualification of Eligibility Police Records Clerk – Jennifer Trapp-Burch (TM)**

Former City of Toledo employee, Jennifer Trapp-Burch applied and could potentially be placed on the eligible lists for the Police Records Clerk position. 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 Police Records Clerk. Based on all of the facts and analysis above, it is recommended to the Commission that Jennifer Trapp-Burch be notified that there is just and reasonable cause to believe that she is not eligible for appointment and is subject to removal from the recruitment process for the position of Police Records Clerk. 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 eligible list for the position of Police Records Clerk.

**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 Police Records Clerk pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.**

**RCA – Disqualification of Eligibility Utility Service Locator and Water Emergency Repair Worker – Damon Hartford (SF)**

Former City of Toledo employee, Damon Hartford applied and could potentially be placed on the eligible lists for the Water Emergency Repair Worker and Utility Service Locator positions. Mr. Hartford departed his employment under unfavorable circumstances; therefore, there is just and reasonable cause that he should be disqualified from the recruitment process for the positions of Utility Service Locator, and Water Emergency Repair Worker. Based on all of the facts and analysis above, it is recommended to the Commission that Damon Hartford be notified that there is just and reasonable cause to believe that he is not qualified for and his name is subject to removal from the Water Emergency Repair Worker and Utility Service Locator recruitment process. 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 Water Emergency Repair Worker and Utility Service Locator.

**After review and discussion, the Commission agreed that there is just and reasonable cause for Mr. Hartford to be disqualified from the recruitment process for the positions of Utility Service Locator, and Water Emergency Repair Worker pursuant to Rule 60.00, Section 60.03. A hearing will be scheduled.**

**Waiver CDL for Sewer and Drainage Service Worker (SF)** – The Division of Sewer and Drainage Services is requesting a temporary waiver of the Class B CDL requirement for the classification of Sewer and Drainage Service Worker for the Division of Sewer and Drainage Services. Staff recommends that the Commission grant the temporary waiver of the Class B CDL requirement for the classification of Sewer and Drainage Service Worker for the Division of Sewer and Drainage Services.

**Approved.**

**INFORMATIONAL PURPOSES:**

None

**APPEARANCES:**

Allen Lampkin – **Did not appear.**

**EXTENSIONS:**

The Supervisor-Waterworks Maintenance list (NCP) was established on March 2, 2023 and expired on September 2, 2023. Staff is requesting that the Supervisor-Waterworks Maintenance non-competitive eligible list be re-activated for two (2) months. If approved, the eligible lists would expire December 18, 2023. (SF) **Approved.**

**HEARINGS:**

Police Officer Lateral Transfer – Background Appeal – Dominic McCrum – **No changes.**

**There being no further business, the meeting adjourned at 2:28pm.**