

CIVIL SERVICE COMMISSION
ACTIONS
OCTOBER 8, 2003
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

Chief Examiner Julio Lopez called the meeting to order. Commissioner Frank Caracansi was not present. In attendance were Chairman Michael Finn, Chief Examiner Julio Lopez, and Commissioner Wendy Kuhn.

NEW BUSINESS:

Information on Positions:

Julio Lopez gave information on the following positions:

Emergency Management Director – This position had been re-advertised on the City's website and the Connecticut Job Bank. Five candidates applied for that position. Those candidates will be presented to the Mayor for review and he will make a recommendation on how he wishes to proceed. This is a key position for the Mayor's Office. The Mayor may decide a test should be given or review the education and experience and rate the individuals based on that and rank them. Commissioner Finn asks if this position is an appointed position. Chief Examiner Lopez explained that it was a civil service position at one time and it is now an appointed position.

Senior Computer Technician – The list was established. The department recommended the number one candidate, who is a current employee in the Library. He has demonstrated the capacity to assume the responsibilities that the position entails which is supervising the staff in that department. This recommendation has been made to the Mayor.

Truck Driver – The list was promulgated on September 24, 2003. Right now, there is a vacancy. No action has been taken. There have been no recommendations made by the department head if they wish to interview or if they want to recommend a candidate. The list has been sent to the Mayor as well.

Assistant Building Inspector – We re-advertised that position because in the first pass, we were not informed that they were specifically looking for an individual with a specific certification in Framing. Only one of the individuals that was placed on the list, had the framing experience. When the position was offered to the candidate, he declined the position. A list was provided to us by the State Building Inspector that showed individuals with that particular experience. The Personnel Department sent out letters to all the individuals on the list. We received 11 positive responses. Chief Examiner Lopez will advise by the next meeting how we wish to proceed on this. Copies of applications will be given to the Civil Service Commission for their review.

Review request from Mayor's Office regarding Director of Permit Coordination – Chief Examiner Lopez distributed a copy of an e-mail to the Commission members. The e-mail was from Mike McLachlan to Carol DeSantie requesting the appointment of Sean Hearty to the position of Director of Permit Coordination. Sean Hearty is currently the Chief of Permit Coordination and Technical Services. He's a very capable individual. He does lack the four-year degree, but he has instituted some processes that really improved the quality of the services in the Permit Department. We have a very old job description for a Director of Permit Coordination (1999). Since that time, the system has changed tremendously and Chief Examiner Lopez has reviewed the job description of the Chief of Permit Coordination and Technical Services. The majority of functions in the Director of Permit Coordination job description are already incorporated in the job description for Chief of Permit Coordination and Technical Services, because it has evolved so much. The recommendation should be considered because Sean Hearty has set up some excellent systems that are working fantastically well. Chairman Finn made a motion that we change Sean's job title to Director of Permit Coordination, which will bring him, as a Director, up to a level 9 pay grade and to eliminate the title Chief of Permit and Technology Services. Commissioner Kuhn seconded the motion. The motion passed unanimously. In review, a motion has been made to approve the recommendation for the Mayor's Office, that Sean Hearty be appointed as the Director of Permit Coordination.

Chairman Finn also recommended that Sean's current job description be re-titled Director of Permit Coordination. Chairman Finn mentions that in the e-mail it reads that Wayne Skelly's job title is Zoning Enforcement Officer and Planning & Zoning of Danbury. Chairman Finn recommended that at the next meeting, Wayne Skelly's job title should become Director of Zoning Enforcement, but that will have to be approved. By changing Wayne's job title, he will still be at a level 9 pay grade, but he will have opportunity for advancement in the future.

Minutes

Chairman Finn made a motion to accept the September 17, 2003 meeting minutes. Commissioner Kuhn seconded the motion. The motion passed unanimously.

Chairman Finn made a motion to adjourn at 6:18 P.M. Seconded by Commissioner Kuhn. Motion passed unanimously.

JAL/ecc