

CIVIL SERVICE COMMISSION  
ACTIONS  
MARCH 10, 2004  
6:00 P.M.  
CIVIL SERVICE CONFERENCE ROOM  
3RD FLOOR, CITY HALL

Roll Call

Chief Examiner Julio Lopez called the meeting to order. In attendance were Chairman Michael Finn, Chief Examiner Julio Lopez, Commissioner Geraldine George, and Commissioner Frank Caracansi.

NEW BUSINESS:

Information on Positions:

Julio Lopez gave information on the following positions:

Operator/Repairperson - This is a position in Public Utilities (the Water Department). A written test was administered on February 26, 2004 and a practical test was administered on March 5, 2004. A list of four candidates has been established and forwarded to the Mayor for consideration.

Clerk Typist II - The test was administered on December 17, 2003. Interviews were completed on January 8, 2004 and January 9, 2004 for this open position in the Town Clerk's Office. A conditional offer was extended on January 20, 2004. She will probably start on March 15, 2004.

Superintendent of Highways - An oral examination was completed on February 5, 2004. We asked Public Works Directors from different municipalities to serve on the panel. We had eight candidates and all eight completed the test. The list has been forwarded to the Mayor. Of the eight candidates, two candidates are current employees of the City of Danbury: A General Foreman and an Engineer. A decision should be made shortly.

Librarian I - An oral examination was completed January 13, 2004. The list of seven candidates was sent to the Mayor and we are waiting an appointment from him.

Lateral Entry Police Officers - We interviewed several candidates for lateral entry in the Police Department. We have resorted to this practice because of the inability of securing seats at the Police Academy in Meriden. The names of the candidates and the dates of their conditional offers are as follows:

- Pimentel, Christopher on 01/16/04. He is a police officer in New Fairfield.
- Antonelli, James on 02/12/04. He is a police officer in New Milford.
- Carlson, Drew on 02/17/04. He is a police officer in New Fairfield.
- Dirga, Frederick on 03/02/04. He was a police officer in New York City. He then transferred to the Connecticut State Police.
- Williams, Justin on 02/24/04. He is a police officer in New Fairfield.

As you may notice, many of these candidates are from New Fairfield. New Fairfield is in the process of disbanding their police department with the idea of going into a State Trooper program. Commissioner Caracansi asks are there enough positions to give to the six police officer candidates. Chief Examiner Lopez explains that there are seven vacancies in the Police Department but today, March 10, 2004, two individuals were sent to us by the Police Academy. Even with these two from the Academy, we still have seven open positions. Commissioner Caracansi asks would there be any costs incurred to hire these officers from other towns. Chief Examiner Lopez explains that no costs would be incurred, they are all qualified. This is why the City of Danbury looks at lateral entry police officer candidates. The only investment we have to make is in-house training to familiarize the candidates with the City of Danbury.

Superintendent of Parks - The retirement of Dick Murray prompted a vacancy there. We have an ad that will go into the newspaper this weekend (Sunday, March 14, 2004). This test will be a two-part test: written and oral (technical). The advertisement will run for 21 days. By April, a list should be put together and a candidate should be chosen from that list.

New Member of Civil Service Commission - Ms. Geraldine George has been appointed as a new member of the Civil Service Commission. We welcome her and if she has any questions, she can call Chief Examiner Lopez or feel free to call any of the other members.

Revenue Enhancement Request - The Director of Finance, Dena Diorio, spoke with Chief Examiner Lopez to look for ways to increase revenue for the next fiscal year. We have charged fees for applications for the Police and Fire Departments. This is a practice across the state. When the revenue enhancement request came through, Chief Examiner Lopez contacted different municipalities to see if they charge a fee for applications other than Fire and Police Department. They do not charge for general applications such as Clerk Typist, Superintendent of Parks or Secretaries. They do not discount the possibility of doing so in the future. Chief Examiner Lopez was trying to determine a figure to charge for processing fees for applications. Chairman Finn and Chief Examiner Lopez discussed the costs of hiring an outside company to prepare a test and then provide a panel for the Superintendent of Parks position. Based on history, we figure that positions in that require hiring an outside company, it is reasonable to charge \$25.00 per application. Outside agencies charge an average of \$8.00 per test. For clerical positions that we test in-house and we can share testing with other municipalities, we can charge \$10.00 per application. The Fire Department and Police Department applications fee will be \$75.00. Chairman Finn states that when this idea was first brought up, he did not like the idea. However, the more he thought about it, we just put together a Clerk Typist test and last year, we had a Cashier test. For this test, we had 160 people come for a Cashier's job. They might not come if there was a \$10.00 charge. It would bring down the number of applicants. Chairman Finn said he thought about the cost of these tests. The application fee for the firefighters and police officers covers the cost of the test because those are the most expensive tests that we give out. But, we do not cover the costs of other position tests such as Superintendent of Parks or Superintendent of Highways. We have to give a professional test and bring outside agencies in which costs us money. After that, we run a second test, an oral test, that costs us more money. These tests are very expensive to the City. Hiring an outside agencies to conduct a test can cost \$10,000. After thinking more about it, Chairman Finn said he liked the fee idea. He agreed the \$25.00 fee for positions that require testing from outside agencies. The Police and Fire Departments have always had fees to cover the testing, so there is no problem with that fee. Chief Examiner Lopez checked with other municipalities and some of them charge a \$100 fee for police and fire. A \$10.00 fee for positions that can be tested in house will bring in applicants that are genuinely interested and the fee will help out the City. Chief Examiner Lopez said that in contacting the other municipalities outside of Connecticut (he contacted his cousin who works for the City of Chicago) and they wrote an ad that was very specific and stated what the fee was. This type of ad motivates those individuals who have the interest and if they have the qualifications to participate, they will come in and pay. The City of Chicago says this cut down on the number of applicants considerably. When the City of Danbury was not charging for Police and Fire applications, we used to get 600 to 700 applications. When we started charging for the applications, the responses dropped down to 180 to 200. Those were individuals that

you knew that had the interest because they were willing to pay. Commissioner Caracansi asked if right now, we charge \$75.00 for Police and Fire applicants. Chief Examiner Lopez tells him that the City was charging \$65.00 and now increasing to \$75.00. Outside agencies charge an average of \$8.00 per test. Also, for the Police and Fire Department, we put in the ad if you could show that you did not have the ability to pay, we would defer the cost. Internal promotional positions will have no fee applied to them because if we did charge a fee, the City would have to negotiate this with the unions. Commissioner Caracansi put forth a motion to institute fees for applications. Commissioner George seconded the motion. The motion passed unanimously.

Commissioner Caracansi made a motion to adjourn at 6:33 P.M. Seconded by Commissioner George.

JAL/ecc