

CIVIL SERVICE COMMISSION
ACTIONS
JUNE 15, 2005
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

Chairman Michael Finn called the meeting to order. In attendance were Commissioner Geraldine George and Chief Examiner John Whitcomb. Commissioner Frank Caracansi was unable to attend.

Minutes of April 13, 2005 meeting - Commissioner George made a motion to accept the previous meeting's minutes. Chairman Finn seconded the motion. The motion passed unanimously.

NEW BUSINESS:

Testing Companies: Chief Examiner Whitcomb explained that we are soliciting bids from testing companies. The testing process becomes delayed when we bid for each test individually. Chief Examiner Whitcomb hopes this process will be closed shortly and will be able to select a testing company that we can go to directly without having to solicit bids for each exam.

Civil Service Rules and Regulations: Chairman Finn explains that Chief Examiner Whitcomb will review items in the Civil Service Rules and Regulations looking to unify the structure in changing some words such as "permanent employee" to "regular employee." He will review the ordinances and bring his recommendations to the next meeting in July.

Account Clerk III - Payroll: The Civil Service Commission reviewed these applications. There are five applicants for this promotional position. Three of the applicants meet all of the qualifications as stated in the job description. One applicant is missing one part of the necessary qualifications for the position but in place of that, she has a Bachelors Degree in Accounting from Western Connecticut State University. The part she is missing is the payroll experience. Commissioner George made a motion to accept this applicant based on her Accounting degree. Chairman Finn seconded the motion. The motion passed unanimously. The candidates who applied are:

- Lori Davis: She is not considered qualified because she does not have any of the relevant experience for the position.
- Ann Devine: Has the experience and/or qualifications needed for the position.
- Nancy Lahoud: Has the experience and/or qualifications needed for the position.
- Miriam Nunez: Has the experience and/or qualifications needed for the position.
- Kimberly Pisciotta: Has the experience and/or qualifications needed for the position.

The names of the four qualified candidates will be forwarded to Dena Diorio, Director of Finance and Personnel. Dena will assist in putting together an oral exam and interviewing the exams. She will then forward the results to the Civil Service Commission. Then the top three candidates will be recommended to the Mayor.

Accounting Clerk II - Payroll: Because we are still accepting applications until June 21, 2005, Chairman Finn recommended that the two applications that they do have, not be reviewed until the next meeting in July.

Maintenance Mechanic III: There are two positions available in Public Buildings and Public Utilities. Twenty-six candidates applied for the positions. Chairman Finn will read off the names of the candidates to review whether or not the candidates are qualified. Letters will be sent accordingly.

- Ronald Barrett: Has the qualifications and will be able to participate in the exam.
- Donald Beardsley: Has the qualifications and will be able to participate in the exam.
- Alan Boluch: He does not have the qualifications and will not be able to participate in the exam.
- Larry Bowman: He does not have the qualifications and will not be able to participate in the exam.
- Stephen Busch: Has the qualifications and will be able to participate in the exam.
- Louie Cordeiro: Has the qualifications and will be able to participate in the exam.
- Pankaj Damania: He does not have the qualifications and will not be able to participate in the exam.
- William Evans: He does not have the qualifications and will not be able to participate in the exam.
- Lief Hansen, Jr.: Has the qualifications and will be able to participate in the exam.
- Heath Hobart: He missed the application deadline. He turned in his application too late.
- Richard Hoffman: He does not have the qualifications and will not be able to participate in the exam.
- Michael Morrison: Has the qualifications and will be able to participate in the exam.
- Jose Mota: He does not have the qualifications and will not be able to participate in the exam.
- Richard Nocito: He does not have the qualifications and will not be able to participate in the exam.
- Vincent Rea: Has the qualifications and will be able to participate in the exam.
- Bruce Reilly: Has the qualifications and will be able to participate in the exam.
- Richard Russell, Jr.: Has the qualifications and will be able to participate in the exam.
- Joseph Sheriden: He does not have the qualifications and will not be able to participate in the exam.
- Jose Sousa: He does not have the qualifications and will not be able to participate in the exam.
- Vincent Starr: Has the qualifications and will be able to participate in the exam.
- William Summers: Has the qualifications and will be able to participate in the exam.
- Stephen Tarallo: Has the qualifications and will be able to participate in the exam.
- Zachary Torress: Has the qualifications and will be able to participate in the exam.
- Ralph Vilardi: Has the qualifications and will be able to participate in the exam.
- Robert Zachmann: Has the qualifications and will be able to participate in the exam.
- Victoria Ward: She missed the application deadline. She turned in her application too late.

All qualified candidates who did not attach copies of their diplomas and/or transcripts, must have their diplomas and/or transcripts sent to us by the date of test. If not, they cannot participate in the exam. Letters will be sent to these applicants informing them of this.

Police Sergeant Appointments: The Police Sergeant appointments have been completed. The dispute regarding the Sergeant promotional exam has been settled. The candidates that are first and second on the promotional list, Officer Lobraico and Officer Frinton, have been presented to the Common Council for approval. They will be sworn in on Tuesday, June 14, 2005.

Chief Examiner Report: We have extended the final date for accepting Entry Level Police applications until July 27, 2005 in order to allow for aggressive minority recruitment. The Civil Service Commission agrees with this.

The Deputy Chief of Police exams will be written and oral in accordance with the ordinances. We are currently accepting the applications. The exam process was originally announced as three parts: written, oral and performance based. This had to be corrected to written and oral exams only.

The Fire Lieutenant promotional exams were conducted on Thursday, June 9, 2005 and Friday, June 10, 2005 with the exception of one candidate. A reasonable accommodation was made for this candidate due to military reasons. The last Fire Lieutenant exam will be held on June 30, 2005. The Fire Lieutenant eligibility list will be available after completion of this last exam.

The Fire Dispatcher eligibility list should be available shortly.

Chief Examiner Whitcomb has a letter from Firefighter Richard Gerlach requesting an appeal on the Firefighter Lieutenant's written exam. He did take the written exam and he met with Chief Examiner Whitcomb to review the written exam. The Commission has reviewed the letter and he will receive a response from Chief Examiner Whitcomb offering Mr. Gerlach the opportunity to meet with the Civil Service Commission at the next meeting or if he wishes, to meet with Chief Examiner Whitcomb and Chairman Finn privately. He can do both. Chief Examiner Whitcomb states that if Mr. Gerlach chooses to attend the next meeting, the Commission will waive the 15 day limitation.

Adjourn

Commissioner George made a motion to adjourn. Chairman Finn seconded the motion. The motion passed unanimously.

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