

CIVIL SERVICE COMMISSION
MEETING MINUTES
August 9, 2023
10:00 A.M.
Via Videoconference (ZOOM)

Roll Call:

The meeting was called to order by Chair Susan Ward; also present were Commissioner Rick Rogers, Chief Examiner Nelly Espinal, HR Generalist Christina Norman, Assistant Corporation Counsel Dianne Rosemark, Fire Chief Richard Thode, Director of Elderly Services Susan Tomanio, Assistant Fire Chief Bill Lounsbury, HR Assistant Aleyda Martinez, And Associate Director of Environmental Health Tiziana Covacci.

Minutes: Meeting July 31st, and August 3rd, 2023

Motion made by Commissioner Rogers and seconded by Chair Ward, to accept the meeting minutes dated July 31st and August 3rd, 2023 Motion carried unanimously.

Personnel Status:

New Hires

Nairobi Pena & John Poplaski – Police Officer
John Kleinhans- Assistant Director of Finance Budget & Grants

New Business:

Approval of Deputy Fire Marshal Job Description- Internal and External Candidates

Motion made by Commissioner Rogers, seconded by Chair Ward to accept and approve the job description for the position of Deputy Fire Marshal for Internal and External applicants. Motion carried unanimously.

Posting and Announcement of Open Competitive Examination- Deputy Fire Marshal Expiration date for Open Competitive Eligibility List

Motion made by Commissioner Rogers, seconded by Chair Ward to approve the posting an announcement of an Open Competitive Examination for the position of Deputy Fire Marshal for External applicants. Motion carried unanimously.

Qualification of Applications: - Elderly services Program Coordinator

Motion made by Commissioner Rogers, seconded by Chair Ward, to reject the following applications: 54569094, 32226549, 54456737, 43916885, 51369459, 38408893, 53783130, 39572041, 5308823, 6642144, 54448425, 54672687, 54664024, 53097972, and 54192979 and to accept the following applicants: 44759843, 54675562, 5468484, 54447941, 47551793, 45579542, 45528914, 34259629, 5455319, 30994032 and 54587232. Motion carried unanimously.

Qualification of Applications: - Environmental Compliance Inspector

Motion made by Commissioner Rogers, seconded by Chair Ward, to reject the following applications: 54511235, 53011106, and 46204094 and to accept the following applicants: 54563903, 45571597, 55488080, 21218741, 23428546, 38827758 and 54424855. Motion carried unanimously.

Qualification of Applications: - Building Official

Motion made by Commissioner Rogers, seconded by Chair Ward, to accept applicant 54441861 and that the Mayor's interview be in lieu of testing. Motion carried unanimously.

Certification of Eligibility List – Senior Project Leader

Motion made by Commissioner Rogers, seconded by Chair Ward, to certify the Senior Project Leader Eligibility list with an expiration date of August 9th, 2024. Motion carried unanimously.

Adjourn

Motion made by Commissioner Rogers, seconded by Chair Ward to adjourn. Motion carried unanimously.