



HUMAN RESOURCES/CIVIL SERVICE
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CIVIL SERVICE COMMISSION
Meeting Minutes
September 11, 2013
11:00 AM
CONFERENCE ROOM 3B

Roll Call

Chairman Tim Matthewson called the meeting to order. In attendance were Commissioner Geraldine George, Denise Janey – Chief Examiner, Ginny Werner – HR Director, Dianne Rosemark – City of Danbury Counsel

NEW BUSINESS

Minutes of Meeting

Commissioner George made a motion to accept the previous meeting minutes. Chairman Matthewson seconded the motion. Motion passed.

Approval of Eligibility List for Mechanic – Equipment Maintenance. Motion made by Commissioner George to certify the Mechanic – Equipment Maintenance eligibility list. Chairman Matthewson seconded the motion. Motion passed.

Request to Extend Eligibility List Assistant Library Director: Commissioner George made a motion to approve the request. Chairman Matthewson seconded the motion. Motion passed.

Review of Classification Plans: Union, Non-Union, (Civil Service and Non-Civil Service)

Commissioner George made a motion to accept the plans. Chairman Matthewson seconded the motion. Motion passed.

Review of Qualifications of Building Official Applicant(s): Chairman Matthewson made a motion to accept applicant "1". Commissioner George seconded the motion. Motion passed.

***Chairman Matthewson made a motion to add an agenda item regarding the personnel who will conduct the interview for the Building Official position. Motion was seconded by Commissioner George. Motion passed.

Discussion held on who will conduct the interview the Building Official candidate; it was determined that the candidate is currently Acting Building Official and has demonstrated the required skills, the interview will be conducted by the Mayor and Human Resources Director. Chairman Matthewson made a motion to accept this plan. Motion seconded by Commissioner George. Motion passed.

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Review Qualifications of "Chief Operator" Applicants: Chairman Matthewson made a motion to accept the applications of applicants 101, 102 and 103. Commissioner George seconded the motion. Motion passed.

Review Qualifications of "Operator" Applicants: Chairman Matthewson made a motion to accept the applications of applicants 201, 205, 207, 219, 221, 227 and 228. Commissioner George seconded the motion. Motion passed.

Adjourn

Chairman Matthewson made a motion to adjourn. Commissioner George seconded the motion. Motion passed.

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