



HUMAN RESOURCES/CIVIL SERVICE  
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CIVIL SERVICE COMMISSION  
Special Meeting Minutes  
April 9, 2014  
8:30 AM  
CIVIL SERVICE CONFERENCE ROOM

### Roll Call

Commissioner Nagersheth called the meeting to order. In attendance: Commissioner Gerry George, Chief Alan Baker – Danbury Police Department, Police Officer David Antedomenico – Danbury Police Department, Dianne Rosemark - Corporation Counsel, Denise Janey – Chief Examiner, Virginia Werner – Director of Human Resources.

### Minutes of Previous Meeting

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

Request Approval for Communication Coordinator - Testing: Commissioner George made a motion to approve the Communication Coordinator Testing request. Commissioner Nagersheth seconded the motion. Motion passed.

Request Approval for New Position - Communications Specialist: Commissioner George made a motion to continue this agenda item to the next Civil Service Commission meeting. Commissioner Nagersheth seconded the motion. Motion passed.

Request Approval for New Position - Librarian I: Commissioner George made a motion to continue this agenda item to the next Civil Service Commission meeting. Commissioner Nagersheth seconded the motion. Motion passed.

Reallocation of Position Request – Police: Commissioner George made a motion to deny the request, and decided that this issue is more appropriately addressed by the collective bargaining process. Commissioner Nagersheth seconded the motion. Motion passed.

Qualification of Executive Secretary Applicants: Applicants #101, #102, #109, #114, #115, #120, #130, #133, #139, #140, #142, #143, #144, #145, #146, #147 were rejected as they did not demonstrate at least 5 years of experience in administrative or secretarial work. Applicant #103 did not indicate possession of formal post-secondary education in secretarial science, business administration or liberal arts. Applicants #105, #106, #116, #119, #123, #129, #131, #132, #134, #135, #136 did not submit 2 copies of the application as required. Commissioner Nagersheth made a motion to reject these applications. Commissioner George seconded the motion. Motion passed.

### Adjourn

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