

MEETING
CIVIL SERVICE COMMISSION
MINUTES
FEBRUARY 12, 2003
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

The meeting was call to order. Members in attendance: Chairman Michael Finn, Commissioner Frank Caracansi and Wendy Kuhn (arrived at 6:08 P.M.). Carol DeSantie, Personnel Director, DMEA member Dorathea Gulya-Stansey, and Julio Lopez, Chief Examiner.

NEW BUSINESS:

Information on Positions:

Chief Examiner Lopez explained the testing of promotional candidates for Fire Captain and Fire Lieutenant. Written and Oral testing took place; Personnel Director Carol DeSantie and Mayor Mark Boughton conducted interviews.

A motion was made by Commissioner Caracansi to extend the Fire Lieutenant list for one year. Seconded by Chairman Finn; passed unanimously.

Fire Captain – Appointment by Mayor: approval by Common Council – Stephen Williams

Fire Lieutenant - Appointment by Mayor: approval by Common Council – William Lounsbury

Firefighter – 5 candidates:

Background checks and psychological tests should be completed shortly. Names placed for confirmation before the Common Council by the Mayor for March 4, 2003 meeting.

Secretary – Planning & Zoning: Conditional offer was made and background check has been completed. Physical exam to be scheduled.

Cashier - Tax Collector. Background check is completed and physical to be done.

Asst. Finance Director: Conditional offer was made and the physical exam has been done. The start date will be February 24, 2003.

a. Interview questions

Commission Finn explained that the Commission had approved six candidates for the test and a company would be solicited to give the test. He had spoken with someone regarding the cost and he came into the office and asked Julio, if we take the six names, and either send the six individuals to the Mayor or give the test ourselves. Mr. Lopez told him that the City could give

the test. A list of questions has to be compiled, and the same questions are asked of each candidate (whoever does the test), then the best candidate is chosen and that name is sent to the Mayor. Chairman Finn stated that he would call the commissioners, which he did. By doing it this way, the City saved money. Chairman Finn said that after Mr. Lopez told him that the testing could be done this way he met with Carol DeSantie to set up the test.

Ms. DeSantie told the Commission that the position has been vacant for 1½ years.

Chairman stated that the summary of the questions had been submitted to the Commission.

Ms. DeSantie stated that one of the six candidates lived out of state and had come for the interview on the wrong day. A telephone interview was conducted with that candidate who wanted to relocate to the Danbury area. The same questions were asked of all the candidates.

Commissioner asked who was the candidate that the City extended the conditional offer.

Ms. DeSantie said that Daniel Garrick works in New Fairfield for the Board of Education.

Commissioner Caracansi asked what the role of the Chief Examiner should be in this process. Does he have the responsibility of overseeing the testing or the questions. Is there a procedure in place.

Chairman Finn stated that the Chief Examiner should be involved. At least in seeing the questions, a list of questions should be made up and passed by him, so that the questions are done before hand.

Chief Examiner Lopez stated that the interview process should be recorded so that, if the process were challenged, there would be a record.

Commissioner Caracansi stated he was going to ask, how does the Commission protect itself if a challenge occurs, or how did the Commission protect itself if a candidate says it was a prejudiced decision. Are there notes on the interviews.

Ms. DeSantie stated there were notes on every single candidates and a record of the process. Dena Diorio will submit the notes on the interviews of the candidates.

Mechanic – Eligibility list has been promulgated. The practical test was conducted. It was determined by the Director of Public Works and the Head Mechanic that the #1 candidate should be offered the position. Conditional offer was made and background check will begin.

Police Officers : Application process is opened 2/03/03 – 2/28/03. Mr. Lopez stated that there has been a low turnout. He checked other municipalities and there has been a low turnout throughout the state. He spoke with the individual who administers physical ability tests (Sean Cassidy) and his business has been slow.

Senior Laboratory Technician – Public Utilities. Advertisement for the position will be done on February 23rd - March 17th. Test will occur after close of applications and review by Civil Service Commission.

Revised Eligibility Lists:

Captain – Fire

Lieutenant – Fire

Reference Services Librarian - Library

Commissioners received copies of the lists that were revised because of promotions/hiring.

Revision - Job Description

Environmental Inspector – Health & Housing Department. Statement of Duties will have to be completed by Department. Commission will receive copy when completed.

Minutes:

Commissioner Caracansi made a motion to accept January 15, 2003 minutes. Seconded by Commission Kuhn. Motion passed unanimously.

OLD BUSINESS:

DMEA, Local 760 vs Civil Service Commission

Chairman Finn stated that the hearing would be on March 27th, but he will investigate what has to be done regarding this matter. Commissioner Caracansi made a motion that the Chairman represent the Commission. Chairman Finn stated that he would attend the hearing.

Chief Examiner Lopez said that he would speak with Counsel Eric Gottschalk regarding this matter.

The meeting was adjourned at 6:26 P.M. Motion made by Commissioner Caracansi, seconded by Commissioner Kuhn and passed unanimously.