

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

Roll Call

Meeting was called to order by Chairman Michael Finn, Commissioner Wendy Kuhn; Civil Service Examiner Julio Lopez; Director of Personnel Carol DeSantie; and Joanne Lynch, DMEA President.

NEW BUSINESS:

Julio Lopez gave information on the following positions:

Police Officer:

Applications closed on February 28th with 117 applications being submitted. He is meeting with the representative from the company selected to give the test on Friday, March 14, 2003. Will have more information for the next meeting.

Senior Lab Technician/Lab Technician

Application process is open until March 17th.

Asst. Manager Information Technology

Application process is closed. Panel is being put together to have the test be given as soon as possible.

Firefighter

Appointments were approved.

Fire Lieutenant

Appointment was made.

Review/ Extension of Eligibility Lists:

Mr. Lopez requested that the following eligibility lists be extended for one year:

Secretary – 12/19/02 to 12/19/03

Joanne Lynch stated that once a list is expired by the date, it should not be extended.

Mr. Lopez stated that it was an oversight on his part, and that it was a good list; it still has 26 candidates. Normally, if the list is two years old it is not extended.

Chairman Finn made a motion to extend the Secretary list to 12/19/03. Seconded by Comm. Kuhn. Motion passed unanimously.

Mr. Lopez read the list of positions that individuals will retire from into the record. The filling of all vacancies will be put on hold until at least April 1st. At that time it will be apparent as to the availability of money to fill the upcoming vacancies.

Mr. Lopez gave the Commission a chart as to the composition of the candidates who had submitted Police applications.

Job Description – Environmental Inspector – Health & Housing Department - Revision

The Department and the DMEA agreed on the vision of the Environmental Inspector's revised job description.

Ms. DeSantie again noted for the record that this position is also on hold.

Joanne Lynch, DMEA President, stated for the record that the Union had reviewed and approved the revised job description for the Environmental Inspector.

Minutes

Accept February 12, 2003 minutes

Chairman Finn made a motion to accept the February 12, 2003 minutes. Seconded by Comm. Kuhn. Motion passed unanimously.

OLD BUSINESS:

DMEA, Local 760 vs Civil Service Commission

Director DeSantie stated that there was a mediation session with DMEA, Stephen Ferrucci, SEIU representative, Attorney Saranne Murray, Shipman & Goodwin, and Labor Board representative. The City will be reviewing what the process is going to be with Civil Service and reclassifications. She will be meeting with Attorney Murray next week and there may be some resolution from that meeting. The City has 90 days and some decision will be made before that time.

Chairman Finn asked if the individual in the Police Department would remain at a Grade 7.

DMEA President Lynch stated that she would.

Chairman Finn made a motion to adjourn the meeting at 6:16 P.M. Seconded by Comm. Kuhn. Motion passed unanimously.

CIVIL SERVICE POSITIONS – VACANCIES – 6/30/03

ACCOUNT CLERK II	-	4
Gladys Ivansco		
Helen Nassra		
Eileen Hazelton		
Mila Despojado		
ACCOUNT CLERK III – PAYROLL	-	1
Barbara Haitsh		
SECRETARY	-	2
Deanna Egerman		
Carol Pittman		
EXECUTIVE SECRETARY	-	2
Sandra Falzone		
Kathleen Sophia		
CLAIMS PROCESSOR	-	1
Joanne Lynch		
ASST. BUILDING INSPECTOR	-	1
Raymond Kubisek		
DEPUTY BUILDING INSPECTOR	-	1
Walter Straiton		
SENIOR ENGINEER	-	1
Ernie Despojado		
GENERAL FOREMAN – HIGHWAY	-	1
Thomas Lechner		
TRUCK DRIVER	-	1
James Emerito		
PUBLIC UTILITIES TECHNICIAN	-	1
James Bishop		
PURCHASING CLERK	-	1
Linda Dawson		
ASST. BUILDING SUPERINTENDENT	-	1
Joseph Molinaro		
ASST. DOG WARDEN	-	1
Ronald Newkirk		
LIBRARY TECHNICAL ASST. I (Children)	-	1
Dorothy Morgan		
CLERK TYPIST II	-	1
Dolores Leach		

APPOINTED POSITIONS:

Director Elderly Services – Leo McIlrath
Risk Manager - Thomas Fabiano

ELECTED:

Town Clerk

CIVIL SERVICE POSITIONS – VACANCIES – 6/30/03

ACCOUNT CLERK II	-	4
ACCOUNT CLERK III – PAYROLL	-	1
SECRETARY	-	2
EXECUTIVE SECRETARY	-	2
CLAIMS PROCESSOR	-	1
ASST. BUILDING INSPECTOR	-	1
DEPUTY BUILDING INSPECTOR	-	1
SENIOR ENGINEER	-	1
GENERAL FOREMAN – HIGHWAY	-	1
TRUCK DRIVER	-	1
PUBLIC UTILITIES TECHNICIAN	-	1
PURCHASING CLERK	-	1
ASST. BUILDING SUPERINTENDENT	-	1
ASST. DOG WARDEN	-	1
LIBRARY TECHNICAL ASST. I (Children)	-	1
CLERK TYPIST II	-	1

APPOINTED POSITIONS:

Director Elderly Services
Risk Manager

ELECTED:

Town Clerk

CIVIL SERVICE POSITIONS – VACANCIES – 6/30/03

ACCOUNT CLERK II	-	4
ACCOUNT CLERK III – PAYROLL	-	1
SECRETARY	-	2
EXECUTIVE SECRETARY	-	2
CLAIMS PROCESSOR	-	1
ASST. BUILDING INSPECTOR	-	1
DEPUTY BUILDING INSPECTOR	-	1
SENIOR ENGINEER	-	1
GENERAL FOREMAN – HIGHWAY	-	1
TRUCK DRIVER	-	1
PUBLIC UTILITIES TECHNICIAN	-	1
PURCHASING CLERK	-	1
ASST. BUILDING SUPERINTENDENT	-	1
ASST. DOG WARDEN	-	1
LIBRARY TECHNICAL ASST. I (Children)	-	1
CLERK TYPIST II	-	1

Other Vacant Positions:

Asst. Town Clerk

Prog

am Operator – Info Tech (April 30, 2003)

Review/ Extension of Eligibility Lists

Position vacancies FY 2003

Firefighter Appointments

Fire Lieutenant Appointment

Job Description

Environmental Inspector – Health & Housing Department - Revision

Minutes

Accept February 12, 2003 minutes

CIVIL SERVICE POSITIONS – VACANCIES – 6/30/03

ACCOUNT CLERK II	-	4
Gladys Ivansco		
Helen Nassra		
Eileen Hazelton		
Mila Despojado		
ACCOUNT CLERK III – PAYROLL	-	1
Barbara Haitsch		
SECRETARY	-	2
Deanna Egerman		
Carol Pittman		
EXECUTIVE SECRETARY	-	2
Sandra Falzone		
Kathleen Sophia		
CLAIMS PROCESSOR	-	1
Joanne Lynch		
ASST. BUILDING INSPECTOR	-	1
Raymond Kubisek		
DEPUTY BUILDING INSPECTOR	-	1
Walter Straiton		
SENIOR ENGINEER	-	1
Ernie Despojado		
GENERAL FOREMAN – HIGHWAY	-	1
Thomas Lechner		
TRUCK DRIVER	-	1
James Emerito		
PUBLIC UTILITIES TECHNICIAN	-	1
James Bishop		
PURCHASING CLERK	-	1
Linda Dawson		
ASST. BUILDING SUPERINTENDENT	-	1
Joseph Molinaro		
ASST. DOG WARDEN	-	1
Ronald Newkirk		
LIBRARY TECHNICAL ASST. I (Children)	-	1
Dorothy Morgan		
CLERK TYPIST II	-	1
Dolores Leach		

APPOINTED POSITIONS:

Director Elderly Services – Leo McIlrath
Risk Manager - Thomas Fabiano

ELECTED:

Town Clerk

CIVIL SERVICE POSITIONS – VACANCIES – 6/30/03

ACCOUNT CLERK II	-	4
ACCOUNT CLERK III – PAYROLL	-	1
SECRETARY	-	2
EXECUTIVE SECRETARY	-	2
CLAIMS PROCESSOR	-	1
ASST. BUILDING INSPECTOR	-	1
DEPUTY BUILDING INSPECTOR	-	1
SENIOR ENGINEER	-	1
GENERAL FOREMAN – HIGHWAY	-	1
TRUCK DRIVER	-	1
PUBLIC UTILITIES TECHNICIAN	-	1
PURCHASING CLERK	-	1
ASST. BUILDING SUPERINTENDENT	-	1
ASST. DOG WARDEN	-	1
LIBRARY TECHNICAL ASST. I (Children)	-	1
CLERK TYPIST II	-	1

APPOINTED POSITIONS:

Director Elderly Services
Risk Manager

ELECTED:

Town Clerk

ACCOUNT CLERK II	-	4
ACCOUNT CLERK III – PAYROLL	-	1
SECRETARY	-	2
EXECUTIVE SECRETARY	-	2
CLAIMS PROCESSOR	-	1
ASST. BUILDING INSPECTOR	-	1
DEPUTY BUILDING INSPECTOR	-	1
SENIOR ENGINEER	-	1
GENERAL FOREMAN – HIGHWAY	-	1
TRUCK DRIVER	-	1
PUBLIC UTILITIES TECHNICIAN	-	1
PURCHASING CLERK	-	1
ASST. BUILDING SUPERINTENDENT	-	1
ASST. DOG WARDEN	-	1
LIBRARY TECHNICAL ASST. I (Children)	-	1
CLERK TYPIST II	-	1

Other Vacant Positions:

Asst. Town Clerk

Prog

am Operator – Info Tech (April 30, 2003)