

CIVIL SERVICE COMMISSION  
ACTIONS  
JUNE 11, 2003  
6:00 P.M.  
CIVIL SERVICE CONFERENCE ROOM  
3<sup>RD</sup> FLOOR, CITY HALL

Roll Call

Chairman Michael called the meeting to order. In attendance: Chairman Michael Finn, Commissioner Wendy Kuhn; Julio Lopez, Chief Examiner; Carol DeSantie, Director of Personnel, and Joanne Lynch, President DMEA.

NEW BUSINESS:

Information on Positions:

Julio Lopez gave information on the following positions:

Senior Lab Technician/Lab Technician – test given and eligibility list sent to Mayor. He believes interviews will be taking place.

Asst. Manager Information Technology – the conditional offer of employment was given, and the background check is being processed.

Executive Secretary – the test was administered and the eligibility list was promulgated and sent to the Mayor. Candidates were interviewed by the Deputy Police Chief and the Director of Personnel and recommendations were sent to the Mayor.

Account Clerk II – Interviews were conducted and conditional offers of employment were sent to 3 individuals.

Claims Processor – Bids were requested from 3 companies – only one responded. The company is conducting a job analysis, and soon as that is finished, a test date will be established. Joanne Lynch told Chairman Finn that she would be interviewed by the company who would be doing the job analysis on June 12<sup>th</sup>.

Chief Operator – Public Utilities – The three applications were reviewed, two of the applicants were qualified and both were placed on the eligibility list. The Superintendent and the Public Works Director will be scheduling interviews with the two individuals.

### Addendum

Mr. Lopez requested that the following items be added to the agenda under New Business.

Dena Diorio, Finance Director, has requested that since the position of Account Clerk III – Payroll will be vacant effective June 30<sup>th</sup> because the individual is retiring, the individual who is presently in the Account Clerk II – Payroll position, Susan Kaminski, be assigned to that position. Ms. Kaminski took the Account Clerk III – Payroll promotional exam. Ms. Haitsch was selected to fill the position at that time. Following past practice, the individual who is qualified be considered to be awarded the position.

Chairman Finn made a motion to promote Susan Kaminski to the position of Account Clerk III – Payroll. Commissioner Kuhn seconded the motion which passed unanimously.

Mr. Lopez stated that Finance Director Diorio requested that Nancy Lahoud be appointed to the position of Account Clerk II-Payroll.

Chairman Finn made a motion hat a provisional appointment be made until such time that a test could be scheduled. Commission Kuhn seconded the motion, which passed unanimously.

### Review Applications:

#### Assistant Building Inspector

The applications for the position were reviewed. Two applicants did not meet the minimum qualifications. Letters will be sent to those individuals. A test date will be established.

#### Foreman II – Highway

The Commission reviewed the applications. A motion was made by Chairman Finn, seconded by Comm. Kuhn that all applicants are qualified to go forward to take the test. Motion passed unanimously.

#### General Foreman - Highway

The Commission reviewed the applications and voted which applicants were qualified to proceed. Four applicants did not meet the minimum requirements. Chairman Finn made a motion that one candidate who did not meet the supervisory requirements of the General Foreman position, Alex Roberts, and who had not applied for the Foreman II position, be allowed to take the Foreman II exam. Comm. Kuhn seconded the motion which passed unanimously.

Mr. Lopez stated that he will contact those applicants who will go forward with General Foreman exam. Letters will be sent to those individuals who are not qualified.

#### Review/ Extension of Eligibility Lists

Mr. Lopez gave the Commission the eligibility lists that will expire within the next two months. Truck Driver; Captain – Police; Lieutenant – Police; Sergeant – Police. Chairman Finn made a motion to extend all list for one year. Seconded by Comm. Kuhn. Motion passed unanimously.

## Minutes

Accept May 7, 2003 minutes

### OLD BUSINESS:

DMEA, Local 760 vs Civil Service Commission

Chairman Finn stated a letter had been sent to the attorneys.

Joanne Lynch, President DMEA, said that she had spoken with Stephen Ferrucci briefly. She believes that the DMEA will go onto the next step.

Chairman Finn stated that this was brought up at the meeting as a point of information.

Ms. Lynch asked the Commission if they were comfortable with reviewing a proposed title of a job, specifications of the class, and deciding what is recommended. The Commission don't know the jobs, don't know the people that work in these positions, you don't know the scoring, so you review the proposed title and specifications, and the salary grade.

Chairman Finn said that he would not be reviewing the salary grade unless the Mayor asked us to look at the grade.

Ms. Lynch said the Commission would not review the salary grade.

Chairman Finn that the Commission does have access to that chart, the grading system. He stated that he is comfortable looking at a change from A to B if it is an insignificant change.

Ms. Lynch stated that it was a significant change and the Commission is taking away the responsibilities from the Union and the Personnel Director. Why would Commission come in and determine what these jobs are, where they should be at. A reclassification is part of the DMEA contract. So it is up to the Personnel Director and the Union. There has not been a problem in the past if the Personnel Director felt that the position deserves an increase.

Carol DeSantie, Personnel Director, stated that the way that the language reads, that it's only if as recommended by the Mayor that it will not take away any authority either from the Union and/or from the Personnel Director. In terms of the interpretation of the language which is gray where it says City approvals.

Chairman Finn made a motion to adjourn at 6:47 P.M. Seconded by Comm. Kuhn. Motion passed unanimously.