

CIVIL SERVICE COMMISSION  
ACTIONS  
SEPTEMBER 17, 2003  
6:00 P.M.  
CIVIL SERVICE CONFERENCE ROOM  
3<sup>RD</sup> FLOOR, CITY HALL

Roll Call

Chief Examiner Julio Lopez called the meeting to order. This meeting was originally scheduled for Wednesday, September 10, 2003 but was rescheduled to September 17, 2003 due to scheduling conflicts. Chairman Michael Finn was not present. In attendance were Chief Examiner Julio Lopez, Commissioner Wendy Kuhn and Commissioner Frank Caracansi.

NEW BUSINESS:

Information on Positions:

Julio Lopez gave information on the following positions:

Assistant Building Inspector – Candidates were tested recently and seven candidates were considered eligible. Interviews were conducted and one candidate did meet the requirements. He declined the conditional offer. It was decided that the City re-advertise. One of the inspectors contacted the State of Connecticut and the State provided a list of individuals that are certified in the area that we are looking for. We sent a letter to all candidates on the list asking them to contact us if they were interested in the position. The response has been overwhelming. We believe we will end up with a list of very qualified candidates.

Emergency Management Director – This position was initially advertised earlier this year. The Mayor's Office was not satisfied with the quality of the candidates. The position has been re-advertised on the City's website and the Connecticut Job Bank. Once this closes, Mr. Lopez will report who the candidates are.

Senior Computer Technician – This process was broken down into two parts: Due to the high amount of qualified candidates, an Experience and Training Exam was developed by Cogswell Associates (the company was hired to do this). This exam was sent out to the qualified candidates with instructions. Of the sixteen individuals, nine responded well enough to be considered for the second part (an oral exam) that will take place on Monday, September 22, 2003.

Truck Driver – Mr. Lopez has given copies of the applications for the Civil Service Commission to review. The test has been scheduled for Wednesday, September 24, 2003 and qualified candidates have been notified of the test. Candidates are calling to confirm their attendance to the test.

### Review Applications:

Chief Operator, Public Utilities – Mr. Lopez has given copies of the applications for the Civil Service Commission to review. There were three candidates who responded and all three are qualified. One of the candidates, Mr. Isles, was a city employee when the City had a sewer division. He had retired. Normally, for an open position, the top six candidates are placed on the eligibility list. In this case, because there are only three candidates, and all are qualified, Mr. Lopez recommends the candidates be placed on an eligibility list based on the dates on their applications. Commissioner Caracansi agrees that it would be an unnecessary cost to have a written exam for these candidates. Commissioner Caracansi put forth a motion that the three candidates be placed on the eligibility list based on ranking order based on the date that their application was received. Commissioner Kuhn seconded the motion. The motion passed unanimously. Interviews should be conducted with the three candidates.

Public Utilities Technician, Promotional Examination – This position was filled by a current employee, Brian Michalek.

Operator, Water Utilities – Due to a promotion, this position opened up: an employee was transferred from Operator to Public Utilities Technician. Of the nine candidates, four were considered qualified. All candidates will be notified. The test may need to be updated before it is administered to the qualified candidates.

### Review/Extension of Eligibility Lists

Mr. Lopez located some eligibility lists that are coming due in the near future. For the Fire Department, the Firefighters list is coming due November 27, 2003; the Assistant Fire Chief is coming due November 20, 2003; and Fire Captain is coming due December 30, 2003. All three lists have excellent candidates. Mr. Lopez suggested that these lists be reviewed at the next Civil Service Commission meeting.

Another list coming due on September 24, 2003, is the Associate Planner and there are four candidates that are still good candidates. Commissioner Kuhn made a motion to extend the Associate Planner list to September 24, 2004. Commissioner Caracansi seconded the motion. The motion passed unanimously.

### Minutes

Commissioner Caracansi made a motion to accept the August 6, 2003 meeting minutes. Commissioner Kuhn seconded the motion. The motion passed unanimously.

Commissioner Kuhn made a motion to adjourn at 6:20 P.M. Seconded by Commissioner Caracansi. Motion passed unanimously.

JAL/ecc