

CIVIL SERVICE COMMISSION  
ACTIONS  
NOVEMBER 12, 2003  
6:00 P.M.  
CIVIL SERVICE CONFERENCE ROOM  
3RD FLOOR, CITY HALL

Roll Call

Chief Examiner Julio Lopez called the meeting to order. Commissioner Wendy Kuhn was not present. In attendance were Chairman Michael Finn, Chief Examiner Julio Lopez, and Commissioner Frank Caracansi.

NEW BUSINESS:

Information on Positions:

Julio Lopez gave information on the following positions:

Operator I (Water Utilities) - We had five candidates who were invited to take the written exam. Two candidates attended the test that was administered on Monday, November 10, 2003. Both candidates achieved passing scores. The eligibility list was distributed to the Commission members. Chairman Finn made a motion to present the eligibility list to the Mayor. Commissioner Caracansi seconded the motion. The motion passed unanimously.

Clerk Typist II – We received 108 applications for this position. Out of the 108 candidates, 21 candidates did not provide copies of diplomas/transcripts or other information that was requested. It was clearly stated in the announcement/ad that candidates must provide copies of diplomas or transcripts. As is shown on the spreadsheet prepared by Elizabeth Cavazzini, Executive Secretary for Personnel/Civil Service, the list shows which individuals that did not provide the documents that were requested. The requirements are so basic for this position, the Commission may want to review all applications, but the way the list was prepared shows the applicants were rejected based on the fact that they did not follow the instructions. Commissioner Caracansi made a motion to notify the 87 qualified candidates when the test would be planned and have Chief Examiner Lopez administer a standard test. Chairman Finn seconded the motion. The motion passed unanimously.

Librarian I – Copies of 13 applications and resumes for this position were sent ahead of time to the Commission. Chairman Finn would like to review the rejected candidates. First candidate, Theresa Bueno, is rejected because she does not have any of the qualifications such as she does not have a college degree and does not have any library experience. Second candidate, Lisa Rotunda, is rejected because she is a medical student and does not have any of the basic qualifications. The candidate named Alfonso Oliveras has an MSIS degree. Commissioner Caracansi wanted to know if an MSIS degree is equivalent to a Masters of Library Science (MLS). Chief Examiner Lopez noted that Mr. Oliveras put on his application that the MSIS degree is accredited by the American Library Association. Chief Examiner Lopez is going to check with Betsy McDonough, the Library Director, if an MSIS degree is

acceptable. Chief Examiner Lopez pointed out that two other candidates, Jill Goldman and Adam Altman, also have MSIS degrees. Commissioner Caracansi rejected Jill Goldman because he didn't think she had the educational requirement. Commissioner Caracansi thought Carol Robinson was a maybe. Chairman Finn points out that Ms. Robinson's application states she has a degree in Library Science/Librarianship from Queens College, but is that a Master's Degree in Library Science? Commissioner Caracansi recommends that she is a maybe because she may be in a similar situation like Alfonso Oliveras. If she has the MLS, even though it's not clear on her application, she should be considered qualified. Chief Examiner Lopez will check on this. Commissioner Caracansi made a motion that all of the qualified candidates be notified that their applications have been accepted and they can be notified of the test. Chairman Finn seconded the motion. The motion passed unanimously.

Secretary/Bookkeeper – This position was advertised as a promotional position. The position has been created in the Fire Department. There is an employee in the position who is currently an Account Clerk II – Payroll. The position was posted throughout the City. Only one person applied; the person who is currently filling the position. The Fire Chief wanted to attend this meeting to explain some details. In Chief Examiner Lopez's opinion, the person in the position is well qualified. She is doing the work. We have set a precedent in the past, if one person applies for a promotional position, and he or she is already in the position, it was requested from the Commission to authorize Personnel to award the position to the individual. Chairman Finn put forth a motion to have Janet Kutschinski be upgraded to the Secretary/Bookkeeper position. Commissioner Caracansi seconded the motion. The motion passed unanimously.

Deputy Fire Marshal/Fire Inspector – This was advertised as a promotional position. Ten candidates responded. Correspondence has been exchanged between the Fire Union and the Fire Chief; apparently they have no intention of filling that vacancy right now. Chief Examiner Lopez had a conversation with Chairman Finn prior to the meeting. We have an obligation under the bargaining unit agreement to have a list within a period of time. They give you 120 days to have an eligibility list in place and then the Mayor has 60 days to appoint a person from that list. Apparently, due to budgetary reasons, they do not want to fill that vacancy right now. The issue is here before the Commission because we advertised and we have applications from those employees who are interested. It is up to the Commission to make a decision. Chairman Finn puts forth a motion to table this matter until the next Commission meeting. He stated that because there is correspondence going back and forth between the Union, the Chief and the Mayor, let them get squared away until they give the Commission some information. In the meantime, we have the applications, so this can be acted upon at the next meeting. Commissioner Caracansi seconded the motion. The motion passed unanimously. Commissioner Caracansi wanted to state for the record that the people of Danbury should be well aware that these 10 people are highly qualified and some have served the community as long as 18 years and they are all excellent candidates. The credentials of these candidates are exemplary. He doesn't think it will be a problem with any one of them filling that position. Chief Examiner Lopez agrees that they are a dedicated and well-qualified group of people. Mr. Repko, the Deputy Fire Marshal/Fire Inspector, retired on August 30, 2003; we have 120 days from that date to have an eligibility list in place. The position is currently empty but the union contract calls for a certain number of positions. The Fire Marshal has three deputies that can cover this position temporarily.

Commissioner Caracansi made a motion to adjourn at 6:25 P.M. Seconded by Chairman Finn. Motion passed unanimously.

JAL/ecc