

CIVIL SERVICE COMMISSION
ACTIONS
DECEMBER 10, 2003
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

Chief Examiner Julio Lopez called the meeting to order. In attendance were Chairman Michael Finn, Chief Examiner Julio Lopez, Commissioner Wendy Kuhn DaCosta, and Commissioner Frank Caracansi.

NEW BUSINESS:

Information on Positions:

Julio Lopez gave information on the following positions:

Operator/Repairperson - This is a position in Public Utilities (the Water Department). We are currently accepting applications for this position. This will close on December 29, 2003. It is moving very slowly, possibly due to the holidays. We expect responses to increase.

Deputy Fire Marshal - This position was addressed in the meeting last month. It was tabled because it was believed that the class for certification would not be taking place until sometime next summer. On December 9, 2003, Chief Examiner Lopez found out from the State Fire Marshal's office that there will be a class in February. The names of the individuals attending the class have to be in by January 9, 2003. Chief Examiner Lopez would like to put together a test to establish a list so that the Mayor can select someone to fill that vacancy. Commissioner Finn made a motion to have Chief Examiner Lopez set up a test for this position. The motion passed unanimously.

Clerk Typist II - The test for this position has been scheduled for December 17, 2003 at 6:00 p.m. at Rogers Park Middle School. Eighty-seven (87) candidates were invited to take the exam. Chief Examiner Lopez said that for the next meeting, he will have the results of the exam as well as the Eligibility List.

Superintendent of Highways - This position became vacant because Frank Cavagna retired on November 30, 2003. Chairman Finn stated that the Mayor and the Public Works Director are discussing this position. They are discussing the changes in the job description and what the person will be doing. Commissioner Finn put forth a motion recommending that this position be tabled to the next meeting in January and see what they come up with before putting together an examination. Commissioner Caracansi seconded the motion. The motion passed unanimously.

Assistant Animal Control Officer – Six candidates out of 55 candidates were considered qualified for the position. Chief Examiner Lopez met with Captain Arthur Sullo who is in charge of the Animal Control Division. The advertisement for this position was somewhat deceiving because it was later realized that the individual required certification in order to be able to issue summons and carry a weapon. The candidates that Capt. Sullo set aside and discussed with Deputy Chief Rosato and Chief Examiner Lopez have the certification and qualifications to issue summons and carry a weapon. Chairman Finn recommended that the six candidates that meet the qualifications be put on a list and submit them to the Mayor for his selection. It would save time to not have an exam. If we had a exam, it would still be the best of six candidates. Not having an exam has been done before. In the past, there was a promotional position open and all the individuals were deemed qualified. In order to expedite the process and save some money, a list was created and presented to the Mayor. Commissioner Kuhn DaCosta made a motion to present the six candidates to the Mayor. Commissioner Caracansi seconded the motion. The motion passed unanimously.

Commissioner Caracansi made a motion to accept the minutes of the previous meeting. Seconded by Commissioner Kuhn DaCosta. Motion passed unanimously.

Commissioner Caracansi made a motion to adjourn at 6:12 P.M. Seconded by Chairman Finn.

JAL/ecc