

CIVIL SERVICE COMMISSION
ACTIONS
SEPTEMBER 13, 2004
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

Chairman Michael Finn called the meeting to order. He explained this meeting was originally scheduled for September 8, 2004 but postponed until today. In attendance were Commissioner Geraldine George; Commissioner Frank Caracansi.

NEW BUSINESS:

Sealer of Weights and Measures position - Chairman Finn informed the Commission that one position has been filled. The Mayor appointed a candidate from the applications that had come in. A background investigation is being performed right now. When the background investigation is completed, the candidate will be hired. The second position is still open. The Mayor has not appointed anyone to the second opening yet.

Upcoming Tests - Chairman Finn stated that the City advertised on Sunday, September 12, 2004 for a Senior Field Person in the Assessor's Office and a Laborer II/Mason for the Highway Department. Chairman Finn spoke with Duke Hart, Highway Superintendent, during the week about the Laborer II/Mason position. After the applications come in, there will be an in-house test at the Highway Department. Any member of the Commission can attend the test to observe as Duke administers the test. We do not have to hire an outside testing company.

After the applications come in for the Senior Field Person, Assessor's Office, the Commission will review the applications and set up a test for that position.

Chairman Finn just finished the arrangements on Friday, September 10, 2004, for the promotional police tests for Captain, Lieutenant, Sergeant and Detective. Commissioner Caracansi asks what was done. Chairman Finn explains that he spoke to Chick Volpe, Purchasing Manager, and had him request proposals from testing companies in the area. Four companies responded. One that responded back was a company we used to use all the time. Chairman Finn can't remember the testing consultant's name right now. The owner responded back that he cannot perform any testing right now because he is ill. His two children are taking over the company but they are not ready to take on this type of testing right now. Another consultant responded that he was too busy to perform any testing. Another company responded back, Dr. LaGanga, who has responded to the City once before and did perform a test with former Chief Examiner Julio Lopez on another occasion. She responded that she would like to bid. The fourth company we requested a bid from responded that he was going to bid, but he is now a partner with

Dr. LaGanga. They made the bid together. The company is named Resource Management Associates, LLC (RMA). Commissioner George asked if Julio had worked with Dr. LaGanga before on a test. Chairman Finn said that yes, Julio has hired Dr. LaGanga for a previous test. Resource Management Associates will be putting together a test and administering it for us. Their proposal was sent to Chick Volpe and Dena Diorio, Director of Finance and Personnel because Chairman Finn did not know how much was in the Personnel budget to allow for a testing consultant. It has been approved. Chairman Finn sent RMA the guidelines of the testing. We will be faxing them job descriptions, rules and regulations of our department versus general police questions and other information on Tuesday, September 14, 2004. This is all RMA will need from us for now in order to put together a test. The tests are going to be coming in November. The notice will be posted on Friday, September 17, 2004 and a week from Monday (September 27, 2004), the Personnel Department will be accepting applications and the reading materials. The reason for that is that we don't want to have problems with people who are off that day and did not read the posting that day. This gives them one week's notice. Commissioner George thought that was a good idea. The previous eligibility lists have expired for Captain, Lieutenant, Sergeant and Detective. Because of this, promotional tests must be given for anticipated openings due to retirements and promotions in those positions. Commissioner Caracansi asks if there are available eligibility lists. Chairman Finn states the lists all expired in August 2004. Commissioner George says that Commissioner Caracansi should have a copy of all the lists. She has copies. Commissioner Caracansi asks if there are going to be vacancies in all those positions over the next year or two. Chairman Finn says there will be.

Truck Driver Eligibility List - Commissioner Finn has the Truck Driver eligibility list that he would like to extend. We have an active list. It's only a year old and it expires September 24, 2004. Commissioner George makes a motion to extend the Truck Driver list for another year. Commissioner Caracansi seconded the motion. The motion passed unanimously. Commissioner Caracansi states for the record that the Truck Driver list contains 17 names. Commissioner Caracansi asks could the Personnel Department check to see if these candidates are still available and interested. This is already being done by the Personnel Department.

Points System for Volunteer Firefighters - Chairman Finn noted that Volunteer Firefighter's Chief was not ready to discuss this matter and asked that this be put on the next agenda (October 13, 2004).

Previous Meeting Minutes - Commissioner George made a motion to accept the previous (July 14, 2004) meeting minutes. There was no meeting held in August 2004. Chairman Finn seconded the motion. The motion passed unanimously. Commissioner Caracansi abstained from this motion because he was not present at the July 2004 Civil Service Commission Meeting.

Commissioner George made a motion to adjourn the meeting. Chairman Finn seconded the motion. The motion passed unanimously. Chairman Finn adjourned the meeting.

MF/ecc