

CIVIL SERVICE COMMISSION
ACTIONS
FEBRUARY 9, 2005
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

Chairman Michael Finn called the meeting to order. In attendance were Commissioner Geraldine George, Commissioner Frank Caracansi, and Chief Examiner John Whitcomb.

NEW BUSINESS:

Head Mechanic - The Mayor has asked William Buckley, Director of Engineering, to handle the interviews for this position.

Lead Tree Operator - The candidates' names were sent to the Mayor. This position is on hold possibly due to budgetary reasons.

GIS Analyst - The candidates' names were sent to the Mayor. The candidates will meet with a panel made up of the Mayor, the Tax Assessor, and the IT Manager.

Public Health Inspector - The candidates' names were sent to the Mayor. The Commission does not have any new information about this position at this time.

Status of the Police Department Promotional Exams - The three police officers that were to be promoted in February were withdrawn from the Common Council Agenda because the process for reviewing all of the exams was not completed. Therefore, the officers could not be promoted at this time. The Civil Service Commission received a letter from Officer Rachel Halas and a response will be sent to her this week. Commissioner Caracansi made a motion to send a response to Officer Rachel Halas regarding her complaint. Commissioner George seconded the motion. The motion passed unanimously.

Information on Positions:

Engineer I - A conditional offer has been made and accepted. The candidate is expected to start in the first week of March.

Foreman - Interviews have been scheduled for next week. William Buckley, Director of Engineering, is coordinating this with the Mayor.

Accountant - Applications closed on January 31, 2005. Copies of these applications were mailed to the Civil Service Commission members on February 2, 2005 for them to review before the meeting. For some reason, Commissioner Caracansi never received his packet. The tape was shut off so that Commissioner Caracansi could review the applications. Sixteen candidates have applied. Five applications are incomplete. In accordance with the educational and experience needs, nine applicants are considered qualified and eligible to take the test. Commissioner Caracansi made a motion to accept the nine candidates. Commissioner George seconded the motion. The motion passed unanimously. The nine candidates that are accepted (listed in alphabetical order): Barbra Battista, Mindy Chanthamala, Al Frazao, Susan Kaminski, Caryl Komorowski, Barbara Morrissey, Miriam Nunez, Melissa Rodriguez and Virginia Walonoski. Ms. Morrissey's application is incomplete. She must submit her diploma/transcript or she will not be allowed to take the exam. The other candidates will be notified by mail as to why they were not accepted as candidates.

Senior Field Person - The oral exams were held on February 3, 2005. The candidates have been ranked based on their performance. Interviews need to be set up with the Mayor and Colleen Velez, the Tax Assessor.

Webmaster - The oral exams were held on February 2, 2005. The candidates have been ranked based on their performance. Information will be provided to the Mayor and Betsy McDonough so that this can move forward.

Assistant Building Inspector - This position has been advertised and applications are being accepted until February 14, 2005. Applications will be reviewed at the next Commission meeting.

Deputy Chief of Police - Chairman Finn states that he is not sure how this item ended up on the agenda. Neither the Mayor or the Civil Service Commission should not be involved with this until a new Chief of Police is hired. No action on this at this time.

Fire Lieutenant and Dispatcher - For the Lieutenant position, a testing agency will need to be hired for this exam. According to the Union contract, this has to be completed within 180 days. The process should be started by the end of this month and the test will be set up in March or April.

For the Dispatcher position, there is an Eligibility List, but Chairman Finn has not been able to speak to Fire Chief Pete Siecienski to find out if the one candidate on the Eligibility List is still interested in the position. If he is still interested, a test is not needed. Chief Examiner Whitcomb states that Chief Siecienski's intention, based on the rules of the contract, to place someone in those positions temporarily (provisionally) while the process is going forward.

Public Utilities Superintendent - Applications were accepted until February 8, 2005. There were three candidates. Of the three, one did not complete an application or submit the application fee. The other two candidates are well known to the Engineering staff and are considered well

qualified. Commissioner Caracansi made a motion to accept the applications of Mr. David Day and Mr. Ronald Hill. Mr. Glen Giannini did not complete the application or submit the application fee as required so he should not be considered. Commissioner George seconded the motion. The motion passed unanimously. The two candidates will be forwarded for review by the Mayor and Bill Buckley, Director of Engineering/Superintendent of Public Utilities.

Eligibility Lists - The following eligibility lists were reviewed and extended:

- Dispatcher (Fire Department) extended to February 2, 2006.
- Highway Superintendent extended to February 5, 2006.
- Operator/Repairperson (Public Utilities) extended to March 8, 2006.

Minutes of January 12, 2005 meeting - Commissioner Caracansi made a motion to accept the previous meeting's minutes. Commissioner George seconded the motion. The motion passed unanimously.

Commissioner George made a motion to adjourn. Commissioner Caracansi seconded the motion. The motion passed unanimously.

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