

CIVIL SERVICE COMMISSION  
ACTIONS  
MARCH 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 Frank Caracansi and Chief Examiner John Whitcomb. Commissioner Geraldine George was not present due to illness.

NEW BUSINESS:

Accountant - Chief Examiner Whitcomb states that an outside testing company will be used to purchase exams and conduct the test in-house. The cost is expected to be under \$500 so we do not need to go through the Purchasing Department. Commissioner Caracansi asks when will the test be given. Chief Examiner Whitcomb expects the exam to be given within the next 30 days.

Director of Health and Fire Lieutenant - Bids have been sent out for tests. Two companies have responded: Resource Management Associates (RMA) and Bruce Davey Associates from Glastonbury. RMA has the lower bid for both the exams. Commissioner Caracansi made a motion to accept the bids from RMA for both the Director of Health and Fire Lieutenant exams. Chairman Finn seconded the motion. The motion passed unanimously.

Senior Field Person - Interviews were conducted on March 8, 2005.

GIS Analyst - Interviews were conducted on March 9, 2005.

Webmaster - Interviews were conducted on March 7, 2005 and March 10, 2005.

Foreman - A candidate was recommended to the Mayor.

Superintendent of Public Utilities - A candidate was recommended to the Mayor. Chief Examiner Whitcomb passes out to the members a letter from the Mayor to the Common Council recommending the promotion of David Day to the position of Superintendent of Public Utilities.

Assistant Building Inspector - This position was re-advertised because we did not receive many candidates. A mailing was also sent to the Assistant Building Inspectors listed on the State of Connecticut's website to generate interest. Applications are being accepted up until March 28, 2005.

Deputy Chief of Police and Fire Dispatcher - Chief Examiner Whitcomb is going to talk to the testing companies about these positions. A survey of interest will be done for the Fire Dispatcher within the Fire Department. Depending on the interest, we will determine what the next step will be. Commissioner Caracansi asks if the Deputy Chief of Police is a civil service position. Chairman Finn answers yes. Chairman Finn recommended that the testing company observe an assessment center because the interviews are going to be situation interviews. Commissioner Caracansi mentioned that yesterday's newspaper stated that the incoming Chief of Police is going to be looking to possibly use civilian employees as dispatchers. Maybe this is something that the Commission should discuss with the Mayor and the Fire Chief as to whether or not that could become a civilian position. Chairman Finn agrees with that. Chief Examiner Whitcomb stated that if the union members are not interested in the position, that would seem like a reasonable approach. Chief Examiner Whitcomb will follow up on this.

Minutes of February 9, 2005 meeting - Commissioner Caracansi made a motion to accept the previous meeting's minutes. Chairman Finn seconded the motion. The motion passed unanimously.

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

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