

CIVIL SERVICE COMMISSION
ACTIONS
APRIL 13, 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, Commissioner Geraldine George and Chief Examiner John Whitcomb.

NEW BUSINESS:

Assistant Building Inspector - The Commission reviewed the applications. The candidates were reviewed as follows:

- Paul Payne - Qualified.
- Robert Ayotte - Mr. Ayotte is listed as a Licensed Building Official on the State of Connecticut's website. According to his application, he claims he graduated high school, plus one year of college, but he did not attach any transcripts. His application is incomplete. He must provide copies of his diplomas or transcripts as well as a copy of his license or he will be not be able to participate in the exam.
- James Schullery - Qualified. He currently works as an Assistant Building Inspector in Waterbury and his application is complete with all attachments.
- Ron Witt - Mr. Witt is listed as a Licensed Building Official on the State of Connecticut's website. His application is incomplete. He must provide copies of his diplomas or transcripts as well as a copy of his license or he will be not be able to participate in the exam.
- John Rondano - Qualified. He currently works as a Building Official in New Milford and his application is complete.
- Augustine Palmieri - Mr. Palmieri's application is incomplete but he indicates that he is a licensed building official. He must provide copies of his diplomas or transcripts as well as a copy of his license or he will be not be able to participate in the exam.
- Mark O'Donnell - He is not qualified because he is not a licensed Building Official.
- John Gamwell - Mr. Gamwell claims he sent in an application form. The Personnel/Civil Service Office does not have it. Chief Examiner Whitcomb points out that it appears that Mr. Gamwell does not have a high school diploma. Chief Examiner Whitcomb states that in his experience, people who do not use the correct forms are often trying to conceal something they are missing that would be noticed on a form. If his resume claimed a high school diploma, Chief Examiner Whitcomb might look at it differently. The Personnel/Civil Service

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Department may have lost the application, but that doesn't seem correct because Chief Examiner Whitcomb feels the Personnel/Civil Service Department is very organized. Commissioner Caracansi states that Mr. Gamwell might be qualified if he can prove he is licensed. Chairman Finn states he should be rejected because we did not receive a copy of his license, copies of his diplomas/transcripts or completed application. He could always request an appeal. The Commission agreed Mr. Gamwell would not be considered qualified for the position.

- Mark Lubus - He will be taking the exam for becoming a licensed Building Official on May 5, 2005. Commissioner Caracansi asks when the Assistant Building Inspector exam will be held or will it just be interviews. Chief Examiner Whitcomb states that he has discussed this with Julio Lopez, Deputy Personnel Director. In the past, interviews and a panel type test has been held. Chairman Finn points out that an exam is not a choice. If there are more than six applicants, an exam must be held. Chief Examiner Whitcomb does not think the position will be filled by May 5, 2005. Commissioner Caracansi said he might consider this candidate qualified, but he was supposed to have the license in order to be considered for the position. Chairman Finn thought this as well and pointed out that besides not having the license, the candidate does not have the necessary experience. The Commission agreed Mr. Lubus would not be considered qualified for the position.

In summary, six candidates are considered qualified for the Assistant Building Inspector position.

Accountant - Four out of nine candidates passed. The four candidates will be interviewed by the Mayor.

Health Director - Seven out of eight candidates participated in the essay exam. One candidate did not respond to the essay exam. The completed exams are due April 14, 2005. An oral exam is scheduled for May 13, 2005.

Police Officer - An entry-level exam needs to be set up. An anticipated date is July. July may not be possible because of the Fire Lieutenant, Dispatcher, and Firefighter (entry level) exams.

Sergeant Exam - This item will be discussed in the next Civil Service Commission meeting.

Mechanic positions - There are two vacancies due to promotions, Utility Mechanic and Maintenance Mechanic III. Chief Examiner Whitcomb is meeting with Bill Buckley, Public Works Director/City Engineer, to determine the specifics of the positions and the accuracy of the current job descriptions.

Firefighter Eligibility List - This could be set up by July or August. A testing company will be hired for this test. Chairman Finn pulled the October 2004 meeting minutes to remind the Commission that when this goes forward that there is a Points system in place for the volunteer firefighters. When the test is announced, Chairman Finn would like to include the points system in the announcement. Commissioner Caracansi thought that would be a good idea.

Fire Lieutenant - We are accepting applications through April 22, 2005. A reading list has been issued by Resource Management Associates (RMA).

Public Health Inspector - Interviews were held on April 12, 2005. A conditional offer has been made to a candidate.

Deputy Police Chief - We would like to wait for the new Police Chief to get situated and see what his plans are for this position. We would like to get his input on this position for the test.

Customer Service Representative - Applications were accepted until April 11, 2005. This is a promotional position. Chairman Finn reviewed the applications. The Promotional Application form does not give the Commission enough information. The form may need to be revised so that it gives more information. Chief Examiner Whitcomb reviewed their personnel files and all candidates appear qualified. Chief Examiner Whitcomb stated that the requirements for the position are five years experience and education can be substituted for five years experience. Anyone who has worked for the City for less than five years has had employment previously that fulfills the experience requirements. Commissioner Caracansi made a motion to accept all candidates for the Customer Service Representative position. Commissioner George seconded the motion. The motion passed unanimously.

Fire Dispatcher - Commissioner Caracansi noted that in the last meeting minutes, there was discussion about hiring civilian dispatchers. He wanted to know if there was a discussion on this. Chief Examiner Whitcomb states that more applicants applied than what had been expected and he is anticipating that there will be an exam. Chief Examiner Whitcomb thinks the exam can be held in-house and that a testing firm would not have to be hired. Chairman Finn discussed this matter with Mayor Boughton. The Dispatcher position is a Firefighter Union (contract) position. The Mayor does not wish to battle the Union over this position. If there were no interested candidates for this position, there may have been an option to hire civilians. Chairman Finn mentioned it might have been different if the new Fire Station had been built, they could have consolidated operations.

Filled positions - A review of filled positions:

- GIS Analyst - R Zarbock, start date: March 31, 2005
- Webmaster, Library - C. Durrell, start date: April 25, 2005
- Senior Field Person, Assessor - D. Kieras, start date: April 25, 2005
- Foreman - B. Moniz, start date: March 21, 2005
- Head Mechanic - S. Hanley, start date: March 14, 2005
- Superintendent, Utilities - D. Day, start date: April 4, 2005

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

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