

**The Town of East Haven, CT
Civil Service Commission Minutes
March 15, 2018, 7:00 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Thursday, March 15, 2018 in the Civil Service Commission Office, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:00 p.m.

Roll Call:	Mr. Albert Carocci	Present
	Mr. John Stacey	Absent
	Ms. Marlene Asid	Present

OLD BUSINESS

BOARD OF EDUCATION

ACCOUNTANT

The exam is complete with 12 candidates passing.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Accountant to be valid for a period of 2 years and to certify the top 3 available names in rank order to fill one position.

Mr. Carocci seconded.

Vote: Unanimous

SECRETARY III

The exam is complete with 10 candidates passing.

A MOTION was made by Mr. Carocci to establish the Eligibility List for the position of Secretary III to be valid for a period of 2 years and to certify the top 3 available names in rank order to fill one position.

Ms. Asid seconded.

Vote: Unanimous

CUSTODIAN

The position is currently being advertised and the deadline to submit applications is March 21, 2018.

SECRETARY II

The position is currently being advertised and the deadline to submit applications is March 21, 2018.

TAX COLLECTOR

ACCOUNT CLERK, GRADE LEVEL 10

Interviews are being conducted at this time. There is no action to be taken.

POLICE DEPARTMENT

CERTIFIED PUBLIC SAFETY DISPATCHER

The Police Chief has requested to fill one position. There are currently 3 candidates who meet the minimum qualifications and have completed the Civil Service Exam.

A MOTION was made by Ms. Asid to certify the top 3 available candidates in rank order who meet the minimum qualifications for Certified Public Safety Dispatcher.

Mr. Carocci seconded.

Vote: Unanimous

CIVIL SERVICE RULES AND REGULATION REVISION

The Chief Examiner sent an email to Attorney Zullo asking for clarification regarding this matter. He got back to her and stated it is on his to do list. She has not heard back from him yet.

NEW BUSINESS

TOWN CLERK

GENERAL CLERK, GRADE LEVEL 10

There is another vacancy in this department due to a resignation.

A MOTION was made by Ms. Asid to certify the top 3 available names in rank order to fill one position from the List for General Clerk, Grade Level 10.

Mr. Carocci seconded.

Vote: Unanimous

POLICE DEPARTMENT

POLICE OFFICER C-NEW RECRUIT

The Board of Police Commissioners has requested a Certified List to fill one position. The Police Chief sent over a list of candidates who have not completed the back ground investigation because they did not submit the required materials on time.

A MOTION was made by Ms. Asid to remove the following names from the list for Police Officer C: J. Ferro, B. Gauthier, K. Marrero, A. Tomasello, J. Perkins, A. Scata, K. Rodriquez.

Mr. Carocci Seconded.

Vote: Unanimous

A MOTION was made by Ms. Asid to certify the top 3 available names in rank order to fill one position from the List for Police Officer C-New Recruit.

Mr. Carocci seconded.

Vote: Unanimous

BOARD OF EDUCATION

BUILDING MAINTENANCE-REQUEST FOR TEST

The Board has requested the Commission test for the vacant position of Building Maintenance.

A MOTION was made by Ms. Asid to begin the testing process for the position of Building Maintenance which will consist of a written exam with a pass point of 70 to be worth 100% of the final score to be valid for a period of 2 years.

Mr. Carocci Seconded.

Vote: Unanimous

BILLS

A MOTION was made by Ms. Asid to pay the following bills:

\$25.00 to I/O Solutions, Test Rental

\$345.00 to La Voz, Advertising

\$360.00 to Penfield Publication, Advertising

\$75.00 to Roberta DeLuca, Test Proctor

Mr. Carocci Seconded.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:08 p.m.

Mr. Carocci seconded.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary