

**The Town of East Haven, CT  
Civil Service Commission Minutes  
August 12, 2019, 7:00 pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Monday, August 12, 2019 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:06 p.m.

Roll Call:	Ms. Marlene Asid	Present
	Mrs. Kate White	Present
	Mr. John Stacey	Absent

**STAFF IN ATTENDANCE:** Joseph Coppola, Assistant Director of Administration and Management; Police Chief Edward Lennon; Zackary Barker, President, EHTHEU Local 1303-159

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Ms. Asid to approve the minutes of the July 8, 2019 Regular Meeting as submitted with the following correction under the item "Certified Public Safety Dispatcher-Lateral Transfer" should state Non-Certified Public Safety Dispatcher"

Mrs. White seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**ENGINEERING**

**ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13**

Loribeth Rodriguez was selected to fill this position effective August 19, 2019.

A MOTION was made by Ms. Asid to certify the employment of Loribeth Rodriguez in the position of Administrative Assistant, Grade Level 13 effective August 19, 2019 and to send her the standard probation letter. Mrs. White seconds the motion.  
Vote: Unanimous

**FIRE DEPARTMENT  
FIREFIGHTER/PARAMEDIC**

The Fire Chief had advised the Chief examiner that 2 candidates had been hired. One candidate has since removed himself from the list. The Fire Commission was meeting tonight to select another candidate to fill the position.

**CERTIFIED FIREFIGHTER/PARAMEDIC-LATERAL TRANSFER**

There is no action to take at this time.

**POLICE DEPARTMENT  
PROMOTIONAL EXAMINATIONS-SERGEANT, LIEUTENANT, CAPTAIN  
SERGEANT, LIEUTENANT & CAPTAIN**

The written exam for Sergeant was held on 7/20/19. 18 officers took the exam, 9 passed and will be going forward to the Oral Interview which will be held on Friday, August 16, 2019. Chief Lennon was in attendance. He stated he asked the Chief Examiner to post the Lieutenant and Captain Exams using the original testing requirements to expedite the filling of these positions in light of the vacancy in the Deputy Chief position. Both positions have been posted internally and the deadline to apply is August 16, 2019.

**PUBLIC SAFETY DISPATCHER**

Chief Lennon was in attendance. He stated that background investigations and Interviews have been done on the last set of candidates on the Certified List. Some of these candidates had issues that would make them poor candidates for the position. The Chief discussed these reasons with the Commission and asked for the next 2 names. The Chief also stated

this position is as important as Police Officer and Firefighter, if not more important. Going forward, he would like the addition of the Psychological Examination to be added to the Notice of Testing.

A MOTION was made by Ms. Asid to certify the top 3 available names in rank order to fill one position from the Eligibility List for Public Safety Dispatcher.

Mrs. White seconds the motion.

Vote: Unanimous

**BOARD OF EDUCATION**  
**SECRETARY II, GRADE LEVEL 10**

Melisa Alvarado was hired to fill this position effective August 19, 2019.

A MOTION was made by Ms. Asid to certify the employment of Melisa Alvarado in the position of Secretary II, Grade Level 10 effective August 19, 2019 and to send her the standard probation letter.

Mrs. White seconds the motion.

Vote: Unanimous

**NEW BUSINESS**  
**BOARD OF EDUCATION**  
**ACCOUNT CLERK I, GRADE LEVEL 10**

The Chairwoman corrected this item, due to a scrivener's error the item was listed as Secretary II instead of Account Clerk I.

A request was received from the Superintendent of Schools, Erica Forti, to fill one position. There is a valid Eligibility List for this position which will expire on October 10, 2019.

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

Mrs. White seconds the motion.

Vote: Unanimous

**SUBSTITUTE CUSTODIAN**

There are 2 issues with this position. First, last month the Superintendent contacted the Chief Examiner with a question regarding a Substitute Custodian. This Chief Examiner sent the question to the Town Attorney and has yet to receive an answer. The Superintendent has now also requested the Commission advertise and test for this position.

A MOTION was made by Ms. Asid to begin the testing process for Substitute Custodian with a written exam with a pass point of 70 which will be worth 100% of the final grade.

Mr. Stacey seconded.

Vote: Unanimous

**TAX COLLECTOR**

**ACCOUNT CLERK I, GRADE LEVEL 10**

The Chairwoman corrected this item, due to a scrivener's error the item was listed as Account Clerk II instead of Account Clerk I.

Mr. Coppola was in attendance and asked that the current list for Administrative Assistant, Grade Level 13. Ms. Asid stated that would not be allowed. There is a current list for Account Clerk I, Grade Level 10 and those candidates on that list have a right to be interviewed, not the candidates on the Eligibility List for Administrative Assistant, Grade Level 13. They are different jobs with different requirements and different exams.

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

Mrs. White seconds the motion.

Vote: Unanimous

**BILLS**

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

\$100.00(Est) to Andrea Liquori, Expenses for Oral Panel

Mrs. White seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:37 p.m.  
Mrs. White seconds the motion.  
Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary