

**The Town of East Haven, CT
Civil Service Commission Minutes
June 3, 2019, 7:30 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Monday, June 3, 2019 in the Civil Service Commission Office, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:32 p.m.

Roll Call:	Ms. Marlene Asid	Present
	Mr. John Stacey	Present
	Mr. Clayton Janer	Absent

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

ENGINEERING

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13

The exam was held on Thursday, May 23, 2019. 34 were qualified to take the exam, 32 showed up to take the exam and 16 passed. The Commission discussed the position and reviewed the test results.

A MOTION was made by Ms. Asid to Establish the Eligibility List for the position of Administrative Assistant, Grade Level 13 to be valid for a period of 2 years and to certify the top 4(due to a tie) available names in rank order to fill one Administrative Assistant position.

Mr. Stacey seconded.

Vote: Unanimous

A MOTION was made Ms. Asid by to adjourn the Meeting at 8:00 p.m.

Mr. Stacey seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary