

**The Town of East Haven, CT
Civil Service Commission Minutes
April 8, 2019, 7:00 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Monday, March 4, 2019 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:	Ms. Marlene Asid	Present
	Mr. John Stacey	Present
	Mr. Clayton Janer	Present

Staff Present: Joseph Coppola, Administration and Management

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A MOTION was made by Mr. Stacey to approve the minutes of the February 11, 2019 Regular Meeting and the March 4, 2019 Special Meeting as submitted.

Mr. Janer seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to suspend the order of the Agenda and move to Item #1 under New Business.

Mr. Janer seconds the motion.

Vote: Unanimous.

ENGINEERING

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13

Mr. Coppola was in attendance to discuss this position. The employee who previously held this position has retired and the position was posted for a lateral transfer within the Union. There was a union member interested in the position, but the Town found her to be unqualified. The Union has filed a grievance. Mr. Coppola has now requested a test be administered using

the same protocol as the last time the test for this position was administered.

A MOTION was made by Ms. Asid to initiate the testing process for the position of Administrative Assistant, Grade Level 13 to consisted of a written exam worth 100% of the final grade with a pass point of 70. Mr. Janer seconds the motion.

The Commission members expressed their concern with the situation, Mr. Stacey was especially disturbed by this and questioned how an employee, who had passed a test for a grade level 13, was hired to fill a grade level 13 position and has worked in that position for the last several years could be found not qualified. He asked to see the job description for this position and read it to the Commission and Mr. Coppola. The Chief Examiner stated she was very unhappy with the situation but that it was the Union's issue to pursue. Mr. Coppola stated he would like the Commission to follow the same testing procedure as the last time they filled the position and to make sure the job description is attached to the application. He was asked by the Commission why the employee was found the be unqualified. He stated that "she did not even know what the CAM Report was" which was something that was listed in the duties of the position. The Chief Examiner and Mr. Coppola then had a discussion regarding the criteria used to determine if someone is qualified for a position. The Chief Examiner told Mr. Coppola that she has, for the past 20 years, used the Minimum Qualifications listed in the job description, not the duties of the job, to determine if someone is eligible to test. She stated all jobs have different duties, but all skills are transferable and duties can be learned. She stated no one will possess experience doing every job duty and it is not a good practice to create a situation where there is a very narrow pool of candidates. She stated it was her opinion that this could be looked at as being a discriminatory practice. Mr. Janer was concerned about what would happen if the Town tested, filled the position and then lost the grievance. Mr. Coppola said to let him worry about that. Ms. Asid felt the Commission should proceed with the test as an Eligibility List for this Grade Level does not exist. The Chief Examiner stated the asked Mr. Rizza for

approval to spend the money due to the spending freeze and it was granted.

Ms. Asid called for the vote again. The vote was unanimous.

OLD BUSINESS
REORGANIZATION

Ms. Asid's term is expiring, she has not been formally reappointed. The Commission will vote to reorganize next month.

BOARD OF EDUCATION
SECRETARY I, Grade Level 9

The Board of Education interviewed 3 of the 4 candidates submitted, 1 candidate of the list refused the interview. Margarita Venice was approved to be hired but the Commission was not informed of her official date of appointment.

A MOTION was made by Ms. Asid to certify the employment of Margarita Venice in the position of Secretary I, Grade Level 9 with a date of appointment to be determined and to send her the standard probation letter.

Mr. Janer seconds the motion.

Vote: unanimous.

SUBSTITUTE CUSTODIAN

The Commission has not received any information regarding this position.

PUBLIC WORKS
MECHANIC

The Commission received notice that Jordan Gioia was hired in the position of Mechanic. He was one of the original candidates interviewed who was in the process of taking the CDL Course.

A MOTION was made by Ms. Asid to certify the employment of Jordan Gioia in the position of Mechanic effective April 1, 2019 and to send him the standard probation letter.

Mr. Janer seconds the motion.

Vote: unanimous.

POLICE DEPARTMENT

**PROMOTIONAL EXAMINATIONS-SERGEANT, LIEUTENANT, CAPTAIN
SERGEANT**

The Chief Examiner stated the exam for Sergeant was posted and 18 officers applied. They were given the Reading List for the exam and are currently in a 90-day study period. The Chief Examiner expects to conduct the written exam in the middle of July.

LIEUTENANT & CAPTAIN

Chief Lennon requested an Assessment Center be used for the Lieutenant and Captain exams. The Chief Examiner has done some research regarding what the Assessment Center consists and if the Assessment Center could be used to cover the written portion and the oral interview portion of the exam. She has received information from 2 companies. The cost from one company was \$4500.00 per test. The cost from the other company was between \$11,000.00 and \$13,000.00 per test. The dramatic difference was based on the amount of work the Chief Examiner and the Commission would be required to do on their own verses the entire Assessment Center being handled by the Company. There are many issues to resolve before the next step is taken and the Commission has asked the Chief Examiner to look into these and report back to them at the next monthly meeting.

NEW BUSINESS

FIRE DEPARTMENT

FIREFIGHTER/PARAMEDIC

A request was received from the Fire Commission to begin testing for Firefighter/Paramedic, using the same parameters as last year's test which allowed Paramedics as well as those already enrolled in a program to take the test.

A MOTION was made by Ms. Asid to begin the testing process for the position of Firefighter/Paramedic. The examination will consist of a written

exam with a pass point of 70 which is worth 2/3rd of the final grade; an oral exam with a pass point of 70 which is worth 1/3rd of the final grade and the Candidates Physical Ability Test (CPAT) administered by the Connecticut Fire Academy which will be a pass/fail grade and accepted anytime during the life of the list and will have an Eligibility List which will be valid for 2 years. This test is pending the approval of the Finance Director.

Mr. Janer seconds the motion.

Vote: Unanimous.

BILLS

There were no bills to pay at this time.

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

Ms. Asid seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary