

**The Town of East Haven, CT
Civil Service Commission Minutes
October 9, 2012, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Tuesday, October 9, 2012 in the Mario Giamo Conference Room, Town Hall, 250 Main Street, East Haven, CT.

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

Roll Call:	Mr. John Stacey	Present
	Ms. Linda Abbott	Present
	Mr. Albert Carocci	Absent

READING AND APPROVAL OF MINUTES

A MOTION was made by Mr. Stacey to accept the minutes of the September 10, 2012 Regular Meeting as submitted.

Ms. Abbott seconded.

Vote: Unanimous

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

POLICE DEPARTMENT

POLICE OFFICER C-NEW RECRUITS

The Police Commission has hired 3 new recruits and 1 P.O.S.T. Certified Officer.

A MOTION was made by Ms. Abbott to certify the employment of Ryan Gorman, Michael Jobes, Franshesca Ojeda Crespo, and Milton DeJesus effective October 1, 2012 and to send them the standard probationary letter.

Mr. Stacey seconded.

Vote: unanimous

DETECTIVE EXAMINATION

The exam is finished with three candidates completing the process.

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

Mr. Stacey seconded.

Vote: Unanimous.

SERGEANT AND LIEUTENANT EXAMS

The weight assigned to each part of the test was discussed. Ms. Abbott was not comfortable making any changes at this time. Mr. Stacey said he supported the change in weighting of the portions of the exam but would respect Ms. Abbott's opinion regarding this. He stated it could always be revisited in the future. The new job descriptions were discussed but some information has been left out. The Chief Examiner will check on this with the Chief and the matter will be addressed next meeting.

A MOTION was made by Mr. Stacey to begin the testing process for the positions of Sergeant and Lieutenant with a written component worth 2/3^{rds} and an oral component worth 1/3rd with a pass point of 60 for both parts of examinations to be valid for a period of 2 years.

Ms. Abbott seconded.

Vote: Unanimous.

FINANCE DEPARTMENT ACCOUNT CLERK II

A MOTION was made by Mr. Stacey certify the top 3 available names in rank order to fill one position.

Ms. Abbott seconded.

Vote: Unanimous.

ENGINEERING

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13

The test is finished and 178 candidates passed.

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

Ms. Abbott seconded.
Vote: Unanimous.

NEW BUSINESS

YOUTH DETECTIVE EXAM

The Board of Police Commissioners has requested an exam for Youth Detective. This will need to be conducted after the Sergeant and Lieutenant Exam.

A MOTION was made by Mr. Stacey to begin the testing process for the position of Youth Detective with a written component worth 2/3rds and an oral component worth 1/3rd with a pass point of 60 for both parts of examinations to be valid for a period of 2 years to be posted after the completion of the Sergeants and Lieutenant Exams.

Ms. Abbott seconded.
Vote: Unanimous.

PUBLIC WORKS

TREE TRIMMER

The position has been posted for a lateral transfer and no one bid on it. Frank Gentilesco requested the commission begin the process to fill the position.

A MOTION was made by Ms. Abbott to begin the testing process for the position of Tree Trimmer with a written exam worth 100 % of the final score and a pass point of 60 to be valid for a period of 2 years.

Mr. Stacey seconded.
Vote: Unanimous.

BOARD OF EDUCATION

TEMPORARY EMPLOYEES

Ms. Abbott has received phone calls regarding a temporary employee working in the Finance Office of the BOE. The Chief Examiner stated if it was a Civil Service Position that was being filled, the BOE should send a letter advising the Commission of that but nothing has been received to date.

A MOTION was made by Ms. Abbott to send a letter to the Board of Education requesting the name of this employee, the position they are filling, what does the job entail and why haven't they come to the Civil Service Commission?

Mr. Stacey seconded.

Vote: Unanimous.

SCHEDULE OF 2013 MEETINGS

A MOTION was made by Mr. Stacey to keep the Regular Meeting on the Second Monday of the Month.

Ms. Abbott seconded.

Vote: Unanimous.

BILLS

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

\$25.61 to Andrea Liquori, reimbursement

\$20.37 to Bardell, Supplies

Mr. Stacey seconded.

Vote: Unanimous.

A MOTION was made by Ms. Abbott to adjourn the Meeting at 7:25 p.m.

Mr. Stacey seconded.

Vote: Unanimous.

Respectfully submitted,

Andrea M. Liquori, Recording Secretary