

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

MINUTES OF MEETING

August 16, 2011

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner Frank LaDore• Commissioner Anne Massaro• Commissioner Daniel DelPrete• Commissioner James Williams• Commissioner Allyn Wright• Noelia Marcano, Civil Service Secretary <p><u>Absent</u></p> <ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Stephen Librandi, Manager HR & Benefits• Attorney Kathleen Foster, Assistant Corp Counsel• Tobin Hensgen, Assistant Police Chief• Jennifer Pugh, Deputy Chief Administrative Officer

Meeting opened at 12:37 pm.

Item #1 Job Description Revision: Senior Crime Analyst

Ms. Marcano informed that Assistant Police Chief Tobin Hensgen was present to address this item with the Board. Assistant Chief Hensgen proceeded to provide a summary background on the position and the need for the revisions.

After Commissioner LaDore confirmed that there was an increase in the educational requirements for the position, Commissioner Williams posed questions related to the need for statistical experience and knowledge to which Assistant Chief Hensgen answered to the satisfaction of the Board. There followed minor discussion by Ms. Marcano concerning needed additional edits related to communication requirements and clarifications concerning related software knowledge and/or experience needed. This line of discussion concluded with an understanding that Ms. Marcano would add the needed edits after the meeting concludes.

There being no further questions or discussion, Commissioner Massaro motioned to approve the revised description. Commissioner DelPrete seconded the motion. All yeas; no abstentions. Description approved.

Item #2 Job Description Revision: Cultural Affairs Director

(Title change to Director of Arts, Culture & Tourism)

Ms. Marcano informed that Deputy Chief Administrative Officer Jennifer Pugh was present to address this item with the Board on behalf of Economic Development Director Kelly Murphy, who is the direct supervisor for this position. Ms. Pugh proceeded to provide a summary background on the position and the need for the revisions.

There followed minor discussion and questions concerning the four broad areas spelled out in the job description and clarification that the revisions proposes a title for the position. All questions were answered to the satisfaction of the Board by Ms. Pugh and Ms. Marcano.

There being no further questions or discussion, Commissioner LaDore motioned to approve the revised description. Commissioner DelPrete seconded the motion. All yeas; no abstentions. Description approved.

Item #3 Eligible Lists

Ms. Marcano presented List #11-07 for the position of Management & Policy Analyst and provided summary information on the position, test dates and pass/fail rates.

Commissioner DelPrete motioned to approve List #11-07. Commissioner Wright seconded the motion. All yeas; no abstentions. List #11-07 approved.

There were some questions posed by Commissioner Wright concerning the mechanics of the rule of three system as specified in the civil service rules to which Ms. Marcano and Attorney Foster answered to the satisfaction of the Board.

There followed Ms. Marcano's presentation of List #11-08 Manager of Human Resources & Benefits to which she provided summary information on the position, test date and pass/fail rates.

Commissioner DelPrete motioned to approve List #11-08. Commissioner Williams seconded the motion. All yeas; no abstentions. List #11-08 approved.

Item #4 Special Meeting Request

Ms. Marcano informed that two eligibility lists would be ready to be presented to the Board within the next two weeks that can not wait until the next regular meeting to be certified due to pressing needs in each position's respective departments. Ms. Marcano then requested if the Board could conduct a special meeting during the first week of September to address this need. Ms. Marcano added that the application process Human Resources was contemplating for the upcoming public safety entry-level recruitment drive would also be discussed with the Board at that meeting.

Since four of the five Commissioners present indicated availability to conduct requested meeting on September 7 at the hour of 12:30 pm, it was agreed to meet on this date and time.

Item #5 Meeting Minutes

Ms. Marcano presented meeting minutes for July 26, 2011. The Board took a moment to review all three sets of minutes. Commissioner LaDore asked for a motion to accept the minutes as presented. Commissioner Williams motioned to accept. Commissioner DelPrete seconded the motion. All yeas; no abstentions. Minutes were approved.

Item #6 Civil Service Board Correspondence

All parties present reported that no correspondence had been received this month.

Item #7 Legal Update

Commissioner DelPrete motioned to enter executive session. Commissioner Massaro seconded the motion. Executive session entered at 1:25 pm. Commissioner LaDore motion to re-open the meeting. Commissioner DelPrete seconded the motion. Meeting re-opened at 1:50 pm.

Item #8 Public Safety Testing Update

Ms. Marcano informed that since her last update, the firm of Morris & McDaniel was sharing data from the job analysis results with Corporation Counsel and that shortly thereafter the proposed weights will need to be negotiated with the union. There were no questions posed regarding this item. No action taken or required by this item.

Item #9 Other Business

The next regular meeting was confirmed for September 27, 2011. All commissioners present affirmed availability to attend.

There being no further business to discuss, Commissioner DelPrete motioned to adjourn and Commissioner Wright seconded. Meeting adjourned at 1:52 pm.

Respectfully Submitted,



Noelia Marcano
Civil Service Secretary

NOTE: For the purpose of compliance with the Freedom of Information Act, these minutes are made available for review subject to later review, revision and approval by the Civil Service Board.

Civil Service Board Approval Date: September 27, 2011