

**CITY OF NEW HAVEN CIVIL SERVICE BOARD**

**MINUTES OF MEETING**

December 13, 2011

<b><u>Present</u></b>	<b><u>Also Present</u></b>
<ul style="list-style-type: none"><li>• Commissioner Frank LaDore</li><li>• Commissioner Anne Massaro</li><li>• Commissioner James Williams</li><li>• Commissioner Allyn Wright</li><li>• Noelia Marcano, Civil Service Secretary</li></ul> <b><u>Absent</u></b> <ul style="list-style-type: none"><li>• Commissioner Daniel DelPrete</li></ul>	<ul style="list-style-type: none"><li>• Stephen Librandi, Manager HR &amp; Benefits</li><li>• Attorney Kathleen Foster, Assistant Corp Counsel</li></ul>

Meeting opened at 12:33 pm.

**Item #1 New Job Descriptions**

**BOE New Custodial Services Job Descriptions**

Ms. Marcano read the titles of each new job description into the record: Building Manager, Assistant Building Manager Truck Driver and Floater. Ms. Marcano then informed that Will Clark Chief Operating Officer for the Board of Education was in attendance to present these job descriptions to the Board.

Mr. Clark summarized for the Board the reasons for the job descriptions, the nature of work for each position and the negotiation and arbitration process that concluded with the creation of the new positions.

There were then questions posed by Commissioners Massaro, LaDore and Wright concerning the process to be used to fill the new positions from the pool of current custodial employees. Mr. Clark answered all questions posed to the satisfaction of the Board.

There being no more questions, Commissioner LaDore motioned to approve all of the job descriptions presented. Commissioner Wright seconded the motion. All yeas; no abstentions. Each job description approved.

**Election Specialist**

Ms. Marcano informed that Sally Brown Assistant City/Town Clerk was in attendance to present this job descriptions to the Board.

Ms. Brown summarized for the Board the reason for the job description as well as the nature of work for the position. There were minor questions posed by Commissioner LaDore to which Ms. Brown answered to the satisfaction of the Board.

There being no questions, Commissioner Williams motioned to approve all of the job descriptions presented. Commissioner Wright seconded the motion. All yeas; no abstentions. Job description approved.

### **Item # 2 Request to Appoint Temporary Pending**

Ms. Marcano presented this request, explaining the vacancy that would occur in the Office of Legislative Services, and that weighed against the current workload, the projected timeline for posting, testing and certifying the list for the position of Bilingual Legislative Assistant necessitated the request.

There were no questions, and Commissioner Massaro motioned to approve. Commissioner Williams seconded the motion. All yeas; no abstentions. Request to appoint temporary pending test approved.

### **Item # 3 Eligibility Lists**

Ms. Marcano presented List #11-19 Lead 911 Operator/Dispatcher to which she provided summary information on the position, test date, number of participants and pass/fail rates.

There being no questions, Commissioner LaDore motioned to approve List #11-19. Commissioner Massaro seconded the motion. All yeas; no abstentions. List #11-19 approved.

Ms. Marcano presented List #11-20 Office Manager to which she provided summary information on the position, test date, number of participants and pass/fail rates.

There being no questions, Commissioner Williams motioned to approve List #11-20. Commissioner Wright seconded the motion. All yeas; no abstentions. List #11-20 approved.

Ms. Marcano presented List #11-21 Procurement Analyst to which she provided summary information on the position, test date, number of participants and pass/fail rates.

There being no questions, Commissioner Williams motioned to approve List #11-21. Commissioner Massaro seconded the motion. All yeas; no abstentions. List #11-21 approved.

Ms. Marcano presented List #11-22 Deputy Director Administration (TT&P) to which she provided summary information on the position, test dates, number of participants and pass/fail rates.

There being no questions, Commissioner LaDore motioned to approve List #11-22. Commissioner Williams seconded the motion. All yeas; no abstentions. List #11-22 approved.

Ms. Marcano presented List #11-23 Deputy Director Engineer (DPW) to which she provided summary information on the position, test date, number of participants and pass/fail rates.

There being no questions, Commissioner Massaro motioned to approve List #11-23. Commissioner Wright seconded the motion. All yeas; no abstentions. List #11-23 approved.

### **Item #4 List Extension Request**

Ms. Marcano presented the request to extend lists #11-01 Life Safety Compliance Officer, 11-02 Public Assembly Inspector, and #11-03 Fire Investigative Supervisor, providing an explanation on the reason for the request. Mr. Librandi added that the input sought from the Fire Department led to the request to extend all three lists by three months.

There was minor questions and discussion concerning the complaints lodged during the exam process initiated by Commissioner Wright. All questions were answered to the satisfaction of the Board by Attorney Foster with minor additions by Ms. Marcano.

There being no more questions, Commissioner LaDore motioned to extend all three list by three months to carry a new expiration date of April 25, 2012. Commissioner Wright seconded the motion. All yeas; no abstentions. Extensions approved.

**Item #5 Meeting Minutes: November 15, 2011**

Ms. Marcano presented the meeting minutes for November 15, 2011. The Board took a moment to review. Commissioner LaDore motioned to accept the minutes as presented. Commissioner Williams seconded the motion. All yeas; no abstentions. Minutes approved.

Commissioner Massaro left the meeting at 1:31 pm.

**Item #6 Corporation Counsel Update**

Attorney Foster advised that the Board enter executive session for her update. Commissioner LaDore motioned to close the meeting. Commissioner Williams seconded the motion. All yeas. Executive session entered at 1:33 pm.

Commissioner LaDore motioned to open the meeting. Commissioner Wright seconded the motion. All yeas. Meeting re-opened at 1:44 pm.

**Item #7 Civil Service Board Correspondence**

All present reported that no correspondence had been received between the date of the last meeting and the present date.

**Item #8 Public Safety Testing Update**

Ms. Marcano apprised the Board of the activities to date in the Police Officer recruitment process. Namely that the physical agility exam and the written test had been administered and that the oral exam was scheduled to occur the week of January 16, 2012. No action required or taken.

**Item #9 Other Business**

The next regular meeting was confirmed for January 24, 2012. All commissioners present confirmed availability to attend.

There being no further business to discuss, Commissioner Williams asked for a motion to adjourn. Commissioner Wright seconded. Meeting adjourned at 1:50 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:** \_\_\_\_\_