

**CITY OF NEW HAVEN  
CIVIL SERVICE BOARD**

**MINUTES OF MEETING  
June 28, 2011**

<b><u>Present</u></b>	<b><u>Also Present</u></b>
<ul style="list-style-type: none"><li>• Commissioner Anne Massaro</li><li>• Commissioner Daniel DelPrete</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 Frank LaDore</li></ul>	<ul style="list-style-type: none"><li>• Stephen Librandi, Human Resources Director</li></ul>

(\* First meeting for Commissioner Wright, appointed to Board June 14, 2011)

Meeting opened at 12:38 pm.

In the absence of Board Chair, Frank LaDore, Ms. Marcano opened the floor for nominations for temporary chair to conduct the meeting. Commissioner Williams nominated Commission DelPrete. Commissioner Massaro seconded that nomination. No other nominations forwarded. All yeas. Commissioner DelPrete conducted this meeting.

**Item #1 Request to Appoint Temporary Pending Test – Manager Human Resources & Benefits**

Ms. Marcano presented this item and pointed the Board’s attention to the applicable sections of the Board’s Rules and City of New Haven Charter as specified in the requesting memo forwarded to the Board in advance of the meeting. She also directed the Board’s attention to the accompanying memo from the Chief Administrative Officer explaining the need for the appointment.

Minor questions were posed by Commissioner DelPrete concerning this type of appointment. Ms. Marcano answered the questions posed to the satisfaction of the Board and added that the temporary incumbent would need to test successfully and be within the reachable ranks of the resulting list to be considered for permanent appointment.

There being no more questions, Commissioner DelPrete asked for a motion to approve the temporary pending test appointment of Stephen Librandi to the position of Manager Human Resources & Benefits. Commissioner Williams motioned to approve. Commissioner Massaro seconded the motion. All yeas; no abstentions. Appointment approved.

**Item #2 Job Description Adoption – Youth Services Director**

For the benefit of the Board’s new commissioner, Ms. Marcano explained the process of how job descriptions are regularly presented to the Board for approval. She presented this item and explained that in conducting the customary practice of having the department with the vacancy review the current job description for changes, she discovered that there was no official job description on file for this position. The description presented is a current accounting of the tasks and requirements for the position. She also informed that the position vacancy is currently announced and applications are currently being accepted.

Several questions were posed by the Board concerning the work of the position, the reporting structure, the department and its programs. All questions were answered to the satisfaction of the Board by Ms. Marcano and Mr. Librandi.

There being no more questions, Commissioner DelPrete motioned to approve the job description. Commissioner Williams seconded the motion. All yeas; no abstentions. Description approved.

**Item #3 Eligible List Removal: Lists #11-01, 11-02 and 11-03**

Ms. Marcano presented this item and for the record specified that List # 11-01 is for the position of Life Safety Compliance Officer, #11-02 for the position of Public Assembly Inspector and #11-03 is for the position of Fire Investigative Supervisor. Ms. Marcano then pointed the Board's attention to the memo from Michael Odenwaelder requesting that his name be removed from each list.

The Board asked why Mr. Odenwaelder would want to be removed from the lists as requested. Mr. Librandi added that the request for removal was part of a negotiated settlement between Labor Relations and Local 825.

There being no other questions, Commissioner DelPrete asked for a motion. Commissioner Massaro motioned to approve the removal. Commissioner Williams seconded the motion. All yeas; no abstentions. Michael Odenwaelder was removed from eligible lists # 11-01, #11-02 and #11-03.

**Item #4 Transfer Request**

Mr. Librandi presented this item and provided background on request from Luisse A. Marcano, initially hired from List #10-03, seeking placement on the Transfer List to be considered in future for any vacancies similar to her current title in any other department in the City. For the benefit of the Board's new commissioner, Mr. Librandi explained the Transfer list process. Mr. Librandi also satisfactorily answered questions posed by the Board pertaining to how often transfer requests are received and the amount of time an employee is required to be in a position before requesting placement on the Transfer List.

There being no other questions, Commissioner Williams motioned to approve the transfer request. Commissioner Massaro seconded the motion. All yeas; no abstentions. Transfer request approved.

**Item #5 Annual Report to Civil Service Board Pursuant to Rule I Section 6(a)**

Ms. Marcano presented this item. She explained that per the cited rule, an annual report is due to the Board indicating the positions in where minor changes that did not require Civil Service Board approval were made to job descriptions.

Ms. Marcano reported that thus far in calendar year 2011, the job descriptions for four positions have had minor changes. These include: Program Director – Health Department (formerly Aids Division Director), Project Manager – Department of Public Works, Senior Project Manager in the City Plan Department, and Special Mechanic Fire Department. Ms. Marcano continued by summarizing for the Board the minor changes made to each description. There were no questions by posed regarding this item. No action taken or required by this item.

**Item #6 Public Safety Testing Update**

Ms. Marcano reminded the Board that in her last update, she informed that the firm of Morris & McDaniel out of Alexandria, VA has been awarded the contract for the Battalion Chief promotional exam. Ms. Marcano informed that since her last update, there was a project kick-off meeting that occurred on June 17 when Dr. David Morris visited the Human Resources Department to meet Ms. Marcano, Mr. Librandi, Chief Grant and Asst Chiefs Black and Egan. She added that other staff from the

Dr. Morris' firm came to the New Haven Fire Department on June 27 and 28 to conduct the job analysis process. She advised that other upcoming test in public safety include recruitment for entry-level police officer and firefighter, and later on a promotional exam for police lieutenant. She offered to continue to keep the Board informed of these projects through regular monthly updates.

There were no questions by posed regarding this item. No action taken or required by this item.

**Item #7 Other Business**

Mr. Librandi asked about any civil service correspondence that might have been received since last month. All commissioners present reported that they received no correspondence. Ms. Marcano reported that other than the letter received by Mr. Odenwaelder requesting his removal from certain eligibility lists and addressed earlier in the meeting, no other correspondence had been received.

The next regular meeting was confirmed for July 26, 2011. All commissioners present affirmed availability to attend.

There being no further business to discuss, Commissioner DelPrete motioned to adjourn and Commissioner Williams seconded. Meeting adjourned at 1:24 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: July 26, 2011**