

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

MINUTES OF MEETING

June 9, 2011

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner Anne Massaro• Commissioner Daniel DelPrete• Commissioner James Williams• Noelia Marcano, Civil Service Secretary <u>Absent</u> <ul style="list-style-type: none">• Commissioner Frank LaDore	<ul style="list-style-type: none">• Kathleen Foster, Assistant Corporation Counsel

Meeting opened at 12:00 pm.

In the absence of Board Chair, Frank LaDore, Ms. Marcano opened the floor for nominations for temporary chair to conduct the meeting. Commissioner Massaro nominated Commissioner Williams. Commissioner DelPrete seconded that nomination. Commissioner Willaims did not forward a nomination. All yeas. Commissioner Williams conducted this meeting.

Item #1 New Job Description Manager of Human Resources & Benefits:

Ms. Marcano presented this item and provided a summary as to the need for this new position. Commissioner Williams posed questions concerning supervision of the Personnel Director. Ms. Marcano explained that in the budget for the upcoming fiscal year, Human Resources will merge with the Office of the Chief Administrator and that the Human Resources Director position and the Benefits Administrator position are being eliminated. This new position would have oversight of all human resources and benefits operations under the general supervision of the CAO.

Ms. Marcano also explained that after securing estimates for the administration of the exam for this position, Bruce Davey Associates is going to be retained to develop and conduct the examination process; and that given the likelihood of when the exam could be administered and a list certified, it is likely that the Board will be receiving a request to appoint temporary pending test at its meeting at the end of the month.

There being no more questions, Commissioner Williams asked for a motion. Commissioner DelPrete motioned to approve. Commissioner Massaro seconded the motion. All yeas; no abstentions. New job description approved.

There being no further business to discuss, Commissioner Williams asked for a motion to adjourn. Commissioner DelPrete motioned to adjourn and Commissioner Massaro seconded. Meeting adjourned at 12:12 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