

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

**MINUTES OF MEETING
March 29, 2011**

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner Frank LaDore• Commissioner Daniel DelPrete• Commissioner James Williams• Noelia Marcano, Civil Service Secretary	<ul style="list-style-type: none">• Steve Librandi, Acting Director Human Resources
<u>Absent</u> <ul style="list-style-type: none">• Commissioner Anne Massaro	

Meeting opened at 12:37 pm.

Item #1 Revised Job Descriptions:

- Deputy Assessor

- Project Manager - DPW

Ms. Marcano presented the revised Deputy Assessor job description and provided background history. She informed that Labor Relations had approved the revisions sometime ago, but due to a labor matter with the incumbent at the time, the description was not forwarded to Civil Service for approval. The labor matter was resolved sometime ago, the position is vacant and plans to fill it will commence in near future.

Commissioner LaDore asked fellow commissioners if they had any questions. There were none. Commissioner LaDore then asked for a motion to approve the revised description. Commissioner Williams motioned to approve. Commissioner DelPrete seconded the motion. All yeas; no abstentions. Revised job description approved.

Ms. Marcano presented the revised Project Manager-DPW job description and provided background history. She informed that this description came to the Board last year with the title of Lead Foreperson-Infrastructure. The version before the Board today changes the job title to Project Manager.

There being no questions from the Board, Commissioner La Dore moved to approve the revised description. Commissioner Williams seconded the motion. All yeas; no abstentions. Revised job description approved.

Item #2 Eligibility List # 11-05 Project Leader

Ms. Marcano presented this list and provided a summary of the process, number of participants and pass/fail rates. Commissioner La Dore asked for a motion to approve. Commissioner DelPrete motioned. Commissioner Williams seconded the motion. All yeas; no abstentions. List #11-05 approved.

Item #3 Minutes February 22, 2011 Meeting

Ms. Marcano presented the minutes of the February 22, 2011 meeting. Commissioner LaDore motioned to approve the minutes as presented. Commissioner DelPrete seconded. All yeas; no abstentions. Minutes approved.

Item #4 Correspondence Received for Civil Service Board

The Board reported that they had received notice from the Mayor's Office with instructions to confirm their attendance for the annual Ethics Training to be conducted on April 11.

Item #5 Litigation Update

Attorney Kathleen Foster was not present to provide updates on any of the current cases. Ms. Marcano and Mr. Librandi expressed that they did not believe there had been any major developments since the update provided to the Board last month.

Commissioner LaDore inquired as to the process concerning the promotional positions in the Fire Marshall's Office and the Special Master. Ms. Marcano informed that she did not believe a decision had been rendered by the Special Master as of yet. Mr. Librandi added that he was sure that if a decision had been reached, Human Resources would have been informed.

Item #6 Other Business

The next regular meeting was confirmed to be held on April 26, 2011 at 12:30 pm. All commissioners present indicated that they planned to attend.

There being no further business to discuss, Commissioner DelPrete motioned to adjourn and Commissioner Williams seconded. Meeting adjourned at 12:48 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: 4/26/2011