

CITY OF NEW HAVEN CIVIL SERVICE BOARD

MINUTES OF SPECIAL MEETING

October 5, 2011

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

Meeting opened at 12:35 pm. In light of the absence of Board Chair, Frank LaDore, Ms. Marcano opened the floor for nominations of a temporary chair to conduct this meeting. Commissioner Massaro nominated Commissioner DelPrete. Commissioner Williams seconded that nomination. No other nominations were offered. All yeas; no abstentions. Commissioner DelPrete chaired the meeting.

Item #1 Eligible List

Ms. Marcano presented List #11-14 for the position of Special Mechanic Fire and provided summary information on the position, test date and pass/fail rates.

Commissioner DelPrete asked for a motion. Commissioner Williams motioned to approve List #11-14. Commissioner Wright seconded the motion. All yeas; no abstentions. List #11-14 approved.

Item #2 Job Description Revision – Deputy Director Engineer – Dept of Public Works

Ms. Marcano explained that although typically someone from the department where the position exists addresses the Board with the description revisions, no one from Public Works was available to attend today’s meeting. Consequently, Mr. Librandi would be presenting the revisions to the Board. Mr. Librandi then summarized the revisions to the job description and the reasons for the revisions.

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

Item #3 Temporary Pending Test Appointments

Ms. Marcano explained the current situation with testing applicants from the recently closed posting of Clerk – Bilingual Series. She stated that a vacancy would occur in very near future in the Office of Vital Statistics for the position of Bilingual Processing Clerk, which would be filled from the list that would result from testing the applicants from the afore-mentioned posting. However, due to computer upgrades at the site where Human Resources typically conducts its typing and software skills test, it appears that testing may not occur as immediately as needed. Consequently, permission to appoint temporary pending test was being sought in the event testing could not occur within a time frame that responded to the operational needs of the Office of Vital Statistics. There were questions posed by the Board concerning how a temporary employee would be chosen from the applicant pool. Ms. Marcano informed that each applicant would be screened against the minimum requirements of the position.

Commissioner Williams motioned to grant permission for Human Resources to appoint temporary pending test if needed for the vacancy to occur in the Office of Vital Statistics. Commissioner Wright seconded the motion. All yeas; no abstentions.

Mr. Librandi then explained to the Board the temporary appointment that occurred at the Board of Education for the position of Project Leader. He informed that permission for that placement should have been sought from the Board at its last meeting. Unfortunately, that did not occur.

Atty. Foster recommended that the Board ratify the placement. With that, Commissioner Williams motioned to ratify. Commissioner Massaro seconded that motion. All yeas; no abstentions.

There being no further business to discuss, Commissioner DelPrete motioned to adjourn and Commissioner Williams seconded. Meeting adjourned at 12:51 pm.

Respectfully Submitted,



Noelia Marciano
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: October 25, 2011