

**CITY OF NEW HAVEN  
CIVIL SERVICE BOARD**

**MINUTES OF MEETING**

April 27, 2010

<b><u>Present</u></b>	<b><u>Also Present</u></b>
<ul style="list-style-type: none"><li>• Commissioner Frank LaDore-Chair</li><li>• Commissioner Anne Massaro</li><li>• Commissioner Pedro Delgado</li><li>• Noelia Marcano, Civil Service Secretary</li></ul>	<ul style="list-style-type: none"><li>• Scott Nabel, Public Safety HR Manager</li><li>• Bill O'Brien, City Assessor</li></ul> <p><b><u>Absent</u></b></p> <ul style="list-style-type: none"><li>• Commissioner Latrina Kelly</li></ul>

Meeting opened at 5:07 pm.

**Item #1 Revised Job Description for Real Estate Assessor**

Bill O'Brien, City Assessor, stated his name and title for the record and presented the revised job description to the Board. Mr. O'Brien explained both the old and new job descriptions and specifically the different applicant requirements.

There were further clarifications and explanations regarding requirements such as possessing and maintaining a valid motor vehicles license and the period allowed to obtain the Certified CT Municipal Assessor designation if not possessed at time of application. All present approved of the changes that resulted from discussing these clarifications and there were no further questions.

Commissioner Frank LaDore motioned to approve revised job description with noted changes. Commissioner Delgado seconded the motion. All yeas; no abstentions. Job description approved.

**Item #2 & Item #3 Lead 911 Operator/Dispatcher and Deputy Director of Public Safety Communications – New Job Descriptions**

Scott Nabel, Public Safety HR Manager presented these job descriptions on behalf of Clayton Northgraves, Director of Public Safety Communications. Mr. Nabel provided background history of the need for these 2 new positions. A few questions were asked regarding the number of vacancies, requirements of candidates, and differences between the job descriptions. All questions were answered satisfactorily by Mr. Nabel and Ms. Marcano.

Commissioner LaDore asked for a motion to approve the Lead 911 Operator/Dispatcher job description. Commissioner Massaro motioned to approve to accept the new job description. Commissioner Delgado seconded. All yeas; no abstentions. Job description approved.

Commissioner LaDore motioned to approve the job description for Deputy Director of Public Safety Communications. Commissioner Massaro seconded. All yeas; no abstentions. Job description approved.

**Item #4 Eligibility List #09-17 Caretaker List Removals**

Ms. Marcano summarized the reasons for recommending the removal of Michael McCray and James Nuzello from List #09-17 Caretaker. Commissioner LaDore motioned to approve removal. Commissioner Delgado seconded the motion. All yeas; no abstentions. Removals approved.

There followed a brief discussion led by Commissioner Delgado concerning the language in one of the letters regarding pre-employment drug screening. Ms. Marcano stated she would bring this to her director's attention.

**Item #5 Eligibility List #10-06 Public Works Foreperson**

Ms. Marcano presented this item and summed for the Board the breakdown across passes and fails. There were no questions from the Board. Commissioner LaDore motioned to approve the list. Commissioner Massaro seconded the motion. All yeas; no abstentions. List approved.

**Item #6 Other Business**

Public Safety Testing Update:

Mr. Scott Nabel summed the current phase in the process of testing for Director of Training for the Fire Department. There were a few questions and answers exchanged between the Board and Mr. Nabel concerning the exam, candidates, and the notifications given about the exam which Mr. Nabel and Ms. Marcano answered satisfactorily.

Noelia Marcano then explained to the Board that Kathleen Foster was absent for the meeting and consequently unable to give a litigation update. Ms. Marcano further stated that Ms. Foster would give a detailed update at the following meeting.

The next meeting date was confirmed for May 25 at 12:30pm.

There being no further questions nor matters to discuss, Commissioner Massaro motioned to adjourn the meeting. Commissioner Delgado seconded. Meeting adjourned at 5:35pm.

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: 7/27/10