

CITY OF NEW HAVEN
CIVIL SERVICE BOARD

MINUTES OF MEETING

July 28, 2009

Present

- Commissioner James Segaloff, Chair
- Commissioner Frank LaDore
- Commissioner Anne Massaro
- Noelia Marcano, Civil Service Secretary

Also Present

- Attorney Kathleen Foster, Corporation Counsel
- Scott Nabel, Public Safety Human Resources Manager
- Gregg Seely, Public present for Item #1
- Richard Tsou, Information Technology Manager
- David DeFelice, Custodial Manager, AFB
- Emmet Hibson, Director Organizational Development

Absent

All Commissioners present.

Item #1 List Removals: List # 08-23 Police Officer

Scott Nabel, Public Safety Human Resources Manager presented this item and explained that the candidates on the list recommended for removal by the Board of Police Commissioners had been informed by letter of which component of the conditional offer they failed to meet, and that each had been given the opportunity to view their files with Captain Peterson. Additionally, they were informed of the date of this meeting.

Commissioner Segaloff addressed the public in the room and invited any persons present on this item to speak.

Gregg Seely identified himself as a 25-year-old male, veteran of the army, a resident of 24 Hanover Street, Wallingford, CT 06492. He had hoped of becoming a police officer. He did not pass the psychological test. He requested that his name remain on the eligibility list, or that he be able to retake the psychological test.

He explained that he found clerical errors on his report and so he is questioning the results. He summarized he returned from the army with Post Traumatic Stress Disorder, and that he voluntarily sought help for this upon his return. He currently works with prisoners and emphasized that he can handle the stresses of this job and of being a police officer in the New Haven Police Department. He believes he is a well-qualified candidate for the position.

Commissioner Segaloff expressed his appreciation for veterans and the military service, and invited Attorney Foster to explain the limits the Civil Service Board has in over turning the Board of Police Commissioners' decisions on recommended removals, to which Attorney Foster proceeded to explain.

Commissioner Segaloff advised Mr. Seely that the Civil Service Board has not customarily overturned the decisions of the Board of Police Commissioners. However, if there was an error, the Civil Service Board could look into it.

Mr. Nabel addressed the concern of the clerical errors. He summarized what the psychological test entails. After the candidate has an interview with the psychologist, Mr. Nabel receives a brief oral summary from the psychologist and whether the candidate is recommend for hire. An actual written report is submitted by the psychologist at a later time.

Attorney Foster stated that it is the Civil Service Board's job to make sure that all the evidence is in order, and that clerical errors in the report may be a concern for the Board to consider.

Mr. Nabel added that when a candidate retests by participating in multiple recruitment cycles, psychological test results can change and the candidate can be reconsidered. He explained that personal issues (a death in the family, loss of a job, etc) can affect test results.

Commissioner Segaloff asked how the Board can ascertain whether the errors were clerical or factual.

Mr. Nabel summarized the basic interview with a psychologist, and how the candidate's performance is taken into consideration, (i.e. making eye contact, confidence, interaction, etc). He expressed concern over small errors, such as a one year mistake in age, etc., being misconstrued as errors in the actual test result.

Attorney Foster asked if this matter was discussed before the Board of Police Commissioners. Mr. Nabel answered, yes. She also asked if this topic of discussion should be continued in executive session since they were discussing a personal medical record. She concluded that this would ultimately be up to Mr. Seely.

Mr. Nabel addressed the psychological exam process again in terms of comparing clerical errors with omissions in the psychological report.

Attorney Foster explained that if the Civil Service Board was uncomfortable with removing Mr. Seely from the eligibility list, the Board could choose not to. His name could remain on the list and the department would not have to hire him. It just means that his name stays on the eligibility list for future consideration, but there's no guarantee of hire.

Attorney Foster added it is an awkward position for the Civil Service Board because its job is to review for adherence with formal procedures and administrative correctness, but the candidate is telling the Board that the report they are relying on contains errors. She explained that it is within the scope of the Board to say "we are not removing this candidate's name".

Commissioner Massaro asked if the candidate could re-take the psychological test.

Mr. Nabel answered, no. He explained if there is an issue, one can go back to the psychologist for confirmation. The psychologist recommends for hire or not, based on the performance of the test.

Commissioner Segaloff asked if the Board could approve the list of removals subject to the psychologist reviewing Mr. Seely's report. Attorney Foster stated that that [ordering a review of the report by the psychologist] would be outside the scope of Board's authority.

Mr. Nabel explained that the department can go back to the psychologist and ask them to review the report against their records. However, absent any clerical errors, it would not change the result of the test because the crux of the results rests on the result of the follow-up interview conducted after the written part of the psychological exam.

Commissioner LaDore then summarized Mr. Nabel's discussion and concluded that what he was hearing was that a review by the psychologist would probably not change the actual results of the test. Attorney Foster stated that she believed it is speculative what a psychologist would require to re-confirm a result.

Mr. Nabel stated that unless you have an issue with the ultimate judgment of the polygraph exam or the psychological exam, there are going to be 'he said-she said' situations, much more dramatic than this one. He also stated that he is only concerned with major errors.

Commissioner Segaloff asked Mr. Seely if there were any other errors in the report other than the clerical errors on his age and date of discharge from the military. Mr. Seely answered, no. But he did find disturbing information about his Post Traumatic Stress Disorder. He expressed his concern that the psychologist based his professional opinion off of a generic Veterans Administration guideline. Mr. Seely wanted a more in-depth view of his file, and would sign a waiver to allow his file to be available.

After determining that Mr. Seely had concluded in addressing the Board, and there being no more questions or discussion on this matter, Commissioner Segaloff motioned to approve the list of removals from List # 08-23 as presented. Commissioner LaDore seconded the motion; all yeas, no opposed; no abstentions. Removals approved.

Items #2 & 3 - New Job Descriptions: Systems Administrator and Network Administrator

Richard Tsou, IT Manager for the City of New Haven, presented both job descriptions. He summarized the need for both positions and the nature of both descriptions.

There were a few questions from the Board which were answered adequately by Mr. Tsou. Commissioner LaDore motioned to approve the Systems Administrator job description. Commissioner Massaro seconded the motion. All yeas; no opposed; no abstentions. Description approved.

Commissioner LaDore motioned to approve the Network Administrator job description. Commissioner Massaro seconded the motion. All yeas; no opposed; no abstentions. Description approved.

Item #4 Revised Job Description: Assistant Custodian

David DeFelice, Custodial Manager for AFB presented the revised description. He summarized the changes made. There being no questions from the Board, Commissioner LaDore motioned to approve. Commissioner Segaloff seconded the motion. Commissioner Massaro abstained. Two (2) yeas; (1) nay; motion passed by majority vote. Revised description approved.

Item #5 Revised Job Description: Office Manager

Emmet Hibson, Director of Organizational Development presented this item. He summarized the revisions to the job description.

Some questions were posed by the Board and Attorney Foster which were answered satisfactorily by Mr. Hibson.

Noelia Marcano suggested an addition to the requirements section of the description to include “ability to supervise and manage clerical staff and handle personnel matters.” Mr. Hibson made the edit and read into the record.

Commissioner Segaloff motioned to approve, subject to changes suggested during the discussion. Commissioner LaDore seconded the motion. All yeas; no opposed; no abstentions. Revised description approved.

Item #6 Revised Job Description: Superintendent of Motor Vehicles

Scott Nabel, Public Safety Human Resources Manager presented this item. He summarized the changes to description. Some questions followed which were answered adequately by Mr. Nabel.

Commissioner LaDore motioned to approve. Commissioner Massaro seconded the motion. All yeas; no opposed; no abstentions. Revised description approved.

Item #7 Eligibility Lists

Ms. Marcano presented two lists. List #09-07 Deputy IT Manager was presented first. She summarized the exam process and provided the pass/fail rates of the candidates.

Commissioner LaDore motioned to approve. Commissioner Massaro seconded the motion. All yeas; no opposed; no abstentions. Eligibility list #09-07 was approved.

Ms. Marcano then presented List #09-08 Traffic Signal Mechanic. She summarized the exam process and provided the pass/fail rates of the candidates.

Commissioner LaDore motioned to approve. Commissioner Massaro seconded the motion. All yeas; no opposed; no abstentions. Eligibility List #09-08 was approved.

Item #8 Civil Service Minutes

Commissioner Segaloff motioned to table the minutes to address these at a subsequent meeting. Commissioner Massaro seconded, all yeas. Item tabled and will be taken up at a future meeting.

Item #9 Other Business

Upon suggestion by Ms. Marcano Commissioner Segaloff motioned to table discussion on proposed revisions to the rules. Commissioner Massaro seconded, all yeas. Item tabled and will be taken up at a future meeting.

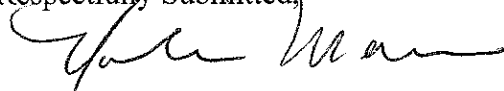
Segaloff motioned to enter executive session in order for Attorney Foster to provide the Board with a litigation update. Commissioner LaDore seconded. All yeas. Meeting closed at 2:01 pm.

Commissioner LaDore motioned to re-open the meeting. Commissioner Segaloff seconded. Meeting re-opened at 2:10 pm.

The date of the next meeting was then discussed and concluded with no commissioner confirming availability for a September 29th meeting date.

There being no further matters to discuss, Commissioner Segaloff motioned to adjourn. Commissioner LaDore seconded. Meeting adjourned at 2:11pm

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: 9/29/09