

**CITY OF NEW HAVEN
CIVIL SERVICE BOARD**

**MINUTES OF MEETING
September 28, 2010**

Present	Also Present
<ul style="list-style-type: none">• Commissioner Frank LaDore• Commissioner Anne Massaro• Commissioner Daniel DelPrete• Noelia Marcano, Civil Service Secretary	<ul style="list-style-type: none">• Attorney Kathleen Foster, Asst. Corporation Counsel• Scott Nabel, Public Safety HR Manager <p><u>Absent</u></p> <ul style="list-style-type: none">• Commissioner Pedro Delgado

Meeting opened at 12:35 pm.

Item #1 Eligibility Lists

Ms. Marcano informed that four lists were being presented. She then presented List #10-14 Administrative Assistant II, and provided information on the exam process as well as pass/fail data. There being no questions, Commissioner LaDore asked for a motion. Commissioner Massaro motioned to approve. Commissioner DelPrete seconded the motion. All yeas; no abstentions. List # 10-14 approved.

Ms. Marcano presented List # 10-15 Financial Administrative Assistant, and provided information on the exam process as well as pass/fail data. Mr. Nabel noted that the title on the list showed a designation of II, and asked if this was accurate. Ms. Marcano confirmed that this was not accurate and noted that she would print off a corrected copy for signature if approved. Commissioner LaDore motioned to approve with corrected title. Commissioner Massaro seconded the motion. All yeas; no abstentions. List # 10-15 approved.

Ms. Marcano presented List # 10-16 Registrar of Vital Statistics, and provided information on the exam process as well as pass/fail data. Attorney Foster inquired about the bilingual ability the department had originally requested when the revised job description came to the Board for approval months prior. Ms. Marcano informed that due to disagreement from the Union, the job was posted without that requirement and that ability was not assessed in the exam process. There being no further questions, Commissioner DelPrete motioned to approve. Commissioner Massaro seconded the motion. All yeas; no abstentions. List # 10-16 approved.

Ms. Marcano then presented List # 10-17 Firefighter, and provided information on the exam process as well as pass/fail data. There being no questions, Commissioner LaDore motioned to approve. Commissioner DelPrete seconded the motion. All yeas; no abstentions. List # 10-17 approved.

Item #2 Public Safety Update

Mr. Nabel provided this update. He informed that testing for the position of Deputy Fire Marshal was scheduled to occur with the written exam on October 25th and the oral exam on November 1st. He added that there are four qualified applicants and that the test notices were slated to be mailed out on September 29th. He also informed that the four qualified applicants had already picked up study materials from HR.

Mr. Nabel also informed that the project kick-off meeting for the position of Deputy Fire Chief had occurred last week and that the job analysis phase was underway. He added that the estimated number of qualified applicants is five and that testing was targeted to take place in December.

Mr. Nabel reported that the project kick-off meeting for the position of EMS Supervisor was scheduled to take place on September 29th.

Attorney Foster asked as to the number of current vacancies for the position of Deputy Fire Chief. Mr. Nabel informed there are three vacancies.

No other questions were posed and no action was taken on this item.

Item #3 Correspondence Received for Civil Service Board

Attorney Foster presented copies of letters dated August 18, 2010 and September 22, 2010 and inquired if the Board members had received the letters presented. Board members responded no. Copies to be made to distribute to the Board at end of the meeting.

No discussion or questions were posed and no action was taken on this item.

Item #4 Litigation Update

Attorney Foster advised this item should be discussed in executive session. Commissioner LaDore motioned to close meeting. Commissioner DelPrete seconded. All yeas; Executive session entered at 12:55 pm.

Commissioner LaDore motioned to open meeting. Commissioner DelPrete seconded. Meeting opened at 1:10pm.

Commissioner LaDore motioned to set an expiration date of September 28, 2011 for Eligibility List #10-17 Firefighter. Commissioner Massaro seconded the motion. All yeas; no abstentions.

Item #5 Other Business

The next meeting was confirmed for October 26, 2010 at 12:30pm.

There being no further business to discuss, Commissioner Massaro motioned to adjourn. Commissioner LaDore seconded. All yeas; no abstentions. Meeting adjourned at 1:12 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: 10/26/2010