

CIVIL SERVICE BOARD
AGENDA
Long Hill Room
Wednesday, September 12, 2012
7:30 pm

1. Attendance.
2. Minutes: Approval of May 30, 2012 minutes.
3. Approval of Eligibility List for Records Clerk.
4. Police-request to advertise, recruit and test for Crime Analysis Specialist/IT-Police Department.
5. Finance-request to advertise, recruit and test for Accounting Manager position.
6. Library-request to review examination process for Youth Librarian.
7. Discussion of Rule 2 Amendments – Amending Civil Service Rules. (tabled item)
8. General Public: Comments and Questions.
9. Any other business that might come before this Board.

CIVIL SERVICE BOARD
MINUTES
MAY 30, 2012

Present: Nick Macol
Tom Whelan
Barbara Skibiski
Gail Jarvis

Also present: Mary Ann Meier, Personnel Manager

Meeting was called to order at 7:35 p.m. by Co-chairman Nick Macol.

Minutes of March 7, 2012 were approved as presented. Vote: Motion carried 2-0-2 (Abstention: Jarvis, Skibiski).

Item #3 Moved by Gail Jarvis, seconded by Barbara Skibiski to approve Eligibility List for Custodian, WG IV. VOTE: Motion carried 4-0 unanimously.

Item #4 Records Clerk/Police Dept. - to advertise, recruit and test. Moved by Gail Jarvis, seconded by Nick Macol to give a written examination for the position of Records Clerk/Police Dept. with weights of 80 written/20 E&T. We will advertise online for this position for one week provided there are at least 20 applicants. If there are less than 20 applicants, we will advertise for an additional week. VOTE: Motion carried 4-0 unanimously.

Item #5 Youth's (formerly Children's) Librarian – to advertise, recruit and test. Moved by Barbara Skibiski, seconded by Nick Macol to give an oral examination for the position of Youth's (Children's) Librarian with weights of 90 oral/10 E&T. VOTE: Motion carried 4-0 unanimously.

Item #6 Election of Chairman-2012: Gail Jarvis nominated Nick Macol and Tom Whelan as co-chairmen for 2012; seconded by Barbara Skibiski. Motion carried unanimously.

Item #7- Amending Civil Service Rules. Personnel Manager will outline the changes that need to be made to the Civil Service Rules, and thereafter, she will present the changes to the Civil Service Board for their approval.

Item #9 (Any other business that might come before this Board) Moved by Gail Jarvis, seconded by Barbara Skibiski to approve the request made by the Town Clerk to fill the vacancy of the budgeted full time clerk's position on a 6 month provisional basis commencing on July 1, 2012, until an examination is made to fill this position permanently.

Gail Jarvis moved to adjourn; seconded by Barbara Skibiski. Motion carried unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Mary Ann Meier

TOWN OF TRUMBULL
CRIME ANALYSIS SPECIALIST
POLICE DEPARTMENT/TECHNICAL

WG: HH

General Statement of Duties:

Functions as Crime Analyst and Information Technology Administrator for the Police Department

Crime Analysis responsibilities include:

1. Extracting, analyzing and disseminating statistical information in support of Police Department operations
2. Converting raw data into valid intelligence information and conveying information to police personnel in various formats (e.g. tables, charts, graphs, pin maps, etc.)
3. Responding to requests for crime analysis information relating to specific investigations
4. Conducting computer forensic analysis
5. Providing technical support for Internet crimes, identity theft, photo and video analysis, etc.

System responsibilities include:

1. Providing support for Public Safety systems including: NexGen LEAS, Cogent LiveScan, REVERSE 911, Megg Associates CrisNet, CRCOG CAPTAIN, COLLECT, PRAWN and RangeMaster 9000
2. Administration of multiple servers utilizing Novell Netware 4.1, MS Windows Server 2003, MS SQL Server 2000, Veritas Backup Exec 9.1
3. Administration of desktop and laptop PCs with MS Windows X OS running various Public Safety as well as standard office applications
4. Administration of Mobile Data Terminals with MS Windows X OS, running MoDac BlueLink, Telepartner Mobile Client Framework, Telepartner Public Safety Assistant (PSA), Winlock, Watcher and networked via a cellular Wireless Wide Area Network
5. Performing hardware/software maintenance, replacement, installation and configuration for servers, desktops, laptops and Mobile Data Terminals
6. Supporting the network infrastructure including the service and maintenance of the network's routers, switches, hubs, patch panel equipment and cabling
7. Monitoring the Server and Network Performance
8. Performing daily database and system backups in addition to providing DBA support for multiple systems
9. Providing desktop level support/end user support for all personnel.
10. Performing basic printer / copier repair.
11. Supporting the Police vehicles' digital video recording systems
12. Assisting with troubleshooting communication line problems
13. Providing technical support for Department of Homeland Security and Emergency Management initiatives

Other:

1. Transports, installs and configures various hardware components at remote locations

2. Analyze user requirements and author bid specifications based on the same
3. Flexible work schedule
4. Manages technology projects
5. Interface with multiple vendors and public safety agencies

Supervision By:

Reports to Chief of Police or the Chief's designee

Minimum Qualifications, Knowledge, Skills and Ability:

1. Ability to obtain security clearance through background investigation, for handling sensitive or confidential information and evidence
2. COLLECT/NCIC Certification
3. Knowledge of installation and configuration of Microsoft Windows Server 2003, creation of Domains and OUs in Active Directory
4. Experience with Microsoft and Novell server administration, Wireless Wide Area Network technologies, and Microsoft products, including operating systems and office applications
5. Experience with NexGen LEAS, CAPTAIN, REVERSE 911, Cogent Livescan, and Megg Associates CrisNet
6. Successful completion of Crime Analysis training; ILook Investigator for Computer Forensic Analysis training; National Incident Management Systems training; and Computer-Aided Management of Emergency Operations in WMD Operations Level Train-The-Trainer Course preferred.
7. Must have experience in computer hardware troubleshooting, replacement and configuration
8. Physically able to lift and carry large hardware components (e.g. 17" CRT monitors, printers)
9. Ability to provide instruction to end-users of MS Office applications, NexGen LEAS, Cogent Livescan, CAPTAIN and COLLECT
10. Be able to communicate technical issues to non-technical staff in a clear and organized manner.
11. Be able to communicate user issues/requirements to vendors in a clear and organized manner.
12. Municipal or corporate budget experience

Training and Experience:

Graduation from a 4-year college with a major in Computer Science or Engineering, minimum 5 years experience in the Information Technology industry, including two years experience providing technical support at a police department. Management and vendor relationship experience is preferred.

TOWN OF TRUMBULL
ACCOUNTING MANAGER
FINANCE

WG: MATHAS

GENERAL STATEMENT OF DUTIES:

1. Responsible for supervision of and backup for all fiscal and administrative service in the Department of Finance, including total responsibility for payroll, payables, receivables and general ledger.
2. Coordinates complex computer software systems involving payables, receivables, payroll and general ledger with Information Technology Coordinator including creating user-defined custom reports, organizational charts and processes through Munis/Crystal/Visio.
3. Reviews expenditures to assure that they fall within approved budget and is responsible for reconciling budget accounts as needed; for example, First Selectman's budget accounts, Special Agency Fund Accounts and Special Purpose Contra Accounts.
4. Approves check requests prior to payment.
5. Provides and is responsible for all financial services in relation to all Town departments, boards and commission chairmen.
6. Combines all data from Town and Board of Education to prepare monthly, quarterly, and yearly State and Federal Reports, such as Federal and State 941 reports.
7. Provides the Actuary with the appropriate data needed for calculation of town actuarial evaluation, which provides, for budgetary purposes, the financial and actuarial position of the Town of Trumbull Police Benefits Plan and the Retirement Plan of the Town of Trumbull and may provide Pension Board with complete accounting at meetings.
8. Coordinates actuaries' and administrative banks' activities in processing pensions and contribution refunds for termination members.
9. In the absence of the Assistant Director of Finance acts as backup and assists in creating and using agency funds and special purpose contra funds.
10. Develops and administers accounting policies and procedures.
11. Maintains fixed assets module for additions/disposals and annual depreciation.
12. Reviews and approves payroll and accounts payable check registers prior to distribution of checks.
13. Assists the Town Treasurer as needed.
14. In the absence of the Purchasing Agent acts as backup and works to implement and maintain a decentralized purchasing/requisition system.
15. Assists with the yearly independent audit.
16. Handles related departmental tasks as needed.

SUPERVISION RECEIVED:

Reports directly to the Assistant Director of Finance.

SUPERVISION EXERCISED

Supervises the Accounts Payable Coordinator, Finance Clerk, Payroll Coordinator, and Revenue Coordinator, and reviews work for accuracy.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of municipal accounting practices and procedures, office practices and management.
2. Ability to prepare and maintain accurate and comprehensive financial records utilizing a computerized accounting system. Knowledge of MUNIS a plus.
3. Must be proficient in Word and Excel, and has ability to learn and utilize all financial software relative to all Finance Department processing.
4. Clear and concise oral and written expression.
5. Ability to follow oral and written instructions.
6. Ability to learn appropriate federal, state and town laws.

EXPERIENCE AND TRAINING:

Bachelor's Degree with a minimum of 24 semester hours of accounting subjects and two (2) years of progressively responsible accounting experience, one (1) year of which has been in a supervisory capacity OR five (5) years of accounting experience, two (2) years of which has been in a supervisory capacity.