

CIVIL SERVICE BOARD
AGENDA
Nichols Room
Tuesday, March 10, 2015
7:30 pm

1. Attendance.
2. Minutes: Approval of October 8, 2014 minutes.
3. New Business:
 - Approve eligibility list for Motor Equipment Repairer.
 - Approve eligibility list for IT Technician.
 - Request to advertise and recruit for entry level Janitor/Cleaner WG II.
 - Request to advertise and recruit for WG IV Custodian.
 - Request to advertise and recruit for entry level Maintainer II, Public Works Dept.
 - Request to advertise, recruit and test for Garage Mechanic (Greaser), Public Works Dept.
 - Request to advertise, recruit and test for Mechanic at Police Department.
 - Request to advertise, recruit and test for a Sanitarian in the Health Department
 - Request to advertise, recruit and test for Sewage Pump Station-Maintenance Crew Leadman (promotional)
 - Request to discuss the filling of the various administrative assistant positions (Records Clerk, Police Dept.; Admin Asst./Finance Police Dept.; Admin Asst.-Tax Collector; Admin Asst., Health; and Admin Asst.- HR/Civil Service).
 - Any other business that might come before this Board.
4. General Public: Comments and Questions.

CIVIL SERVICE BOARD
MINUTES
OCTOBER 8, 2014

Present: Anna Maresca
 Tom Whelan
 Gail Jarvis
 Barbara Skibiski

Also present: Floyd Dugas, Michael McGrath, Gary Cialfi, Mark Deming, James Haselkamp and Mary Ann Meier, Personnel Manager.

Meeting was called to order at 7:30 p.m. by Tom Whelan.

Minutes of June 3, 2014 were approved as presented (4-0).

Motion made by Anna Maresca, seconded by Barbara Skibiski to approve the Jr. & Sr. Grade Equipment Operator, IT Technician, Custodian WG IV, Library Circulation Technical Services Assistant and Maintenance Mechanic Assistant eligibility lists as presented. Vote: Motion carried 4-0 unanimously.

Motion made by Anna Maresca, seconded by Barbara Skibiski to move paraprofessionals and food service titles outside of civil service and then move all other board of education positions to the non-competitive. At a later time, we will meet with the board of education to see if there are specific other non-competitive positions that we want to move next meeting outside of civil service. Vote: Motion carried 4-0 unanimously

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the position of Assistant Building Official. The weights for the examination will be at 100% experience and training and the candidate must be licensed by the State of CT as an Assistant Building Official. Vote: Motion carried 4-0 unanimously.

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the position of Civil Engineer, contingent upon the approval of the Board of Finance for the funding of this position. The weights for the examination will be at 100% experience and training. Vote: Motion carried 4-0 unanimously.

Motion made by Anna Maresca; seconded by Gail Jarvis, to advertise and recruit for the position of Supervisor Facilities/Maintenance, subject to receiving a satisfactory job description from the board of education. The position will be filled as non-competitive. Civil Service will identify which candidates are qualified and non-qualified before submitting the candidates to the board of education for consideration. Vote: Motion carried 4-0 unanimously.

Motion made by Barbara Skibiski; seconded by Anna Maresca, to advertise and recruit for the position of Head Custodian-THS, subject to the requirements as previously discussed for filling non-competitive positions from the board of education. Vote: Motion carried 4-0 unanimously.

In accordance to civil service rule 8, section B, b. motion made by Tom Whelan; seconded by Anna Maresca, to approve the filling of the vacancy of the entry level janitor cleaner position. Vote: Motion carried 4-0 unanimously.

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the vacancy of Park Mechanic. Position may be filled as Motor Equipment Repairperson, pending revised job description and approval for additional funding of the salary. The position will be filled as an oral exam with weights of 80% oral and 20% for experience and training. Vote: Motion carried 4-0 unanimously.

Motion made by Gail Jarvis; seconded by Anna Maresca, to advertise, recruit and test for the position of Records Clerk and Finance Administrative Assistant at Police Department. There will be one test with two eligibility list created for each position. The position will be filled as a written exam with weights of 80% written and 20% for experience and training. Vote: Motion carried 4-0 unanimously.

Motion made by Gail Jarvis to adjourn. Meeting adjourned at 9:30 pm

Respectfully submitted,

Mary Ann Meier