

CIVIL SERVICE BOARD

AGENDA

Zoom Civil Service Meeting

Wednesday, December 14, 2022

12:PM (Noon)

1. Attendance:
2. Minutes: Approval of August 30, 2022 minutes
3. General Public: Comments and Questions
4. New Business:
 - Approve Eligibility List for Circulation Coordinator – Library.
 - Approve Eligibility List for H.R. Generalist - Human Resources Dept.
 - Approve Eligibility List for Registered Sanitarian- Health Dept.
 - Request to advertise, test and recruit for Administrative Support Series.
 - Request to advertise, test and recruit for Equipment Operator Junior Grade
 - Request to advertise, test and recruit for Park Ranger.
 - Request to advertise, test and recruit for Senior Center Coordinator.
 - Request to remove Administrative Asst. – Detective Bureau from the Administrative Support Series and approval to advertise, test and recruit for same.
 - Establish dates for Civil Service Board Meetings for 2023.
 - Vote for Chair for 2023.

5. Adjournment:

Civil Service Board Special Meeting

Dec 14, 2022 12:00 PM

<https://us06web.zoom.us/j/89819663943?pwd=ZXMvS1U4aVFndGVVSUtaMTJsenkzUT09>

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**CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
Wednesday, August 30, 2022**

Present: Ann Langley, Chair, Michelle Wigzell, Alice Ferreira, Barbara Skibiski and Willie McBride.

Also present: Tom McCarthy, Dir. of HR, Robert Dunn, Building, Lynn Ormsbee, Tax Assessor, Andrew Fries, Tashua Golf Course.

Meeting was called to order at 12:03 pm.

- 1) Attendance was taken by Tom McCarthy, Director of HR.
- 2) General Public: No members of the public asked to make comments.
- 3) New Business:

Motion was made by Michelle Wigzell; seconded by Alice Ferreira to advertise, test and recruit for Mechanic-Golf Course. The weight of the examination will be 75% experience and training and 25% practical test. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; seconded by Alice Ferreira to approve eligibility list for the HR Manager-HR/Civil Service. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; seconded by Alice Ferreira to approve eligibility list for the Assistant Town Clerk – Town Clerk. VOTE: Motion carried 5-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferreira to approve eligibility list for the Maintainer IV. VOTE: Motion carried 5-0 unanimously.

There was a request to waive testing for Administrative Assistant Building-Building. After discussion Board members decided not to approve the waiver but approve a modified testing. Motion made by Michelle Wigzell; seconded by Barbara Skibiski to remove this position from the Administrative Testing Series. A motion was then made by Michelle Wigzell; seconded by Willie McBride to advertise, test and recruit for an Administrative Assistant-Building with the weight of the test being 75% Experience and Training and 25% Oral Examination. VOTE: Motion carried 5-0 unanimously.

There was a request to waive testing for Tax Assessment-Clerk. After discussion, Board members decided not to approve the waiver but approve a modified testing. Motion made by Michelle Wigzell; seconded by Alice Ferreira to remove this position from the Administrative Testing Series. A motion was then made by Michelle Wigzell; seconded by Barbara Skibiski to advertise, test and recruit for an Tax Assessment-Clerk with the weight of the test being 75% Experience and Training and 25% Oral Examination. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; second by Alice Ferreira to approve the 6-month provisional appointment of Sebastian Fonseca as a Custodian. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; second by Alice Ferreira to approve the 6-month provisional appointment of David Durand as a Park Ranger. VOTE: Motion carried 5-0 unanimously.

Respectfully submitted,

Thomas McCarthy

Thomas McCarthy

Director of Human Resources

**TOWN OF TRUMBULL
ELIGIBILITY LIST
CIRCULATION COORDINATOR**


Wage Group: H
11/15/2022

Date of Expiration: 11/15/2023

| <u>Rank</u> | <u>NAME OF CANDIDATE</u> | <u>Score On T&E</u> | <u>Top Five Referred</u> |
|-------------|--------------------------|-------------------------|---------------------------|
| 2 | Brill, Scott | 100 | Referred to Dept. |
| 2 | Allen, Allison | 85 | Referred to Dept. |
| 3 | Delligan, Lindsey | 80 | Referred to Dept. |
| 4 | Labrecque, Chelsie | 75 | Referred to Dept. |
| 5 | Lichtenberg, Lori | 55 | Not referred to the Dept. |
| 6 | Tice, Ryan | 50 | Not referred to the Dept. |

Based on 100% of experience and training.

Certified by,


Stephen J. Librandi
Personnel Manager

Approved by:

**TOWN OF TRUMBULL
ELIGIBILITY LIST
H.R. Generalist
Open**

Wage Group: Non-Union
Date Established: 12/9/2022
Date of Expiration: 12/9/2023

| <u>RANK</u> | <u>NAME OF CANDIDATE</u> | <u>80%</u> | <u>20%</u> | <u>100%</u> |
|--------------------|---------------------------------|-----------------------|----------------------|---------------------|
| | | <u>E&T</u> | <u>Skills</u> | <u>Total</u> |
| 1 | Luisa Tuccinardi | 76 | 12 | 88 |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

Based on 80% of experience and training, 20% computer skills.

Certified by,



Stephen J. Librandi
Human Resource Manager

Approved by:

**TOWN OF TRUMBULL
ELIGIBILITY LIST
SANITARIAN**

Wage Group: G or H
Date Established: 10/25/22
Date of Expiration: 10/25/23

| <u>NAME OF CANDIDATE</u> | <u>Top Five Referred</u> |
|--------------------------|---------------------------|
| Winsome D. Bogle | Referred to Dept. |
| Samantha C, Freselli | Referred to Dept. |
| Richard Jackson | Referred to Dept. |
| Brittany Nappi | Referred to Dept. |
| Timothy Nola | Referred to Dept. |
| | |
| Richard H. Janey | Not referred to the Dept. |

Based on 100% of experience and training.

Certified by,



Stephen J. Librandi
Personnel Manager

Approved by:

TOWN OF TRUMBULL
EQUIPMENT OPERATOR
JUNIOR GRADE

PARKS

GENERAL STATEMENT OF DUTIES:

1. Performs assigned tasks involving the operation of less complex construction and/or maintenance equipment such as small bucket payloaders, skid-steer loader, rubber track excavators, small backhoe, ditch-digger, rollers, mechanical sweepers, trucks, etc., in the maintenance, repair and construction of parks, recreation areas and public grounds.
2. Makes running repairs and maintains equipment in operating condition.
3. Makes required reports.
4. Does any work of Highway Equipment Operator Junior Grade or lower classification.
5. Works in all kinds of weather.
6. Must be proficient in all duties of lower classified Maintainers and miscellaneous related duties as required.

SUPERVISION RECEIVED:

Works under direction of Superintendent of Parks and Recreation or his designee.

SUPERVISION EXERCISED:

As designated supervisor, directs tasks performed by one or more maintainers of same or lower grade.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable knowledge of techniques of operating construction equipment such as payloaders, backhoes, trucks, sweepers, etc.
2. Knowledge of methods and materials used in servicing minor repairs to equipment.
3. Considerable knowledge of and the ability to apply OSHA regulations, policies, rules, precautions and practices to promote a safe work environment and avoid injuries to personnel and equipment.
4. Ability to understand written and oral instruction.
5. Considerable knowledge of maintenance, repair and construction of parks, recreation areas and public grounds.
6. Must possess current valid Connecticut CDL, Class A (Commercial Driver's License).
7. Effective July 1, 2023, must possess current valid CDL Class A (Commercial Driver's License). All employees in this classification prior to July 1, 2023 will be grandfathered from this requirement for this job only.

EXPERIENCE AND TRAINING:

High School Graduate or GED and not less than three (3) years experience in the operation of construction equipment of which one (1) year must have been in the skilled operation of one particular piece of equipment as listed above. Internal candidates only may substitute for experience a

demonstrated and tested proficiency in the skilled operation of construction equipment as determined by Parks / Highway supervisors.

1/31/22

TOWN OF TRUMBULL

PARK RANGER

PARK DEPARTMENT

CIVIL SERVICE CLASS: VI

GENERAL STATEMENT OF DUTIES:

1. Patrols on foot or in car those areas of the parks and recreation sites, swimming areas, cemeteries and other properties owned by the Town of Trumbull that are under the jurisdiction of the Trumbull Park Commission to prevent and detect violations of laws and ordinances.
2. Maintains order and protects life and property.
3. Operates as special police officer on Park Department property only.
4. Testifies in court with regard to matters of which he/she has knowledge.
5. Receives and acts on complaints, submits appropriate records.
6. Does related tasks as assigned.
7. Works whatever day of week or hour of day assigned.
8. Operates two-way radio.
9. Teacher of environmental awareness through presentations of environmental programs to schools and the general public.

SUPERVISION RECEIVED:

Works under the general supervision of the Park Commission and under the direct supervision of the Chief Ranger and is under the technical direction of the Chief of Police or his designate.

SUPERVISION EXERCISED:

May supervise seasonal and part-time Park Rangers.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable knowledge of modern police techniques.
2. Ability to follow oral and written instructions.
3. Ability to make concise written and oral reports.
4. Knowledge of first aid.
5. Considerable ability to establish effective relationships with children and the general public.
6. Knowledge of the ecology and conservation of natural resources.
7. Possesses a valid State of Connecticut motor vehicle operator's license.
8. Must have considerable agility and endurance to perform prescribed duties.
9. May be required to become special police officer.
10. May be required to attend classes, lectures, seminars, etc.
11. Must become a Medical Response Technician.
12. Must meet grooming requirements of Police Department.

EXPERIENCE AND TRAINING:

Not less than an Associate's Degree in a related Environmental Science program and at least four (4) years of work experience in a related Environmental Science field or IN LIEU THEREOF an equivalent combination of experience and training.

Town of Trumbull

Title: Senior Center Coordinator

Wage Grade:

Position Definition: The Senior Center Coordinator develops, coordinates and directs a comprehensive program of recreational, social, health, wellness and cultural activities for residents fifty-five years of age and older.

Department: Human Services

General Duties:

- Develops and manages all programs and activities and functions of the Senior Center, ensuring high quality and cost-effective service delivery.
- Participates in the development of regional programs and initiatives with colleagues from neighboring communities.
- Recruits guest speakers, activity leaders, instructors, and entertainers.
- Develops new resources and partnerships, collaborating with federal, state, local and non-profit organizations.
- Takes payments for all activities, programs and trips, maintains records, makes deposits and submits reports and receipts to Finance Department.
- Manages program attendance, memberships and maintaining membership data base. Maintains confidentiality at all times.
- Prepares, for publication, a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding senior adult programs or services and events in the community.
- Coordinates senior center volunteers; their schedules and hours earned.
- Participates in professional organizations and related continuing education programs to stay current with developments in the field of aging.
- Trains and assigns tasks to the senior center clerk who is in a supportive role to the Senior Center Coordinator.
- Performs related work as required and/or requested by the Human Services Director.

Supervision received The Senior Center Coordinator works directly under the Director of Human Services

Required Minimum Qualifications: The skills and knowledge required would generally be acquired with a Bachelor's Degree from an accredited college or university in social work, human services, recreation, gerontology or a closely related area, with two (2) years of increasingly responsible work experience in a related field; or an Associate's Degree from an accredited institution with a minimum of five (5) years increasingly responsible work experience in a related field or a similar combination of education and experience.

Required Knowledge, Skills and Ability.

- Ability to deal effectively with others, including the public, and co-workers. Commitment to excellence in customer service and
- Knowledge of gerontology and working knowledge of recreational activities for senior adults.
- Knowledge of general social, economic, and health needs of the aging and the resources required to meet those needs.
- Ability to initiate, organize and follow through on comprehensive programs and projects.

- Ability to deal effectively with older adults and their advocates, elected and appointed officials, contract providers, employees and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to act calmly and effectively in emergency situations.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Sufficient knowledge of the community to serve the public.

Required physical and mental effort and environmental conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to provide his/her own transportation.

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
 - Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
 - Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
 - Ability to remember multiple task/ assignments given to self and others over long periods of time.

License or certificate

Must possess a valid driver's license.

*Replaces former Job titles: Administrative Support.III

Dear Tom McCarthy,

I would like to formally request to be included on the Civil Service Board agenda for the December meeting for the purpose of addressing the vacant Admin Assistant for the Detective Division.

My request is to remove this position from the Administrative Testing Series and to proceed with advertising, testing and recruiting for the Admin Assistant- Det Division with the weight of the test being: Experience and Training 75%, Oral Examination 25%.

My reasoning behind this request is to expedite the process for this critical position and is based on the specialized nature of the duties and responsibilities that are required. I will provide a portion of the specialized certifications to demonstrate what is needed in this role, and which are utilized on a daily basis for the function within the police department.

- A. **Law Enforcement Administration System (LEAS).** The police department's in-house computer system that is used for processing daily calls-for-service, logging incidents, tracking people and property, warrants, evidence, weapons, personnel, etc.
- B. **Criminal databases for both the State (COLLECT) and federal systems (NCIC).** These systems are accessed daily and used to track criminal warrants, police applicants, weapons permits, weapons registries, and fingerprinted applicants for various reasons including pistol permits, vendor permits, school employees, liquor permits, etc.
 - a. Tracking for criminal arrest warrants is conducted daily to enter, modify, cancel, and track wanted offenders on a local, statewide, and national level
- C. **PRAWN system, the Paperless re-arrest warrant network.** The automated computerized tracking system for re-arrest warrants, used to enter, modify, cancel, and track those offenders who have violated orders to appear in court and who are subject to arrest.
- D. **Criminal History Request System, through the CT State Police Bureau of Identification (SPBI).** Used regularly to obtain the arrest history for individuals, and for conducting queries, research, or modifications on arrest records and for tracking offenders.
- E. **Fingerprint processing.** All paperwork and images collected for fingerprinting, including inked cards or those obtained by using the Automated Fingerprint Identification System (AFIS), are processed by this Administrative Assistant, who completes background data for subject profiles for investigative research or for cataloging arrest files for future reference. The department also processes about 1,000 non-criminal fingerprint cases annually for a variety of purposes, including:
 - a. Police applicants
 - b. School employee applicants
 - c. Vendor permits
 - d. Adoption applications
 - e. Financial Licensing
 - f. Nursing Dept. intern applicants
 - g. Sports team coaches
 - h. Day Care employment applications

Please let me know if you have any questions or if you need any additional information on this request.

TOWN OF TRUMBULL

ADMINISTRATIVE ASSISTANT – DETECTIVE BUREAU

POLICE

WAGE GROUP: VI

GENERAL STATEMENT OF DUTIES:

1. Acts as assistant to the Commander of the Trumbull Police Detective Division and to other detective bureau personnel.
2. Assists the Bureau Commander in preparation and editing of programs and procedures of the Detective Bureau.
3. Responsible for all clerical functions of the Detective Bureau.
4. Prepares and edits reports, statements or memoranda. Types and edits Arrest Warrants, Search and Seizure Warrants, and other court documents and legal correspondence. Handles and edits correspondence, composes correspondence, transmits orders and instructions.
5. Handles telephone inquires and schedules appointments when necessary exercising judgment as to what is classified data and which agency or individual should have access to such information.
6. Advises victim, witnesses and arrested persons as to the policies and procedures of the Trumbull Police Detective Bureau in regard to their involvement in its cases, which requires the use of sound, accurate, and independent judgment.
7. Maintains statistical data of the Detective Bureau and submits same to proper agencies.
8. Is responsible for maintenance of all files of the Detective Division.
9. Assists in on-going investigations involving major crimes, including those of a sensitive nature (i.e. sexual assaults) as well as the ability to process minor complaints in the absence of a detective.
10. Enters and researches data on the NCIC, Collect, and In-house computer, i.e. warrants, firearms, and other records necessary for the efficient operation of the Detective bureau.
11. Collects and is accountable for all funds required for services requiring a fee, such as fingerprinting for employment, pistol permits, etc.
12. Work with and support the function of the members of the Detective Bureau.
13. Maintain the confidentiality and sensitivity of all matters discuss and investigated in the Detective Bureau.

SUPERVISION RECEIVED:

Works under the direction of the Commander of the Detective Bureau.

SUPERVISION EXERCISED:

None

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL, AND ABILITIES:

1. Understanding of departmental policies, programs, operations, and responsibilities.
2. Working knowledge of Connecticut General Statutes and court procedures.
3. Complete and detailed knowledge of modern office procedures and practices.
4. Knowledge of principles of office management.
5. Ability to plan and perform duties without daily assignment or direction, using independent judgment and coordinating work within the needs of the division.
6. Working knowledge of computer programs, i.e. Excel, Word, Outlook, etc and the ability to understand and operate Law Enforcement related programs.
7. Ability invariably to perform these duties under pressure and under unusual circumstances associated with law enforcement work.
8. Ability to establish and maintain effective working relationships with the public, law enforcement agencies and associates in a unique environment.
9. Must be available for training as required by State and Federal guidelines to obtain and maintain necessary certifications, as well as other general training needs.

EXPERIENCE AND TRAINING:

Graduation from high school with recommended courses in word processing, computer programs, and general office practice, and four (4) years of experience in office work. College level training in business administration may be substituted for experience on the basis of one (1) year of college and (2) two year(s) of experience.

11/03

CIVIL SERVICE SCHEDULE FOR 2023

Meetings at 12:00 Noon – Via Zoom

JANUARY 11, 2023

FEBRUARY 15, 2023

MARCH 15, 2023

APRIL 19, 2023

MAY 17, 2023

JUNE 14, 2023

JULY 12, 2023

AUGUST 16, 2023

SEPTEMBER 13, 2023

OCTOBER 18, 2023

NOVEMBER 15, 2023

DECEMBER 13, 2023
