

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
February 18, 2021

Present: Ann Langley, Chair
Alissa Hall
Michelle Wigzell
Barbara Skibiski

Also present: Mary Ann Meier, HR Manager; Tom McCarthy, Director of HR; George Estrada, Director of Public Works

Meeting was called to order at 7:32 pm by Ann Langley.

MOTION by Alissa Hall, seconded by Michele Wigzell to accept minutes of February 4, 2021.
VOTE: 4-0 Motion passed

MOTION by Michele Wigzell; seconded by Alissa Hall to approve the eligibility list for the Assistant Town Clerk position. VOTE 4-0 Motion passed

MOTION by Michele Wigzell; seconded by Alissa Hall to advertise, test and recruit for the Director of Operations position. The examination will be based on experience and training with weights of 100%. Civil Service will rank the qualified candidates and the top 5 will be presented to the department for interviewing. VOTE 4-0 Motion passed

MOTION by Michele Wigzell; seconded by Alissa Hall to advertise, test and recruit for the clerical/administrative support series I-II-III positions. We will run one test for any and all vacancies that occur for a one-year period or after one-third of the list is exhausted in the applicable classes. The weights will be 100% based on the core components of the online proficiency assessment examination established by the civil service department. We will be testing the first qualified 50 candidates which includes internal candidates who apply. Certain positions may require additional testing which may include E&T and/or an oral examination. Only the top 10 scoring candidates on the eligibility list will be subject to additional testing. Also, specifically for this posting, internal candidates who withdraw or waive appointment for a job with the same or lower salary will not be subject to being removed from the eligibility list.
VOTE 4-0 Motion passed

MOTION made by Michele Wigzell; seconded by Alissa Hall to adjourn the meeting at 8:14 pm.
Motion carries unanimously.

Respectfully submitted,
Mary Ann Meier
Mary Ann Meier, Clerk