

CIVIL SERVICE BOARD
MINUTES FROM ZOOM MEETING

Wednesday, December 14, 2022

Board Members Present: Ann Langley, Chair
Barbara Skibiski
Alice Ferreira
Willie McBride

Also present: Tom McCarthy, H.R. Director, Steve Librandi, H.R. Manager, Glenn Byrnes, Asst. Police Chief, William Chin, Director I.T.

Meeting was called to order at 12:06 by Chair Ann Langley

MOTION made by Ann Langley, Seconded by Barbara Skibiski to approve the minutes of the August 30, 2022 minutes.

VOTE 4-0 Motion Passed

General Public: No members of the Public were present.

New Business:

MOTION made by Ann Langley, Seconded by Barbara Skibiski to approve the Eligibility List for Circulation Coordinator – Library.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to approve the Eligibility List for H.R. Generalist - Human Resources Dept.

VOTE 4-0 Motion Passed

MOTION made by Barbara Skibiski, Seconded by Ann Langley to approve the Eligibility List for Registered Sanitarian- Health Dept. Per the Chair's request; The lack of scores on the eligibility list was due to the scoring method used. All passing had the required certifications.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Willie McBride to advertise, test and recruit for Administrative Support Series. Testing will consist of 100% Computer Skills Exam.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for Equipment Operator Jr Grade – Parks. Testing will consist of 60% Practical Exam, 40% Training & Experience

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for a Park Ranger. Testing will consist of 100% Training & Experience Exam.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for a Senior Centre Coordinator. Testing will consist of 100% Training & Experience Exam.

VOTE 4-0 Motion Passed

MOTION made by Barbara Skibiski, Seconded by Willie McBride to approve the request to remove Administrative Asst. – Detective Bureau from the Administrative Support Series

VOTE 2-1, McBride Yes, Skibiski Yes, Langley No, Ferreira Abstained; Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for Administrative Assistant – Detective Bureau. Testing will consist of 75% Training & Experience and 25% Oral Exam.

VOTE 3-0, Alice Ferreira Abstained; Motion Passed

MOTION made by Ann Langley, Seconded by Willie McBride to approve the schedule of Civil Service Board Meetings for 2023 as presented.

VOTE 4-0 Motion Passed

MOTION made by Willie McBride, seconded by Barbara Skibiski to approve Ann Langley as Chair of the Civil Service Board for 2023.

VOTE 4-0 Motion Passed

MOTION made by Barbara Skibiski, Seconded by Willie McBride to adjourn at 12:58.

VOTE 4-0 Motion Passed

Respectfully Submitted,



Stephen J. Librandi, H.R. Manager