



HUMAN RESOURCES/CIVIL SERVICE
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

(203) 797-4598
FAX (203) 796-1611

CIVIL SERVICE COMMISSION
Meeting Minutes
January 9, 2013
2:00 P.M.
CONFERENCE ROOM 3B

Roll Call

Chairman Tim Matthewson called the meeting to order. In attendance were: Commissioner Tim Matthewson, Commissioner Geraldine George, Dianne Rosemark, Denise Janey, and Virginia Werner

NEW BUSINESS

Minutes of Meeting

Commissioner George made a motion to accept the previous meeting minutes. Chairman Matthewson seconded the motion. Motion passed.

Request to Remove Applicants from Comparative Entry Level Police Officer Eligibility List.

Commissioner George made a motion to remove the 2 applicants from the list. Chairman Matthewson seconded the motion. Motion passed.

Request to Extend the Truck Driver Eligibility List:

Commissioner George made a motion to extend the Truck Driver Eligibility list. Commissioner Matthewson seconded the motion. Motion passed.

Request to Extend the Assistant Fire Chief Eligibility List:

Commissioner George made a motion to extend the Assistant Fire Chief Eligibility list. Commissioner Matthewson seconded the motion. Motion passed.

Review Qualifications:

Clerk Typist: Applicants C112 rejected due to lack of experience. Applicants C120, C125, C135, C160, C163, C169, C185, C192 rejected as two (2) additional copies were not submitted at time of application. Applicant C181 rejected because the application was not submitted by the deadline (Dec 26, 2012). Applicant C151 rejected as there were no computer skills indicated on the application.

Assistant Registrar of Vital Statistics: Applicants A110, A123, A137, A139, A167 rejected because they did not possess the years of experience in customer service and clerical work. Applicants A119, A120, A130, A133, A152, A159, A182, A187, A227, A228 were rejected as two (2) additional copies were not submitted at time of application. Applicant A229 rejected because the application was not submitted by the deadline (Dec 26, 2012). Applicant A149 rejected as there were no computer skills indicated on the application.

Adjourn

Commissioner George made a motion to adjourn. Chairman Matthewson seconded the motion. Motion passed.

dlj