

MEETING
CIVIL SERVICE COMMISSION
MINUTES
JANUARY 15, 2003
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Meeting was called to order at 6:08 P.M. by Julio Lopez. He noted for record that Chairman Michael Finn is unable to attend because of a family difficulty.

Roll Call:

In attendance: Commissioners Wendy Kuhn, and Frank Caracansi; Julio Lopez, Chief Examiner, and Joanne Lynch, DMEA President.

F. Accept November 20, 2002 Minutes

Commissioner Caracansi made a motion to accept the November 20, 2002 minutes. Seconded by Commissioner Kuhn. Passed unanimously.

NEW BUSINESS:

A. Establish Meeting Dates - 2003

Commissioner Caracansi stated that the Commission would continue to meet on the second Wednesday of each month. Comm. Kuhn agreed. The meetings will be held the 2nd Wednesday of each month – February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, and December 10, 2003.

B. Information on Positions

Mr. Lopez presented the information on the open positions.

Assistant Fire Chief – Appointment & Revised Eligibility List

Appointment made by Common Council. Eligibility list has been revised.

Fire Captain – Test given, and eligibility list established. Mayor will interview top three candidates and recommend individual to the Common Council for approval.

Firefighter – Initial Eligibility List Promulgated – 5 Conditional Offers

Individuals are being processed for recommendations to the Common Council in February.

Secretary – Promotional – Eligibility List

Conditional offer was made to each candidate according to rank. All declined.

Joanne Lynch asked since the individuals on the promotional list had declined would the list be eliminated.

Mr. Lopez stated that it would be taken into consideration. since all were afforded the opportunity of promotion and declined because of personal issues. (Department and hours)

Commissioner Caracansi asked that further discussion be held until the end of this section of the agenda.

Associate Planner – Planning & Zoning – Start date – 12/09/02

Individual appointed.

Cashier – Tax Collector – First conditional offer was extended to individual and then withdrawn because of background check. Another individual has been extended a conditional offer.

Asst. Finance Director

Mr. Lopez stated that it was decided at the previous meeting that an outside company would be used for the testing of this position. He was informed, and he was not part of, that was changed, and if the Commission was aware of the change, a series of interviews were conducted by the Personnel Director and the Finance Director, and a conditional offer of employment may be in the process. A gentleman from New Fairfield.

Bids were requested, and one company selected.

Mr. Caracansi asked that further discussion be held until the end of the agenda.

Police Officers – 2 Candidates Sworn In – 1 lateral appointment

Mr. Lopez stated that two candidates had been sworn in.

Item Secretary – Promotional

Commissioner Caracansi stated that since there were no interested candidates from the promotional list that candidates would be taken from an open, competitive listing.

Mr. Lopez said there is an active listing and would be an alternative.

Assistant Finance Director

Comm. Caracansi stated that there were 6 candidates, and asked if those were the six candidates that were interviewed.

Mr. Lopez stated that he did not know. He stated that he was not part of that process. He heard that interviews took place so that a recommendation could make to hire for the position. He did not know how many candidates were interviewed, but he would find out and let the Commission know.

Comm. Caracansi asked what happened to the motion to have the test given by Lee Cogswell Associates.

Mr. Lopez stated that apparently nothing was done about it. The company was ready to get the go ahead; it was approved by Purchasing. Mr. Lopez had received a call from Mr. Cogswell asking when a job analysis could be conducted and prepares the appropriate test for the position. Mr. Lopez stated that he was informed that the plans were changed, and the candidates were

being interviewed by Personnel and Finance. He is vague because he was not part of the process and did not have the details.

Comm. Caracansi asked if an offer has been extended to an individual.

Mr. Lopez stated that it was his understanding that they are planning to, or maybe already did, to extend an offer to a candidate from the Town of New Fairfield that presently works for the school system.

Comm. Caracansi asked if it was one of the six candidates that the Commission had selected.

Mr. Lopez stated that it was his understanding.

Comm. Caracansi asked if the actions of the Commission could be circumvented that a testing is done of all the candidates.

Mr. Lopez stated he did not know what prompted this change, he did not know. It could be the financial savings, but it was agreed upon, and he did not have a clear understanding why.

Comm. Caracansi asked if Comm. Kuhn have a conversation with Mr. Finn regarding the candidates. Comm. Kuhn said she had spoken with him. Comm. Caracansi said he had a conversation with Mr. Finn, but he thought Mr. Finn had told him that the number of candidates had been reduced because they were not interested in the position when they were contacted. Comm. Caracansi requested that the next meeting's agenda include the methodology used to determine the candidates for the Assistant Finance Director position. This was a violation of the Civil Service Commission motion of meeting of November 20th.

Mr. Lopez stated that a series of interviews were conducted by the Personnel Director and the Finance Director, and a conditional offer of employment may be in the process. A gentleman from New Fairfield.

Comm. Caracansi asked if this item could be put on next month's agenda for further discussion.

Police Officers – 2 Candidates Sworn In – 1 lateral appointment

Mr. Lopez stated that two candidates had been sworn in.

C. Review Applications & Set Test Type & Dates:

Mechanic – Equipment Maintenance – Public Works

Commissioner Kuhn & Caracansi voted on 9 applicants. Five candidates will go forward for testing. The other applicants will be notified that they were not accepted to go forward to the testing process.

J. Lopez will set up a practical test asap.

Asst. Mgr. Information Technology

Commissioners voted and 13 applicants will be tested for position. . The other applicants will be notified that they were not accepted to go forward to the testing process

D. Job Descriptions

Senior Laboratory Technician – Public Utilities – Revised Job Description

Commissioner Caracansi had no objections to the changes. Comm. Kuhn agreed.

Information Specialist – City Hall – Revised Job Description

Comm. Caracansi had no objections to the changes. Commissioner Kuhn agreed.

E. Correspondence

Letter – Firefighter examination

Comm. Caracansi made a motion that the request of Anthony Lipsi be denied. Seconded by Comm. Kuhn. Passed unanimously.

Job Reclassification – Clerk Typist II – Records Division – Police Department

Correspondence accepted from Carol Guyton regarding the denial of reclassification.

OLD BUSINESS:

DMEA, Local 760 vs Civil Service Commission

Bd. of Mediation scheduled for February 27, 2003.

Police Officer – Establish Test/Time Process

Mr. Lopez stated that the time was established – 2/03 – 2/28/03. Fee will be \$75. Ad will be placed in NewsTimes, Minority News, City of Danbury website, State of CT Labor Department website, minority organizations, Churches, Police Officer Associations. Requests for testing companies are being processed with a possible date in March for testing.

Commissioner Caracansi made a motion to adjourn meeting at 6:55 P.M. Seconded by Comm. Kuhn. Passed unanimously.