

SPECIAL MEETING  
CIVIL SERVICE COMMISSION  
MINUTES  
April 16, 2003  
6:00 P.M.  
CIVIL SERVICE CONFERENCE ROOM  
3<sup>RD</sup> FLOOR, CITY HALL

Roll Call

The meeting was called to order by Chairman Michael Finn. In attendance were Chairman Michael Finn, Commissioners Wendy Kuhn and Frank Caracansi (arrived at 6:12 P.M.); Julio Lopez, Chief Examiner, Carol DeSantie, Personnel Director; and Paul Whitman.

NEW BUSINESS:

Information on Positions:

Chairman Finn asked that the order of business be changed so that the Review/Extension of Eligibility Lists is taken first on the agenda.

Review/ Extension of Eligibility Lists

- Fire Lieutenant

Motion made by Chairman Finn to extend the list for 1 year. Seconded by Comm. Kuhn. Passed unanimously.

Mr. Lopez explained that the following lists are short.

- Auto Equipment Operator – Promotional  
Auto Equipment Operator – Open.

Only one individual is left on each list. Mr. Lopez recommended that the list be allowed to expire, and another test given when needed, since the test can be given in-house.

Chairman Finn made a motion to let the two lists expire and tests be given when needed. Seconded by Comm. Kuhn. Passed unanimously.

Senior Lab Technician/Lab Technician – Review Applications

The Commission members voted on the applicants who had submitted applications. There were six applicants who were not qualified to take the test. Comm. Caracansi made a motion to notify the candidates that were not qualified to procedure with the testing of the

Senior Lab Technician/Lab Technician position. They will be sent letters notifying them that they are not qualified.

Asst. Manager Information Technology –Test – April 29<sup>th</sup>

Review Procedure for Filling Vacancies – FY 03/04

Mr. Lopez explained that many vacancies will occur at the end of June. He spoke with Chairman Finn in the procedure of reviewing the applications of all the positions that will be open. He suggested that Ms. DeSantie and he could review the applications and make a decision if the applicants were qualified to procedure to the testing phase, or call for a meeting, which would take place on May 7<sup>th</sup> to have the Commission review all the applications.

The Commission members decided to hold a special meeting on May 7, 2003 to review all the applications for the positions so that a test schedule can be established as soon as possible.

Minutes

Comm. Caracansi made a motion to accept March 12, 2003 minutes. Seconded by Comm. Kuhn. Motion passed unanimously.

OLD BUSINESS:

DMEA, Local 760 vs Civil Service Commission

Ms. DeSantie stated that there was nothing new to report at this time regarding this issue.

Police Office Entry Level Positions

Mr. Lopez told the Commission that he had met with the testing company that had been awarded the contract for the testing of entry level Police Officers. The dates of the pre-test and written test will be established when a site has been secured. There were 117 applications filed.

Comm. Caracansi stated that he could not attend any meeting for the month of June since he would be out of the country.

Chairman Finn made a motion to adjourn at 6:30 P.M. Seconded by Comm. Kuhn. The motion passed unanimously.