

CIVIL SERVICE COMMISSION
ACTIONS
NOVEMBER 10, 2004
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

Chairman Michael Finn called the meeting to order. In attendance was Commissioner Frank Caracansi. Commissioner Geraldine George was not able to attend.

NEW BUSINESS:

Upcoming Tests - Promotional exams (Captain, Lieutenant, Sergeant, and Detective) for the Police Department have been scheduled at Danbury High School. The written tests have been scheduled as follows:

- Sergeant Exam: Friday, November 19, 2004, 6:00 to 8:30 p.m.
- Lieutenant Exam: Saturday, November 20, 2004, 10:00 a.m. to 12:30 p.m.
- Detective Exam: Saturday, November 20, 2004, 2:00 p.m. to 4:30 p.m.
- Captain Exam: Tuesday, November 23, 2004; 6:00 to 8:30 p.m.

Chairman Finn and Commissioner Caracansi will be sitting on the written exams to see how the new testing company will handle these exams.

The oral exams have been scheduled as follows:

- Sergeant Interviews: Monday, December 6, 2004 and Tuesday, December 7, 2004.
- Captain Interviews: Friday, December 10, 2004
- Lieutenant Interviews: Monday, December 13, 2004
- Detective Interviews: Wednesday, December 15, 2004 and Thursday, December 16, 2004

General Foreman - This position in the Highway Department has been filled. The Eligibility List from the last General Foreman exam was extended and the Mayor selected a candidate from that list.

Senior Field Person - This position is in the Tax Assessor's Office. Chairman Finn has spoken to the Tax Assessor and she's putting together a panel for an oral exam. A test should be scheduled for sometime in early December.

Eligibility Lists - Public Utilities Technician (Promotional) expired September 18, 2004. Commissioner Caracansi entered a motion to extend the list to 2005. Chairman Finn seconded the motion. The motion passed unanimously.

The Senior Computer Technician (Library) eligibility list has seven candidates on it. The list expired September 29, 2004. Commissioner Caracansi entered a motion to extend the list to 2005. Chairman Finn seconded the motion. The motion passed unanimously.

The Emergency Management Director eligibility list has expired. Before this list is extended, Chairman Finn would like to find out who is in the position now and if we did hire someone from this list. Commissioner Caracansi entered a motion to take no action on this list until the December 2004 meeting. Chairman Finn seconded the motion. The motion passed unanimously.

The Assistant Building Inspector eligibility list has expired. Commissioner Caracansi entered a motion to take no action on this list until the December 2004 meeting. Chairman Finn seconded the motion. The motion passed unanimously.

The Operator I eligibility list will expire on November 12, 2004 with one candidate on it. Commissioner Caracansi entered a motion to let this list expire and we advertise the position again to create a new list. Chairman Finn seconded the motion. The motion passed unanimously.

Information on Positions - A test was conducted on October 29, 2004 for the Laborer II/Mason position in the Highway Department. The top candidate, Dale Johnson, was the top candidate and was offered the position. A background check will be conducted on this candidate.

We did not receive many candidates for the Engineer I position. The position was re-advertised and closes on November 22, 2004. We will be able to review the applications for the December meeting.

We also re-advertised the Assistant Planning Director position. This also closes on November 22, 2004. We will be able to review the applications for the December meeting.

Lead Tree Operator - The closing date for applications was November 8, 2004. We will be able to review the applications for the December meeting.

Webmaster - The closing date for applications was November 8, 2004. We will be able to review the applications for the December meeting. Chairman Finn spoke to Betsy McDonough, the Library Director, who has submitted names for a panel for the oral exam.

Head Mechanic - The closing date for applications was November 8, 2004. We will be able to review the applications for the December meeting.

Director of Recreation - We have the applications here to review tonight. We received 10 candidates. Commissioner Caracansi states that after reviewing the applications and the job description, it appears that there are only four of the 10 candidates that should be interviewed for this position. The candidates: Renee Bergen, Warren Delaney, Gary Goetz, Joseph Pacific, Sandra Palmer and Roger Stewart did not have the required education and/or experience necessary according to the job description. Commissioner Caracansi would eliminate those candidates from further consideration and he makes a motion to interview candidates Sally Petrone, Craig Renda, Gary Simone and Kelley Traister. Chairman Finn seconded the motion. The motion passed unanimously. A test will be set up for the four candidates and the other candidates will be notified.

Truck Driver - We had an opening for a truck driver. There was a currently eligibility list and a candidate was selected by the Mayor. Gary Adams was sent an offer letter. A background check is being conducted at this time.

Chief Examiner Position - Applications for this position were reviewed at the last meeting. Two candidates had the qualifications and we sent those names to the Mayor. One candidate was no longer interested in the position because she accepted another job. The Mayor interviewed John Whitcomb and an offer letter was sent to him. A background check is being conducted at this time. Mr. Whitcomb will probably be starting about two weeks. Commissioner Caracansi asked if Mr. Whitcomb might be available to attend some of the testing for the Police Department. Chairman Finn said he wasn't sure if Mr. Whitcomb would have wrapped up his other business matters before then.

Points System - Commissioner Caracansi wanted to go on the record to commend his fellow commission members for the action that they took regarding the point system for volunteer firefighters and the point system for residency for police officer candidates. He agrees with the actions taken by the fellow commission members in his absence. Commissioner Caracansi thinks the Corporation Counsel should become involved in helping define the residency requirement more clearly.

Commissioner Caracansi made a motion to accept the previous meeting minutes. He mentioned that he was not able to attend last month's meeting. Chairman Finn seconded the motion.

Commissioner Caracansi made a motion to adjourn the meeting. Chairman Finn seconded the motion. The motion passed unanimously. Chairman Finn adjourned the meeting.

MF/ecc