

CIVIL SERVICE COMMISSION
ACTIONS
DECEMBER 8, 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 Geraldine George. Commissioner Frank Caracansi was not able to attend.

NEW BUSINESS:

Upcoming Tests and or Interviews - All the promotional written exams for the Police Department for Captain, Lieutenant, Sergeant and Detective have been completed. The Sergeant oral exams were completed on Monday, December 6 and Tuesday, December 7, 2004. The Captain's oral exam will take place on Friday, December 10, 2004. The Lieutenant's oral exam will take place on Monday, December 13, 2004. The Detective's oral exam will take place on Wednesday, December 15, 2004. The testing company will process the exams and then the Civil Service Commission will review the results and the candidate's personnel files.

Senior Field Person - A test for this will be set up for December. We are getting a testing panel together for this. This matter will be put on hold until the January meeting.

Deputy Fire Marshal - It was brought to the Civil Service Commission's attention that the Fire Marshal's training school starts at the end of January. The Deputy Fire Marshal candidate has to be approved by the Common Council before he or she can go to that school. An oral test has been set up for Wednesday, December 14, 2004. A panel of three Fire Marshals from different area towns will help with the exam. The candidates that pass the exam will meet with the Mayor and he will pick the candidate who will be promoted. The candidate will then be presented to the Common Council for approval.

Director of Recreation - Four candidates were placed on the Eligibility List. The list has been forwarded to the Mayor so that he may interview the candidates.

Entry Level Firefighter Eligibility List - This list expired in November 2004. With the holidays approaching, it would be best to extend this list for six months. Commissioner George made a motion to extend the Entry Level Firefighter Eligibility List for six months. Chairman Finn seconded the motion. The motion passed unanimously. When that list expires in six months, applications will be accepted for a new exam.

NEW POSITIONS:

Lead Tree Operator - This is a position in the Forestry Department. Two candidates applied for this position. Both are current City employees and both are qualified: D. Mark Miller and Robert Swenson. Commissioner George put forth a motion to send a list to the Mayor and the Director of Forestry (Engineering) with both applicants on it. They can choose the candidate that is to be promoted. Chairman Finn seconded the motion. The motion passed unanimously.

Head Mechanic - This is a position in the Public Buildings Department. Ten candidates applied. After reviewing all of the applications, five candidates met all of the requirements to seek this position. The other five candidates did not meet the requirements of the position. A list will be put together with the five applicants on it. Before setting up a test, Chairman Finn will contact Mr. William Buckley, Director of Public Works/Engineering to ask if this will be treated as promotional position or if there be a written test. The five candidates that were eliminated: Victor Ducibella, Frank Mazzella, Nick Potenziani, Larry Siwik and Edwin Medina. They will be notified by mail.

Webmaster - We received one application for this position and the candidate did not meet the qualifications. Chairman Finn met with the Library Director, Betsy McDonough, and discussed revising the job description and re-advertising the position. The Library (budget) is paying for the position to be advertised again. The Library will also pay the application fee (\$25.00) for the candidates who apply.

Engineer I - This position was re-advertised. The closing date was November 22, 2004. There are six qualified applicants. Since there are only six candidates and the top six candidates on an Eligibility List are presented to the Mayor, Chairman Finn made a motion to send a list to the Mayor and Bill Buckley and have them interview the six candidates and make a choice. Commissioner George seconded the motion. The motion passed unanimously.

Assistant Planning Director - We received 17 applications. Five candidates were considered qualified: Mohammed Rasheduzzman, Brian West, Douglas Holcomb, Sabrina Charney, and Emmeline Harrigan. Twelve candidates are not considered qualified for the position. A list of the qualified candidates will be submitted to the Mayor and he can interview the candidates.

Operator/Repairperson - This position is in the Public Utilities Department. We had an opening with an active Eligibility List. The top two candidates were presented to the Mayor and Mario Rizzo for them to review.

Health Director - Twelve candidates applied for the position. After reviewing the applications, five candidates were not considered qualified: Thomas Gecewicz, Leon Vinci, Obiageli Okwuka, Michael Pasculli, and Laura Vasile. The qualified candidates will be placed on a list and sent to the Mayor for him to interview the candidates.

Commissioner George made a motion to accept the previous meeting minutes. Chairman Finn seconded the motion. The motion passed unanimously.

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

MF/ecc