

CIVIL SERVICE COMMISSION
Meeting
MINUTES
February 23, 2022
10:00 a.m.
Via Videoconference

Roll Call:

The meeting was called to order by Chair Shay Nagarsheth and Commissioner Andrew Wetmore. Also present was Denise Janey, Chief Examiner.

Minutes: Review and accept previous meeting's minutes

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to accept the previous meeting's minutes. Motion carried unanimously.

Personnel Status:

Status Change: None

New Hires:

Ms. Janey noted the City hired three new Clerk Typists with Police Department: Melinda Hernandez, Lucile Alvaro Coker and Melissa May.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to add agenda item New Hires to the agenda. Motion carried unanimously.

Promotions: None

Retirements: None

Resignations: None

New Business:

Qualification of Applicants:

- Library Technical Assistant II (Civic Engagement and Marketing)

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individuals for the Library Technical Assistant II position with the person id ending in 645, 154 and 031. Motion carried unanimously.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to disqualify the following individual for the Library Technical Assistant II position with the person id ending in 762. Motion carried unanimously.

Request to extend Secretary Eligibility List (s):

Ms. Janey noted 17 candidates passed the written exam in May 2021, for the Secretary Eligibility List. She requested the Commission extend the Secretary Eligibility List for one year.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to extend the Secretary Eligibility List for an additional one year. Motion carried unanimously.

Request to Approve New Position and Job Description:

- Library Technical Assistant II (Library Project Coordinator)

Ms. Janey noted the Danbury Library is requesting approval for a new Library Technical Assistant II position.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to approve the new position and job description for Library Technical Assistant II. Motion carried unanimously.

Adjourn

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to adjourn. Motion carried unanimously.