

CIVIL SERVICE COMMISSION
Meeting
MINUTES
August 11, 2022
10:00 a.m.
Via Videoconference

Roll Call:

The meeting was called to order by Chair Susan Ward and Commissioner Bruce Bennett. Also present was Daniel Stachowicz, Chief Examiner/HR Analyst; and Rick Rogers.

Minutes: Review and accept previous meeting's minutes

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

Personnel Status:

Status Change:

Mr. Stachowicz noted two status changes: Cecelia Lefurgy, Librarian I to Librarian II – Library; and Mark Williams, Detective Captain – Police Department.

New Hires:

Mr. Stachowicz noted two new hires: John Shulman, Electrical Inspector – Buildings Department; and Shaun McColgan, Access Control Project Coordinator – Mayor's Office.

Resignations:

Mr. Stachowicz noted three resignations: Kaylie Rivera, Clerk Typist – Library; Chris Spennato, Police Officer – Police Department; and David Null, Engineer I – Engineering Services – Water.

New Business:

Acceptance for a continuous job posting - Certified Police Officer

Mr. Stachowicz requested the Commission approve the continuous job posting for Certified Police Officer, to help remedy the Police Officer shortage.

Motion by Commissioner Bennett, seconded by Chair Ward, to accept the letter written by Mr. Stachowicz on July 27, 2022, regarding an ongoing application. Motion carried unanimously.

Qualification of Applicants:

- Certified Police Officer

Motion by Commissioner Bennett, seconded by Chair Ward, to accept the candidates for the Certified Police Officer position with person id's ending in 8795, 8426, 0313, 8342, 2520, 1804, 9897, 2422, 2652 and 9478. Motion carried unanimously.

- Librarian I (Innovation & Sustainability)

Motion by Commissioner Bennett, seconded by Chair Ward, to accept the candidates for the Librarian I position with person id's ending in 0780 and 8868. Motion carried unanimously.

- Engineer I

Motion by Chair Ward, seconded by Commissioner Bennett, to fail candidates for not meeting the minimum requirements for the Engineer I position with person id's ending in 1604 and 4079. Motion carried unanimously.

Associate Planner – updated job description

Motion by Commissioner Bennett, seconded by Chair Ward, to accept the updated job description for Associate Planner. Motion carried unanimously.

Extension of the Fire Captain Eligibility List

Mr. Stachowicz requested the Commission extend the Fire Captain Eligibility List for another year (August 11, 2023).

Motion by Commissioner Bennett, seconded by Chair Ward, to accept the extension of the Fire Captain Eligibility List. Motion carried unanimously.

Appointment of a Civil Service Commissioner Mr. Rick Rogers

Motion by Chair Ward, seconded by Commissioner Bennett, to accept the appointment of Mr. Rick Rogers to the Civil Service Commission. Motion carried unanimously.

Adjourn

Motion by Chair Ward, seconded by Commissioner Bennett, to adjourn. Motion carried unanimously.