

CIVIL SERVICE COMMISSION
Special Meeting
MINUTES
October 28, 2021
12:00 p.m.
Via Videoconference

Roll Call:

The meeting was called to order by Chair Shay Nagarsheth and Commissioner Andrew Wetmore. Also present were Denise Janey; Chief Examiner; and Shaun McColgan, Deputy Chief of Police; and Fernanda O'Shea.

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:

New Hires: None

Status Change: None

Promotions: None

Retirements: None

Resignations: None

New Business:

Clerk Typist II Appeal

- Fernanda O'Shea

Ms. O'Shea stated she is appealing the decision because she meets the qualifications for the position.

Commissioner Wetmore noted the applicant meets the education requirements.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, moved to approve the appeal of Fernanda O'Shea for the position. Motion carried unanimously.

Qualification of Detective Police Officer Applicants:

Commissioner Wetmore noted person id ending in 586 was denied due to the applicant listing they work for the Waterbury Police Department and the position is for internal applicants only. Furthermore, person id ending in 761 was denied due to no work experience listed on the application.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to disqualify the following individuals for the Detective Police Officer with the person id ending in 586 and 761 and accept the remaining applicants. Motion carried unanimously.

Certification of Tax Coordinator Eligibility List:

Ms. Janey noted two qualified applicants applied for the promotional position and only one applicant passed the oral exam. She requested the Commission approve the certification list.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, moved to certify the Eligibility List for Certification of Tax Coordinator as presented. Motion carried unanimously.

Request Approval: Written Exam in lieu of Oral Exam:

- Communication and Graphic Design Specialist

Ms. Janey noted thirty applicants were approved at the last meeting. She is requesting the Commission change the exam from oral to written due to the large number of applicants.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, moved to change the exam for the Communication and Graphic Design Specialist from an oral exam to written exam. Motion carried unanimously.

Adjourn

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