

Civil Service Commission
Meeting Minutes
April 19, 2005

PRESENT: Chairman Francis Ford, Commissioners Gary Keating, Allyn DeMaida, Joe Ubaldi, H. James Haselkamp, Jr.; Director of Personnel; Linda Milia; Sr. Human Resource Generalist.

ABSENT: Commissioner Adam Simonsen

Meeting opened with the Pledge of Allegiance and was called to order by Chairman Ford at 6:10 p.m.

Minutes: April 5, 2005: A motion was made by Commissioner Ubaldi to approve. Seconded by Commissioner DeMaida. Unanimous.

APPEARANCES:

Alicia Holmes spoke regarding the decision not to put her name back on the Account Clerk III list after not passing the probationary period at the Water Dept.

NEW BUSINESS:

1. Revised job specification for **“Traffic Signal Technician:”** John Lawlor; Acting Director of Public Works explained the reasons for the change; “not receiving enough qualified applicants to fill the position-wants to broaden the application pool.” Commissioner Ubaldi moved to approve. Seconded by Commissioner DeMaida. Commissioner Keating opposed.
2. New job specification for **“Crime Scene Technician:”** Neil O’Leary; Chief of Police would like a requirement of a bachelor’s degree in natural or forensic science under “acceptable experience & training” & omit the “five years experience in police investigational work for individuals without a bachelor’s degree.” He would also like to add a polygraph test for applicants to the “special requirement.” Commissioner Ubaldi moved to accept the job spec as amended. Seconded by Commissioners DeMaida & Keating. Unanimous.
3. New job specification for **“Crime Analyst:”** Chief of Police O’Leary also spoke regarding this new position. Would like to add drug screening as part of the pre-screening process under the “special requirement.” Commissioner Keating made a motion to approve as amended. Seconded by Commissioner Ubaldi. Unanimous.
4. Revision & change of title for job specification of **“Weights & Measures Inspector”** to **“Sealer of Weights & Measures:”** Building Official, Gil Graveline attended this meeting to speak on behalf of these changes. Mr. Graveline feels that the new title is a more accurate since under the W.C.E.A. (The Waterbury City Employees Association) agreement the job title is listed as “Sealer,” not “Inspector.” Also, to comply with Sec. 43-6 of Chapter 750 of the Connecticut General Statutes, which states, “there shall be a sealer of weights & measures in each municipality...” Commissioner Keating made a motion to approve. Seconded by Commissioners Ubaldi & DeMaida. Unanimous.

A motion was made by Commissioner DeMaida to move item 7 to item 5. Seconded by Commissioner Ubaldi. Unanimous.

5. Revised job specification & title change for **“Fiscal / Administrative Officer”** to **“Administrative Officer.”** Fire Chief, Michael Maglione reviewed this position & stated how he spoke to Union Rep., Dan French, who was concerned that this position would eliminate the “Master Mechanic” position. Fire Chief Maglione assured Mr. French that this would not happen. Commissioner DeMaida made a motion to approve. Seconded by Commissioner Keating. Unanimous.

A motion was made by Commissioner DeMaida to move item 5 to item 6. Seconded by Commissioner Keating. Unanimous.

OLD BUSINESS:

6. Mr. Edward J. McCann appealing his disqualification from exam #1677, **Supervisor of Parks**. Mr. McCann was not present at this meeting but did provide additional documentation for the Commissioners to review. Mr. McCann was disqualified from the exam process; he lacked the requisite minimum requirement of 5 years technical administrative and supervisory experience in park administration and maintenance. Commissioner DeMaida made a motion to deny. Seconded by Commissioner Keating. Unanimous.
7. Mr. Ralph DeGroate; Director of the North End Recreation Center, appealing the rejection of his application for position of **Supervisor of Parks**. Mr. DeGroate was present at this meeting & stated his reasons why he thought he was qualified for the position. Commissioner Keating made a motion to deny. Seconded by Commissioner Ubaldi. Unanimous.
8. **Temporary Employees:** Gail Bioski has been approved for another 6 months in the Account Clerk II position at the Water Dept. Three temp employees have been removed from the list since the last meeting. Commissioner Keating made a motion to receive and place on file. Seconded by Commissioner DeMaida. Unanimous.
9. **Acting Employees:** John Lawlor; Acting Director of Public Works, was invited to attend this meeting to clear up the current Park Foreman situation, which at present, has more than one person in Acting Park Foreman positions. Domenic Kenneson has been removed as one of the Acting Park Foreman. Mr. Lawlor requested that the 2 people currently acting in this position be allowed to continue until the position has been filled permanently. Otherwise, adjustments would need to be made in that department that would not be beneficial. John Kenneson's position of Custodian III in Public Works was also discussed. Commissioner Keating made a motion to receive & place on file. Seconded by Commissioner DeMaida. Unanimous.
10. Amendments of the Civil Service Ordinance changes were reviewed by the Commissioners & Mr. Haselkamp. Motion made by Commissioner Keating to receive & place on file. Seconded by Commissioner DeMaida. Unanimous.

CORRESPONDENCE:

11. Review of correspondence dated April 13th sent to Corporation Counsel; Craig Sullivan requesting a legal opinion from his office regarding how to enforce the Civil Service rules, especially regarding the Robert Lyons situation. Previously, Craig asked for a "clear-cut" case in order to determine an answer. All agreed that this was the "clear-cut" case that was requested. Also agreed upon was the fact that, if a written response is not received within a reasonable amount of time, then Craig Sullivan will be invited to attend the next Civil Service Commission meeting of May 3rd. Also, the Board of Education will be cc'd on the letter sent to Craig Sullivan for their review. No further action taken.

Commissioner Keating made a motion to adjourn the meeting at 7:20 p.m. Seconded by Commissioner DeMaida. Unanimous.

Patricia (Pat) Daigle
Secretary to the Civil Service Commission