

**The Town of East Haven, CT
Civil Service Commission Minutes
June 14, 2010, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, June 14, 2010 in the Mario Giamo Conference Room, Town Hall, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:04 p.m.

Roll Call:	Mrs. Ann Brereton	Present
	Mrs. Carolyn Scalesse	Absent
	Ms. Linda Abbott	Present

Members of the Public: Arlene Hackbarth

READING AND APPROVAL OF MINUTES

The reading and approval of the May Minutes will be handled at the July Meeting.

OLD BUSINESS

POLICE DEPARTMENT

P.O.S.T. CERTIFIED POLICE OFFICER C-EXAM

The recruitment for this position will begin Monday, June 21, 2010. Ads will be placed in the New Haven Register, La Voz Newspaper, Innercity Newspaper, Careerbuilder.com, P.O.S.T. website and on our website. After we have compiled a group of applicants, South Central Criminal Justice Administration will administer the Physical Agility Test and Written exam in mid August but we will have to do our own Oral Panel.

NEW BUSINESS

ATHLETIC COMPLEX

The 2010/2011 Budget funded a new full time position in this department. The Union will be meeting with Paul Hongo to draw up a job description for this position. Once a job description is agreed upon testing can begin.

TOWN CLERKS OFFICE

INDEX CLERK, GRADE LEVEL 10

Patricia Cretella has requested a lateral transfer into this position. She currently fills the position of Account Clerk II, Grade Level 11. The

Commission will send her a letter advising her of the 90 day probationary period. The Administration has not determined when the Account Clerk position would be filled.

POLICE DEPARTMENT

RECORDS ATTENDANT, GRADE LEVEL 11

Carol Hogg has requested a lateral transfer into this position. She currently fills the position of Administrative Assistant, Grade Level 13. The Commission will send her a letter advising her of the 90 day probationary period. The Administration has not determined when the Administrative Assistant position will be filled.

ASSESSOR'S OFFICE

ASSESSMENT CLERK/COMPUTER OPERATOR, GRADE LEVEL 12

This position was posted for a lateral transfer but there were no employees interested in filling this position. The Administration has not determined when this position will be filled.

POLICE DEPARTMENT

CAPTAIN

LIEUTENANT

SERGEANT

The Police Commission had requested we conduct promotional exams for these ranks but then contacted the Chief Examiner to ask that testing be postponed until further notice.

A MOTION was made by Ms. Abbott to table the promotional testing for Captain, Lieutenant, and Sergeant until further notice.

Mrs. Brereton seconded.

Vote: Unanimous.

ENGINEERING DEPARTMENT

ASSISTANT ENGINEER, GRADE LEVEL 17

This position has not been funded in the 2010/2011 Budget. The incumbent in the position is a Civil Service employee. The Chief Examiner asked the Town Attorney for direction in this matter regarding establishing

a reemployment list. The Commission felt it was necessary to inform the employee of his rights under the Civil Service Rules regarding his status.

A MOTION was made by Ms. Abbott to send a letter to the employee regarding his status regarding the reemployment list.

Mrs. Brereton seconded.

Vote: Unanimous.

REORGANIZATION

This had been postponed because the full commission had not been present at the February Meeting. Since Mrs. Scalesse was absent it was again tabled.

A MOTION was made by Ms. Abbott to table reorganization until next month.

Mrs. Brereton Seconded.

Vote: Unanimous.

BILLS

A MOTION was made by Ms. Abbott to pay the following bills:

\$100.00 to Andrea Liquori, Clerking Fee

\$200.00(Est.) to La Voz, Advertisement

\$250.00(Est.) to Penfield Publications, Advertisement

\$2000.00(Est.) to The New Haven Register, Advertisement

Mrs. Brereton second.

Vote: Unanimous.

A MOTION was made by Ms. Abbott to adjourn the Meeting at 7:20 p.m.

Mrs. Brereton seconded.

Vote: Unanimous.

Respectfully submitted,

Andrea M. Liquori, Recording Secretary