

**The Town of East Haven, CT
Civil Service Commission Minutes
July 1, 2019, 7:30 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Monday, July 1, 2019 in the Civil Service Commission Office, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:30 p.m.

Roll Call:	Ms. Marlene Asid	Present
	Mr. John Stacey	Present
	Mrs. Kate White	Present

PUBLIC COMMENT

There was no public comment.

STAFF PRESENT

Joseph Coppola, Assistant Director of Administration and Management
Kevin White, Town Engineer

OLD BUSINESS
ENGINEERING

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13

Mr. Coppola was in attendance and reported to the Commission the status of the interviews for this position. 4 candidates were interviewed by a panel consisting of himself, Mr. White and Mr. Brancati. One candidate removed herself from consideration. Mr. Coppola stated he thought she was the best candidate of the group, having some knowledge of FEMA, budgets and purchase orders she, unfortunately, removed herself at this time. He stated these 4 candidates were deemed to be unqualified because, while they all stated they read the job description, none of them familiarized themselves with the GIS System or FEMA. He stated one candidate could not identify north or south. Another candidate, while she had extensive military service, it was thought she “could not handle the stress” of the job and would not be able to familiarize herself with the regulations of CAM. The panel concluded none of those interviewed could handle the stress of the position because the office was similar to a contractor’s office requiring contact with attorneys, builders and state agencies, which the panel felt

none of the applicants could do. The panel felt these candidates didn't fit what they were looking for. For these reasons, Mr. Coppola was asking for the next 3 names on the list. Mr. Stacey stated he was concerned that they were being too specific and would not find anyone that met these qualifications. He also stated it made it appear that they had someone in mind for the position. Ms. Asid questioned what would happen if the next 3 were not qualified either. Mr. Coppola stated it might be necessary to retest.

A MOTION was made by Mr. Stacey to certify the top 3 available names in rank order to fill one position from the list for Administrative Assistant, Grade Level 13.

Ms. Asid seconded.

Vote: Unanimous

A MOTION was made Ms. Asid by to adjourn the Meeting at 7:45 p.m.

Mr. Stacey seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary