

**The Town of East Haven, CT
Civil Service Commission Minutes
October 15, 2019, 7:00 pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Tuesday, October 15, 2019 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:00 p.m.

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

STAFF IN ATTENDANCE: Zackary Barker, President, EHTHEU Local 1303-159

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A MOTION was made by Ms. Asid to approve the minutes of the September 9, 2019 Regular Meeting as submitted.

Mrs. White seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to approve the minutes of the October 7, 2019 Special Meeting as submitted.

Mrs. White seconds the motion.

Vote: Unanimous

OLD BUSINESS

TAX COLLECTOR

ACCOUNT CLERK I, GRADE LEVEL 10

The Eligibility List has expired and a new exam has been requested.

A MOTION was made by Ms. Asid to suspend the order of the Agenda and move to Item #3a.

Mrs. White seconds the motion.

Vote: Unanimous

BOARD OF EDUCATION

ACCOUNT CLERK I, GRADE LEVEL 10

The Eligibility List has expired and a new exam has been requested.

Both of these positions have different requirement but can use the same test, with 2 lists. This will be the most efficient and economical use of time and money.

A MOTION was made by Ms. Asid to initiate the testing process for the position of Account Clerk I, Grade Level 10. The advertisement and Notice of Testing will specify the position in the Tax Office would “prefer cashier or bank teller experience” and the Board of Education position will “require payroll experience and an Associate’s Degree in Accounting”. The test shall consist of a written exam with a pass point of 70 worth 100% of the final grade and the Eligibility List will be valid for a period of 2 years.

Mrs. White seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to suspend the order of the Agenda and move to Item #3b.

Mrs. White seconds the motion.

Vote: Unanimous

SUBSTITUTE CUSTODIAN

This position was advertised, only 3 applications were received. It may be beneficial to have a rolling application process for this position so there is always an available list of substitutes.

A MOTION was made by Ms. Asid to initiate a rolling application process for the position of Substitute Custodian, with a test that shall consist of a written exam with a pass point of 70 worth 100% of the final grade.

Mrs. White seconds the motion.

Vote: Unanimous

POLICE DEPARTMENT

PROMOTIONAL EXAMINATIONS-LIEUTENANT and CAPTAIN

The written exam for each position is scheduled for October 30, 2019 and the Oral Interview is tentatively scheduled for November 15, 2019.

PUBLIC SAFETY DISPATCHER

The Certified List has been sent over to the Police Chief, the Commission has not been advised that any of the positions were filled. The Chief did request a new test, due to the fact these are the last names left on this list.

A MOTION was made by Ms. Asid to initiate the testing process for the position of Public Safety Dispatcher. The advertisement and Notice of Testing will specify the position requires candidates to take a psychological Examination in addition to other testing. The test shall consist of a written exam with a pass point of 70 worth 100% of the final grade and the Eligibility List will be valid for a period of 2 years.

Mrs. White seconds the motion.

Vote: Unanimous

SERGEANT

The Commission was advised that Joe Finoia was promoted to Sergeant effective October 15, 2019.

A MOTION was made by Mrs. White to certify the promotion of Joe Finoia to the position of Sergeant effective October 15, 2019 and to send him the standard probation letter.

Ms. Asid seconds the motion.

Vote: Unanimous

NEW BUSINESS

POLICE DEPARTMENT

POLICE OFFICER C-NEW RECRUIT

The list for Police Officer has been exhausted. The Board of Police Commissioners has requested a new test.

A MOTION was made by Ms. Asid to initiate the testing process for the position of Police Officer C-New Recruit. The test shall consist of a written exam with a pass point of 70 worth 2/3rds of the final grade and Oral Interview with a pass point of 70 worth 1/3rds of the final grade and a Physical Agility Test (C.H.I.P Test) which is pass/fail. The Eligibility List for this position will be valid for a period of 2 years.

Mrs. White seconds the motion.

Vote: Unanimous

2020 MEETING SCHEDULE

The 2020 Meeting Schedule must be submitted to the Town Clerk.

A MOTION was made by Ms. Asid to hold the Regular Meetings of the Civil Service Commission on the 2nd Monday of the Month unless the Monday is a holiday, in which case the Regular Meeting will be held on the Tuesday following the holiday.

Mrs. White seconds the motion.

Vote: Unanimous

BILLS

A MOTION was made by Mrs. White to pay the following bills:

\$25.00 to I/O Solutions, Test Rental

Ms. Asid seconds the motion.

Vote: Unanimous

MOTION was made by Ms. Asid to adjourn the Meeting at 7:26 p.m.
Mrs. White seconds the motion.
Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary