**The Town of East Haven, CT**

**Civil Service Commission Minutes**

**July 11, 2016, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, July 11, 2016 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:06p.m.

Roll Call: Mr. Albert Carocci Absent

 Mr. John Stacey Present

 Ms. Marlene Asid Present

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Mr. Stacey to approve the minutes of the June 13, 2016 Meeting and the June 27, 2016 Meeting as submitted.

Ms. Asid seconded.

Vote: Unanimous.

**OLD BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY II**

**ACCOUNT CLERK**

Nothing official has been received regarding the filling of these positions.

**PUBLIC SAFETY DIPATCHER**

Kevin Moran has been hired to fill the position. We have not received notice of his official date of hire.

**ASSESSOR**

**COORDINATOR OF ASSESSMENT SYSTEMS-GRADE LEVEL 14**

Kirsten Franzman has transferred into this position effective July 5, 2016.

**Civil Service Commission Page 2**

**July 11, 2016**

A MOTION was made by Ms. Asid to certify the promotion of Kirsten Franzman into the position of Coordinator of Assessment Services effective July 5, 2016 and to send her the standard Probation Letter.

Mr. Stacey seconded.

Vote: Unanimous

**POLICE DEPARTMENT**

**POLICE CADET STUDENT PARTNERSHIP**

Nothing has been received as of this date.

**POLICE OFFICER C**

The position will be advertised until July 18, 2016. The Written Exam will be held August 3, 2016 and the Oral Interviews are scheduled for August 17, 18, &19.

**PUBLIC WORKS**

**LABORER**

The new procedure has been working well. The Chief Examiner receives the applications, keeps a copy of the front page and forwards the application to Mr. Gentilesco who will keep the applications on file in his office. To date, no one has been hired.

**PLANNING AND ZONING**

**ADMINISTRATIVE ASSISTANT**

Giovanna Beradesca has transferred into the position effective July 5, 2016.

A MOTION was made by Mr. Stacey to certify the lateral transfer of Giovanna Beradesca into the position of Administrative Assistant, Grade Level 13 effective July 5, 2016 and to send her the standard Probation Letter.

Ms. Asid seconded.

Vote: Unanimous

**Civil Service Commission Page 3**

**July 11, 2016**

**HUMAN SERVICES**

**SECRETARY III**

The test has been advertised the cutoff date is July 20, 2016.

**NEW BUSINESS**

**FIRE DEPARTMENT**

**SECRETARY**

A request has been made by Mr. Gentilesco to test for this position, similar to the test given for the Coordinator of Assessment Services.

A MOTION was made by Ms. Asid to begin the testing process for the position of Secretary in the Fire Department to consist of a written exam and computer skills assessment with a passing score of 70 to be pass/fail and an Oral Interview with a passing score of 70% to be worth 100% of the final score.

Mr. Stacey seconded.

Vote: Unanimous.

**BILLS**

A MOTION was made by Mr. Stacey to pay the following bills:

$360.00 to Penfield Publication, Advertising

$1992.00 to New Haven Register, Advertising

$294.00 to La Voz, Advertising

$1435.79 to New Haven Register, Advertising

Ms. Asid seconded.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:22 p.m.

Mr. Stacey seconded.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori

Recording Secretary