

The Town of East Haven, CT
Civil Service Commission Minutes
March 4, 2019, 7:00 pm, 250 Main Street

A Special Meeting of the Civil Service Commission was held on Monday, March 4, 2019 in the Civil Service Commission Office, 250 Main Street, East Haven, CT.

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

Roll Call:	Ms. Marlene Asid	Present
	Mr. John Stacey	Present
	Mr. Clayton Janer	Present

Staff Present: Chief Edward Lennon, EHPD; Assistant Chief James Naccarato, EHPD

PUBLIC COMMENT

There was no public comment.

A MOTION was made by Mr. Stacey to suspend the order of the Agenda and move to Item #1 under New Business.

Mr. Janer seconded.

Vote: Unanimous.

POLICE DEPARTMENT

PROMOTIONAL EXAMINATIONS-SERGEANT, LIEUTENANT, CAPTAIN

Chief Lennon addressed the Commission regarding manpower in his department and the need for promotional testing. There currently is one opening in the rank of Sergeant. He believes there could be retirements in the rank of Lieutenant and Captain soon and would like the testing procedure to begin. This would give everyone interested in testing an adequate period to study and prepare for the test. He also referred to a memo he wrote in June, 2014 to the Commission recommending the weight for each portion of the exam for each position. At that time, he recommended the Sergeant Exam consists of a written exam worth 40% and oral interview worth 60% of the final grade; the Lieutenant Exam 25% written and 75% oral; and the Captain 10% written and 90% oral. Mr. Stacey felt 10% for the written exam would be too low and was more

comfortable with 15%. Chief Lennon said he agreed with Mr. Stacey. The Chief also requested an Assessment Center be used for the Lieutenant and Captain exams. The Commission discussed what the Assessment Center consists of and if the Assessment Center could be used to cover the written portion and the oral interview portion of the exam. The Chief Examiner is going to research the local options and a decision will be made regarding what company will be used and what portions of the test they will be used for.

A MOTION was made by Ms. Asid to begin the testing process for the position of Sergeant consisting of a written exam worth 40% and oral interview worth 60% of the final grade; the position of Lieutenant with a written exam worth 25% and oral interview worth 75% oral of the final grade and the position of Captain to consists of a written exam worth 15% and an oral interview worth 85% of the final grade. The passing score for all parts of each exam shall be 70% and each rank will have an Eligibility List which will be valid for 2 years.

Mr. Janer seconded.

Vote: Unanimous.

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY I, Grade Level 9

The Board of Education is in the process of interviewing the 4 candidates they were sent last month and have not advised the commission that they have made any decisions at this time.

SUBSTITUTE CUSTODIAN

11 applications were received, 1 candidate did not respond to the Chief Examiners request to participate in the written exam, either by email or written letter, 7 candidates failed the test 1 refused and 2 passed.

A MOTION was made by Mr. Stacey to establish the Eligibility List for the position of Substitute Custodian and certify the top 2 candidates in rank order.

Mr. Janer Seconded.

Vote: unanimous.

PUBLIC WORKS

MECHANIC

One candidate has completed the CDL course, no action has been taken at this time.

REORGANIZATION

Ms. Asid's term is expiring, she has not been formally reappointed. The Commission will vote to reorganize next month.

NEW BUSINESS

PUBLIC WORKS

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13

The employee who previously held this position has retired and the position was posted for a lateral transfer within the Union. There may be a member interested in the position, the Commission has not been advised of the status of this position yet.

BILLS

There were no bills to pay at this time.

A MOTION was made Mr. Janer by to adjourn the Meeting at 7:25 p.m.

Ms. Asid seconded.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary