

**The Town of East Haven, CT
Civil Service Commission Minutes
July 9, 2012, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, July 9, 2012 in the Mario Giamo Conference Room, Town Hall, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:02 p.m.

Roll Call:	Mr. John Stacey	Present
	Ms. Linda Abbott	Present
	Mr. Albert Carocci	Present

READING AND APPROVAL OF MINUTES

A MOTION was made by Ms. Abbott to accept the minutes of the June 11, 2012 Meeting as submitted.

Mr. Carocci seconded.

Vote: Unanimous

PUBLIC COMMENT

There was no public comment.

PUBLIC IN ATTENDANCE: Arlene Hackbarth

OLD BUSINESS

POLICE DEPARTMENT

POLICE OFFICER C-NEW RECRUITS

P.O.S.T. CERTIFIED POLICE OFFICERS

The Commission has been advised by the Police Commission that Andrew D'Addio has refused the position offered to him last month and is no longer interested in employment with the Town. Unfortunately it was too late to select another candidate in time for the Police Academy class.

The Commission also received notice that several candidates did not successfully complete the background requirements and must be removed from the list.

A MOTION was made by Ms. Abbott to remove the following names from consideration for the position of Police Officer C: David Martinez, Mario Johnson, William May, Sean Shay, Jeffrey Platek, Edwin DeJesus, Michael Ortiz, Jose Escobar, Edward Marrone, Paul Kenney for failing to successfully complete all P.O.S.T. requirements for the position. Mr. Carocci seconded.
Vote: Unanimous.

The Commission has been advised that the Police Commission is pursuing hiring two other Certified Police Officers. The Commission will be notified if they successfully complete all P.O.S.T. requirements.

DETECTIVE EXAMINATION

The Notice of Testing has been filed and the deadline is July 13, 2012. to date 7 Officers have applied.

FIRE DEPARTMENT

FIREFIGHTER D/PARAMEDIC

The Fire Commission has not requested a list at this time.

FINANCE DEPARTMENT

ACCOUNT CLERK II

This position remains unfilled due to the hiring freeze.

ENGINEERING

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13

Frank Gentilesco contacted the Chief Examiner and asked that the testing process for this position begin and that the test be a combined for Grade Level 12 and Grade Level 13 Secretarial and Administrative Assistant positions. The Commission discussed the possibility of doing this, it would save money because there is only one Grade Level 12 position and if it becomes vacant within the next 2 years it would be costly to test for just one position. Also, the requirement of both Grade Levels is basically the same.

A MOTION was made by Mr. Stacey to begin the testing process for a combined examination for Secretary G.L. 12/Administrative Assistant G.L. 13 and to place one advertisement and hold one examination.

Mr. Carocci seconded.

Vote: Unanimous.

BOARD OF EDUCATION

SECRETARY, GRADE LEVEL 10-GUIDANCE

The Chief Examiner has not heard back from the Board of Education regarding this position.

REQUEST REGARDING PROMOTIONAL POSITIONS

Mr. Gentilesco requested a Special Meeting be held with the entire Commission to discuss this matter. Ms. Abbott and Mr. Stacey will be on vacation various weeks during the next month. The Chief Examiner will try to coordinate a meeting July 25/26 or August 8/9.

NEW BUSINESS

TOWN CLERK

ASSISTANT TOWN CLERK

This position was vacant due to the transfer of Lucille Heulin to the position of Deputy Tax Collector. It was posted and Kristina Ruszczyk has bid on the job. Her starting date has not been determined.

PUBLIC WORKS

CHIEF CARETAKER

This position is vacant due to retirement and was posted for a lateral transfer within the Union.

BILLS

There were no bills to be paid at this time.

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

Mr. Carocci seconded.

Vote: Unanimous.

Respectfully submitted,

Andrea M. Liquori, Recording Secretary