

CIVIL SERVICE COMMISSION

Meeting

MINUTES

April 17, 2019

10:00 a.m.

Conference Room 3C

3rd Floor, City Hall

**Roll Call:**

The meeting was called to order by Chairman Tim Matthewson and Commissioner Gerri George. Also present was Denise Janey, Chief Examiner.

**Minutes: Review and accept previous meeting's minutes**

Motion made by Commissioner George to accept the previous meeting's minutes as presented.

Motion seconded by Chairman Matthewson. Motion carried.

**Personnel Status:**

**New Hires:** Colleen Gregory - Truck Driver in Highway Dept.; Marilyn Lyons - Customer Service Representative in Permit Center

**Promotions:** Tim Smith promoted from Firefighter to Deputy Fire Marshal

**Reclassifications: None**

**Retirements: None**

**Resignations:**

- Mario Navarro, Police Officer

**New Business:**

**Qualification of Applicants:**

- **Epidemiologist:** The candidates were discussed as follows: Applicant E1 application was accepted. Applicant E2 rejected because this is a promotional opportunity and the candidate is not a City of Danbury employee.

Motion made by Chairman Matthewson to accept applicant E1 and reject applicant E2.

Motion seconded by Commissioner George. Motion carried.

**- Sanitarian**

Applications for Applicants S101, S103, S104 accepted. The application of Applicant S102 rejected for lack of the required three copies. The application for Applicant S105 rejected as the application did not indicate certification in subsurface sewage disposal, Phases 1 & 2. The application for applicant S106 rejected because the application did not indicate that they possessed a Bachelor's degree or 3 – 5 years' experience.

Motion made by Chairman Matthewson to approve the list as identified.  
Commissioner George seconded the motion. Motion carried.

Ms. Janey requested a determination on application S107 received after the deadline with no fee or required copies.

Motion made by Commissioner George to reject applicant S107 as the application was past the deadline and there were no three additional copies of the application.  
Chairman Matthewson seconded the motion. Motion carried.

**- Maintenance Mechanic III HVAC**

Applicants MMHVAC 101, 102 and 103 accepted.

Motion made by Chairman Matthewson to accept all applications of applicants MMHVAC 101, 102 and 103. Commissioner George seconded the motion. Motion carried.

**- Public Utility Technician**

Ms. Janey noted a clarification regarding the entry level position, noting one formerly required experience item is now a desired experience item. All candidates accepted by the Commission will be invited to take the written exam. Those scoring 70% or above will be placed on a list and the top four will be interviewed and amount of training needed will be determined. The candidates were discussed as follows:

Applications of Applicants PUT101, PUT102, PUT103, PUT104, PUT106, PUT107, PUT108, PUT109, PUT110, PUT111, PUT112, PUT113, PUT114, PUT115, PUT117, PUT118, PUT119, PUT120, 1PUT21, PUT122, PUT123, PUT124, PUT125, PUT126, PUT127, PUT128, and PUT129 accepted.

Application rejected for lack of required copies: PUT105

Application rejected for lack of evidence of valid driver's license: PUT116

Motion made by Chairman Matthewson to accept applications of PUT101, PUT102, PUT103, PUT104, PUT106, PUT107, PUT108, PUT109, PUT110, PUT111, PUT112, PUT113, PUT114, PUT115, PUT117, PUT118, PUT119, PUT120, 1PUT21, PUT122, PUT123, PUT124, PUT125, PUT126, PUT127, PUT128, PUT129 and reject PUT105 and PUT116. Commissioner George seconded the motion. Motion carried.

**- Tax Assessor**

Ms. Janey noted the deadline for the Tax Assessor was extended to April 18, 2019 and ends at 6:00 p.m. tomorrow.

**- Tree Worker/Bucket Truck**

Ms. Janey noted those invited to take the exam will be required to present evidence of a commercial driver's license with tanker and airbrake endorsements. The candidates were discussed as follows:

Applications accepted are TW203, TW204, TW205, TW206, TW207, TW209, TW210, and TW211. Application rejected for lack of required three copies is TW201. Application TW202 rejected for lack of CDL license with tanker and airbrake endorsement. Application of TW208 rejected for lack of education and required years' of experience.

Motion made by Chairman Matthewson to accept the Tree Worker/Bucket Operator applications as presented. Commissioner George seconded the motion. Motion carried.

## **Request to Interview in Lieu of Examination**

### **- Epidemiologist**

Ms. Janey presented a letter to the commissioners requesting an interview be held in lieu of an Epidemiologist oral examination as there is only one accepted candidate for this promotional opportunity.

Motion made by Commissioner George to conduct an interview in lieu of an oral examination for the Epidemiologist position. Chairman Matthewson seconded the motion. Motion carried.

## **Request to Approve Position Descriptions:**

### **- Assistant Tax Collector, Librarian I, and Library Technical Assistant**

Ms. Janey presented the request to update the position descriptions and responded to Commissioners' questions.

Motion made by Chairman Matthewson to approve and accept the three submittals of job position descriptions for the Assistant Tax Collector, Librarian I, and Library Technical Assistant. Commissioner George seconded the motion. Motion carried.

**NOTE: The next Civil Service Meeting is May 8, 2019; Chairman Matthewson will not be available for the June meeting.**

## **Adjourn:**

Motion made by Chairman Matthewson to adjourn. Commissioner George seconded the motion. Motion carried.