

CIVIL SERVICE COMMISSION

Meeting

MINUTES

July 10, 2019

10:00 a.m.

Conference Room 3C

3rd Floor, City Hall

Roll Call

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

Minutes: Review and accept previous meeting's minutes

Motion by Chair Matthewson, seconded by Commissioner George, to accept the previous meeting's minutes as written. Motion carried unanimously.

Personnel Status:

New Hires: None

Promotions: None

Reclassifications: None

Retirements: None

Resignations: None

New Business:

Qualification of Applicants:

- Public Works Coordinator

Ms. Janey noted three applications were received for this promotional opportunity - two from City of Danbury employees, one from a non-City of Danbury employee applicant. The applicants were reviewed as follows:

Applicants Accepted: PW01 and PW02

Applicant Rejected as not a City of Danbury employee: PW03

Motion by Chair Matthewson, seconded by Commissioner George, to accept the Public Works Coordinator list applicants with two candidates approved and one, PW03, rejected. Motion carried unanimously.

- Assistant Purchasing Agent

Ms. Janey noted the application came in past the deadline. The candidate was discussed as follows: Applicant Reject as submitted past the deadline: AP55

Motion by Commissioner George, seconded by Chair Matthewson, to reject the Assistant Purchasing Agent application. Motion carried unanimously.

Certification of Candidate (s):

- Assistant Tax Collector

Ms. Janey noted the Assistant Tax Collector position that the Commission qualified candidates for. Two candidates qualified for the promotional opportunity; two took the exam, resulting in one on the eligibility list. The candidate was discussed as follows: Applicant Accepted: ATC01

Motion by Chair Matthewson, seconded by Commissioner George, to accept the Assistant Tax Collector eligibility list as presented. Motion carried unanimously.

Request to Extend Eligibility Lists:

Ms. Janey reported there are names on the lists below, which are still valid; however, rather than letting the lists expire and running multiple tests, they request that the lists be extended to 2020. She responded to the Commission that this is consistent with past practice.

- Fire Captain
- Police Lieutenant
- Fire Lieutenant
- Children's Program Coordinator
- Truck Driver

Motion by Chair Matthewson, seconded by Commissioner George, to accept the current lists for being extended for one year from their last date of approval for Fire Captain, Police Lieutenant, Fire Lieutenant, Children's Program Coordinator, and Truck Driver as presented. Motion carried unanimously.

Note: Next - Special Meeting July 24, 2019 at 10:00 a.m.

Adjourn

Motion by Chair Matthewson, seconded by Commissioner George, to adjourn. Motion carried unanimously.