

CIVIL SERVICE COMMISSION

Meeting

MINUTES

June 26, 2019

10:15 a.m.

Conference Room 3C

3rd Floor, City Hall

**Roll Call**

The meeting was called to order by Chairman Tim Matthewson and Commissioner Shay Nagersheth. Also present was Nellie Espinal.

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

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to accept the previous meeting's minutes as amended. Motion carried unanimously.*

**Personnel Status:**

**New Hires:**

- Zach Dzal - Sanitarian and Stephen Garcia - Clerk Typist II

**Promotions: None**

**Reclassifications: None**

**Retirements:**

- Dot Staszny, Public Works Department and Mary Ellen DeJong, Library Department

**Resignation:** Edward Archer - Public Works Department

**New Business:**

**Qualification of Applicants:**

**- Librarian I**

The candidates were discussed as follows:

Accepted: L1, L2, L3, L7, L8, L9, L12, L13, L14, L15, L16, L18, L20, L21, and L22

Rejected: L4, L5, L6, L10, L11, L17, and L19

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to certify the qualification of applicants for the Librarian I as previously discussed. Motion carried unanimously.*

**- Library Technical Assistant II**

The candidates were discussed as follows:

Chair Matthewson noted Candidates LA13 and LA14 have the same last name; however, the male is numbered incorrectly: LA13 is the female and LA14 is the male. Ms. Esquivel concurred.

Accepted: LA1, LA2, LA3, LA4, LA5, LA10, LA12, LA13, LA16, LA17, LA18, LA19, LA23, and LA26

Rejected: LA6, and LA7

Rejected due to lack of education and experience: LA8, and LA11

Rejected due to lack of education: LA14

Rejected due to lack of experience: LA10

Rejected: LA15, LA20, LA21, LA22, LA24, and LA25

*Motion by Chair Matthewson, seconded by Commissioner Nagersheth, to accept the Library Technical Assistant applicants as reviewed in this meeting. Motion carried unanimously.*

**- Assistant Tax Collector**

The candidates were discussed as follows:

Accepted: TC1, and TC2

Rejected: TC3, TC4, and TC5 – this is a promotional opportunity and the applicants are

not employees of the City of Danbury

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to certify the Assistant Tax Collector applicants list as just discussed with TC1 and TC2 being accepted, and TC3, TC4, and TC5 being rejected. Motion carried unanimously.*

**- Assistant Purchasing Agent**

The candidates were discussed as follows:

Accepted: PA2, PA3, PA5, PA6, PA7, PA9, PA10, PA11, PA12, PA18, PA19, PA20, PA21, PA23, PA24, PA29, PA30, PA32, PA34, PA35, PA36, PA37, PA38, PA39, PA40, PA43, PA44, PA45, PA46, PA47, PA49, PA52, and PA53

Rejected for lack of related experience: PA4, PA15, PA16, PA17, and PA42

Rejected for lack of education: PA8, PA22, PA25, PA26, PA28, PA41, and PA51

Rejected due to late application: PA54  
Rejected: PA1, PA12, PA14, PA27, PA31, PA33, and PA48

[It was stated there were 21 rejected applications; the writer counts 20.]

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to certify the Assistant Purchasing Agent list as discussed. Motion carried unanimously.*

**- Certified Police Officer**

The candidates were discussed as follows:

Accepted: Six candidates were accepted.

Rejected: One candidate, initials TT, was rejected as the candidate is not currently a Police Officer.

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to certify the Police Officer list accepting the six and rejecting one, initials TT. Motion carried unanimously.*

**Request Approval:**

**- Reclassification of Office Assistant Position**

Ms. Espinal reported on the request to reclassify the Office Assistant Position in the Fire Department.

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to approve the reclassification of the Office Assistant Position as presented. Motion carried unanimously.*

**- Request to Remove Candidates from Eligibility Lists**

**Fire Fighter - Michael Pastir** - Ms. Espinal reported a request came from the applicant to be removed from the list as the person has accepted employment elsewhere.

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to remove the Fire Fighter candidate from the Eligibility List. Motion carried unanimously.*

**Truck Driver - John Hawley** - Ms. Espinal reported a request that the applicant be removed from the list.

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to remove the Truck Driver candidate from the Eligibility List as presented. Motion carried unanimously.*

**Request to Extend Eligibility List (s):**

- Operator I (WTP)

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to extend the Operator I (WTP) Eligibility List that was promulgated August 22, 2018, to August 22, 2020. Motion carried unanimously.*

- Deputy Fire Marshal

*Motion by Commissioner Nagersheth, seconded by Chair Matthewson, to extend the Deputy Fire Marshal Eligibility List that was promulgated August 22, 2018, to August 22, 2020. Motion carried unanimously.*

**Certification of Candidates:**

- **Tree Worker / Bucket Operator**

Ms. Espinal noted the practical exam was given and the request is to certify three candidates.

*Motion by Chair Matthewson, seconded by Commissioner Nagersheth, to accept the Tree Worker / Bucket Operator Eligibility List, effective today, with three candidates. Motion carried unanimously.*

Note: Regular Meeting July 10, 2019 at 10:00 a.m.

**Adjourn**

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