

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – July 2022
Regular Meeting by Zoom
 July 27, 2022

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Wendy Mongillo • Commissioner Lesly Negron • Commissioner Dennis Daniels • Noelia Marcano, Secretary • Commissioner Carmen Rodriguez <p><u>Absent</u></p> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Sr Personnel Analyst HR, Heather O’Grady • Personnel Analyst HR, Jordanne Bryan • Budget Director & Acting Controller, Michael Gormany • Executive Director of Livable City Initiative, Arlevia Samuel • Sergeant King, New Haven Police Department • Director of Economic Development, Michael Piscitelli

Meeting opened at 12:34 P.M.

Ms. Marcano announced to the Board and members of the public that list #22-37 EMS Supervisor would not be certifying today because it was not ready to present, but it will be ready to be brought to the Board at the next Regular Civil Service meeting on August 17th, 2022.

#1 Job Descriptions

Ms. Marcano explained to the Board that there are some updates to the agenda. She explained that the Supervisory Auditor and Quartermaster will not be brought to the Board. Supervisory Auditor is a job description that actually will be replaced by Chief Payable Auditor, so that is not a document to be presented to the Board. Further down on the agenda, Quartermaster was listed, and Ms. Marcano explained that this job description was only slightly modified, and no changes in job requirements were made. Therefore, there was no need to present a slightly modified job description to the Board.

Chief Payable Auditor

Ms. Marcano introduced Michael Gormany, Budget Director and Acting Controller, who will be speaking about the Chief Payable Auditor job description, as well as the Supervisor of Applications job description. Mr. Gormany presented to the Board the new job description for Chief Payable Auditor, which would be a new supervisory position. Ms. Marcano asked Mr. Gormany a minor question about the KSA portion of the job description, which was resolved by Mr. Gormany. Commissioner Negron asked a question regarding what happened to the former Supervisory Auditor position. Mr. Gormany explained that it was eliminated from the budget after the last incumbent retired.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Job description for Chief Payable Auditor approved.

Supervisor of Applications

Mr. Gormany presented rationale for this position and new job description for Supervisor of Applications. This position would be part of the Information Technology Department. He explained the structure of the IT Department, which falls under the Finance Department, and explained that this position would be supervising the applications division of IT. Mr. Gormany answered minor questions to the Board’s satisfaction.

Commissioner Rodriguez moved to approve the job description. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Job description for Supervisor of Applications approved.

Senior Housing Code Inspector

Ms. Marcano introduced Arlevia Samuel, Executive Director of Livable City Initiative, who explained that the need for the new position and description.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Job description for Senior Housing Code Inspector approved.

Account Clerk II

Ms. Marcano explained that this particular description is used City-wide, and that the changes to the description include changes that would allow for assignment in the New Haven Police Department. Sergeant King, who oversees the unit, presented rationale for changes to the position and the revisions to the description. The Board asked minor questions, which were answered by Ms. Marcano to the Board's satisfaction.

Electrical Plans Examiner and Plumbing & Mechanical Plans Examiner

Ms. Marcano noted that there was no one present at that time to present the job descriptions, so the Board decided to move on to Item #2 Eligibility Lists and return to these last job description items later on.

#2 Eligibility Lists

The Board was given the opportunity to view the lists virtually on screen before deliberating or voting. Prior to placing the guests in the waiting room, Ms. Marcano reminded those in the meeting that the list for EMS Supervisor is not ready to be presented to the Board today but will be presented August 17th. Ms. Marcano also explained that she will show the Commissioners the List Removals, appearing further down on the agenda, while the guests are in the waiting room as to make the Board's viewing of items relevant to the meeting more efficient. Guests were then placed in the virtual waiting room.

Ms. Marcano then presented results and provided testing and pass/fail data for list #22-32 911 Operator/Dispatcher, list #22-33 Planner II, list #22-34 Special Projects Director, list #22-35 Crime Analyst, and list #22-36 School Security Supervisor. The Board asked minor questions, which were answered by Ms. Marcano.

Ms. Marcano then presented the removals for Entry level Police list #22-17, showing the reasons for each removal. She also mentioned that there will be one add on to the agenda that did not make it on time. She explained that there is an individual being asked to be removed from list #21-55 Account Clerk IV list, named Z. Barker.

After viewing the lists, the guests were brought back into the meeting from the virtual waiting room. Ms. Marcano announced for a final time that list #22-37 EMS Supervisor, shown on the meeting agenda, will not be presented today.

Commissioner Rodriguez moved to approve eligibility list #22-32 911 Operator/Dispatcher for a period of one year. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List approved.

Commissioner Daniels moved to approve eligibility list #22-33 Planner II for a period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List approved.

Commissioner Negrón moved to approve eligibility list #22-34 Special Project Director for a period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List approved.

Commissioner Rodriguez moved to approve eligibility list #22-35 Crime Analyst for a period of one year. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List approved.

Commissioner Daniels moved to approve eligibility list #22-36 School Security Supervisor for a period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List approved.

#3 List Removals

Ms. Marcano then asked the Board if she could add an item to the agenda, which is the addition of a list removal for list #21-55 Account Clerk IV, Zachary Barker, who wishes to withdraw his name from the list. Commissioner Daniels motioned to add Z. Barker to the list of removals. Seconded by Commissioner Rodriguez.

Commissioner Rodriguez then motioned to accept all list removals as presented. Ms. Marcano then named all list removals for the record: list #21-55 Account Clerk IV, (Z. Barker), list #22-03 Library Technical Assistant, (J. Salcedo-Files), list #22-26 Executive Administrative Assistant (J. Abarca), list #22-26 Executive Administrative Assistant (K. Franzman), list #22-26 Executive Administrative Assistant (P. Miller), and all names from list #22-17 Police Officer. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. All list removals approved.

List #21-55 Account Clerk IV

Rank	Last Name	First Name
4	Barker	Zachary

List #22-03 Library Technical Assistant

Rank	Last Name	First Name
4	Salcedo Files	Joyce

List #22-26 Executive Administrative Assistant

Rank	Last Name	First Name
1	Abarca	Jessica
3	Franzman	Kirstin
4	Miller	Phyllis

List #22-17 Police Officer- Removals

Rank	Last Name	First Name
3	Iacobucci	John
6	Perez	Luis
10	Edo	Kyle
12	Evans	Shamari
14	Rivas	Emilio
16	Nelson	Alex
23	Herbette	Steven

#4 List Amendments/Corrections/Extensions/Exhaustions

Ms. Marcano announced that surpassing 75% usage, list #22-03 Library Technical Assistant is now exhausted. No Board action required.

#5 Temporary Pending Test Request(s)

There are no requests at this time.

#6 Reinstatement Request(s)

Ms. Marcano presented the reinstatement request from Fire Chief Alston asking that former firefighter Colin Whalen be reinstated to his former position of firefighter 1st grade. Mr. Whalen left the NHFD in good standing less than one year ago. He would like to return, and the department would like to have him back.

Commissioner Daniels moved to approve the reinstatement of Colin Whalen be reinstated to his former position of firefighter 1st grade. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Reinstatement approved.

#7 Transfer Request(s)

The transfer requests from J. McDuffie 911 (Operator/Dispatcher) and T. Robinson (School Security Officer) were tabled because more research to ascertain date of hire into the classified service is needed.

#8 Board Correspondence

None received by the Board or its secretary for this month.

#9 Corporation Counsel Update

None per Attorney Robert Scott.

#10 Temporary Pending Test Report

Acknowledged. Ms. Marcano summarized various updates and shared the report on the screen for the Board to view. No action required.

#11 Meeting Minutes – June 22, 2022 Regular Meeting

Ms. Marcano presented the meeting minutes for the May 25, 2022 Regular Meeting. The Board took a moment to review.

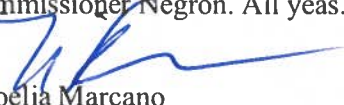
Commissioner Rodriguez motioned to approve the May 25, 2022 Regular meeting minutes as presented. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Meeting minutes approved.

#11 Other Business

The Board summarized its convening of its two hearings thus far, with no member of the public showing up to participate. Ms. Marcano did state that the Board was fully following Charter language in its holding of these public hearings. The next hearing was set for August 2, 2022 at 6:00 pm, and the commissioner confirmed their intent to attend.

The next regular date was confirmed for August 17, 2022 at 12:30 pm. The commissioners confirmed their attendance for this meeting as well.

There being no more business to conduct, Commissioner Rodriguez motioned to adjourn; seconded by Commissioner Negron. All yeas. Meeting adjourned at 1:29 p.m.



Noelia Marcano
Secretary

NOTE: For the purpose of compliance with the Freedom of Information Act, these minutes are made available for review subject to later review, revision, and approval by the Civil Service Board.

Civil Service Board Approval Date: 8/24/22