

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – December 2020
Regular Meeting
 December 16, 2020

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner John Cirello • Commissioner Carmen Rodriguez <i>(via zoom)</i> • Commissioner Wendy Mongillo • Commissioner James Williams <i>(joined via zoom)</i> • Noelia Marcano, Secretary <p><u>Absent</u></p> <ul style="list-style-type: none"> • Commissioner Dennis Daniels 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • From Labor Relations Scott Nabel • Corporation Counsel, Patricia King • City Engineer, Giovanni Zinn • Tax Collector, Maurine Villani • Deputy Community Services Administrator, Sheila Carmon

Meeting opened at 12:49 P.M.

#1 Disqualification Appeal – S. Nabel

Ms. Marcano explained the background of the disqualification appeal for the job of Labor Relation Staff Attorney, currently held by Scott Nabel as a temporary pending test appointment. She confirmed that both Scott Nabel and Patricia King, Corporation Counsel, were in attendance. The Board asked to hear from Scott Nabel first.

Scott Nabel addressed the Board and provided background on the issue. This included his employment history with the City the reason why he does not have letters in good standing with the State and Federal bars, and why he believes that the good standing requirement is not necessary for this position.

Following this explanation, Commissioner Cirello asked several questions which included whether Mr. Nabel was aware of the process of new and revised job descriptions, if he knew this job description was changing, when he found out that it had changed, and any steps that he had taken to reinstate his good standing status.

Commissioner Cirello then asked to hear from Corporation Counsel Patricia King. Attorney King provided the reason for the Office of Labor Relations Staff Attorney position, reminding the Board of its approval of the job description and its requirements, which was approved by the Board back in June of 2020. Attorney King emphasized the need for an active attorney in that position. Commissioner Cirello then asked Ms. King if Corporation Counsel was in fact the Department that is meant to handle all legal matters in court, and not individual Departments. Attorney King explained the structure and how the Office of Labor Relations and the Department of Disability Services reports to Corporation Counsel and spoke of the advantage of having an attorney in the Office of Labor Relations.

Commissioner Mongillo inquired if it would be allowed for Mr. Nabel to obtain his certificate in good standing in short order, to which Attorney King replied that it presents an unfairness to other applicants who have it and those who would have been disqualified for not having the certificate in good standing.

Commissioner Rodriguez inquired if this position was Union exempt, to which Attorney King answered yes. Commissioner Mongillo then asked if the Board has the discretion to waive a qualification after a job description has been approved, to which Attorney Scott replied that he believed that the answer was yes but

would like to research.

Commissioner Cirello asked about the other candidates who applied for the position, which Ms. Marcano discussed with the Board, and stated that she recommended that the job be reposted due to a small pool of candidates, there being only one applicant who met all the requirements.

Commissioner Cirello concluded that it might be beneficial to table the item for thirty days. Commissioner Mongillo motioned to table the item. Seconded by Commissioner Rodriguez. Votes taken, all yes, none opposed, no abstentions. Item tabled until the January 2021 Regular Civil Service Board meeting. It was also decided that Ms. Marcano would come back with the meeting minutes and job description approval from the June 2020 Civil Service meeting, as well as an Executive Session discussion where the opinion of Corporation Counsel will be discussed.

#2 Temporary Pending Test Requests

Ms. Marcano explained the need for a temporary pending test request for several positions: Facility Assets Manager in the Engineering Department as a result of the retirement of a long term employee, Collections Service Representative in the Tax office to prepare for their high volume season approaching in January, and Community Liaison Financial Trainer, which falls under the office of Community Services Administration.

Commissioner Cirello acknowledged Giovanni Zinn, City Engineer, who spoke to the Board regarding the need for a temporary pending test position for Facility Asset Manager in the Engineering Department. Commissioner Mongillo motioned to approve the temporary pending test request. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed, no abstentions. Temporary pending test request for Facility Asset Manager approved.

Next, Tax Collector Maurine Villani spoke to the Board explaining the need for a temporary pending test request for Collections Service Representative in the Tax Office, explaining that her Department also had a long term employee retire, and their busy season in the tax office has begun. Commissioner Mongillo motioned to approve the temporary pending test request. Seconded by Commissioner Williams. Votes taken, all yes; none opposed, no abstentions. Temporary pending test request for Collections Service Representative approved.

Finally, Deputy Community Services Administrator Sheila Carmon spoke to the Board regarding the need for a temporary pending test request for Community Liaison Financial Trainer for Financial Empowerment, explaining that they have recently lost an employee, and the position is critical since the pandemic because so many in the community have lost their jobs. Commissioner Mongillo motioned to approve the temporary pending test request. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed, no abstentions. Temporary pending test request for Community Liaison Trainer Financial Empowerment approved.

#3 Eligibility Lists

Ms. Marcano presented results and provided testing and pass/fail data for list #20-32 Deputy Fire Chief. She also explained the process for Promotional Testing. Commissioner Williams moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. List #20-32 Deputy Fire Chief approved.

Ms. Marcano then presented results and provided testing and pass/fail data for list #20-33 Management Analyst II. Commissioner Mongillo moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #20-33 Management Analyst II approved.

Ms. Marcano finally presented results and provided testing and pass/fail data for list #20-34 Administrative Assistant and #20-35 Administrative Assistant Bilingual. Commissioner Williams moved to approve the

eligibility list #20-35 Administrative Assistant Bilingual and #20-34 Administrative Assistant for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #20-34 Administrative Assistant and list #20-35 Administrative Assistant Bilingual approved.

#4 List Corrections/Extensions/Exhausted

Ms. Marcano presented the need for a list extension for a period of three months for a request that came in after the agenda was posted, which is for list #20-04 Caretaker. Ms. Marcano also presented the need for a six month list extension for list #20-06E Executive Administrative Assistant. Commissioner Mongillo motioned to extend list #20-06E Executive Administrative Assistant for a period of six months. Seconded by Commissioner Williams. Votes taken; all yeas, none opposed, no abstentions. Extension to list #20-06E Executive Administrative Assistant approved.

Commissioner Mongillo then motioned to add eligibility list #20-04 Caretaker to the agenda. Seconded by Commissioner Rodriguez. Votes taken, all yeas, none opposed, no abstentions. Item added to the agenda. Commissioner Mongillo motioned to extend list #20-04E Caretaker for a period of three months. Seconded by Commissioner Rodriguez. Votes taken, all yeas, none opposed, no abstentions. Extension to list #20-04E Caretaker approved.

#5 Corporation Counsel Update – Executive Session

Attorney Scott informed that there was no update to provide.

#6 Board Correspondence

None received. No action needed.

#7 Temporary Pending Test Report

Acknowledged the item for the record. No action needed.

#8 Meeting Minutes – November 18, 2020

Ms. Marcano presented the meeting minutes for November 18, 2020 Regular meeting. The Board took a moment to review. Commissioner Williams moved to accept the November 18, 2020 minutes as presented. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Minutes for November 18, 2020 approved.

#9 Other Business

The next regular meeting scheduled for January 27, 2020 was confirmed for 12:30 p.m. Ms. Marcano also included a list of tentative dates for next year.

There being no more business to conduct, Commissioner Mongillo motioned to adjourn; seconded by Commissioner Rodriguez. All yeas. Meeting adjourned at 1:48 pm.


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: 1/27/2021

