

# CIVIL SERVICE COMMISSION REGULAR MEETING

Tuesday, July 9, 2013, 2:00 p.m.

City Hall, 45 Lyon Terrace, Wheeler A and B, Bridgeport, CT 06604

## MINUTES

Commissioner Eleanor Guedes called the July 9, 2013 regular meeting of the Civil Service Commission to order at 2:10 p.m. Present were Commissioners Plummer and McBride, Personnel Director David Dunn, Clerk to the Commission Deborah Brelsford, and City Attorney John Mitola. It is noted that Commissioners Rodgers and Correa were not in attendance.

### 1. Meeting Minutes - APPROVED

The Minutes from the regular meeting held on June 11, 2013 were submitted for review. Mr. Dunn stated that he read the Minutes and found them to be in order. On a motion made by Commissioner Plummer and seconded by Commissioner McBride the Minutes of the June 11, 2013 Civil Service Commission meeting were unanimously approved.

### 2. Vacancies – REPORTED

Mr. Dunn informed the Commission of the vacancies in the following departments: Fire, Office of Planning and Economic Development (OPED), and Public Facilities. Additionally, he said that Jon Urquidi had been a provisional City Engineer. Mr. Urquidi has passed a test and is a bonafide engineer now. Commissioner Guedes thanked Mr. Dunn for the report and stated that no movement was needed from the Commission.

### 3. Merit Increases – CERTIFIED

The Commissioners reviewed the list of merit increases that were due effective August 1 and some retroactive to July 1, 2013. On a motion made by Commissioner McBride and seconded by Commissioner Plummer the Commission unanimously certified the merit increase as follows:

#### MERIT INCREASES EFFECTIVE AUGUST 1, 2013

##### ROADWAY

Ronald Lupica	Maintainer I (Grade I)	\$28,096 (1) to \$30,463 (2)
Tim Powell	Maintainer I (Grade I)	\$28,096 (1) to \$30,463 (2)

#### RETRO TO JULY 1, 2013

Samuel Adams	Maintainer I, Grade I	\$31,050 (3) to \$33,507 (4)
Paul Albuquerque, Jr	Maintainer I, Grade I	\$32,531 (4) to \$35,030 (5)
Philip Lage	Maintainer II	\$37,475 (4) to \$40,352 (5)
Craig Nadrizny	Public Works Foreman II	\$52,411 (1) to \$54,151 (2)
Joseph Sanzo	Public Works Foreman II	\$52,411 (1) to \$54,151 (2)

##### CITY ATTORNEY

Danielle Kripps	Paralegal	\$47,554 (3) to \$50,916 (4)
Margo Litz	Paralegal	\$47,554 (3) to \$50,916 (4)

##### LIBRARY

Luis Rodriguez	Junior Librarian	\$41,162 (2) to \$45,604 (Top)
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##### WPCA

Lauren Mappa-McBennett	Civil Engineer I	\$66,913 (2) to \$68,816 (3)
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**FINANCE/COMPTROLLER**

Kathleen Brickett	Accountant	\$74,764 (5) to \$75,138 (Top)
Patricia Kozma	Accounting Clerk I	\$33,838 (1) to \$35,535 (2)

**HEALTH**

Sean Tipps	Sanitarian	\$70,750 (5) to \$73,596 (Top)
Earl DiGioia	Sanitarian	\$55,275 (1) to \$59,073 (2)

**BOE**

Jeffrey Lavoie	Janitress	\$29,576 (2) to \$31,981 (3)
Adrienne Moore	Janitress	\$28,289 (2) to \$30,441 (3)*
Adrienne Moore	Janitress	\$31,981 (3) to \$33,616 (4)

\*Retro to July 1, 2012

**ZOO**

Kimberly Vanwormer	Zoo Keeper	\$35,091 (2) to \$36,841 (3)
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**PUBLIC FACILITIES**

Geoffrey Stone	Custodian I	\$36,437 (1) to \$37,454 (2)
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**POLICE**

Diana Secula	Parking Enforcement Officer	\$29,073 (1) to \$31,888 (2)
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**ZONING**

Daniel Brennan	Zoning Officer	\$46,337 (1) to \$47,895 (2)
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**TOWN CLERK**

Aidxa Marquez	Asst Town Clerk II	\$51,373 (1) to \$52,915 (2)
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**HOUSING**

Frank Memoli	Deputy Housing Code Enforcement	\$79,225 (1) to \$81,623 (2)
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**BUILDING**

Albert Dubois	Electrical Inspector	\$75,261 (1) to \$77,446 (2)
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**SANITATION AND RECYCLING**

Joaquim Barreira	Sanitation Supervisor	\$53,814 (1) to \$55,569
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**4. Permanent Appointments – CERTIFIED**

On a motion made by Commissioner Plummer and seconded by Commissioner McBride, the Commission unanimously certified the permanent appointments as follows:

<b>PERMANENT APPOINTMENTS</b>				
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>EFFECTIVE DATE</b>
Ruiz	Jesus	Assistant Animal Control Officer	Police	06/30/2013
Balis	Ryan	Operations Specialist	Aging	06/17/2013

**5. Pending Legal Issues at City Attorney Office – Attorney Mitola**

Attorney John Mitola stated that there were no legal issues that he needed to inform the Commission about.

**6. Personnel Director’s Report**Wanda Givens

Mr. Dunn asked Attorney Mitola for the status on the Wanda Givens matter and Attorney Mitola stated that she has withdrawn the CHRO complaint that she had filed. He said it would be put on the next Agenda and Ms. Price would be asked to report if Ms. Givens has completed her probationary period. The Commission would then vote to make Ms. Givens a permanent employee.

## Fire Exams

- Pumper Engineer  
Mr. Dunn reported that the List was published on July 2, 2013 and that Firefighter Sheila Santiago ranked #1.

Mr. Whitbread inquired if letters had been sent to the candidates because one of the candidates had mentioned to him that he had not received a letter from Civil Service. Mr. Dunn stated that he believed a letter was sent in the mail to each candidate and that he would confirm this with Ms. Lisa Kollman.

- Lieutenant  
Mr. Dunn reported that the appeal period ended and appeals have been typed and sent to Chuck Hale at Resource Management Associates for his review and decision. A scoring error was found on 1 or more exams and it will be corrected. Mr. Dunn said he hopes the list will be certified next month.
- Deputy Chief  
Mr. Dunn reported that Chuck Hale (RMA) is ironing out a few issues regarding the assessment center, report writing, and use of computers. A notice will be published shortly indicating the date of the exam, which is expected to be in late July or August.
- Executive Officer  
Mr. Dunn reported that the position of Executive Officer is a non-union position and is appointed by the Fire Chief and Mayor. Like the hiring of the Assistant Police Chief, the minimum qualifications for Executive Officer will be published, resumes will be accepted, applications will be completed and candidates will interview before panels.
- Fire Equipment Mechanic  
Civil Service is in the preliminary stages of preparing for this exam.

## Police Exams

- Detention Officer  
One provisional Detention Officer has been hired. The position requires that candidates pass the Complete Health and Injury Prevention test (CHIP). The Training Academy is going to test her.
- Sergeant  
Mr. Dunn reported that a date will be published for an exam in September.
- Lieutenant  
Mr. Dunn reported that a date will be published for an exam in October.

Commissioner Guedes asked Mr. Dunn if there were any issues with the postponed tests. Mr. Dunn said the issues were resolved as soon as he addressed them. The Fire Lieutenant and Pumper Engineer exams had been postponed, per a written request from the Firebirds. Commissioner Guedes asked who is running the Airport now. Mr. Dunn said that Mr. John Ricci was on paid administrative leave and that Mr. Steve Ford reported daily to Mr. Charles Carroll. Mr. Dunn mentioned that the Airport Certification Technicians were working more overtime because somebody recently left to go to the Economic Development office. There was a discussion on vacancies and if /how they are filled. Mr. Dunn cited the example of Deputy Chief Honis in the Police department, who has been on paid administrative leave for 2 years. The reason is so the person of interest cannot have any undue influence while the investigation is going on. In years past the person was assigned to desk duty. Today the leave is more the style with the hopes of spurring the investigation because the person is receiving full pay. Commissioner Guedes asked about acting up. Mr. Dunn said this is covered by Collective Bargaining. He added that he was aware of a contract where the actor was put at the top step because this puts pressure on management to do something quickly. Commissioner Guedes inquired about Mr. Scinto, who has been on paid administrative leave for over 1 year now. This matter is still under investigation.

#### Employee Election for Representative on Civil Service Commission

Mr. Dunn reported that when he returns from vacation work will begin on the employee election. Per the Charter, this election is conducted by U.S.P.S. mail.

Commissioner Guedes stated that Commissioner Correa and other members have asked her to inquire about the expiration of their appointments with the Commission. Commissioner Guedes added that she has put a call into the Mayor's office but it has not yet been returned. Mr. Dunn said that he will send another query as well. He stated that the Charter states the Commissioner will stay until reappointed or replaced.

On a motion made by Commissioner Plummer and seconded by Commissioner McBride the July 9, 2013 regular meeting of the Civil Service Commission adjourned at 2:30 p.m.