

CIVIL SERVICE COMMISSION REGULAR MEETING

Tuesday, January 10, 2012, 2:00 p.m.

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

MINUTES

Commissioner Guedes called the January 10, 2012 regular meeting of the Civil Service Commission to order at 2:06 p.m. Present were Commissioners Plummer, Rodgers, and McBride. Also attending were Personnel Director David Dunn, Clerk to the Commission Deborah Brelsford, and City Attorney John Mitola. (Commissioner Rosa J. Correa joined the meeting in progress.)

1. Meeting Minutes - APPROVED

On a motion made by Commissioner Rodgers and seconded by Commissioner McBride, the minutes from the regular Civil Service Commission meeting held on January 10, 2012 were approved unanimously by the Commission.

2. Vacancies - CERTIFIED

Ms. Brelsford asked that the Agenda be amended to reflect four (4) additional vacancies that Position Request Forms were received in Civil Service for prior to the Commission meeting. On a motion made by Commissioner Rodgers and seconded by Commissioner Plummer, the Commission unanimously agreed to amend the Agenda to include the additional vacancies. On a motion made by Commissioner Plummer and seconded by Commissioner Rodgers, the Commission unanimously certified the following vacancies:

<u>Department</u>	<u>Title</u>	<u>Hire</u>
Public Facilities	Deputy Director Public Facilities	Jorge Garcia
	Golf Course Mechanic	William Brelsford
Health	Assistant Registrar Vital Statistics	
<u>Amended:</u>		
City Clerk	Typist II	
Zoning	Zoning Inspector	
Public Facilities	Fleet Mechanic	
Airport	Airport Serviceman I	

3. Merit Increases

Mr. Dunn reported that no merit increases were due at this time.

4. Permanent Appointments

Mr. Dunn reported that no permanent appointments were made at this time.

Requests/Requests for Hearing

5. Fire Grievance – MOVED TO STATE LEVEL

This was moved to the end of the agenda because neither Mr. Whitbread nor AD Morton was present at the start of the Civil Service Commission meeting and time was being afforded them to appear at the meeting. The Commission received a request from Mr. Robert Whitbread, Fire Union President, for Grievance 2011-25, AC Morton, Art-5 Discipline. Since AC Morton was out-of-town, Mr. Whitbread decided to move it to the State Labor Board.

6. Sean Canfield Appeal – TABLED

The Commission received a request from Mr. Sean Canfield regarding denial of residency points by the Personnel Director for the entry level firefighter exam. Fire Chief Brian Rooney told the Commission that he got a phone call from Mr. Canfield requesting the matter be tabled to February. On a motion made by Commissioner McBride and seconded by Commissioner Plummer the Commission unanimously voted to table the matter to the February 14, 2012 meeting.

7. Robin Mazzerolle Appeal – TABLED

The Commission received a request from Attorney Thomas Bucci, on behalf of his client, Ms. Mazzerolle, to table from December 2011 meeting to January 2012 meeting. Mr. Dunn reported that one hour prior to the Commission meeting he received a new notification from Attorney Bucci that his client had a medical emergency and was requesting the matter be heard in February. On a motion made by Commissioner Plummer and seconded by Commissioner McBride, the Commission unanimously tabled the Robin Mazzerolle appeal to February 14, 2012.

Mr. Dunn explained to the Commission that he received a request from Attorney Thomas Bucci one hour prior to the start of the Commission meeting, to table the matter for his client, Ms. Robin Mazzerolle, due to a medical emergency.

He requested that since the Robin Mazzerolle matter was being put on hold, in the interest of Mr. Andrew Nunn's office to get the ball rolling on the reorganization of the Tax Collector office, he would like to request the implementation of Ms. Anne Kelly-Lenz's request to provisionally appoint Veronica Jones as Deputy Tax Collector.

Attorney John Mitola said he understands the Administration's desire to move the Tax Collector office along and that the Commission can hear Ms. Kelly-Lenz's request. Commissioner Guedes stated that she was uncomfortable with this because it would be unfair to Attorney Bucci's client. Mr. Dunn reminded the Commission that in July 2011 they voted to approve the reorganization in the Tax Collector's office. Commissioner Guedes replied that she would prefer to wait another month so there is no appearance of impropriety. Ms. Kelly-Lenz asked to speak. She informed the Commission that it seems to be a habit of Attorney Bucci and his client to ask for a hearing and then request it to be tabled to the next month. She further explained that tax season is approaching and it will be a struggle for the department to provide excellent customer service without the necessary personnel training that she still needs to give to her staff. Attorney John Mitola suggested that the matter be heard in February with no more continuances granted. If his client does not appear at the February meeting then the Commission will make its decision regardless.

8. Doree Price Request - GRANTED

Ms. Price requested to extend the probationary period for Carolyn Campos for an extra 6 months. Ms. Deb Deida, Training Officer, informed the Commission that Ms. Campos has been progressing slower than expected and that she is making progress. She passed out to the Commissioners a packet showing many certifications that Ms. Campos has earned to date in her training. Ms. Doree Price added that much has been invested in Ms. Campos and she and Ms. Deida would like to give her more time to receive the remaining training needed. Ms. Deida stated that she was speaking on behalf of Ms. Campos and that Ms. Campos was sick when she was

scheduled for radio training. Ms. Price said that without the approval of the 6 month extension Ms. Campos would have to be terminated.

Mr. Dunn added that he spoke with union head, Dwayne Harrison, and he agreed with Ms. Price's goal to help Ms. Campos improve and keep her in the department. Mr. Dunn confirmed that he will send a letter to Ms. Campos with a new expiration date of probation and that the department would still complete monthly probationary reports on Ms. Campos' progress. On a motion made by Commissioner Rodgers and seconded by Commissioner Plummer, the Commission unanimously approved a 6 month probationary extension for Ms. Carolyn Campos.

9. Maxwell Crowley Request – GRANTED

The Commission received a request from Mr. Crowley regarding the termination of his employment as a seasonal checkpoint attendant. Mr. Crowley chose to have his hearing in executive session. On a motion made by Commissioner Plummer and seconded by Commissioner Rodgers, the Commission entered executive session at 2:25 p.m.

The Commission returned to public session at 2:35 p.m. At this time, Commissioner Correa entered the meeting but did not participate in the Crowley matter. Commissioner Rodgers, Plummer, and McBride all voted to grant Mr. Crowley's request to be able to apply for another employment position in the City of Bridgeport in the future. Commissioner Guedes told Mr. Crowley that there would be no second chance under the same set of circumstances the second time around.

10. Personnel Director's Report

Mr. Dunn told the Commissioners that he would be taking vacation days on February 2, 3, and 6.

Firefighter entry level exam

Mr. Dunn told the Commissioners that this exam went smoothly on December 10 at Central High School. Currently the exams were in Chicago being scored.

Fire Captain promotional exam

Mr. Dunn explained that between the holidays Examiner Chuck Hale met with the Fire Chief and his staff, the Assistant Chief and Deputy Chief Petrucelli to gather the necessary information to perform the job analysis. It would be necessary to meet with the union to slightly change the prior exam rating from 33% for written and 62% for oral to 30% for written and 65% for oral and 5% for seniority. The process would be the same as last time and would include some similar texts and reading materials. The first part would be about 100 multiple choice questions and the second part would be oral, with the exam being videotaped.

Mr. Dunn gave Mr. Robert Whitbread a draft copy of the notice with some suggested edits regarding the Walker analysis. Attorney John Mitola stated that the Supreme Court said the eligibility date would be 120 days added to the date of vacancy.

Mr. Whitbread stated that the test is extremely late and that Thode was promoted on April 21, 2011. Following the Charter, the test was due to be given on August 21, 2011. Mr. Whitbread expressed his concern again that the test was late. Mr. Dunn replied that compared to the history of the Civil Service department in the past, that this date was pretty good. Mr. Whitbread insisted

that compared to other towns, such as Norwalk, this is not pretty good. Mr. Dunn explained that in Norwalk there is no appeal or legal process. Mr. Whitbread argued that these issues would be post-test. Mr. Dunn said he was not contesting this. Mr. Whitbread said that his real concern is that the Walker reconstruction was not done this way in the past. Mr. Whitbread said it looks like the Personnel Director purposely delayed giving the test. This impacts many people and opens up a pool of candidates by not following the City's own rules.

Commissioner Guedes spoke about eligibility. Mr. Whitbread asked if he should conclude that the test was not intentionally done to include another group. Attorney Mitola explained that it is based on the day of vacancy plus 120 days.

Mr. Dunn suggested that Mr. Whitbread, Attorney Hunsberger, and Attorney Mitola get together to discuss that matter. Mr. Whitbread said he was not sure if the union membership would be in line with an oral assessment center. Commissioner Correa asked if these rules applied to Police and Fire or any other position. Attorney Mitola replied that these rules apply to any competitive examination, although it is mostly seen in Police and Fire promotional opportunities. The Commission would not be asked to approve a change in the weighting of the exam.

PS Supervisor exam

Mr. Dunn reported that one (1) candidate passed the exam process and her name and appropriate information would be forwarded to the Office of Internal Affairs for a background investigation.

PS Telecommunicator exam

Mr. Dunn reported that the application period for this exam ends January 18, 2012. The hourly rate is \$17.85 to start. The work for new Telecommunicators is mostly night shift and weekends. Mr. Dunn stated that the background investigation is demanding because the Telecommunicators have access to the NCIC system and the candidate cannot have an arrest record or would be disqualified. The exam is from a company in California, Critical. It involves multi-tasking, memory, wearing a headset and following directions. Commissioner Correa said that a skill set is needed. Commissioner Guedes added that this is a stressful position. Mr. Dunn added that more females apply than males.

The Commissioners discussed starting the February Commission meeting ½ hour earlier since it would be on Valentine's Day, to help ensure the meeting ends on time.

On a motion made by Commissioner Correa and seconded by Commissioner McBride, the Civil Service Commission meeting adjourned at 3:08 p.m.