

# CIVIL SERVICE COMMISSION REGULAR MEETING

Tuesday, February 14, 2012, 1:30 p.m.

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

## MINUTES

Commissioner Guedes called the January 14, 2012 regular meeting of the Civil Service Commission to order at 1:35 p.m. Present were Commissioners Rodgers and McBride. Also attending were Personnel Director David Dunn, Clerk to the Commission Deborah Brelsford, and City Attorney John Mitola.

### 1. Meeting Minutes – APPROVED

Mr. Dunn stated that he reviewed the minutes and he found them to be in order. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the minutes from the regular meeting held on January 10, 2012 were unanimously approved by the Commission.

### 2. Robin Mazerolle Appeal - DENIED

Mr. Dunn asked that the matter of Robin Mazerolle be moved to the 2<sup>nd</sup> item on the agenda and explained that she was present on her own behalf without Attorney Bucci and that she needed to return to her office as Tax Collector in Southbury. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission amended the Agenda.

Ms. Mazerolle scored number 1 on a test given for a position in the department of the Tax Collector. The position was eliminated from the department budget in FY 2009 and 2010. In the time following, Ms. Anne Kelly-Lenz, Tax Collector, worked on a department reorganization with Personnel Director David Dunn.

Attorney John Mitola stated that the fact that the City gave an exam does not mean that the City has to fill the position. He added that there is plenty of case law that substantiates this. He also said that municipalities have the right to manage economic realities and recommended to the Commission, as did Mr. Dunn, that the Commission deny Ms. Mazerolle's appeal. Commissioner Rodgers and McBride each voted to deny the appeal.

### 3. Vacancies

Mr. Dunn noted the following vacancies for the Record and said that the position of Grants Writer and Airport Certification Specialist were posted per the LIUNA contract:

<u>Department</u>	<u>Title</u>	<u>Hire</u>
Central Grants	Grants Writer	post via LIUNA
Comptroller	Accounting Clerk I	Patricia Kozma
Department of Aging	Senior Aide	Catherine Salgado
Library	Administrative Assistant	replace F.Basler*
OPEd	Assistant Special Project Manager	Timothy Hammill
Parks and Rec Zoo	Seasonal Maintainer I (part-time)	Jonathan Dancho
Public Facilities Airport	Airport Certification Specialist	post via LIUNA
Public Facilities Maintenance	Maintainer I Grade I	replace Tom Boston
Public Facilities Maintenance	Janitress	

Public Facilities  
Public Facilities/Sustainability  
Tax Collector

Maintenance Helpers  
Data Coordinator  
Deputy Tax Collector

Mohammed Butt  
Beau Tran  
Veronica Jones\*\*

#### 4. Merit Increases

Mr. Dunn noted for the Record the following increases:

#### MERIT RAISES – FEBRUARY 2012 MEETING

##### EOC

Campos, Carolyn	PS Telecommunicator	\$17.85 Hrly to \$19.95 Hrly (2)	1/10/12
Ricci, Ruben	Telecommunications Operator	\$23.10 Hrly to \$25.20 Hrly (5)	1/1/12

#### RETROACTIVE CONTRACT RAISES EFFECTIVE JANUARY 1, 2012

##### Building Department

Grant, John	Plan Reviewer	\$76,515.20 (3) to \$78,613.25 (4)*
Grant, John	Plan Reviewer	\$80,186 (4) to \$80,588 (Top)

\*Retroactive effective January 1, 2011

#### 5. Request for Reallocation – GRANTED

The Commission received a request from Rosemarie Hoyt, Director, Department on Aging to reallocate the position of Clerical Assistant to Senior Aide to bring salary and responsibility parity to many of the Department on Aging's staff members. Mr. Dunn explained that these are part-time positions. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers, the Commission unanimously granted the request.

#### 6. Senior Fire Inspector Examiner's Report and Deputy Fire Marshal Examiner's Report - CERTIFIED

Mr. Dunn explained that Sandra Ferreira worked with Resource Management Associates, the consulting company that created and gave both exams and since she was out of the office due to illness he reviewed the results of the reports with the Commission. He also introduced Richard Balestrieri to the Commission as having scored highest on both of the exams. Mr. Dunn said that Fire Chief Brian Rooney would soon be requesting the names to certify and make promotions.

#### 7. Public Safety Communications Supervisor Examiner's Report – CERTIFIED

Mr. Dunn explained that Lisa Kollman served as Examiner on this process and since she was conducting a Public Safety Telecommunicator exam at the EOC he reviewed the report with the Commission. He explained that the test is a take home exam and an oral assessment center. The one person that passed the exam is currently undergoing an OIA Background investigation. He said that he anticipated making a job offer.

#### 8. Frank V. Santora Appeal – TABLED TO MARCH

Mr. Dunn asked the Commission to hear Mr. Santora's appeal next and amended the Agenda to move this item from number 11 to number 8 because it related to the Public Safety Communications Supervisor report. The Commission received a request from Mr. Frank V. Santora regarding not passing the Public Safety Communications Supervisor exam. Mr. Santora thanked the Commission for allowing him to speak. He explained that he was with the Bridgeport Police Department for 30 years and that he had 20 years experience as a Supervisor and 4 years as a Communications Center Supervisor with the Police. He stated that in order to take the exam

a person should have been required to have supervisory experience. Without supervisory experience he felt the applicant should not have been allowed to take the exam. He further stated that he passed the written exam and that he did well on 7 of the 10 oral questions. He said that the 3 oral questions were technical in nature and that he did not know the answers and would have needed to see training bulletins in advance. He has asked the Commission to throw out those 3 questions and rescore the exam.

Mr. Dunn explained that Lisa Kollman worked with subject matter experts, the department Director Doree Price and Jim Hutt, a psychometrician, to create the oral exam questions. He said the exam was similar to the other Public Safety Communication Supervisor exams that have been given over the last 3+ years. He suggested to the Commission that they table the matter to the next month in order for the City Attorney, Lisa Kollman, and the examining panel to review the responses. Mr. Dunn said that the test met universal standards, was job related and was a valid examination testing knowledge, skills and whether a candidate would meet the challenges of the job. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission unanimously tabled the matter to March.

**9. Lt. Bottone Grievance – TABLED TO MARCH**

The Commission received a request from Mr. Robert Whitbread, IAFF Local 834 President, to hear grievance 2012-2 Lt. Bottone, Article 5 Discipline. However, Mr. Dunn explained that due to not having a quorum (Commissioner McBride, as the employee representative, is unable to vote on this matter.) he suggested this be tabled to the March meeting. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers this grievance is tabled to the March Commission meeting.

**10. Sean Canfield Appeal – GRANTED**

The Commission received a request from Mr. Sean Canfield regarding denial of residency points by the Personnel Director for the entry level firefighter exam. Mr. Dunn explained that Mr. Canfield provided the Civil Service office with proof of residency and Mr. Dunn is now satisfied. At the time of the test Mr. Canfield was a Bridgeport resident. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers, the Commission unanimously granted Mr. Canfield's appeal.

**11. Cecalie J. Cooper Appeal – TABLED TO MARCH**

The Commission received a request for a hearing from Ms. Cooper regarding disqualification from the Public Safety Telecommunicator position for not passing the psychological exam. At 2:10 p.m., on a motion made by Commissioner McBride and seconded by Commissioner Rodgers, the Commission entered Executive Session. The Commission returned to Public Session at 2:45 p.m. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission unanimously tabled the appeal to March. Based on a discussion in Executive Session the Personnel Director will resubmit Ms. Cooper for a second psychological evaluation.

**12. Frank Basler – Appeal\* - TABLED TO MARCH**

The Commission received a request from Mr. Basler regarding his probationary termination as Administrative Assistant in the Library. Mr. Dunn explained that Mr. Basler was hired provisionally since the position of Administrative Assistant is a competitive position under the Rules of the Commission, and a test was not given at the time because the department has been bringing public safety position testing up-to-date. Mr. Hughes stated that he has issues with Mr. Basler's performance and explained that there is much more to the position than answering phones, he's

been out on vacation and he has not been working for 6 months. In the meantime Mr. Hughes has been handling the work of the position himself. Attorney Mitola explained that the word provisional means temporary. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the Commission unanimously tabled this appeal to March and the City Attorney will provide a legal opinion at that time.

### **13. Charter Revision**

Mr. Dunn explained that Commissioner Correa requested a discussion about Charter Revision issues. He stated that the Administration is not interested in Civil Service Charter Revision issues unless they are critical. The Mayor would like to see the Charter simplified and with regard to Civil Service, changes should be made to the department Rules and Regulations or through the Ordinance process and not through Charter Revision. Mr. Dunn and Attorney Mitola had discussed technical changes and would like to eliminate irrelevant items in the Charter. Mr. Dunn further explained that the language of the Charter generates litigation. He said the scope of the current Charter Revision is the Board of Education. Attorney Mitola added that under the law the City and the unions can sit together and negotiate how to do promotional examinations. Mr. Dunn added that it would be helpful going forward to have positions be non-competitive and when necessary vote to make the positions competitive, as in Police, Fire, and Emergency Operations Center positions. Mr. Dunn believes that for Public Works, City Hall, AFSCME, and NAGE positions there is no longer much of a real impact with testing.

Commissioner Guedes asked how to protect the integrity of the hiring process without testing and Mr. Dunn replied that the integrity of the hiring process is protected through interviews, experience, and qualifications. In the City, the history has been that a person “works up the line,” for example, a Typist I becomes a Typist II and then a Typist III, learning additional skills and gaining experience with each new position. Mr. Dunn also said that today job seekers have computer experience and advanced skills that they learn on their own and the City would not have to teach them.

### **14. Personnel Director’s Report**

#### Deputy Tax Collector

Mr. Dunn explained that as he discussed under the Vacancies item on the Agenda that Veronica Jones is now eligible to be made Deputy Tax Collector.

#### Exams:

#### Police

Mr. Dunn told the Commission that the department is still sending candidates for polygraphs and they are also undergoing OIA background investigations.

#### Firefighter entry level

Firefighter exams are scored and results were mailed out. Plans are underway for the structured oral interviews to be held the week of April 16 through 20, at Central High School, while school is not in session. Mr. Dunn explained that there would be panels consisting of 2 Bridgeport Fire Officers, 1 Human Resource executive from Bridgeport, and possibly Stamford, Norwalk, New Haven, and Waterbury, and 1 moderator. In the meantime Civil Service will meet with 10 subject matter experts from the Bridgeport Fire department to create suitable oral examination questions, under the direction of I/O Solutions. The final score will be the combined written and oral scores.

Mr. Dunn will be meeting with Police Chief Joe Gaudett to disqualify candidates based on the polygraph results. Letters to these candidates would be created and mailed soon.

#### Fire Captain promotional

The written examination will be administered on Saturday, March 31 at the Aquaculture School near Captain's Cove. From April 2-5 the oral examination will be given. To protect security breaches those testing in the morning session will be kept in the building until the afternoon session begins. People that test in the morning one day will test in the afternoon the next. There are 52 qualified candidates.

Mr. Dunn also passed out to each Commissioner a copy of a letter that the Civil Service office received via facsimile that afternoon before the start of the Commission meeting from Attorney Thomas Bucci. Attorney Bucci is representing the more senior lieutenants who believe the eligibility date established by Civil Service is incorrect. Mr. Dunn's opinion is that there is no merit in Attorney Bucci's argument, involving the termination of former Lt. John MacNicholl and the subsequent promotion, layoffs, and retirement of Lt. Cocca, Rivera, and Thode. Mr. Dunn would like to give Attorney Bucci the opportunity to come before the Commission in a special meeting. Attorney Mitola's opinion is that the matter will still go to court. Attorney Mitola is going to call Attorney Bucci. The Commission set a special meeting for Tuesday, April 28, from 10 – 11 a.m. with Attorney Bucci.

#### PS Telecommunicator

Mr. Dunn told the Commission that a Public Safety Telecommunicator written exam was recently administered and there were 135 applicants. He shared with the Commission the voicemail message received in Civil Service from a person that had taken the test, found it very difficult and said he had great admiration for the people working in that position.

#### Budget transfer requested before Committee 2/13/12

Mr. Dunn went before the Budget Appropriation Sub-committee on February 13 to request money be transferred from the advertising line to the management services line of the budget because the department has given many tests this fiscal year and has invoices outstanding for testing companies. This was approved by the sub-committee and will go before the full council on February 21<sup>st</sup>.

#### Assistant Registrar Vital Statistics – Correction

Mr. Dunn explained that when the new job description for this position was approved in a previous meeting he had stated the position was non-competitive, however, the position is competitive.

#### Possible change of date of March Civil Service Commission meeting

Due to a conflict on Mr. Dunn's calendar with a case regarding R. Morales, he requested the March meeting be held on Tuesday, March 20.

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers, the meeting was adjourned at 3:46 p.m.