

# CIVIL SERVICE COMMISSION REGULAR MEETING

Tuesday, December 13, 2011, 2:00 p.m.  
City Hall, 45 Lyon Terrace, Wheeler A and B, Bridgeport, CT 06604

## MINUTES

Commissioner Guedes called the December 13, 2011 regular meeting of the Civil Service Commission to order at 2:05 p.m. Present were Commissioners Correa, McBride, and Rodgers, Also attending were Personnel Director David Dunn, Clerk to the Commission Deborah Brelsford, City Attorney John Mitola, and Acting Examiner Lisa Kollman. (Bishop Plummer was not present.)

### 1. Meeting Minutes - APPROVED

The minutes from the regular meeting held on November 16, 2011 and the special meeting held on December 1, 2011 were submitted for review. Mr. Dunn stated that the minutes were in order. On a motion made by Commissioner Correa and seconded by Commissioner Rodgers, the minutes were unanimously approved by the Commission.

### 2. Vacancies – CERTIFIED

On a motion made by Commissioner McBride and seconded by Commissioner Correa the Commission unanimously certified the vacancies as follows:

<u>Department</u>	<u>Title</u>	<u>Hire</u>
Chief Administrative Officer	Assistant CAO Special Project Coordinator	Alanna Kabel Erin McDonough
Fire	Probationary Fire Inspector (7)  Provisional Pumper Engineer Lieutenant  Provisional Captain	Mark Becker Autumn Waggoner Charles Dimbo Joseph Taylor Henry Polite Alberto Hernandez Hiram Velez Venus Scudder David Dobbs Joseph Pelaggi Scott Foss Darrien Penix
Mayor's Office	Administrative Assistant	Elizabeth Zamora
Police	Data Coordinator	Sam Adorno, Jr.

### 3. Reallocations - APPROVED

Mr. Dunn explained that the Library is still staffing up and that he has met with Library personnel. It is easier to fill a position of Junior Librarian than Librarian. Mr. Taylor, who came before the Commission in October and November, would be offered the position of Maintainer 1 Grade 2 with the approval of the reallocation. The Commission received requests from Mr. Scott Hughes, City Librarian, to reallocate:

- one (1) full-time Librarian 1 position to one (1) full-time Junior Librarian position
- two (2) full-time Janitress positions to two (2) full-time Maintainer 1 Grade 2 positions
- one (1) full-time Library Binder and one (1) full-time Typist to two (2) full-time Library Assistant I positions
- three (3) full-time Special Officer positions to three (3) full-time Junior Librarian positions

Mr. Dunn stated that he agreed that these positions should be reallocated in the Library. On a motion made by Commissioner Correa and seconded by Commissioner Rodgers, the Commission unanimously approved the reallocations.

### 4. Merit Increases – CERTIFIED

Mr. Dunn stated that the office is up to speed with the merit increases, with the exception of a few that were missed if a department does not return documentation to Civil Service. He further noted that Kathryn Klett was being given a retroactive adjustment to 1/1/11. On a motion made by Commissioner Rodgers and seconded by Commissioner McBride, the following merits and contract raises were unanimously certified:

#### **MERIT INCREASES EFFECTIVE JANUARY 1, 2012**

##### **Airport**

McBride III, Willie	Airport Cert. Specialist	\$39,317 (2) to \$41,625 (3)
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##### **Animal Shelter**

Ruiz, Jesus	Kennel person	\$30,356 (4) to \$32,530 (5)
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##### **Library**

Sharon Tiago	Library Assistant III	\$35,031 (3) to \$36,095 (4)*
Sharon Tiago	Library Assistant III	\$36,095 (4) to \$37,761 (Top)

\*Retroactive effective January 1, 2009

##### **Building Department**

Rose, Kim	Administrative Specialist	\$60,301 (4) to \$62,110 (5)
Grant, John	Plan Reviewer	\$80,186 (4) to \$80,588 (Top)

##### **Board of Education**

Georges, Philip	Custodian IV	\$48,220 (3) to \$49,935 (4)
Armour, Thomas	Custodian IV	\$49,935 (4) to \$50,815 (Top)
Alicea, Yesenia	Janitress	\$28,975 (3) to \$31,217 (Top)
Gadea, Lizary	Janitress	\$28,975 (3) to \$31,217 (Top)
Robinson, Doris	Janitress	\$27,599 (2) to \$29,699 (3)
West, Jerimy	Custodian I	\$32,227 (1) to \$33,125 (Top)

##### **Civil Service**

Ferreira, Sandra	Retirement Administrator	\$44,868 (2) to \$46,393 (3)
Klett, Kathy	Clerical Assistant	\$25,134 (1) to \$28,665 (2)*
Klett, Kathy	Clerical Assistant	\$28,665 (2) to \$32,305 (3)

\*Retroactive effective January 1, 2011

**Engineering**

Wadi, Sadi	Civil Engineer I	\$71,197 (5) to \$71,554 (Top)
Agius, Michael	Engineering Aid I	\$33,107 (2) to \$34,061 (3)
Guion, Cedric	Engineering Aid III	\$45,683 (2) to \$47,106 (3)

**Office of Policy Management**

Moura, Gisela	Budget Policy Analyst	\$71,412 (3) to \$72,504 (4)
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**Parks Department**

Barker, Christopher	Zookeeper	\$34,970 (4) to \$37,472 (5)
Rosario Jr., Rafael	Maintainer I, Grade II	\$29,620 (2) to \$31,801 (3)

**Police**

Bukovsky, Gregory	Pkng. Enforcement Officer	\$28,204 (2) to \$29,796 (3)
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**Public Facilities**

Abbott, Richard	Maintainer I, Grade I	\$28,975 (3) to \$31,115 (4)
DaSilva, Jorge	Maintainer III	\$37,529 (4) to \$40,216 (5)
De Moura, Carlos	Maintainer I, Grade I	\$28,975 (3) to \$31,115 (4)
Guimaraes, Lucio	Maintainer III	\$35,825 (3) to \$38,468 (4)
Jones, Clarence	Maintainer III	\$35,825 (3) to \$38,468 (4)
Paoletto, Sr., Richard	Maintainer I, Grade I	\$30,356 (4) to \$32,530 (5)
Rivera, Manuel	Maintainer III	\$39,325 (5) to \$42,067 (6)
Sampaio, Amilcar	Maintainer III	\$35,825 (3) to \$38,468 (4)
Sampaio, Antonio	Maintainer III	\$35,825 (3) to \$38,468 (4)
Gonzalez, Jr., Ruben	Pub. Wks. Foreman II	\$56,517 (4) to \$56,800 (Top)
Williams, Amos	Janitress	\$28,975 (3) to \$32,217 (4)
Bonaventura, Mark	Maintainer I, Grade I	\$28,975 (3) to \$31,142 (4)

**Fire Department**

Krajewski, Thomas E.	Maintainer I, Grade I	\$27,599 (2) to \$29,699 (3)
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**CONTRACT RAISES EFFECTIVE JANUARY 1, 2012**

**Airport**

Ford, Stephen	Superintendent of Operations	\$70,633 (4) to \$72,594 (5)*
Ford, Stephen	Superintendent of Operations	\$72,594 (5) to \$74,111 (Top)

\*Retroactive effective January 1, 2011

**Board of Education**

Vincze, Gary	A/Custodian IV	\$46,528 (2) to \$48,220 (3)
Nemeth, Russell	A/Custodian IV	\$46,528 (2) to \$48,220 (3)
Werthmann, Matthew	A/Custodian IV	\$46,528 (2) to \$48,220 (3)
Miller, Erecta	A/Custodian IV	\$46,528 (2) to \$48,220 (3)

**Civil Service**

Brelsford, Deborah	Prov. Admin. Ass't./CSC Clerk	\$70,027 (3) to \$71,892 (4)
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**Police**

Gonzalez, Jimmy	A/Animal Control Officer	\$52,061 (4) to \$52,319 (Top)
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**Public Facilities**

Padilla, Yolanda	Garage Clerk	\$37,582 (4) to \$38,891 (5)
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**Zoning Department**

Habansky, Jay	Provisional Zoning Inspector	\$42,360 (2) to \$43,726 (3)
Bonney, Neil	A/Zoning Enforcement Officer	\$63,637 (2) to \$65,303 (3)

**5. Permanent Appointments – CERTIFIED**

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the following permanent appointments were unanimously certified by the Commission:

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Smith	Christina	Public Health Nurse	Health	11/18/2011
Chacur	Jean	Airport Certification Specialist	Airport	11/02/2011
Wormer	Kimberly V.	Zoo Keeper	Beardsley Zoo	09/27/2011
MacNicholl	John D.	Fire Captain	Fire	09/21/10

**6. Police Deputy Chief - Examiner's Report**

Mr. Dunn explained that 12 Police Captains were eligible to take the exam; 9 applied, 1 withdrew; 8 Captains participated. The exam was an assessment center process at the Emergency Operations Center. There was a scoring error which moved Captain Robert Gearing up 1 spot from number 5 rank to number 4 rank. Mr. Chuck Hale, Examiner, did not grant any appeals.

Ms. Lisa Kollman, who assisted Mr. Hale during the exam, explained that there was an issue with the in-basket section on the computers. Despite arranging for Microsoft Office Outlook 2007 being installed on the laptops, Microsoft Office Outlook 2010 was installed instead of 2007, and the candidates had been told in advance that the software would be the 2007 version. Ms. Kollman further explained that the minimal changes were not dramatic enough to significantly alter. She provided screen shots to the Commissioners to look at. Ms. Kollman added that the purpose of the in-basket is to put the candidates in a stressful situation. They worked under the premise of having to catch a flight in 1.5 hours. They had to feel the pressure of having to get things done under a short timeframe. Mr. Hale felt that the change in software affected everyone involved and enhanced the pressure of the in-basket situation and Ms. Kollman agreed. Candidates had to open emails, reply or forward, prioritize and send them off. Assessors did not take away points of a technical nature. Points were only taken away on actions and priorities. It was noted that Captain Gearing had some difficulty.

Commissioner Guedes asked if Captain Gearing did not complete the in-basket in a timely fashion would it affect his scoring. Ms. Kollman explained that if the activity was not completed it might have, however, all 6 assignments were fully completed. Civil Service did not know about the change in software until Ms. Kollman arrived to the EOC in the morning. At that point she announced to the entire group of candidates taking the exam that the software they would be using on the computers was the 2010 version and not the 2007 version.

Mr. Dunn reported that he received very favorable feedback about the experience being a good one and that the assessors were good. Captain Gearing filed an appeal and stated that he respectively disagreed with Mr. Dunn. He further added that in the 2007 version of Microsoft

Office Outlook that the email stays in front of you and in the 2010 version the original email drops down. He stated that a computer savvy Captain knew it dropped down but he did not know this. He also added that the icons in 2007 were different than 2010 and that he studied Microsoft Outlook 2007 for Dummies for 2 weeks. He felt that of the top 3 scorers 2 are computer savvy. He insisted that his computer mal-functioned and Ms. Kollman disagreed. She explained that Captain Gearing had significant issues not of a technical nature. She said he did not click where he needed to and she could not give technical help to him during the test.

Ms. Kollman added that Mr. Hale performed an extensive job analysis prior to the exam and that having technical skills is import in the Examiner's mind. Commissioner Guedes added that it is part of the measurement. Captain Gearing stated that he knows how to send an email. Mr. Dunn added that Captain Gearing finished the in-basket. Captain Gearing said he rushed through it. Ms. Kollman insisted that Captain Gearing's problems with the computer were not due to the computer malfunctioning. Commissioner Guedes asked Captain Gearing what remedy he was asking for and he replied that the in-basket should be thrown out of the test.

Commissioner Correa asked Captain Gearing if he expressed a malfunctioning computer during the test and he said he did not ask for a new computer during the test. Commissioner Guedes asked City Attorney John Mitola to provide a legal opinion. Mr. Dunn summarized that there was not an error in marking or a bad computer and that it would be wrong to throw out the in-basket and rescore the exam. There was a universal complaint that the software was switched and some candidates handled it better than others. Mr. Dunn further added that Captain Gearing passed and was given credit. Captain Gearing stated that 2 deleted items he did not receive credit on at all. He added that he called Lisa Kollman over several times during the test and told her about the computer problems. **(At this point, Captain Gearing stood up and walked out of the meeting.)** Mr. Dunn said that he was sensitive and sympathetic to Captain Gearing and that he had served as an assessor and major contributor during the Police oral interviews. Ms. Kollman added that she would have moved Captain Gearing to a different computer if she sincerely believed there was a problem with the computer.

City Attorney John Mitola said that the Commission can rule if an exam process was fundamentally unfair. His recommendation was to deny rescoring the exam without the in-basket and accepting the examiner's report.

On a motion made by Commissioner Rodgers and seconded by Commissioner Correa, the Commissioners unanimously voted to accept the Examiner's Report with no appeals granted for Deputy Chief Exam.

It is noted for the Record that Commissioner Guedes left the meeting at 3:05 p.m. and Commissioner Rodgers led the meeting.

## **Requests/Requests for Hearing**

### **7. Robin Mazzerolle Appeal – Request to Table to January 2012**

The Commission has received a request from Attorney Thomas Bucci, on behalf of his client, Ms. Mazzerolle, to table the matter until the January Civil Service Commission meeting and the Commission granted his request.

## **8. Fire Grievance – TABLED to January 10, 2012**

The Commission received a request from Mr. Robert Whitbread, Fire Union President, for Grievance 2011-25, AC Morton, Art-5 Discipline. With Commissioner Guedes leaving the meeting and Commissioner McBride being unable to vote there was not a quorum for this matter. On a motion made by Commissioner Correa and seconded by Commissioner McBride, this grievance was tabled to January 10, 2012 and it was agreed that this matter would be the first hearing on the January 2012 Agenda.

## **9. Edgar Vidaurre Appeal - DENIED**

The Commission has received a request from Mr. Vidaurre regarding disqualification from continuing in the process for the 2<sup>nd</sup> Police Academy Class due to a missed appointment. Mr. Dunn explained that this was the second time in his involvement with the Police exam that Mr. Vidaurre did not show up when he was supposed to and that the first time Mr. Dunn did accommodate him at the structured oral interview. Mr. Dunn explained that it is not the job of the Civil Service department to keep track of him and that it is Mr. Vidaurre's responsibility to keep track of Civil Service.

Mr. Vidaurre explained that this has been the worst 1.5 years in his personal life. He did receive his mail in time for the structured oral interview but he marked the wrong date in his calendar. As a result of a bitter divorce he moved in with his sister and the mail is supposed to be forwarded from the Post Office to her address. He learned from his son that there was mail he did not receive about his appointment. He added that he would have been part of the first academy class, however, some candidates won appeals. He stressed to the Commission that he really wanted this opportunity.

Mr. Dunn further explained that there is a list of 300+ people and Civil Service has already moved on with sending 70+ candidates for polygraphs and psychological exams and that Office of Internal Affairs has already had their orientations and sent off fingerprints for review. There is a minimum of an 8 to 12 week turnaround on fingerprints. There would be a significant hold up with the start date of the academy if the Commission were to grant Mr. Vidaurre's appeal. Civil Service does have data on Mr. Vidaurre, however, fingerprints would have to be resubmitted and since the psychological and polygraph exams are old, current exams would be needed.

Commissioner Correa expressed concern of setting a precedent. Mr. Vidaurre said he was pleading because he really wanted to be a police officer. He added that he is a very responsible person and does not have written warnings. He added that he is a responsible man, dedicated to the job. Commissioner Correa added that she sympathized with Mr. Vidaurre, however, as a Commissioner, she was looking at the 65 candidates already in the process now. Mr. Vidaurre added that OIA has all the information from the last time. Mr. Dunn explained that the polygraph and psychological and fingerprints all needed to be done again.

On a motion made by Commissioner Correa and seconded by Commissioner McBride, the Commission unanimously denied Mr. Vidaurre's request to continue with the police exam process.

## 10. Personnel Director's Report

Mr. Dunn reminded the Commissioners that the Civil Service/Labor Relations/Human Resources holiday luncheon was Friday, December 16.

### Police

Mr. Dunn reported that the 2<sup>nd</sup> Police Academy is expected to have 26 recruits and that there would be a Coopers test this weekend that Ms. Kollman and 2 other staff members from Civil Service would be assisting at.

### Fire

Mr. Dunn stated that this past weekend was the entry level Firefighter exam and that 766 applicants took the test. He acknowledged Ms. Kollman and Ms. Deborah Brelsford for their hard work on the exam and also noted that the entire Civil Service staff played an important part in the process. A deposit was made today for \$83,575 in testing fees.

Civil Service has received an invoice for \$25,000 for the CPAT scholarships and Mr. Dunn has been in touch with the Mayor's office for payment from the anonymous donor.

### Public Safety Telecommunicator

As soon fingerprints are received on a few candidates a small group of Telecommunicators will be hired. Another exam has been posted and the application period ends January 18, 2012. The fee will be \$35.00 this time for all applicants, since a larger pool of applicants is necessary. Doree Price has also asked for advertisement through more trade publications, New Haven, Hartford and Danbury as well as Spanish media. Commissioner Correa added that the Greater Bridgeport Latino Network is a good resource.

On a motion made by Commissioner Rodgers and seconded by Commissioner McBride, the December 13, 2011 Civil Service Commission meeting adjourned at 3:33 p.m.