

CIVIL SERVICE COMMISSION REGULAR MEETING

MINUTES - Tuesday, September 13, 2011, 2:00 p.m.

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

Commissioner Guedes called the regular meeting of the Civil Service Commission to order at 2:20 p.m. Present were Commissioners Correa, McBride, Plummer and Rodgers. Also present were Personnel Director David Dunn, Clerk to the Commission Deborah Brelsford, and City Attorney John Mitola.

1. Meeting Minutes - APPROVED

Mr. Dunn explained that the minutes from the regular meeting held on July 12, 2011 were in order. On a motion made by Commissioner Rodgers and seconded by Commissioner McBride, the minutes were unanimously approved.

2. Vacancies - APPROVED

Mr. Dunn explained that there were 9 vacancies, mostly due to the upcoming election cycles. He also asked the Commission to include Personnel Trainee, which he would further explain under his Personnel Director's report. He explained that the Electrician for the Board of Education was being reallocated from a Plumber. On a motion made by Commissioner Plummer and seconded by Commissioner Correa, the Commission unanimously approved the following positions, including Personnel Trainee:

Town Clerk	Clerical Assistant FT	Gloria Jones
Town Clerk	Provisional Typist 1	Nancy Palmieri
Town Clerk	Temporary Seasonal Election Consultant	Alba Rodriguez
Town Clerk	Assistant Town Clerk 1	Christina Resto
Police Department	Seasonal Attendant Animal Shelter	Norah Cousins
Registrar of Voters	Temporary Office Clerk through Elections	Crystal Davila-Robles
Health & Social Svcs.	Registered Sanitarian (2)	(1-replace J. Eielson)
Board of Education	Electrician (reallocate from Plumber)	John Sportini

3. Merit Increases – APPROVED

Mr. Dunn explained that the merit and step increases were per the union contracts and that all was in order. On a motion made by Commissioner McBride and seconded by Commissioner Correa, the Commission unanimously approved the merit and step increases as follows:

Merit Raises due July 1, 2011

Public Facilities

Cathy Curwen	A/Special Proj. Coordinator	\$68,267 (4) to \$71,307 (5)
Fernanda Oliveira	A/Special Proj. Coordinator	\$68,267 (4) to \$71,307 (5)
Nicholas Grosso	Maintainer III	\$41,041 (6) to \$50,641 (Top)
Dennis Buckley II	Zoning Administrator	\$99,101 (4) to \$101,589 (Top)
Armindo Videira	Public Works Foreman II	\$55,409 (4) to \$56,800 (Top) Correction of Step Pay

Finance

Patricia Ulatowski	Records Manager	\$49,621 (4) to \$49,870 (Top)
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**Merit Raises due January 1, 2011
Board of Education**

Yesenia Alicea	Janitress	\$27,599 (2) to \$28,268.12 (3)
Michael Kitchings	Custodian	\$32,227 (1) to \$33,125 (2)

Permanent Appointments Emergency Operations Center - Permanent Appointment

Employee Name	Job Title	Effective Date
Fonseca, Sharday M.	PS Telecommunicator	6/7/2011
Knoval, Judith	PS Telecommunicator	6/7/2011
Reyes, Xiomara	PS Telecommunicator	6/7/2011
Werder, Kevin J.	PS Telecommunicator	6/7/2011
Santiago, Jessica	PS Telecommunicator	6/21/2011
Wallenta, Maria L.	PS Telecommunicator	9/4/2011

Merit Increases Police Department

Name	Job Title	Amount From	Step From	Amount To	Step To	Effective Date
Bensey III, Donald	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Cholakian, John R.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Cruz III, Joseph J.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Davila, Micahel	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Flaherty III, Thomas F.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Gallbrunner, Thomas A.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Holtz, Jeffrey	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Jimenez, Omar	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Mathews-Dixon, Jarah D.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Pachera, John P.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Quintanilla, Roberto	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Salemme III, Michael L.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Smith, Christopher R.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Szymczak, Matthew T.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Vazquez Jr., Angel M.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011
Wilde, Alexander M.	Police Officer	50,887.00	2	56,692.00	3	10/21/2011

Emergency Operations Center

Name	Job Title	Amount From	Step From	Amount To	Step To	Effective Date
Rivera Jr., Francisco	PS Telecommunicator	15.10 Hr	1	16.25 Hr	2	8/16/2011
Wallenta, Maria	PS Telecommunicator	15.10 Hr	1	16.25 Hr	2	9/4/2011

3a. Examiner's Report – Accounting Clerk 1 – CERTIFIED

Mr. Dunn stated that there were 2 vacancies for the Accounting Clerk 1 position. Lisa Kollman explained to the Commissioners that an exam created by Kinexa, called Prove-It, was used to test the candidates. It was Internet-based and had 5 modules. Candidates were sent study guides and practice sessions for Microsoft Word and Excel software. The exam was given in the library at Central High School after a local validation study was completed where 5 employees, including Mary Otero and Angela Hooks from the Civil Service office, took the exam and agreed that the test was appropriate for the position of Accounting Clerk 1. On a motion made by Commissioner Correa and seconded by Commissioner Plummer the Commission unanimously certified the list for Accounting Clerk 1.

4. New Job Description – Assistant Registrar of Vital Statistics – TABLED

Mr. Dunn explained that the Commission received a request from Kristin duBay Horten, Director, Health and Social Services, to update the job description for Assistant Registrar of Vital Statistics. Mr. Dunn had expected Ms. duBay Horten at the meeting and was not sure why she was not present. Mr. Dunn noted that this does not affect a current employee and that there was no change in salary. On a motion made by Commissioner McBride and seconded by Commissioner

Rodgers the Commission tabled the matter until the October 11, 2011 regular Commission meeting.

5. Fire Grievance – Tabled to October 11, 2011

Mr. Dunn explained that Robert Whitbread, Union President of IAFF Local 834, requested that the grievances be tabled again because he was at a Conference and could not attend the Commission meeting. Mr. Dunn added that Attorney Bucci is handling the Pellaggi grievance and that he also requested the grievance be tabled to next month. On a motion made by Commissioner Plummer and seconded by Commissioner McBride, the following Fire grievances were tabled:

- Grievance 2011-11 FF Reed Sick Leave
- Grievance 2011-16 FF Joe Pellaggi failure to promote to the position of Lieutenant
- Grievance 2011-14, FF Barnes, Art, 5 Discipline

6. Requests from Fire Chief Brian Rooney - GRANTED

Mr. Dunn explained that the Commission received 2 requests from Fire Chief Brian Rooney:

- make FF Venus Scudder a Provisional Pumper Engineer
- extend probationary period for an additional 6 months for Assistant Chief Robert Morton

Chief Rooney addressed the Commission and explained that there was a vacancy for Pumper Engineer and that Venus Scudder was the next name on the list before the list expired. Chief Rooney was not aware of any objection from the Union. Mr. Dunn added that the Union requested an exam for Pumper Engineer but that it would not likely be given in the near future because Fire Captain and entry level Firefighter exams were upcoming. On a motion made by Commissioner McBride and seconded by Commissioner Correa, the Commissioners unanimously granted Chief Rooney the permission to make Firefighter Venus Scudder a Provisional Pumper Engineer.

Chief Rooney explained that he requested an Executive Session for the matter regarding Assistant Chief Robert Morton. On a motion made by Commissioner Correa and seconded by Commissioner McBride, the Commission entered Executive Session at 2:43 p.m. The Commission returned to Public Session at 2:55 p.m.

Commissioner Guedes polled each Commissioner: Correa, McBride, Rodgers and Plummer and respectively each Commissioner voted to extend the probationary period for an additional 6 months for Assistant Chief Robert Morton.

7. Registered Sanitarian – NON-COMPETITIVE

Mr. Dunn explained that to become a Registered Sanitarian an individual would have passed exams and would be licensed with the State of Connecticut. Therefore, it is recommended that this position be made non-competitive. The position would be similar to a Health Inspector or a Public Health Nurse and a Registered Sanitarian's duties would include checking restaurants or food establishments, bodegas, grocery markets, inspecting septic systems and sewers, abandoned lots and properties, etc. There are 2 vacancies for Registered Sanitarian and one of the positions would work night hours. Commissioner Guedes polled each Commissioner: Correa, McBride, Rodgers, and Plummer and each respectively voted to make the position non-competitive.

Note: on return to the Civil Service office it was learned that the Commission had previously voted to make this position non-competitive and therefore this would not be sent on to the City Council.

8. Ruben Ricci – Appeal – GRANTED

Mr. Dunn reminded the Commission that in July he had approved Mr. Ricci's request to rescind his resignation from the Public Safety Telecommunicator position because it was within 6 months and his department head, Doree Price, wanted him back to the department. Ms. Price passed out a packet to the Commissioners that showed Mr. Ricci's attendance record and his certifications and stated that he had no disciplinary action in his file. She further explained that he took a position in Norwalk, tried it and didn't like it. Commissioner Guedes asked Mr. Ricci why he left for the other position. He stated that the new position was an increase in salary and that his wife was pregnant and he was trying to take care of his family. He came to realize that the commute to Norwalk was tedious. Commissioner Guedes stated that it meant a great deal to the Commission that Doree Price spoke on his behalf. On a motion made by Commissioner Plummer and seconded by Commissioner Correa, the Commission unanimously granted Mr. Ricci's request to rescind his resignation. Mr. Dunn stated that Mr. Ricci would be able to start immediately since there is a vacancy in the department.

9. Ramon Oquendo – Appeal - DENIED

Mr. Oquendo wanted his appeal heard in a Public Session. Mr. Dunn explained that he disqualified Mr. Oquendo from a Public Facilities Maintainer 1 Grade 1 position due to unsatisfactory habits and conduct. On his medical survey during his pre-employment physical Mr. Oquendo indicated that he used marijuana as a release from stress. Mr. Dunn stated that the position needed to be filled and that numerous candidates had applied so when Mr. Oquendo became ineligible to fill the position another candidate was hired. Mr. Oquendo stated that he had a lot of stress with 2 pending charges and his lawyers were trying to have the cases dismissed. Mr. Oquendo's wife, Ms. Judith Edwards, also addressed the Commission. She explained that the money he had on his person when he was arrested belonged to her and that he happened to be in a house where illegal activity was taking place and he was charged but was not involved. Mr. Oquendo added that he worked 3 years for the City and was called back each year by the supervisor, Bobby Kennedy.

Commissioner Correa clarified that the cases Mr. Oquendo referred to are "pending cases" and should not be looked at by the Commission at this time. Mr. Dunn added that one disqualification does not disqualify a person forever and that Mr. Oquendo could reapply for a position with the City if his arrests are disposed through the Court system. Commissioner Correa asked Mr. Dunn what the City standards are regarding marijuana usage and he said the City would not hire a person who smokes marijuana. Commissioner Guedes added that she does not want to create a situation of double-jeopardy and stated that stress is a daily event for most people. Mr. Dunn said that the position does operate machinery, even though Mr. Oquendo does not possess a Commercial Drivers License (CDL). Commissioner Guedes polled Commissioners Correa, McBride, Rodgers and Plummer and each respectively denied Mr. Oquendo's appeal.

10. Tracey Ingram-Thompson – Appeal - DENIED

Mr. Dunn stated that Ms. Ingram-Thompson was not present, although she had been invited. He asked the Commission to please deny her appeal. He further explained that Ms. Ingram-Thompson wanted to take the Accounting Clerk 1 and Public Safety Telecommunicator exams and requested fee waivers but lived in Stratford. Mr. Dunn would only grant fee waivers to qualifying Bridgeport residents. Commissioner Guedes stated that in these difficult economic times she understood an exam fee could be a problem for some people. Commissioner Correa, McBride, Plummer and Rodgers unanimously voted to deny Ms. Ingram-Thompson's appeal.

It is noted for the record that Commissioner Correa left the meeting at 3:30 p.m., following Ms. Ingram-Thompson's appeal.

11. Brian Morris – Appeal – DENIED

Mr. Dunn explained to the Commission that Mr. Morris was appealing his disqualification from the Public Safety Telecommunicator position due to failed psychological exam. Mr. Morris asked his appeal to be heard in Public Session. He stated that he was making amends and was completely forthcoming with all who interviewed him and did his background check. He stated that he did many things wrong in his past and was 30 years old now and wanted to make it right. He further added that he was 100% clean and sober for almost 6 months now. Commissioner Guedes said that when another's life and safety is involved that the City reviews a candidate with a fine tooth comb. There is a great concern when an individual has a propensity for self-medicating. Commissioner Guedes asked Ms. Doree Price, Department Head, about her concerns in hiring a candidate who has not passed the psychological evaluation. Ms. Price said she had not read the documentation that was before the Commissioners, however, she did feel strongly that the position of Public Safety Telecommunicator is one of very high stress with long hours and that she had concerns as well.

Mr. Dunn added that he read the test results and that Mr. Morris did well on the written and oral exam. He said that the psychological evaluation is rather detailed and that he trusts and confides in the professional opinion of the psychologists and that they work with the State of Connecticut and are experts regarding psychological evaluations for police, fire and emergency services personnel. Mr. Dunn told Mr. Morris that he needed more time and that when this exam list expired that he could reapply and take the test again. Mr. Dunn felt strongly that at least 2 years were needed before taking another look at Mr. Morris.

Mr. Morris stated that he had just accepted another position but wanted to work in Bridgeport as a Public Safety Telecommunicator and would gladly submit to rigorous testing standards. Commissioner Guedes polled Commissioners McBride, Plummer, and Rodgers and each respectively voted to deny Mr. Morris' appeal.

12. Carlos Bridtter – Appeal – DENIED

Mr. Dunn explained that the Commission received a request from Mr. Bridtter regarding his disqualification from Public Facilities Maintainer 1 Grade 1 position due to failing a portion of his medical examination. Mr. Bridtter requested his appeal be heard in Executive Session. On a motion made by Commissioner McBride and seconded by Commissioner Plummer, the Commission entered Executive Session at 3:40 p.m. The Commission returned to Public Session at 3:46 p.m. Commissioner Guedes polled Commissioners McBride, Plummer, and Rodgers and each respectively denied Mr. Bridtter's appeal. Commissioner Guedes thanked Mr. Bridtter for his candor and hoped he would reapply for work with the City.

13. Personnel Director's Report

There was a discussion about medical marijuana usage and how the state law would affect Civil Service. It was hoped that decriminalization of small amounts of marijuana would be for criminal application only.

Civil Service Office

Mr. Dunn introduced Eric Amado, Personnel Trainee, to the Commissioners and told them that Mayor Finch gave him an early birthday gift by approving the Position Request Form that Mr.

Dunn submitted on August 1 for a Personnel Trainee in the Civil Service Department. Mr. Dunn continued that Eric was born and raised in Bridgeport and graduated from Assumption College in Worcester, Massachusetts with a degree in Political Science and History, which was what Mr. Dunn, himself, had majored in. Eric is part of the Hispanic community and his family is civic-minded. Eric worked in this area at Harbor Yard, Alpha Community Services and 4th District Congressman Himes' office, while he was a high school student at Fairfield Prep. Mr. Dunn concluded that we are fortunate to have Eric in our office and that he will be learning from the bottom up.

Mr. Dunn also explained that Lisa Kollman is being made Acting Examiner and that Sandra Ferreira would be handling more of the day-to-day Personnel Assistant duties. Lisa would be focusing on exams and reminded the Commissioners that Lisa has a Bachelor's degree in Psychology and that lots of exams have been given in the past 2 years, all due to Lisa's hard work and dedication. He cited the police exam and said that this class of police recruits would be graduating next month and all were working out well.

Fire Examination Status

Mr. Dunn reminded the Commissioners that the entry level firefighter written examination would be administered on November 19th at Central High School and that an application packet was included with the documents they received for review prior to today's meeting. Applications are being accepted in the Civil Service office now through November 4, 2011. The minimum age to be a firefighter is 18. All applicants must present their CPAT certification dated June 1, 2010 or later or they cannot apply to take the written exam.

Police Examination Status

Police Deputy Chief is the next exam. Applicants must apply by September 21. The exam will be held in October. Deputy Chief Honis is still on leave. There will be 1 or 2 vacancies.

Public Safety

Public Safety Telecommunicator exam was given and oral interviews are now being scheduled. Public Safety Supervisor test is in the works and Doree Price will be helping to grade it. The test is a "take home" test and there is an interview process as well. Three years experience as a Dispatcher is required. There are 9 applicants and 1 vacancy. Mr. Dunn expects about 1/3 drop out between background investigation and psychological evaluation.

Custodian 1

Mr. Dunn reported that our current system of testing is somewhat backwards. The job description is ancient. Mr. Dunn's goal is to prequalify candidates to meet the Board of Education's very high standards. In the State of Connecticut, anybody who works with children, cannot have any drug offenses or drug-related arrests. What often happens is that an employee is hired by the Board of Education and then later eliminated. The system is currently not serving anybody now. The easiest way is to get the unions to sign off on both Custodian 1 and Custodian IV as being open, non-competitive positions.

On a motion made by Commissioner McBride and seconded by Commissioner Plummer, the regular monthly meeting of the Civil Service Commission was adjourned at 4:13 p.m.