

**CIVIL SERVICE COMMISSION SPECIAL MEETING
VIA ZOOM
JUNE 29, 2022**

MINUTES

Commissioner Falberg called the regular meeting of the Civil Service Commission to order at 4:41 p.m. Present were Commissioners Rodgers, Hall and Ford; Personnel Director Eric Amado; Clerk to the Commission Deborah Brelsford; Ebony Jackson-Shaheed, Health and Social Services Director; Amy Lehaney, Health and Social Services Deputy Director; Andre Forde, Labor Relations Director

1. Updated Job Description – Tax Assessor

The Commission is asked to approve the updated job description for Tax Assessor in the Office of the Tax Assessor (Finance Department).

Mr. Amado presented the updated job description for the Tax Assessor. He reviewed the rules and reasons that the item was being presented to the Commissioners. The examination for the Tax Assessor has not been given for many years. Mr. Amado outlined the procedure for this process.

Commissioner Ford asked if the salary would also be adjusted. Mr. Amado said that there was not an increase in the job duties or functions. This update was more of a clarification and elaboration of duties rather than an increase in duties. Mr. Amado went on to say that they had done a CCM salary survey and that Bridgeport appears to fall somewhere in the middle of the range for the towns. While Greenwich is the high end of the range, the Bridgeport salary is comparable to other similar municipalities.

**** COMMISSIONER FORD MOVED TO APPROVE THE UPDATED JOB DESCRIPTION FOR TAX ASSESSOR IN THE OFFICE OF THE TAX ASSESSOR (FINANCE DEPARTMENT).**

**** COMMISSIONER HALL SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. Updated Job Description – Financial Manager Supervisor

The Commission is asked to approve the updated job description for Financial Manager Supervisor in the Finance Department.

Mr. Amado presented the updated job description for the Financial Manager Supervisor.

Commissioner Ford asked if the position was filled. Mr. Amado said that the employee had been in the position for a number of years.

**** COMMISSIONER FORD MOVED TO APPROVE THE UPDATED JOB DESCRIPTION FOR THE FINANCIAL MANAGER SUPERVISOR IN THE FINANCE DEPARTMENT.**

**** COMMISSIONER RODGERS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. Updated Job Description – Director of Environmental Sanitation

The Commission is asked to approve the updated job description for Director of Environmental Sanitation in the Health Department.

Mr. Amado requested that the updated job description for the Director of Environmental Sanitation in the Health Department be tabled to the regularly scheduled Civil Service July meeting.

**** COMMISSIONER RODGERS MOVED TO TABLE THE UPDATED JOB DESCRIPTION FOR THE DIRECTOR OF ENVIRONMENTAL SANITATION IN THE HEALTH DEPARTMENT TO THE REGULARLY SCHEDULED JULY MEETING OF THE CIVIL SERVICE COMMISSION.**

**** COMMISSIONER HALL SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. New Job Classification and New Job Description – Health Code Enforcement Inspector

The Commission is asked to approve the new job classification and new job description for the Health Code Enforcement Inspector in the Health Department.

Mr. Amado presented the updated job description for the Health Code Enforcement Inspector in the Health Department. He reviewed the Charter requirements with the Commissioners. Mr. Amado noted that the various tasks for the job had been performed by a variety of different job position classifications. He also gave a brief overview of the salary step progression.

Ms. Lehaney gave a brief overview of the position and explained that they wished to have the inspector perform a number of inspections during one visit rather than having a number of inspectors visit the location. Discussion followed.

Commissioner Ford asked what would happen to those employees that were performing the various aspects of the proposed position. Mr. Amado said that those employees who were Housing Code Inspectors would be grandfathered in while those who do not hold the Housing Code Inspector job title would most likely bid on the position and be subject to an assessment process. Most of the current employees hold the Housing Code Inspector job title. The issue will be corrected by not hiring into the old classification and produce long term results. Discussion followed.

Commissioner Falberg thanked Ms. Jackson-Shaheed and Ms. Lehaney for all their hard work.

**** COMMISSIONER FORD MOVED TO APPROVE THE UPDATED JOB DESCRIPTION FOR THE NEW JOB CLASSIFICATION AND NEW JOB DESCRIPTION FOR THE HEALTH CODE ENFORCEMENT INSPECTOR IN THE HEALTH DEPARTMENT.**

**** COMMISSIONER HALL SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. New Job Classification and New Job Description – Healthcare Administrator

The Commission is asked to approve the new job classification and new job description for the Healthcare Administrator in the Health Department.

Mr. Amado requested that the new job classification and new job description for the Healthcare Administrator in the Health Department be tabled to the regularly scheduled Civil Service July meeting.

**** COMMISSIONER HALL MOVED TO TABLE THE UPDATED JOB DESCRIPTION FOR THE HEALTHCARE ADMINISTRATOR IN THE HEALTH DEPARTMENT TO THE REGULARLY SCHEDULED JULY MEETING OF THE CIVIL SERVICE COMMISSION.**

**** COMMISSIONER RODGERS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Amado noted that Mr. Andre Forde, the new Director of Labor Relations, was present on the call. Mr. Forde greeted the Commissioners and said that he was pleased to be working for the City of Bridgeport.

Ms. Brelsford announced that the next regular meeting would be on July 12th. In the event that Commissioner Falberg is not available, Commissioner Hall will be the Acting Chair.

ADJOURNMENT

**** COMMISSIONER ROGERS MOVED TO ADJOURN.**

**** COMMISSIONER HALL SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned 5:15 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services