

**CIVIL SERVICE COMMISSION REGULAR MEETING**  
 November 14, 2013 at 3:00 p.m. (postponed from November 12<sup>th</sup>)  
 City Hall, 45 Lyon Terrace, Wheeler A and B, Bridgeport, CT 06604

**MINUTES**

Commissioner Eleanor Guedes called the November 14, 2013 regular meeting of the Civil Service Commission to order at 3:10 p.m. Present were Commissioners McBride and Rodgers. Personnel Director David Dunn, Clerk to the Commission Deborah Brelsford, and City Attorney John Mitola were also in attendance. It is noted for the Record that Commissioners Plummer and Correa were not present.

**1. Meeting Minutes - APPROVED**

Mr. Dunn reported that he reviewed the Minutes for the October 15, 2013 Commission meeting and 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 October 15, 2013 were unanimously approved.

**2. Vacancies Report – APPROVED**

Mr. Dunn reported the following vacancies:

**Competitive Positions**

<b>Civil Service</b>	Personnel Assistant I (Provisional) Eric Amado	
<b>Fire Department</b>	Provisional Assistant Fire Chief Fire Captain Fire Lieutenant	Captain Kyle Gardiner Lt. Salvatore Emanuel, Jr. FF Michael Donovan
<b>Police Department</b>	Sergeant (2) Detective	replace Sherbo and Stepniewski replace Anne Ortiz
<b>Public Safety Communications</b>	Telecommunicator (2)	replace A. Frattaroli (resigned) replace A. Oullette (resigned)

**Non-Competitive Positions**

<b>WPCA</b>	Civil Engineer I	replace Lauren Mappa (retire)
<b>Parks &amp; Recreation</b>	Coach (15) Head Referee (10) Recreation Leaders (15) Site Monitor (15) Site Coordinator (10) Lifeguards (6)	Seasonal Seasonal Seasonal Seasonal Seasonal Seasonal
<b>Public Facilities</b>	Fleet Mechanic	Replace K. Grom (posting/union <b>Bid</b> )

Deputy Chief Robert Petrucelli addressed the Commission in Chief Rooney's absence. He explained that Captain Kyle Gardiner was being appointed to provisional Assistant Chief. This position had been left vacant with Assistant Chief Ismael Pomales became provisional Deputy Chief after the retirement of Bruce Porzelt. Lt. Salvatore Emanuel would fill the now vacant Fire Captain position that was previously filled by Kyle Gardiner. Firefighter Michael Donovan would fill the now vacant Fire Lieutenant position that was previously filled by Salvatore Emanuel. DC Petrucelli noted that a lot of money was being spent on overtime. Mr. Dunn explained that Kyle Gardiner expressed an interest after others ahead of him (Botsko, Cook, MacNichol) on the expired list turned down the opportunity.

Commissioner Guedes asked if there was a test planned for Personnel Assistant I and Mr. Dunn explained that a test was not scheduled at this point. The last time was in 2006 and that was the list that Lisa Kollman came from and now she is acting Examiner. There was a discussion about the salary of a Personnel Trainee and Personnel Assistant I and number of hours those positions worked each week. Commissioner McBride asked if a test was given would the provisional Personnel Assistant I have to score at the top. Mr. Dunn confirmed this was the case. Mr. Dunn added that this was the case with the acting Custodians and Commissioner McBride noted that there are 15 acting Custodians and about 100 positions as opposed to 1 position of Personnel Assistant I.

On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the appointments for competitive positions were unanimously approved by the Commission. On a motion made by Commissioner Rodgers and seconded by Commissioner McBride the vacancies for non-competitive positions were unanimously approved by the Commission.

### 3. Merit Increases – CERTIFIED

Mr. Dunn noted the following merit increases effective December 1, 2013 and also any retroactive payments.

#### BOE FACILITES

Muoi La	Janitress	\$28,096 (1) to \$30,463 (2)
Willie Williams	A/Custodian IV	\$44,804 (1) to \$46,528 (2)* \$47,459 (2) to \$49,184 (3)**
		*Retroactive to January 1, 2012 **Retroactive to January 1, 2013
Dexter Murray	A/Custodian IV	\$44,804 (1) to \$46,528 (2)* \$47,495 (2) to \$49,184 (3)** \$49,184 (3) to \$50,934 (4)***
		*Retroactive to July 1, 2011 **Retroactive to July 1, 2012 ***Retroactive to July 1, 2013
Daniel Garcia	A/Custodian IV	\$44,804 (1) to \$46,528 (2)* \$47,495 (2) to \$49,184 (3)**

		\$49,184 (3) to \$50,934 (4)*** *Retroactive to July 1, 2011 **Retroactive to July 1, 2012 ***Retroactive to July 1, 2013
Thomas Noble	A/Custodian IV	\$45,700 (1) to \$47,495 (2)* \$47,495 (2) to \$49,184 (3)** *Retroactive to July 1, 2012 **Retroactive to July 1, 2013
Thomas Sandifer	A/Custodian IV	\$45,700 (1) to \$47,459 (2)* \$47,459 (2) to \$49,184 (3)** *Retroactive to July 1, 2012 **Retroactive to July 1, 2013
Robert Gulyas	A/Custodian IV	\$45,700 (1) to \$47,459 (2)* \$47,459 (2) to \$49,184 (3)* *Retroactive to July 1, 2012 **Retroactive to July 1, 2013
Victor Salas	A/Custodian IV	\$48,220 (3) to \$50,934 (4)* \$50,934 (4) to \$51,189 (5)** *Retroactive to July 1, 2012 **Retroactive to July 1, 2013

**POLICE**

Sharon Caviness*	School Crossing Guard	\$7,823.40 (2) to \$8,426.60 (3)
Retroactive to July 1, 2013*		

These merit increases were noted for the Record as the union contracts provide for these merit increases and no action was required of the Commission.

**4. Permanent Appointments – CERTIFIED**

Mr. Dunn noted the following permanent appointments for the Record:

LAST	FIRST	TITLE	DEPARTMENT	EFFECTIVE DATE
Cotofana	Petre	Network Architect	ITS	10/01/2013
Perez	Darlene	HR Generalist	HR/Benefits	10/22/2013
Papazachariu	Pawel	Civil Engineer I	Engineering	10/29/2013

Mr. Dunn explained that these positions had been probationary. On a motion made by Commissioner McBride and seconded by Commissioner Rodgers the permanent appointments were approved.

**5. Extension of Probation for Gabriella Novak – GRANTED**

Ms. Doree Price said that Ms. Novak signed the Labor Agreement and was fine with it. She understands why and the union was present. Commissioner McBride stated that the Labor Agreement looked like a Last Chance Agreement. Mr. Dunn responded that the employee must meet the standards or face termination. Commissioner McBride wanted to be certain that Mr. Dwayne Harrison explained the Agreement to Ms. Novak. Commissioner McBride clarified that as the Employee Representative on the Commission it was important to him that an employee understands what is being signed. A tri-part vote was taken. Department Head,

Doree Price; Personnel Director, David Dunn; and Commissioners Rodgers and McBride each voted to grant the extension. The Civil Service Commission unanimously affirmed the 6 month extension from Labor Relations for Gabriella Novak.

## **6. Pending Legal Issues at City Attorney Office – Attorney Mitola**

There were no pending legal issues.

## **7. Personnel Director's Report**

### 2014 Commission meeting dates

Mr. Dunn asked the Commissioners to reference the schedule of 2014 Commission meeting dates and indicated that it would be necessary to reschedule November 11, 2014, because it is Veteran's Day and a holiday in the City. The meeting will be held 1 week later, on November 18, 2014.

### Police Lieutenant Promotional Exam #2324 Update

Mr. Dunn informed the Commission that the Police LT promotional written exam would be held at Geraldine Johnson School on November 16 at 9:00 a.m. The oral assessment center would be held on November 18 at the Fire Headquarters, 4<sup>th</sup> floor. The assessment center would be filmed. The Exam Consultant is from Chicago and there would be 5 parts to the assessment. The same panel would assess all candidates, similar to the most recent Fire LT exam.

Mr. Dunn expected that at least 2 LTs from the list would be needed for the Police department due to a retirement and a vacancy. More vacancies are expected for April due to retirements.

Mr. Dunn said that there would be a similar process for Police Sergeant and it would be open to Detectives and Patrol Officers and many employees could potentially register to take the exam.

### Police #2306 3<sup>rd</sup> Academy Class – January 2014 – Update

Mr. Dunn told the Commissioners that there have been disqualifications made based on habits and conduct. Commissioner McBride asked if the report from the Office of Internal Affairs would be incomplete at the time any appeals are heard. Mr. Dunn replied yes. Mr. Dunn reminded the Commissioners of the high costs of testing at each level.

Attorney Mitola said that candidates must be truthful on polygraphs and by their own admission they can be disqualified. Firefighters do not undergo a polygraph exam. There will be a firefighter appeal on the December agenda.

On a motion made by Commissioner Rodgers and seconded by Commissioner McBride the Civil Service Commission meeting held on November 14, 2013 was adjourned.