CIVIL SERVICE BOARD

AGENDA

Long Hill Room
Tuesday, December 18, 2012
7:30 pm

1. Attendance.
2. Minutes: Approval of October 17, 2012 minutes.
3. New Business:
    - Approval of eligibility list for Accounting Manager position.
    - Discussion:
        - Applicability of Town Charter Chapter VII, Section 15 vis a vis Chapter III, Section 7.
        - Assistant Town Clerk provisional position.
    - Any other business that might come before this Board.
4. General Public: Comments and Questions.

CIVIL SERVICE BOARD

MINUTES

OCTOBER 17, 2012

Present: Nick Macol
Tom Whelan
Barbara Skibiski

Also present: Mary Ann Meier, Personnel Manager

Meeting was called to order at 7:35 p.m. by Co-chairman Nick Macol.

Minutes of May 30, 2012 were approved as presented. Vote: Motion carried 3-0

Item #3 Finance Department, Accounting Manager position - to advertise, recruit and test. Moved by Tom Whelan, seconded by Barbara Skibiski to give a written examination for the position of Accounting Manager with weights of 50 written/50 E&T. VOTE: Motion carried 3-0 unanimously.

Item #4 Youth (formerly Children's) Librarian. Moved by Tom Whelan, seconded by Barbara Skibiski to allow the Personnel Manager to rank the 41 Youth Librarian applications received in accordance to their qualifications as outlined in the job description and then test the top 10 candidates. The weight and exam requirements will remain the same. VOTE: Motion carried 3-0 unanimously.

Item #7 (Any other business that might come before this Board) Moved by Barbara Skibiski, seconded by Tom Whelan to approve the request made by the Director of Public Works to fill two upcoming retirements in the Public Works department as Jr. Grade Equipment Operators. The positions would be filled as promotionals. The examination would be a practical exam with weights of 80% practical/20% experience and training. Any subsequent openings, as a result of the promotion, will be filled as a promotional using an internal evaluation consisting of attendance, skills/experience & training and past performance/conduct. VOTE: Motion carried 3-0 unanimously.

Nick Macol moved to adjourn; seconded by Tom Whelan. Motion carried unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier

purchasing authority shall promptly notify the Board of Finance and such contract or purchase may thereafter be authorized in accordance with and subject to the limitations of this Charter.

(vi) Except for emergencies that threaten the immediate health, safety and well-being of town residents, spending by all town entities will be at a rate consistent with the nature of the appropriation.

(vii) No one vendor shall be allowed to receive more than one (1) bid waiver in any three (3) year period. Bid waivers in excess of $500,000 must receive Town Council approval by a 2/3 majority vote of the entire Town Council.

(viii) Upon change of administration, no contract may be signed from the date of the election to the installation of new officers unless authorized by 2/3 of the Town Council present and voting.

Chapter III

Section 7. Town Clerk.

The Town Clerk shall be elected at the Town Election for a term of two (2) years and until his/her successor shall be elected and qualified. The Town Clerk shall have all powers and duties conferred or imposed by law on Town Clerk and shall serve as registrar of vital statistics. The Town Clerk shall appoint and remove, subject to the provisions of

Chapter VII, section 15 of this Charter, all full time deputies, assistants or employees in his/her office.

Section 8. Town Attorney.

The First Selectman shall appoint a Town Attorney(s) or associate Town Attorneys for a term coextensive with that of the First Selectman or for such portion thereof as the First Selectman shall determine.

The Town Attorney shall be attorneys admitted to practice law in this state and shall have practiced law in this state for at least five (5) years. The Town Attorney or associate town attorneys shall be the legal advisors and attorneys for the town and all departments, boards, commissions and officers thereof in matters relating to the town's interests and their official powers and duties. Such legal services shall be provided at the request of the First Selectman or at the direction of the First Selectman. With the approval of the First Selectman, the Town Attorney shall have the authority to designate other attorneys to perform legal services on behalf of the Town.

No compromise or settlement in any proceedings to which the town is a party involving the payment or receipt of money shall be effective without the approval of the Town Council.

Section 9. Fire protection.

The Fire Districts, Fire Departments, fire companies and the Board of Fire Protection now existing shall continue to be responsible for fire prevention and fire protection in the town. The First

Town shall have a Water Pollution Control Authority which shall consist of five (5) members and two (2) alternate members who shall be appointed by the First Selectman. Each member shall serve for a term of five (5) years. Each alternate member shall serve for a term of two (2) years. The term of one (1) member shall expire each year. The two alternate members shall not both be members of the same political party.

B. *Powers and duties.* The Water Pollution Control Authority shall have all the powers and duties conferred or imposed by law on Water Pollution Control Authorities.

Section 14. Housing Authority.

A. *Composition and appointment.* The Town shall have a Housing Authority, which shall consist of five (5) members, each of whom shall be appointed by the First Selectman to serve for a term of five (5) years. The term of one (1) member shall expire each year. One (1) member shall be a resident of Stern Village.

B. *Powers and duties.* The Housing Authority shall have all the powers and duties conferred or imposed by law on housing authorities.

VII

Section 15. Civil Service Board.

A. *Composition and appointment.* The Town shall have a Civil Service Board which shall consist of five (5) members, each appointed by the First Selectman for a term of five (5) years. The term of one (1) member shall expire every year.

The Civil Service Board shall advertise, recruit and test for entrance in and promotion within the classified service in the Town of Trumbull.

B. *Political activity.* No member of the Civil Service Board shall solicit any contribution to the campaign fund of any political party or candidate for public or party office or take part in the management of any political campaign or serve as a member of a committee of any political party. Nothing herein shall be construed to affect the right of a member of the Civil Service Board to register as a member of a political party, express his/her opinion and vote.

C. If the Civil Service Board is requested to fill a position by the First Selectman and is unable to do so within six (6) months, the Human Resources Director shall have the option of filing the position directly.

D. All elected officials and appointed employees who are subject to compensation and benefits shall follow Civil Service Rules for the purposes of benefits only.

Section 16. Pension Board.

A. Composition and appointment.

(i) The Town shall have a Pension Board, which shall consist of seven (7) voting members, one of whom shall be the Director of Finance and one of whom shall be the Town Treasurer. One (1) and only one (1) of the remaining five (5) members shall be an employee of the Town and shall be