

CIVIL SERVICE BOARD
MINUTES
APRIL 11, 2013

Present: Nick Macol
 Anna Maresca
 Barbara Skibiski

Also present: Mary Ann Meier, Personnel Manager; Sue Horton and Christina Pereiro.

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

Minutes of December 18, 2013 were approved as presented.

Motion made by Nick Macol; seconded by Barbara Skibiski to advertise, recruit and test for a Utility Maintenance, WG VI position with a written exam weighted at 80% and weights of 20% for experience and training. VOTE: Motion carried 3-0 unanimously.

Motion made by Nick Macol; seconded by Anna Maresca to advertise and recruit for an entry level (non-competitive) Janitor/Cleaner position at the BOE. VOTE: Motion carried 3-0 unanimously.

Motion made by Nick Macol; seconded by Barbara Skibiski to advertise, recruit and test for an Assistant Golf Course Superintendent with an oral evaluation exam weighted at 80% and weights of 20% for experience and training. If there are over 10 applicants, a designated professional in the field of Golf Course Management will rank the applications and present to the Personnel Manager the top 10 to participate in the oral evaluation exam. VOTE: Motion carried 3-0 unanimously.

Motion made by Nick Macol; seconded by Barbara Skibiski to advertise and recruit for an entry level (non-competitive) Greenskeeper. VOTE: Motion carried 3-0 unanimously.

Motion made by Nick Macol; seconded by Anna Maresca to advertise, recruit and test for a Sr. Grade Equipment Operator with a practical exam weighted at 80% and weights of 20% for experience and training. The position would be filled as a promotional. If there are no qualified candidates then we would go to the outside to fill the position. VOTE: Motion carried 3-0 unanimously.

Motion made by Nick Macol; seconded by Anna Maresca to advertise, recruit and test for an IT Technician with an oral exam weighted at 80% and weights of 20% for experience and training. VOTE: Motion carried 3-0 unanimously.

Motion made by Anna Maresca; seconded by Nick Macol to approve the request made by Sue Horton to waive the filling of the position for Circulation Tech/Serv Clerk and to appoint Michael Petite to the position. Michael Petite has been working at the library since 2003 and has been temporarily filling the position as the Circulation/Tech Clerk position since January. VOTE: Motion carried 3-0 unanimously.

Motion made by Nick Macol; seconded by Anna Maresca to advertise and recruit for an entry level (non-competitive) Maintainer II position. The current file is due to expire in June and has been exhausted making it necessary to commence a new list of candidates. VOTE: Motion carried 3-0 unanimously.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Mary Ann Meier