

CIVIL SERVICE BOARD  
**AGENDA**  
Zoom Civil Service Meeting  
Thursday, February 18, 2021  
7:30 pm

1. Attendance
2. Minutes: Approval of February 4, 2021
3. General Public: Comments and Questions
4. New Business:
  - Approval of Eligibility List for Town Clerk position.
  - Director of Operations-Public Works- request to advertise, test and recruit.
  - Admin Support Series I-II-III-request to advertise, test and recruit.

Any other business that might come before this Board

Adjournment

**Zoom Meeting Link below**

**Civil Service Board Meeting**

**Date Time: Feb 18, 2021 07:30 PM Eastern Time (US and Canada)**

**Topic: Civil Service Board Regular Meeting**

**Join from a PC, Mac, iPad, iPhone or Android device:**

**[Click Here to Join](#)**

**Note: This link should not be shared with others; it is unique to you.**

**Passcode: 491859**

CIVIL SERVICE BOARD  
**MINUTES from SPECIAL ZOOM MEETING**  
February 4, 2021

Present: Ann Langley, Chair  
Alissa Hall  
Michelle Wigzell  
Barbara Skibiski

Also present: Mary Ann Meier, HR Manager; Tom McCarthy, Director of HR

Meeting was called to order at 1:03 pm by Ann Langley.

MOTION by Alissa Hall, seconded by Michele Wigzell to accept minutes of December 9, 2020.  
VOTE: 3-0 Motion passed

MOTION by Michele Wigzell; seconded by Alissa Hall to approve the eligibility list for the Assistant Tax Assessor position. VOTE 3-0 Motion passed

At 1:12 Barbara Skibiski joins meeting.

MOTION by Michele Wigzell; seconded by Alissa Hall to advertise, test and recruit for the Assistant Superintendent of Parks. The examination will be based on an oral exam with weights of 20% and experience and training with weights of 80%. Civil Service will rank the qualified candidates and the top 7 will go on to take the oral exam. VOTE 4-0 Motion passed

It was suggested by the Board that the job description for the Assistant Superintendent of Parks under Experience and Training should read, "Willing or able to obtain a CAL and CPO license", instead of, "Shall be capable to obtaining a CAL and CPO license".

MOTION by Alissa Hall, seconded by Barbara Skibiski to re-post the Recreation Program Manager position at the request of the First Selectman due to holiday limitations. This re-posting will not set precedents for future postings. The job will be re-posted for two weeks on the CPRA site. In the meantime, the department will start interviewing the top 6 candidates on the eligibility list. There were 6 top candidates because rank #5 resulted in a tie. After the closing of the posting, we will re-rank and add the top 4 candidates, if there are 4 qualified from the second posting to make a total of 10 top candidates. If we don't get anyone qualified, the list remains the same. VOTE: 3-1 Motion carries (opposed: Langley)

MOTION made by Michele Wigzell; seconded by Alissa Hall to adjourn. Meeting adjourned at 1:55 pm.

Respectfully submitted,  
*Mary Ann Meier*  
Mary Ann Meier, Clerk

# **DIRECTOR OF OPERATIONS PUBLIC WORKS**

## **TOWN OF TRUMBULL**

### **GENERAL STATEMENT OF DUTIES:**

Performs highly responsible administrative, managerial and professional work involving the operations of a broad range of municipal public works functions. This position takes the independent lead, under the limited supervision of the Director of Public Works, of all planning, direction and supervision of Highway division operations. The Director of Operations Public Works recommends and implements public works policy, provides departmental leadership, strategy, planning and direction and assists in budget development, personnel management and administration of all departmental activities.

### **ESSENTIAL FEATURES:**

Manages the operations of the department under the direction of the Director; evaluates and administers public works programs such as engineering, highway, storm drainage, traffic engineering, building inspection, and building design and construction, and maintenance services for all Town physical property, except school property. Responds to emergency situations involving Town personnel, equipment, or buildings, or the general welfare of the public. Assures safe work practices and a safe work environment for all DPW employees.

Works to instill confidence, high morale and enthusiasm in all staff; continually communicates the vision of the Department to all its employees, works to ensure effective communication at all levels throughout the departments and is an innovative team-builder. Develops a unified resource planning/scheduling across DPW divisions to maximize output.

Confers with Town officials and the public to provide information and to resolve issues regarding public works projects and plans. Meets with community groups and individuals to respond to inquiries and explain objectives.

Supervises and manages environmental compliance, restoration, pollution prevention, energy conservation, and impact analysis programs for all town buildings and facilities. Negotiates for the purchase of land and easement for public works purposes. Maintains and evaluates existing Town facilities and creates energy savings programs for the Town.

Assists with the technical development and maintenance of the Capital Improvements Plan and coordinates capital planning with budgeting and time scheduling constraints. Works with the Director of Public Works to prepare annual budgets (general fund and capital) for presentation to First Selectman, Board of Finance, and the Town Council. Directs and controls, as assigned, the expenditures of departmental fund allocations within the constraints of approved budgets.

Confers with federal and state agencies and with other municipalities on intergovernmental projects, programs, and coordinates regional public works efforts. Select consulting architects and engineers for a vast array of engineering projects and directs the supervision and inspection of these projects.

Ensures each division chief under his direction has and accomplishes a clear set of goals, objectives and priorities for their respective divisions.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

Oversees and directs the review of engineering plans, specifications, technical reports, and proposed ordinances and regulations for conformance to engineering standards.

Manages staff development and training; oversees and participates in employee performance evaluation; guides and participates in staff professional development; develops training programs establishing internal growth pathways; promotes equal opportunity in hiring; administers labor contracts, including grievance procedures.

Develops, plans and manages departmental emergency activities when Emergency Command Center is activated. Responds to emergency situations involving Town personnel, equipment, or buildings, or the general welfare of the public.

Works as a liaison to the Building Committee and provides technical advice and assistance to Town Departments, Planning and Zoning Commission and other related Boards and Commissions as required.

Performs related duties as required.

**SUPERVISION RECEIVED:**

The Director of Operations Public Works receives administrative direction from the Director of Public Works.

**SUPERVISION EXERCISED:** Supervises General Foreman, Public Works Supervisors, Fleet Supervisor and Solid Waste and Recycling Supervisor.

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of municipal public works functions.

Thorough knowledge of the principles and practices of civil engineering as it applies to municipal public works and related functions.

Thorough knowledge of the principles and practices of public administration as it applies to a large municipal public works operation and a familiarity with the regulations governing public works operations.

Considerable knowledge of municipal organization, planning, finance and budgeting.

Extensive knowledge of construction and building at a management level with contract management experience.

Strong constituent customer service experience.

Ability to instill in staff a commitment to excellence and customer driven quality service.

Ability to draft, develop and evaluated bid documents.

Ability to understand, clarify and simplify complex issues and communicate these issues to a wide variety of government and non-government customers.

Ability to actively listen and communicate ideas to inform and persuade others; ability to negotiate agreements, manage complex contracts and resolve divergent interests.

Ability to manage in a large, complex municipal public works department and to supervise the work of others.

Ability to think strategically and to develop short and long-term operational plans and programs.

Ability to make decisions within deadlines in an environment of limited and competing resources.

Ability to recognize the legal implications of policy decisions.

Ability to establish and maintain effective working relationships with superiors, subordinates, attorneys, contractors, officials of other agencies and the general public.

Ability to operate a motor vehicle in the State of Connecticut, and operate standard office equipment.

EXPERIENCE AND TRAINING:

At least eight (8) years of progressively responsible experience at a senior management level with exceptional supervisory experience in municipal public works, public facilities, construction, construction / building management, including but not limited to, service as a senior manager of building and construction, a Deputy Director of Public Works/Facilities or a municipal Town Engineer.

**Town of Trumbull**

**Title:**

**Administrative Support I \***

**Wage Grade: DD**

**Position Definition:** Performs a wide variety of general clerical and/or account keeping functions encompassing a range of diverse but routine functions including basic processing, reception, filing, record keeping, bookkeeping, data entry, and typing with speed and accuracy.

**Department:** As Assigned

**General Statement of Duties:**

Types a variety of forms, cards, labels, envelopes, routine memos, requisitions, accounting and financial statements, etc. and proofreads materials. Prepares agendas, takes and transcribes meeting minutes. May attend meetings, depending on assignment, as clerk to various boards and commissions. Sets up and maintains records and files according to established procedures and searches files for information. Compiles information from standard sources and prepares reports. Answers phone, relays calls and takes messages. Receives and directs visitors. Handles routine requests for information or assistance over the telephone or in person (counter, reception or information desk). Obtains information, assists with applications, and prepares and processes permits or licenses after assuring that all requirements are met. Copies and collates materials. Prepares routine forms and correspondence. Receives sorts and distributes mail. Performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness, makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other departments. Assists in or maintains inventory and orders supplies. In a library, registers borrowers and charges, discharges books; maintains circulation and attendance records; prepares and mails overdue notices. Operates various office machines, including but not limited to calculators, copiers, faxes and personal computers. Enters and retrieves data from automated financial, department specific and HRIS systems. Prepares department payroll. Performs related duties as required.

**Additional Duties:** Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers. Enters information and retrieves data from MUNIS financial and/or HR systems. Performs related duties as required.

**Supervised By:** Works under the supervision of a department head and/or designee.

**Qualifications Profile:** The skills and knowledge required would generally be acquired with a High School Graduate or GED and three (3) years of responsible office experience using word processing or performing account keeping tasks. Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English. Some knowledge of elementary bookkeeping.

Ability to maintain complex clerical records and prepare reports from such records.

Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies.

Ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Ability to follow oral and written instructions and to communicate effectively orally and in writing.

Ability to organize and file documents.

Ability to operate office equipment.

Ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs, department specific software and automated HRIS or financial systems;

Ability to type from clear copy or rough draft, using a word processor, with speed and accuracy; ability to deal effectively with others, including the general public and co-workers.

**Note:** The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

\*Replaces former Job titles: Records Clerk; Circ/Tech Services Assistant; Traffic Clerk; Cashier Clerk, all Clerks.



**Town of Trumbull**

**Title:** **Administrative Support III\***

**Wage Grade: EE**

**Position Definition:** This class is distinguished from the class of Administrative Support I and II and provides office manager type support to a department or division.

**Department:** As Assigned

**General Duties:** Performs varied and difficult/complex clerical and/or sub-professional accounting tasks Responds to questions from the public concerning a number of different services or provides explanations to semi-technical regulations in a specialized field. Supervises the collection and compilation of complex statistical data from a variety of source materials. Supervises or personally prepares payroll, budget records, vouchers, requisitions and other data. Schedules and assigns tasks to subordinate clerks and reviews their work for accuracy and completeness. Trains subordinate staff in office policies and procedures including department specific software. Establishes complex cross reference files and file categories. Supervises the maintenance of revenue and appropriation ledgers and prepares periodic and special financial reports, when required. Provide direct administrative support to supervisor/manager which may include maintaining calendars, proofreading, drafting correspondences of a various level of complexity. Provides a high level of support and acts independently within assigned parameters. Maintain strict confidentiality depending on assignment. Includes all tasks outlined in the Adm. Sup. I and II job descriptions.

**Additional Duties:** Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers. Enters information and retrieves data from MUNIS financial and/or HR systems. Performs related duties as required.

**Supervised By:** Receives general supervision from the Department Head or designee.

**Qualifications Profile:** The skills and knowledge required would generally be acquired with a High School Diploma or GED and three (3) years' experience performing moderately difficult administrative or account keeping tasks.

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English.

Thorough knowledge of the regulations and practices of the office to which assigned. Good knowledge of modern clerical account keeping practices.

Some knowledge of professional accounting practices.

Ability to follow complex oral and written directions and to prepare complex fiscal and other reports.

Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Ability to effectively communicate orally and in writing; ability to plan and supervise the work of others.

Ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs.

Ability to deal effectively with others, including the public, and co-workers.

**License or Certificate:** Not Applicable.

**Note:** The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

\*Replaces former Job titles: Administrative Asst. Fire Marshal; Administrative Assistant Town Engineer; Administrative Assistant-Public Works Director; Administrative Assistant Counseling Center, Delinquent and Deferral Tax Clerk, Health department Administrative Asst.; Adm. Asst. HR; P&Z Admin Asst.