

CIVIL SERVICE BOARD

AGENDA

Zoom Civil Service Meeting

Wednesday, February 22, 2023

1:00 P.M.

1. Attendance:
2. Minutes: Approval of December 14, 2022 minutes
3. General Public: Comments and Questions
4. New Business:
 - Approve Eligibility List for the Admin Series I, II, and III
 - Approve Eligibility List for Maintainer III
 - Mechanic Equipment Operator – Golf Course
 - Request to Advertise, Test & Recruit for Non-Competitive Entry Level Maintainer II – Public Works
5. Adjournment:

Civil Service Board Special Meeting

February 22, 2023

Civil Service Board Special Meeting

Feb 22, 2023 1:00 PM

<https://us06web.zoom.us/j/88496639741?pwd=NEY5Q0xQTU5NWU9QcEc4RnR5WVh1dz09>

Webinar ID: 884 9663 9741

Password: 377728

Join by telephone: (305) 224-1968 or (888) 475-4499 (Toll Free) / Webinar ID: 884 9663 9741

CIVIL SERVICE BOARD
MINUTES FROM ZOOM MEETING

Wednesday, December 14, 2022

Board Members Present: Ann Langley, Chair
Barbara Skibiski
Alice Ferreira
Willie McBride

Also present: Tom McCarthy, H.R. Director, Steve Librandi, H.R. Manager, Glenn Byrnes, Asst. Police Chief, William Chin, Director I.T.

Meeting was called to order at 12:06 by Chair Ann Langley

MOTION made by Ann Langley, Seconded by Barbara Skibiski to approve the minutes of the August 30, 2022 minutes.

VOTE 4-0 Motion Passed

General Public: No members of the Public were present.

New Business:

MOTION made by Ann Langley, Seconded by Barbara Skibiski to approve the Eligibility List for Circulation Coordinator – Library.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to approve the Eligibility List for H.R. Generalist - Human Resources Dept.

VOTE 4-0 Motion Passed

MOTION made by Barbara Skibiski, Seconded by Ann Langley to approve the Eligibility List for Registered Sanitarian- Health Dept. Per the Chair's request; The lack of scores on the eligibility list was due to the scoring method used. All passing had the required certifications.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Willie McBride to advertise, test and recruit for Administrative Support Series. Testing will consist of 100% Computer Skills Exam.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for Equipment Operator Jr Grade – Parks. Testing will consist of 60% Practical Exam, 40% Traing & Experience

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for a Park Ranger. Testing will consist of 100% Training & Experience Exam.

VOTE 4-0 Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for a Senior Centre Coordinator. Testing will consist of 100% Training & Experience Exam.

VOTE 4-0 Motion Passed

MOTION made by Barbara Skibiski, Seconded by Willie McBride to approve the request to remove Administrative Asst. – Detective Bureau from the Administrative Support Series

VOTE 2-1, McBride Yes, Skibiski Yes, Langley No, Ferreira Abstained; Motion Passed

MOTION made by Ann Langley, Seconded by Barbara Skibiski to advertise, test and recruit for Administrative Assistant – Detective Bureau. Testing will consist of 75% Training & Experience and 25% Oral Exam.

VOTE 3-0, Alice Ferreira Abstained; Motion Passed

MOTION made by Ann Langley, Seconded by Willie McBride to approve the schedule of Civil Service Board Meetings for 2023 as presented.

VOTE 4-0 Motion Passed

MOTION made by Willie McBride, seconded by Barbara Skibiski to approve Ann Langley as Chair of the Civil Service Board for 2023.

VOTE 4-0 Motion Passed

MOTION made by Barbara Skibiski, Seconded by Willie McBride to adjourn at 12:58.

VOTE 4-0 Motion Passed

Respectfully Submitted,



Stephen J. Librandi, H.R. Manager

**TOWN OF TRUMBULL
ELIGIBILITY LIST
ADMIN. SERIES I,II,III
Open**

Wage Group: Mate
Date Established: 2/22/2023
Date of Expiration: 2/22/2024

| RANK | NAME OF CANDIDATE | 100% Office Proficiency Assessment |
|-------------|--------------------------|---|
| 1 | Mihalko Nicole | 89 |
| 2 | Keane Patricia | 89 |
| 3 | Redin Erik | 85 |
| 4 | Kulkarni Komal | 83 |
| 5 | Mentillo Gia | 83 |
| 6 | Griffin Kyle | 82 |
| 7 | Sabo Katie | 81 |
| 8 | Finger Linda | 80 |
| 9 | Mogensen Ronnie-Lyn | 80 |
| 10 | Rizzetta Katherine | 79 |
| 11 | Thompson Benjamin | 77 |
| 12 | Niper Janice | 75 |
| 13 | Bugge Erinne | 75 |
| 14 | Petriello Marisa | 75 |
| 15 | Bender Stacey | 74 |
| 16 | Quinn Zdena | 74 |
| 17 | Morales Janette | 74 |
| 18 | Plumeau Christine | 74 |
| 19 | Broderick Kellie | 73 |
| 20 | Sullivan Elicia | 72 |
| 21 | Leos Kyera | 72 |
| 22 | Lepore Alexandra | 71 |
| 23 | Carlson Paula | 70 |
| 24 | Henriquez Ruddy | 70 |
| 25 | Atkinson Jennifer | 70 |
| 26 | Hamlet Leon | 66 |
| 27 | Schultz Cathleen | 66 |
| 28 | Schiano Debra | 65 |
| 29 | Hawood Holly | 65 |
| 30 | Scheck Jacqueline | 64 |
| 31 | Stahl Jessica | 59 |
| 32 | Maselle Lori | 57 |
| 33 | Boulton Laurene | 53 |

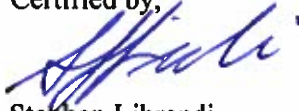
**TOWN OF TRUMBULL
ELIGIBILITY LIST
ADMIN. SERIES I,II,III
Open**

Wage Group: Mate
Date Established: 2/22/2023
Date of Expiration: 2/22/2024

| <u>RANK</u> | <u>NAME OF CANDIDATE</u> | <u>100%</u> <u>Office Proficiency Assessment</u> |
|-------------|--------------------------|---|
| 34 | Dunlop Luke | 52 |
| 35 | Johnson Staci | 52 |
| 36 | Huertas Denise | 49 |
| 37 | Yakowicz Lisa | 48 |
| 38 | Gardner Hope | 45 |
| 39 | Paris Noel | 42 |
| 40 | Frey Danielle | 39 |
| 41 | Boyd Tonesha | 35 |
| 42 | Manganiello Devina | 22 |
| 43 | | |
| 44 | | |

Based on 100% of office proficiency assessment exam.

Certified by,



Stephen Librandi
Human Resource Manager

Approved by:

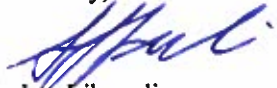
**TOWN OF TRUMBULL
ELIGIBILITY LIST
MAINTAINER III
Promotional**

Wage Group: HWPK
Date Established: 2/22/2023
Date of Expiration: 2/22/2024

| <u>RANK</u> | <u>NAME OF CANDIDATE</u> | <u>45% E&T</u> | <u>10% Longevity</u> | <u>45% Perf History</u> | <u>100% Total</u> | |
|-------------|--------------------------|------------------------|--------------------------|-----------------------------|-----------------------|-----------------------------------|
| 1 | Rossetti, Robert | 45 | 10 | 39.375 | 94 | Not Eligible - Resigned 2/10/2023 |
| 2 | Pellegrino, Lawrence | 45 | 9 | 29.25 | 83 | |
| 3 | Mora, Gregory | 36 | 3 | 45 | 84 | |
| 4 | Bazso, William | 45 | 8 | 29.25 | 82 | |
| 5 | Bogen, Shaun | 36 | 5 | 29.25 | 70 | |
| 6 | Palmer, Robert | 19.8 | 1 | 45 | 66 | |
| 7 | O'Keefe, William | 27.9 | 2 | 33.75 | 64 | |

Based on 45% of experience and training, 45% employee performance history and 10% longevity.

Certified by,



Stephen Librandi
Human Resource Manager

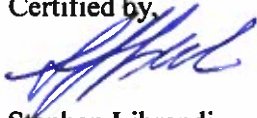
Approved by:

**TOWN OF TRUMBULL
ELIGIBILITY LIST
MECHANIC EQUIPMENT OPERATOR
Open**

Wage Group: Mate E
Date Established: 2/22/2023
Date of Expiration: 2/22/2024

| <u>RANK</u> | <u>NAME OF CANDIDATE</u> | <u>75% E&T</u> | <u>25% Practical Exam</u> | <u>100% Total</u> |
|-------------|--------------------------|------------------------|-------------------------------|-----------------------|
| 1 | Williams, Dane | 45 | 14 | 59 |
| 2 | Vasquez, Alfredo | 46 | 11 | 57 |

Based on 75% of experience and training, 25% practical exam.

Certified by,

Stephen Librandi
Human Resource Manager

Approved by:

Maintainer II- Highway and Parks

Class Code:
087/074

Bargaining Unit: Non-Supervisory Highway
& Parks Employees Union

TOWN OF TRUMBULL
Revision Date: Apr 22, 2022

SALARY RANGE

\$26.94 Hourly

DESCRIPTION:

TOWN OF TRUMBULL

MAINTAINER II

HIGHWAY/PARKS DEPARTMENT

SALARY: \$26.94

EXAMPLES OF DUTIES:

GENERAL STATEMENT OF DUTIES:

1. Performs a variety of semi-skilled tasks in the maintenance, repair and construction of roadways, roadsides, bridges, parks, recreation areas and public grounds.
2. Operates trucks and various equipment used in the performance of their job including tractors, mowers, wood chippers, drills, paint sprayers, spreaders, saws, jackhammers, compressors, cement mixers, snowplows, etc., and makes minor repairs to the equipment.
3. May operate pay loader and skid steers to load trucks, etc., on a limited basis.
4. Does grading and tree removal on roadside projects, parks, recreation centers, etc., cleans gutters and catch basins, sweeps streets, digs ditches and holes, erects poles and highway signs, shovels materials such as sand, stone, and dirt, rakes fill and loam.
5. Performs utility painting including but not limited to Post, Fence, Roadway markings, Line Striping, etc.
6. Acts as helper to mason or other skilled workers and may do simple masonry and cement finishing, pipe laying, carpentry, etc.
7. May serve as a helper or trainee welder, painter, electrician, mechanic, plumber, mason or carpenter.
8. May work at Town's transfer station/disposal area.

9. As required, performs any related task of Highway Maintainer II or Park Maintainer II. Works in all types of weather.
10. Manually spreads cold and hot patch and performs all associated duties to complete assignments. Including but not limited to pot holes, fixtures, flat work, etc.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable physical strength, stamina and ability to lift at least 80 lbs.
2. Ability to follow oral and written instructions.
3. As a semi-skilled laborer, some knowledge of physical properties of standard construction materials.
4. Some knowledge of mechanical principles.
5. Ability to use and make minor repairs to small tools and simple mechanical equipment.
6. Ability to operate truck and construction equipment as listed above.
7. Must possess current valid Connecticut CDL, class B.

EXPERIENCE AND TRAINING:

High School Graduate or equivalent, not less than two (2) years of employment as:

laborer in field of construction, or

landscape property maintenance, or

one (1) year of apprenticeship in one of the construction trades.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Works under supervision of Highway Supervisor, General Foreman-Highway or other authorized supervisor.

SUPERVISION EXERCISED:

None.

OTHER REQUIREMENTS:

(PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS)

Before final certification, each applicant must successfully pass a drug test and a physical examination attesting to physical ability to perform the duties involved. All applicants are investigated for police records, and motor vehicle if driving is necessary for the position.

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the Town may obtain from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.