

CIVIL SERVICE BOARD
AGENDA
Zoom Special Civil Service Meeting
Wednesday, May 11, 2022
12:00 pm

1. Attendance
2. Minutes: Approval of April 22, 2022 minutes .
3. General Public: Comments and Questions
4. New Business:
 - Civil Service Board – Discussion of appeal letter from Glen Wargo
 - Request to advertise, test and recruit for Assistant Town Clerk
 - Request to advertise, test and recruit for a Sanitarian, Health Department

Any other business that might come before this Board

Adjournment

Civil Service Board Regular Meeting

CIVIL SERVICE BOARD
MINUTES from SPECIAL ZOOM MEETING
Friday, April 22, 2022

Present: Michelle Wigzell, Alice Ferreira, Barbara Skibiski, Ann Langley, Chair

Also present: Mary Ann Meier, HR Manager and Tom McCarthy, Dir. of HR

Meeting was called to order at 11:05 am by Chair, Ann Langley.

MOTION by Michelle Wigzell, seconded by Alice Ferreira to accept minutes of February 9, 2022.
VOTE: 4-0 motion carries unanimously.

MOTION by Michelle Wigzell; seconded by Alice Ferreira to advertise and recruit for non-competitive entry level Maintainer II. VOTE: 3-1 (Skibiski-abstain) Skibiski unable to vote as a result of computer issues.

MOTION by Michelle Wigzell; seconded by Alice Ferreira to advertise, test and recruit for an Assistant Tax Assessor/Appraisal with weights of 100% experience and training. VOTE: 3-1 (Skibiski-abstain) Skibiski unable to vote as a result of computer issues.

Barbara Skibiski left meeting at 11:15 am.

MOTION made by Michelle Wigzell; seconded by Alice Ferreira to adjourn the meeting at 11:18 am.
VOTE: 3-0 Motion carries unanimously.

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier, Clerk

TOWN OF TRUMBULL
ASSISTANT TOWN CLERK
TOWN CLERK/ADMINISTRATIVE

General Statement of Duties:

WAGE GROUP: G

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.

Department Specifics:

1. Records and updates land records and assigns volume and page number.
2. Produces daybook and timely computerized indices for searching.
3. Registers new voters after registrar hours and supervises the issuance of absentee ballots at election time.
4. Issues licenses and/or certifies copies of deeds, burial permits, vital statistics certificates, and records trade names.
5. Shares work at election time under current statutes and prepares election reports and material (kits) for Election Day use.
6. Trains the elected Town Clerk.

Supervision Received:

Works under the direction of the Town Clerk.

Supervision Exercised:

Acts as Town Clerk in his/her absence or his/her designee.

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details
8. Ability to obtain CT certificates for municipal clerks.
9. Ability to lift and carry up to 25 lbs.

Experience and Training:

High School Diploma or GED.

Three (3) years recent office experience in a Town clerk's office; or
three (3) years recent experience as a real estate paralegal or real estate legal secretary for a law firm; or
three (3) years recent experience as a title searcher.

TOWN OF TRUMBULL

SANITARIAN

HEALTH

WAGE GRADE: G* or H

Performs inspections, reviews and enforcement duties in administering local, state and federal protocols, codes, ordinances and statutes.

GENERAL STATEMENT OF DUTIES:

1. Participates in program development, implementation and evaluation of process and procedures.
2. Receives verbal and written work assignments from the Director.
3. Plans and organizes work according to determined priorities and established procedures.
4. Performs routine and complex investigations consisting of inspections, follow up and enforcement activities for a wide range of environmental matters including but not limited to: food establishments, subsurface sewage disposal systems, water supplies, shell fishing, bathing waters, public pools, construction of residential and commercial buildings, day care centers and general environmental nuisances.
5. Issues licenses and permits related to environmental activities.
6. Collects samples for chemical, microscopic, and bacteriologic tests to provide data for use in detecting and preventing disease, interpret data follows up as necessary.
7. Develops and provides information on environmental issues to interested parties.
8. Prepares statistical and narrative reports on work accomplished and other matters as deemed appropriate by the Director.
9. Works cooperatively with Town departments, state and federal government, community organizations. Participates in ongoing professional education and training.
10. Organizes and maintains files on inspection, review, and application work.
11. Responds to complaints, records disposition, and reports results to supervisor and public as needed.

SUPERVISION RECEIVED:

Works under the administrative direction of the Director of Health and his/her designee.

SUPERVISION EXERCISED:

Supervises staff of the Health Department

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of the principles and practices of environmental sanitation.
2. Ability to interpret laws, regulations and ordinances as related to public health.
3. Ability to deal effectively with the public and to gain cooperation.
4. Ability to communicate both orally and in writing.
5. Ability to utilize information technology.
6. Ability to provide exceptional customer service.

EXPERIENCE AND TRAINING:

The skills and knowledge required would generally be acquired with a Bachelor's degree, preferably in public health, with coursework in environmental science and two years current experience in a public health organization.

SUPPLEMENTAL INFORMATION: ADDITIONAL REQUIREMENTS

Connecticut certification in Food Service Inspection, Subsurface Sewage Disposal Phase I and II. Valid Motor Vehicle Operator's License and reliable insured transportation. Connecticut Registered Sanitarians, preferred. Candidates who are not Registered Sanitarians at time of appointment will have two years from date of appointment to become a Registered Sanitarian.

*** Sanitarian: Wage Grade G; Registered Sanitarian: Wage Grade H.**

10/14/15