

CIVIL SERVICE BOARD

AGENDA

Zoom Civil Service Meeting

Thursday, May 18, 2023

12:00 P.M.

1. Attendance:
2. Minutes: Approval of April 19, 2023 minutes
3. General Public: Comments and Questions
4. New Business:
 - Request to Advertise, Test & Recruit for Non-Competitive Entry Level Greenskeeper I position.
 - Approve the Eligibility List for the Administrative Assistant Detective.
5. Adjournment:

Civil Service Board Regular Meeting

May 18, 2023, 12:00 PM

<https://us06web.zoom.us/j/85772119466?pwd=aTI3MGhZQWpoNkY1NDBLaXFVWXZaUT09>

Webinar ID: 857 7211 9466

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CIVIL SERVICE BOARD
MINUTES FROM ZOOM MEETING

Wednesday, April 19, 2023

Board Members Present: Ann Langley, Chair
Barbara Skibiski
Alice Ferreira (Absent)
Michelle Wigzell
Willie McBride Jr.

Also present: Tom McCarthy, H.R. Director, Luisa Tuccinardi, H.R. Generalist, William Chin, Director I.T.

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

MOTION made by Michelle Wigzell, Seconded by Ann Langley to approve the minutes of the March 15, 2023 minutes.

VOTE 4-0 Motion Passed

General Public: No members of the Public were present.

New Business:

MOTION made by Willie McBride Jr., Seconded by Barbara Skibiski to approve the Eligibility List for the Custodian.

VOTE 4-0 Motion Passed

MOTION made by Willie McBride Jr., Seconded by Barbara Skibiski to approve the Eligibility List for the Park Ranger.

VOTE 4-0 Motion Passed

MOTION made by Michelle Wigzell, seconded by Barbara Skibiski to approve the Eligibility List for the Sanitarian/Registered Sanitarian.

VOTE 4-0 Motion Passed

MOTION made by Barbara Skibiski, seconded by Michelle Wigzell to suspend the rules to add the Health Assistant Eligibility List to the Agenda.

VOTE 4-0

MOTION made by Barbara Skibiski, seconded by Michelle Wigzell to approve the Eligibility List for the Health Assistant.

VOTE 4-0

MOTION was made by Barbara Skibiski, seconded by Michelle Wigzell to suspend the rules to add the Maintainer/Equipment Operator – Golf Course Eligibility List to the Agenda.

VOTE 4-0

MOTION made by Barbara Skibiski, seconded by Michelle Wigzell to approve the Eligibility List for the Maintainer/Equipment Operator – Golf Course.

VOTE 4-0

MOTION made by Willie McBride Jr., Seconded by Michelle Wigzell to adjourn at 12:22 P.M.

VOTE 4-0 Motion Passed

Respectfully Submitted,



Luisa Tuccinardi

Greenskeeper

Class Code:
080

Bargaining Unit: UPSEU, LOCAL 424,
(MATE) UNIT-7

TOWN OF TRUMBULL

Established Date: May 31, 2014

Revision Date: Sep 15, 2016

SALARY RANGE

\$24.39 Hourly
\$50,731.20 Annually

DESCRIPTION:

EXAMPLES OF DUTIES:

GENERAL STATEMENT OF DUTIES:

1. Performs a variety of semiskilled tasks in the maintenance, repair, and construction of golf courses and recreation areas.
2. Operates and may make minor repairs to mechanical equipment used in golf course maintenance.
3. Performs irrigation maintenance and repair
4. Maintenance and repairs of the clubhouse and all outbuildings.
5. Related work as assigned

QUALIFICATIONS:

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL, AND ABILITY:

1. Ability to follow written and oral instructions.
2. Ability to use and make minor repairs to small tools and simple mechanical equipment.
3. Learn to operate golf course vehicles and maintenance equipment.
4. Ability to work a flexible schedule with hours and days of the week varying.
5. Must possess a valid driver's license.

EXPERIENCE AND TRAINING:

1. High school graduate or GED.
2. Not less than one (1) year employment as laborer on golf course, park or similar landscape operation.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Works under supervision of Golf Course Property Director of his/her designee.

SUPERVISION EXERCISED:

None.

**TOWN OF TRUMBULL
ELIGIBILITY LIST
Administrative Assistant Detective
Open**

Wage Group: MATE
Date Established: 5/18/2023
Date of Expiration: 5/18/2024

<u>RANK</u>	<u>NAME OF CANDIDATE</u>	<u>75% Training & Exp.</u>	<u>25% Oral Exam</u>	<u>Total Score</u>
1	Michelle Giaimo	70.00	24	94.00
2	Amanda Engborg	70.00	15.66	85.66
3	Erika Block	60.00	21.00	81.00
4	Kathleen Oliver	60.00	19.50	79.50

Failed Below 60

25 people did not score well enough on the T&E to qualify to take the Oral Exam.

Based on 100% Training & Experience Assessment.

Certified by,
Stephen Librandi

Stephen Librandi
Human Resource Manager

Approved by:
