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
   - Approve Eligibility list for Equipment Operator, Jr. Grade – Public Works
   - Approve Eligibility list for Equipment Operator, Jr Grade – Parks Department
   - Approve Eligibility list for Assistant Tax Assessor/Appraisal
   - Request to advertise, test and recruit for Assistant Town Clerk – Town Clerk
   - Request to advertise, test and recruit for a Sanitarian - Health Department
   - Request to advertise, test and recruit for an Adult Services Coordinator - Library
   - Request to advertise, test and recruit for a Circulation Coordinator - Library
   - Request to advertise, test and recruit for a Custodian – Building Maintenance
   - Request to advertise, test and recruit for a HR Generalist – HR/Civil Service Dept.

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 Ferriera, 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/Appraiser 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:  
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.
TOWN OF TRUMBULL
ADULT SERVICES COORDINATOR
LIBRARY/PROFESSIONAL

GENERAL STATEMENT OF DUTIES:

1. Oversees Information Services desk and related activities
2. Manages and trains information services staff in public service, effective use of specific reference sources (print and electronic training workshops), and development of effective use of reference interview skills
3. Provides direct public service to the public (eg. in-person, phone, email, social media)
4. Coordinates programming, plans budget and sets goals for adult services department
5. Participates in evaluation and development of library collection
6. Assists and trains patrons to use reference sources effectively
7. Records statistics, prepares reports and makes presentations
8. Promotes library collections and programs
9. Participates in grant proposals/projects: identifying, managing and evaluating
10. Represents the Library at professional conventions and meetings
11. Performs other duties as assigned

SUPERVISION RECEIVED:
Works under the general direction of the Library Director or his/her designee

SUPERVISION EXERCISED:
Supervises Adult Services Staff.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Extensive knowledge of library services and programs
2. Effective supervisory experience
3. Technology literate, particularly with effective Internet usage and digital devices
4. Ability to work courteously and effectively with library staff and library patrons
5. Effective oral and written communication skills
6. Ability to work independently as well as effectively in a collaborative team
7. Ability and willingness to work alternate service desks as needed
8. Ability and willingness to provide outreach services

EXPERIENCE AND TRAINING:

1. A Master's Degree in Library Science (MLS) from an ALA accredited Library School and three (3) years of experience working as a professional public librarian in adult services required
2. One (1) year of demonstrated experience planning and presenting public activities, events and workshops required.

3/28/2022
TOWN OF TRUMBULL
CIRCULATION COORDINATOR
LIBRARY/PROFESSIONAL

GENERAL STATEMENT OF DUTIES:

1. Supervises the part-time staff in the operation of the circulation department, including training, developing work-flow procedures, and ensuring needed supplies are stocked
2. Primary contact for customer service related inquiries in regards to patron accounts or circulation
3. Completes daily bookkeeping of money received and does bank deposits
4. Maintains circulation statistics and creates reports
5. Responsible for stack management
6. Participates in Collection Development
7. Participates in taking inventory and weeding
8. Creates displays highlighting collections and themes
9. Performs other duties as required

SUPERVISION RECEIVED:
Works under the general direction of the Library System Director or his/her designee

SUPERVISION EXERCISED:
General supervision of circulation desks and related functions

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND AUTHORITY:

1. Excellent customer service skills and the ability to interact professionally with the public, town officials and library staff
2. Extensive knowledge of an automated circulation system, preferably SirsiDynix Horizon
3. Understands current library objectives, principles and procedures
4. Ability to work independently
5. Demonstrates initiative, good judgement, accuracy and flexibility
6. Strong computer skills, including Excel
7. Effective oral and written communication skills

EXPERIENCE AND TRAINING:

1. MLS from an ALA Library School
2. Three (3) years of experience in a public library environment, circulation experience preferred
GENERAL STATEMENT OF DUTIES:
1. Cleans and is responsible for the condition of a public building or part thereof, or a group of
smaller buildings. Such work includes but is not limited to sweeping, dusting, mopping,
scrubbing interior walls and scrubbing and waxing floors; polishes metal and wood; washes
windows and vacuuming.
2. May be required to do minor painting.
3. Collects and disposes of rubbish and recycling.
4. May set temperature regulators – check fire extinguishers and emergency lighting.
5. Cleans and/or shovels walks and grounds as needed.
7. Moves and sets up furniture and does simple repair work.
8. Load, unload and store materials regularly.
9. Manages cleaning supplies.
10. May be directed to leave the premises to pick up supplies.
11. Works hours as assigned, including over-time assignments.
12. Fills in for other Custodians as needed.
13. Does miscellaneous related work as required.
14. Performs duties specific to the following:
   - Town Hall-collects and post out-going mail
   - Library- transpots books and maintains courtyard
   - PD/EMS- does laundry

SUPERVISION RECEIVED:
Works under the direction of the Director of Public Works, Custodial Supervisor, and/or departmental
designee.

SUPERVISION EXERCISED:
None

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:
1. Knowledge of materials and methods used in cleaning and the use of manual and power-driven
   cleaning and polishing equipment.
2. Ability to follow oral and written instructions.
3. Ability to respond courteously with the general staff and public.
4. Ability to perform moderately heavy labor and lift at least 65 pounds.
5. Must have a valid CT driver’s license.

EXPERIENCE AND TRAINING:
1. High school graduate or GED.
2. Two (2) years of experience in a satisfactory combination of building repairs and building
   cleaning.
TOWN OF TRUMBULL

HUMAN RESOURCES GENERALIST

HR/CIVIL SERVICE

Bargaining Unit: Non-Union

Description of Work

Coordinates and performs Human Resource and administrative office tasks of a complex, confidential and responsible nature.

Example of Duties:

1. Manage the recruitment, posting and processing of the Town’s hiring. Works with Civil Service Commission under the direction of the HR Manager including coordinating, proctoring and scoring tests and interviews.
2. Maintain and update job requirements as needed.
3. Onboard all new employees including coordinating new employee documentation and entering them into the Town HR portals. Contact applicant references and perform background checks.
4. Organize and manage new employee orientation, on-boarding, and training programs.
5. Assist the Director of HR with research, writing and organization on confidential, Labor Relations issues including collective bargaining, grievance and MPP processing and managing on union contracts.
6. Manage the Town’s wellness, training and safety programs including coordinating regular activities and trainings.
7. Answer employee questions and addresses employee concerns with Town; including employee safety, welfare, wellness and health
8. Assist the HR Manager with employee benefits. Explain and provide information on employee benefits, programs, and education.
9. Tracking and maintaining of Workers Compensation and other confidential medical records.
10. Cover all legal compliance for human resource federal and state requirements including signage and notice requirements.
11. Maintain employee records and paperwork and manage all of Town’s HR online portals.
12. Represent employer in community and recruiting events.
13. Assist in the preparation of department budget and maintains ongoing budget reports and transactions.
14. Performs routine administrative tasks including (but not limited to) filing, correspondence, scheduling and answering phones.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Minimum Qualifications:

1. Ability to analyze needs and compile data as required.
2. Ability to communicate effectively.
3. Ability to maintain highly organized environment.
4. Ability to organize and manage HR, Wellness and / or training events with limited supervision.
5. Ability to perform tasks under pressure. Familiarity with Workers Compensation in Connecticut.
6. Ability to accurately proofread documents.
7. Ability to carry out instructions furnished orally or in writing.
8. Ability to acquire a working knowledge of the functions and responsibilities of the department.
9. Ability to word process with speed and accuracy.
10. Ability to establish and maintain complex files and record systems.
11. Ability to work with a minimum of supervision.
12. Ability to efficiently schedule and coordinate meetings and events.
13. Ability to process paperwork accurately and efficiently.
14. Ability to relate positively to those contacted.
15. Ability to perform basic account-keeping skills.

This is a confidential position providing research and assistance with management collective bargaining activities including negotiations, grievances, MPP's and other labor and employment claims.

**Supervision received:**
Works under the general direction of the Director of HR and HR Manager.

**Supervision exercised:**
None

**Experience and Training:**
High school education and five (5) years of progressively responsible human resources work. Must have high proficiency with human resources software and online tools including MUNIS. Intermediate knowledge of MS Word software application. Basic knowledge of MS Excel software.