CIVIL SERVICE BOARD

AGENDA – REGULAR MEETING

Zoom Civil Service Meeting

Wednesday, July 15, 2026

12:00 P.M.

1. Attendance:

2. Minutes:
    - Approval of June 17, 2026, Regular Meeting Minutes
3. General Public: Comments and Questions
4. New Business
    - Request to Approve Eligibility List for Road Foreman - Highway Dept. Promotional. 100% Training & Experience.
    - Request to Advertise & Recruit for a Admin III Planning & Zoning – Planning & Zoning Dept. Open & Competitive 80% Training & Experience, 20% Computer Skills.
5. Approval of Transfer list requests: None
6. Civil Service New Hire Report: No report this month

Civil Service Board Regular Meeting

Jul 15, 2026 12:00 PM

https://us06web.zoom.us/j/81592185192?pwd=J7riQTTZOr7DY5yAaEMMAuAc6kRbSt.1

Webinar ID: 815 9218 5192

Password: 852634

Join by telephone: (301) 715-8592 / Webinar ID: 815 9218 5192

CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, June 17, 2026

Board Members Present: Ann Langley, Chair

Michelle Wigzell

Herbert Marsh

Lauren McBride

Alice Ferreira

Also, present: Steve Librandi, HR Manager, and Phil Meagher, IT Technician.

The meeting was called to order at 12:00 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Herb Marsh, Seconded by Alice Ferreira to Approve the May 20, 2026, Regular Meeting Minutes.

VOTE – 5-0, Item passed.

General Public:

The Chair asked Phil Meagher if there was anyone in the General Public present who would like to make a statement. There were none.

New Business:

Steve Librandi presented the request to Approve the Eligibility List for a Tradesman/Leadman HVAC. There was a question from the Chair Ann Langley about the difference between the Tradesman/Leadman HVAC and Tradesman/Leadman Electrician. Steve Librandi explained that there was an error on the Tradesman/Leadman Electrician list, which he would address under the next item.

MOTION made by Alice Ferreira, Seconded by Lauren McBride to Approve the Eligibility List for Tradesman/Leadman HVAC – Parks Dept. Open & Competitive. 100% Training & Experience.

VOTE 5-0, Item passed

Steve Librandi presented the request to Approve Eligibility List for Tradesman/Leadman Electrician. He explained that the list as presented had a typographical error on it erroneously identifying it as Tradesman/Leadman HVAC. He noted to the Board that he would correct the error and properly title the list Tradesman/Leadman Electrician.

MOTION made by Michelle Wigzell, Seconded by Herb Marsh to Approve the Eligibility List for Tradesman/Leadman Electrician – Parks Dept. Open & Competitive. 100% Training & Experience.

VOTE – 5-0, Item passed

Steve Librandi presented the request to Approve the Eligibility List for Admin Asst. Pension & Budget. There was a question from the Chair Ann Langley about whether this was an Admin III position. Steve Librandi explained that it was in the same range as the Admin III but noted that the Town was moving away from the generic Admin I, Admin II & Admin III job titles to Dept. specific titles.

MOTION made by Ann Langley, Seconded by Michelle Wigzell to Approve the Eligibility List for Admin Asst Pension & Budget – Finance Dept. Open & Competitive. 80% Training & Experience, 20% Computer Skills.

VOTE – 5-0, Item passed

Steve Librandi presented the request to Advertise and Recruit for a Deputy Town Clerk explaining this was a new position created to designate a clear number two in the Town Clerk Office. There was no discussion

MOTION made by Michelle Wigzell, Seconded by Ann Langley to Approve the Request to Advertise & Recruit for a Deputy Town Clerk – Town Clerk Office. Open & Competitive 100% Training & Experience.

VOTE 5-0, Item passed

Approval of Transfer list request:

Steve Librandi presented the Transfer List Application of Bryan White Asst. Town Clerk to the Board for approval. There was no discussion

MOTION made by Michelle Wigzell, Seconded by Alice Ferreira to Approve the Transfer List Application of Bryan white.

VOTE 5-0, Item passed

Civil Service New Hire Report: No Report this month.

MOTION made by Lauren McBride, Seconded by Alice Ferreira to adjourn at 12:13 P.M.

VOTE 5-0, Item passed.

Respectfully Submitted,

Stephen Librandi

TOWN OF TRUMBULL
ELIGIBILITY LIST
Road Foreman

Wage Group: HWY
Date Of Certification: 7/15/2026
Date of Expiration: 7/15/2027

Rank	NAME OF CANDIDATE	Score On T&E
1	Alex Relkin	95
2	Shaun Bogen	85
3	William Bazso	80*

**Includes 5 veterans preference points*

Based on 100% of experience and training.

Certified by,

Stephen J. Librandi

Stephen J. Librandi
Human Resource Manager

Approved by:

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Town of Trumbull

Admin Support III - P&Z/Econ. Dev

SALARY	$32.24 - $38.55 Hourly	**LOCATION**	5866 Main Street, Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	250
DEPARTMENT	Planning & Zoning/Economic Development	**OPENING DATE**	07/20/2026
CLOSING DATE	8/7/2026 11:59 PM Eastern		

Description

Under the general direction of the Economic Dev. Director or the Land Use Planner or their designee provides a wide variety of administrative and clerical support functions for the Planning & Zoning and Economic Development Department staff.

Examples of Duties

1. Proficiency with computer, including but not limited to Word and Excel
2. Ensures regulatory compliance with all public notice procedures, including but not limited to those set forth in the Town Charter, Local Zoning Code, Municipal Code, State and Federal Statutes.
3. Processes incoming applications for the Planning and Zoning Commission (PZC) ensuring timeliness, completeness and proper notification to abutters.
4. Directly contacts applicants for additional information, if needed
5. Records special permits, variances, subdivision maps, etc. on the land records
6. Drafts official decision letters required by PZC
7. Independently prepares correspondence and reports
8. Performs difficult tasks involving independent judgment and personal initiative
9. Assists in preparation of departmental budget and reports
10. May act as administrative liaison with internal or external sources
11. Performs financial and statistical record keeping
12. Mathematical ability; may handle cash
13. Will be cross-trained and will assist in training others, as determined by departmental need
14. Attends and keeps minutes of meetings as required by department
15. Order office & work supplies as needed within the budget guidelines
16. Maintains confidentiality required by the office.
17. Related work as assigned, including cross-training for occasional coverage of Admin Land Use / Development Clerk

Supervision Received: Works under the Direction of Land Use Planner or his/her designee.
Supervision Exercised: None

Qualifications

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 with accuracy and attention to details

Experience and Training:

1. Graduation from high school or GED
2. College Degree desirable
3. Four (4) years' experience in office work including public contact.
4. Bilingual desirable
5. Knowledge of basic construction/ land use and permitting processes desirable

Supplemental Information

OTHER REQUIREMENTS:

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

GENERAL INFORMATION ON THIS EXAMINATION

PARTS	WEIGHTS
Experience & Training	80%
Computer Skills	20%
	100%

Each candidate must have had the minimum required experience and training to be eligible to participate for the exam for this position.

The weight of the examination will be 80% experience and training and 20% oral examination. The candidates will be ranked based on their experience and training, which based on the information contained in their employment application, and the results of a computer skills test.

This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT General Statutes. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document.

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. In addition, any offer of employment is subject to the applicant successfully passing a pre-employment drug test and physical.

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

EOE

Employer
Town of Trumbull

Address
5866 Main Street

Trumbull, Connecticut, 06611

Phone
203-452-5041

Website
http://www.trumbull-ct.gov

Admin Support III - P&Z/Econ. Dev Supplemental Questionnaire

*QUESTION 1

Do you have the required minimum four years of experience in an office requiring frequent contact with the general public?

- ◯ Yes
- ◯ No

*QUESTION 2

If you answered yes to Question 1, please describe in detail which of the previous positions listed in your application you gained this experience. Be specific about the nature of your responsibility, and the amount and nature of public interaction required.

*QUESTION 3

Do you possess a level of knowledge or experience in basic construction/ land use and the permitting processes involved?

- ◯ Yes
- ◯ No

*QUESTION 4

If you answered yes to Question 3, please describe in detail in which of the previous positions listed in your application you gained this experience. Be specific about the nature of the experience and how extensive it is.

* Required Question

TOWN OF TRUMBULL
ELIGIBILITY LIST
Admin III Pension & Budget (Corrected)

Wage Group: MATE
Date Of Certification: **6/17/2026**
Date of Expiration: **6/17/2027**

Rank	NAME OF CANDIDATE	T&E	Comp Skills	Total
1	Emily Little	19	64	83
1	Erin Hanley	16	67	83
2	Josue Cardenas	17	64	81
3	Kimberly Cummings	13	67	80
4	Abhirami Velu	17	54	71
5	Amanda Kopec	16	54	70
6	Sonia Jalli	12	48	60

Based on 80% of experience and training and 20% Computer Skills.

Certified by,
Stephen J. Librandi
Stephen J. Librandi
H.R. Manager

Approved by:

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