

CIVIL SERVICE BOARD
MINUTES from SPECIAL ZOOM MEETING
February 4, 2021

Present: Ann Langley, Chair
Alissa Hall
Michelle Wigzell
Barbara Skibiski

Also present: Mary Ann Meier, HR Manager; Tom McCarthy, Director of HR

Meeting was called to order at 1:03 pm by Ann Langley.

MOTION by Alissa Hall, seconded by Michele Wigzell to accept minutes of December 9, 2020.
VOTE: 3-0 Motion passed

MOTION by Michele Wigzell; seconded by Alissa Hall to approve the eligibility list for the Assistant Tax Assessor position. VOTE 3-0 Motion passed

At 1:12 Barbara Skibiski joins meeting.

MOTION by Michele Wigzell; seconded by Alissa Hall to advertise, test and recruit for the Assistant Superintendent of Parks. The examination will be based on an oral exam with weights of 20% and experience and training with weights of 80%. Civil Service will rank the qualified candidates and the top 7 will go on to take the oral exam. VOTE 4-0 Motion passed

It was suggested by the Board that the job description for the Assistant Superintendent of Parks under Experience and Training should read, "Willing or able to obtain a CAL and CPO license", instead of, "Shall be capable to obtaining a CAL and CPO license".

MOTION by Alissa Hall, seconded by Barbara Skibiski to re-post the Recreation Program Manager position at the request of the First Selectman due to holiday limitations. This re-posting will not set precedents for future postings. The job will be re-posted for two weeks on the CPRA site. In the meantime, the department will start interviewing the top 6 candidates on the eligibility list. There were 6 top candidates because rank #5 resulted in a tie. After the closing of the posting, we will re-rank and add the top 4 candidates, if there are 4 qualified from the second posting to make a total of 10 top candidates. If we don't get anyone qualified, the list remains the same. VOTE: 3-1 Motion carries (opposed: Langley)

MOTION made by Michele Wigzell; seconded by Alissa Hall to adjourn. Meeting adjourned at 1:55 pm.

Respectfully submitted,
Mary Ann Meier
Mary Ann Meier, Clerk