

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING

December 16, 2021

Present: Barbara Skibiski, Michelle Wigzell, Alice Ferreira

Also present: Mary Ann Meier, HR Manager; Tom McCarthy, Dir. of HR, Rina Bakalar, ECD.

MOTION made by Barbara Skibiski, seconded by Alice Ferreira to have Michelle Wigzell act as Acting Chair since Ann Langley was not present for the meeting. Motion passed unanimously.

Meeting was called to order at 12:11 pm by Acting Chair, Michelle Wigzell.

MOTION by Michelle Wigzell, seconded by Barbara Skibiski to accept minutes of September 2, 2021. VOTE: 3-0 Motion passed unanimously

MOTION by Barbara Skibiski; seconded by Alice Ferreira to advertise, test and recruit for the clerical/administrative support series I-II-III & F/FF positions. We will run one test for any and all vacancies that occur for a one-year period or after one-third of the list is exhausted in the applicable classes. The weights will be 100% based on the core components of the online proficiency assessment examination established by the civil service department. We will be testing the first qualified 50 candidates which includes internal candidates who apply. Certain positions may require additional testing which may include E&T and up to 10 points for related technical skill experience. Only the top 10 scoring candidates on the eligibility list will be subject to additional testing and technical skill experience. Motion passed unanimously 3-0.

MOTION by Michelle Wigzell, seconded by Barbara Skibiski to advertise, test and recruit for an Administrative Land Use/Development Clerk. The testing will consist of weights at 50% proficiency assessment computer examination and 50% experience and training. VOTE 3-0 Motion passed unanimously

MOTION by Barbara Skibiski; seconded by Alice Ferreira to advertise, test and recruit for a Health Assistant in the Nursing Department. The testing will consist of weights at 50% proficiency assessment computer examination and 50% experience and training. VOTE 3-0 Motion passed unanimously.

MOTION by Michelle Wigzell, seconded by Barbara Skibiski to re-nominate Ann Langley as Chair. VOTE 3-0 Motion passed unanimously.

MOTION by Michelle Wigzell; seconded by Barbara Skibiski to set the dates for 2022 civil service board meetings on the second Wednesday of every month commencing at 12:00 pm. VOTE: 3-0 Motion carried unanimously.

MOTION made by Barbara Skibiski; seconded by Alice Ferreira to adjourn the meeting at 1:07 pm. Motion carries unanimously.

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier, Clerk