

CIVIL SERVICE COMMISSION
June 16, 2008

A regular meeting of the Civil Service Commission was held on Monday June 16, at 7:00 p.m. in Conference Room C. Present were Commissioners Coffey, Dowin, Healey, Toohey, and Winfield.

The meeting was called to order at 7:02 p.m.

The minutes of May 19, 2008 were considered and Mr. Coffey made a motion to approve them. The motion was seconded by Mr. Healey and were approved unanimously.

A request by the Finance Director to permit the hiring of an Accountant at Step 3 due to both a lack of qualified applicants and his special qualifications, was discussed. A motion was made by Mrs. Dowin to approve the action and was seconded by Mr. Toohey and carried unanimously.

The matter of the administrative positions in the Personnel Department was discussed. Mr. Toohey made a motion to permit the transfer of the Pension Administrator to the position of Administrative Assistant-Personnel, both non-represented and both at the same salary grade because it is impractical to allow the promotion of a represented employee from another department at this time due to the imminent retirement of both the Administrative Assistant and the Personnel Director. The motion was seconded by Mr. Coffey and was carried unanimously.

The Open Jobs list was reviewed and discussed.

Mr. Healey made a motion to adjourn the meeting. The motion was seconded by Mr. Coffey and was carried unanimously. The meeting adjourned at 7:25 p.m.

Attest: _____
John Boland

