

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
NOVEMBER 20, 2017**

The Civil Service Commission of the City of Milford held their regular meeting on Monday, October 16, 2017 at 5:00 PM in Conference Room C in the Parsons Government Complex.

1. Chairman J. Haselkamp, called the meeting to order at 5:03 p.m.

2. Roll Call

Board Members Present

J. Baldwin  
J. Haselkamp  
T. Holland  
H. Healey

Also Present

T. Barnes  
P. Piscitelli

Board Members Absent

J. Tantimonico

3. Chairman Haselkamp asked for a motion to approve the minutes of the October 16, 2017 meeting. T. Holland made a motion to approve the minutes and J. Baldwin seconded the motion. All were in favor.

4. There was no old business.

5. New Business – Paul Piscitelli spoke of his decision to eliminate the position of Secretary in the 2017/2018 budget. He stated the position was no longer practical to the Recreation Department because of the way they do business has changed. Advances in technology have made office operations more efficient and eliminated many of the tasks formerly assigned to a secretary. Additionally, departmental staff is now cross trained in administrative tasks further eliminating the need for a secretary. He stated that the workforce must change and grow to deliver the highest level of service to the community. P. Piscitelli proposed adding the part time position of Recreation Assistant – Marketing and Communications so that the Department can effectively communicate in the social media driven environment in which we now live. He stated that the creation of this position would be of great benefit to the Department and to the City of Milford and will help the Department remain relevant in today's world. H. Healey made a motion to create a part time (20 hour) classification of Recreation Assistant – Marketing & Communications. J. Baldwin seconded and the motion passed unanimously.

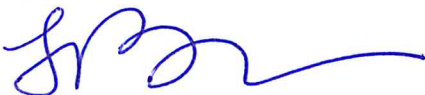
6. Changes to the job description for Accounting Clerk, renamed Accounting Specialist, were briefly discussed and noted for the record.

7. T. Barnes gave her report.

9. In her Open Jobs Report, T. Barnes reviewed the status of each of the many open positions as well any positions which are in the process of being filled, or which have been recently filled.

10. H. Healey made a motion to adjourn and J. Baldwin seconded. The meeting adjourned at 5:29 p.m.

Attest:



Tania Barnes